



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 11 OF 2026
DATE ISSUED 27 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 DEFENCE:** kindly note that the following posts were advertised in Public service Vacancy Circular 09 of 2026 dated 13 March 2026 with a closing date of 27 March 2026 Registry Clerk: Production (2x Posts): with reference no: REF NO: SAAFCOL/02/08/26/02, are respectively have been withdrawn.

NATIONAL SCHOOL OF GOVERNMENT: Kindly note that the post of Principal (Director-General) was advertised in Public Service Vacancy Circular 10 dated 20 March 2026 with Ref No: NSG:10/2025. With the closing date of 17 March 2026. Please be advised that applicants can also use a link to apply for the Principal (Director-General) post: Application For Employment Principal (Director-General No: NSG 10/2025) Five Year Contract. – Fill Out Form The closing date is extended to 17 April 2026. ENQUIRIES: Ms Letty Raseroka Tel No: (012) 441 6626

NATIONAL DEPARTMENTS

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
AGRICULTURE	A	03 - 17
BASIC EDUCATION	B	18 - 19
CIVILIAN SECRETARIAT FOR POLICE SERVICES	C	20 - 24
EMPLOYMENT AND LABOUR	D	25 - 31
FORESTRY, FISHERIES AND THE ENVIRONMENT	E	32 - 36
HEALTH	F	37 - 39
HOME AFFAIRS	G	40 - 60
INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE	H	61 - 62
JUSTICE AND CONSTITUTIONAL DIRECTORATE	I	63 - 70
MUNICIPAL INFRASTRUCTURE SUPPORT AGENT	J	71 - 72
NATIONAL PROSECUTING AUTHORITY	K	73 - 85
OFFICE OF THE CHIEF JUSTICE	L	86 - 92
SOCIAL DEVELOPMENT	M	93 - 95
SPORTS, ARTS AND CULTURE	N	96 - 98
TRADE, INDUSTRY AND COMPETITION	O	99 - 110
TRANSPORT	P	111 - 112
TREASURY	Q	113 - 115
WATER AND SANITATION	R	116 - 135

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
FREE STATE	S	136 - 144
GAUTENG	T	145 - 146
KWAZULU NATAL	U	147 - 157
MPUMALANGA	V	158 - 163
NORTHERN CAPE	W	164 - 166
WESTERN CAPE	X	167 - 247

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

Free State Department of Agriculture and Rural Development is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

- APPLICATION** : Quoting the reference number, must be forwarded to Mrs S Hlekiso, Private Bag x02, Bloemfontein, 9301 or delivered by Hand to Mrs S Hlekiso in Room 228, 2nd Floor, Admin Building, Glen Email: recruitment@dard.gov.za
- CLOSING DATE** : 17 April 2026
- NOTE** : Applications must be submitted on form Z.83, obtainable from any Public Service Department. Shortlisted candidates must provide certified copies of required documents (Identity document, qualifications, etc) to HR before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. Applications: please submit your application before the closing date as late applications will not be considered. If you have not heard from us within 4 months, please consider your application to be unsuccessful. Should, during any stage of recruitment process, a moratorium be placed on the filling of posts of the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future.

OTHER POST

- POST 11/** : **CHAIRPERSON: RISK MANAGEMENT COMMITTEE REF NO: RISK/2026**
Term Of Office: 3 Years subject to renewal at the discretion of the Department.
Attendance of 4-5 Risk Management Committee meetings per annum
- SALARY** : The Chairperson will be remunerated per meeting for preparation and attendance at a rate in accordance with Treasury Regulations 20.2.2 as per National Treasury Directive
- CENTRE REQUIREMENTS** : Glen: Office Of The HOD
Post-Graduate Qualification in or other relevant qualification in Risk Management, Accounting, Auditing and Financial Management. CA/MBA/MBL/CIA will be an added advantage. 7 – 10 years management experience in Risk Management, Accounting or Auditing field. Excellent knowledge of Risk Management and Corporate Governance, PFMA, Treasury Regulations, Enterprise-Wide Risk Management (ERM), COSO Model and Public Sector Risk Management Framework. Experience in serving in Oversight Committees. Knowledge of agriculture and rural development sector will be an advantage
- DUTIES** : Assist the Accounting Officer in discharging his duties pertaining to risk management. The candidate will chair the Departmental Risk Management Committee and provide an oversight role in terms of the Public Sector Risk Management Framework. Monitoring the implementation of the Risk Management Policy and Strategy within the Department. Reviewing Risk Management action plans to be instituted and ensuring compliance with such plans. Integrating risk management into planning, monitoring and reporting processes. Reviewing risk appetite and tolerance levels of Department. Providing timely reports to the Head of Department and Audit Committee on a quarterly basis including reports to other management or oversight structures. Perform any other duties as prescribed by the Risk Management Committee Charter.
- ENQUIRIES** : Ms T Crisp, Telephone number: 060 983 8291

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

- APPLICATIONS** : Applications For The Department Of Public Works And Infrastructure To Be Submitted to: Head: Public Works and Infrastructure, Human Resources Management Directorate. P.O Box 7551, Bloemfontein 9300 or Applications that are hand delivered must be brought at the Foyer of or Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor,

or Tambo House, St. Andrews Street, Bloemfontein or e-mail to e-recruitmentfsdpwi@fsworks.gov.za. No Applications Will Be Accepted By Staff In Offices In The Building.

NOTE

: Directions to applicants Applications must be submitted on the new prescribed Z83 application form obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information provided on the form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Should an applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their applications. Should an applicant wish to apply for more than one post, separate applications must be submitted i.e. all the documentation must be submitted for each post applied for. Applications received after the closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their enquiries to the relevant person as indicated in the advertisement. Note: Successful completion of the Nyukela Public Service SMS Pre-entry 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 appointment, is a requirement for all SMS positions. 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. Short-listed candidates will on the day of interview undergo a security assessment. Suitable candidates will be subjected to personnel suitability checks as deemed appropriate and inclusive inter alia of criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful. Faxed or late applications will NOT be accepted.

MANAGEMENT ECHELON

POST 11/152

: **CHIEF DIRECTOR: EPWP REFE NO: PWI 26/01**

SALARY

: R1 494 900.per annum. (Level 14) (An all-inclusive package) The remuneration package consists of a basic salary (70%), the Employer contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE REQUIREMENTS

: Bloemfontein
: Applicants must be in possession of a Bachelor's degree or equivalent undergraduate qualification (NQF Level 7) as recognized by SAQA in one of the following: Public Management / Administration, Social Sciences, Developmental Studies, Political Science / Project Management / Built environment equivalent. 5-7 years' management experience in large scale public employment or infrastructure programmes with at least 5 years at senior management level. Computer literacy. Knowledge and practical understanding of the legal framework governing the expanded public works programme, PFMA, Treasury Regulations, labour intensive construction methodologies. Expertise in monitoring and evaluation, intergovernmental systems and grant / donor funding frameworks. Required skills and competencies: Strategic capability and leadership. Strategic management, planning and execution. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management. Programme and project management. Change management. Stakeholder and intergovernmental coordination. Communication, negotiation, conflict

management and community liaison proficiency. Driver's license (excluding those with disabilities). Appointment is subject to the following: The Nyukela Senior Management Pre-Entry Programme. SMS Competency Assessments, Performance Agreement, Vetting, SMS Permanent Employment Contract and Financial Disclosure. NB: Shortlisted candidates will be subjected to an ethics (integrity conduct) assessment and technical test that intends to test relevant technical elements of the job, the logistics of which will be communicated.

DUTIES : To provide strategic direction and management in respect of Expanded Public Works Programmes. Lead, support and co-ordinate all lead sector departments, stakeholders or public bodies in the province towards the implementation of the EPWP across all sectors, according to EPWP norms and standards, for the purpose of creating work opportunities for unemployed persons using labour intensive measures. Promote the implementation of innovative and empowerment initiatives for stakeholders and beneficiaries, as per EPWP norms and standards. Promote community development programmes through the implementation of EPWP flagship programmes and social facilitation that contributes to creation of work opportunities, asset creation, and poverty alleviation. Enhance and communicate a positive EPWP profile within the Free State province. Enhance EPWP delivery capacity at both provincial and local government spheres within the Free State. Facilitate and implement such. Ensure that the community-based projects are accounted for in the Expanded Public Works Programme for budgeting purposes. Develop, implement and manage the management Information System for EPWP. Prepare monthly monitoring reports on the implementation of EPWP. Establish learning network initiatives for best practices. Oversee the implementation of EPWP learnerships. Establishment and implementation of support programmes for EPWP beneficiaries who display potential for establishment of small, micro and medium enterprises. Improving the quality of life of communities within the province by way of community development programmes. Management of human and other resources within the chief directorate.

ENQUIRIES : Mr. S Mtolo – Acting Head of Department: Public Works and Infrastructure – Tel No: 051 405 5230

CLOSING DATE : 17 April 2026

POST 11/153 : **CHIEF DIRECTOR: PROPERTY MANAGEMENT REF NO: PWI 26/02**

SALARY : R1 494 900.per annum. (Level 14) (An all-inclusive package) The remuneration package consists of a basic salary (70%), the Employer contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE : Bloemfontein

REQUIREMENTS : A Bachelor's Degree on NQF level 7 in the property management field / built environment or business / public management augmented by 5-7 years' experience in property or asset management of which at least 5 years at senior management level. Knowledge of the legal framework applicable to the property and related built environment sector inclusive of GIAMA, PFMA, Treasury Regulations, governance principles related to supply chain management in respect of acquisition, disposal and related functions or processes for fixed assets. Driver license (code B) excluding persons with disabilities. Required skills and competencies: Strategic capability and leadership. Strategic management, planning and execution. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management. Programme and project management. Change management. Municipal and stakeholder relations. Communication, negotiation and conflict management. Skills computer literacy, disposition towards digital transformation. Appointment is subject to the following: The Nyukela Senior Management Pre-Entry Programme. SMS Competency Assessments, Performance Agreement, Vetting, SMS Contract and Annual Financial Disclosure. NB: Shortlisted candidates will also undergo an ethics assessment and technical tests.

DUTIES : To oversee, plan, and coordinate the strategic management of immovable properties of the province which includes provision of accommodation for all provincial departments and other government institutions as well as acquisition and disposal of land and property. Oversee the implementation of the strategic

direction of property related issues to ensure alignment with departmental business plan and strategic plan. Oversee the development and maintenance of the property management strategy and policies. Strategically manage the acquisition, registration and disposal of provincial land and property. Formulate and maintain integrated information systems on all properties. Manage the development and maintenance of the immovable asset and debtors registers. Oversee the management of the lease and rental of property including the management of contracts. Co-ordination of property maintenance services including the cleaning and gardening services. Assist in identifying revenue growth opportunities within government properties and optimize the operational expenditure. Formulate and manage the chief directorate's budget against its strategic financial objectives. Manage the human, financial and other resources allocated to the Chief Directorate.

- ENQUIRIES** : Mr. S Mtolo – Acting Head of Department: Public Works and Infrastructure – Tel No: 051 405 5230
- CLOSING DATE** : 17 April 2026
- POST 11/154** : **CHIEF DIRECTOR: WORKS, CONSTRUCTION AND MAINTENANCE REF NO: PWI 26/03**
- SALARY** : R1 494 900.per annum (Level 14) (An all-inclusive package) he remuneration package consists of a basic salary (70%), the Employer contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance
- CENTRE REQUIREMENTS** : Bloemfontein
 Applicants must be in possession of at least a Bachelor's degree or equivalent in the Built Environment on NQF level 7 as recognized by the South African Qualifications Authority (SAQA) in engineering, construction management, architecture, construction project management. Registration as professional in engineering or architecture or construction/project management or quantity surveying. A minimum of 5 years of experience at senior managerial level in the infrastructure sector with proficiency in maintenance programs, infrastructure development, built environment risk, occupational health and safety and construction project management. A valid driver's license with exception of persons with disability. Competencies: Strategic leadership people management and empowerment, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, client orientation and customer focus, communication. Working knowledge of the functioning of national/provincial and local government. In depth knowledge, understanding and proficiency related to Government infrastructure project planning, construction management, maintenance and delivery. Extensive understanding and knowledge of the built environment and government legal framework inclusive of construction contracts, construction procurement and Infrastructure Delivery Management System (IDMS). The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. SMS Competency Assessments, Performance Agreement, Vetting, SMS Permanent Employment Contract and Financial Disclosure.NB: Shortlisted candidates will be subjected to an ethics test and technical exercise that intends to test relevant technical elements of the post, the logistics of which will be communicated.
- DUTIES** : Lead and oversee the Chief Directorate to ensure that strategic objectives are achieved in terms of the governing legal framework, good corporate governance, compliance with the Infrastructure Delivery Management System (IDMS) and within available financial resources in terms of PFMA. Provide strategic management and leadership for the infrastructure and maintenance plans for the Free State Province implemented by works regional offices in the districts of Motheo/Xhariep / Thabo Mofutsanyane / Fezile Dabi and Lejweleputswa for departmental infrastructure and that of sector clients. Oversee the management, development and review of the Chief Directorate infrastructure delivery plan and maintenance strategy as and when required to enhance infrastructure delivery and to mitigate risk. Oversee and manage relationships with contractors, consultants, and relevant stakeholders to support infrastructure development and delivery. Oversee the management in respect of processes, plans and budgets for condition and functional

assessment of infrastructure inclusive of any specific requirements outlined in the Occupational and Health Safety Act and successful implementation thereof. Facilitate the development and review of departmental infrastructure and maintenance strategies / implementation plans, service delivery models inclusive of labour intensive infrastructure methods required by the infrastructure sector of the Expanded Public Works Programme. Oversee the management of multi-disciplinary infrastructure teams and develop human capital to ensure continuous supply of suitably qualified artisans, construction health and safety and other professionals for improved infrastructure performance. Manage the program budget, human and other resources allocated to the Chief Directorate.

ENQUIRIES : Mr. S Mtolo – Acting Head of Department: Public Works and Infrastructure – Tel No: 051 405 5230

CLOSING DATE : 17 April 2026

POST 11/155 : **CHIEF FINANCIAL OFFICER REF NO: PWI 26/04**

SALARY : R1 494 900.per annum. (Level 14) (An all-inclusive package) The remuneration package consists of a basic salary (70%), the Employer contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance

CENTRE : Head Office (Bloemfontein)

REQUIREMENTS : An appropriate bachelor's degree or equivalent qualification (NQF7) as recognized by SAQA and a minimum 5 years of experience at a Senior management level or equivalent. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment SMS level will be the successful completion of the Senior Management Pre-entry Program as endorsed by the National School of Government. This is a Public Service specific training program which will be applicable for appointments at SMS level, and it must be noted that no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). All the shortlisted candidates for SMS must undertake a pre-entry practical exercise (Competency Assessment) as part of the interview process based on the technical or generic requirements of the post. Candidates will also be expected to do practical presentations as part of the interview. Extensive knowledge and understanding of relevant policies and legislations, e.g. PFMA, PSA, PSR, Treasury Regulations, PPPFA, GRAP, LRA, BCE, NT's MCS, etc. Special requirements (skills needed): Financial Management; Strategic planning; Project management; Financial GRC; Financial reporting, Auditing, etc.

DUTIES : Key Performance Areas: Develop, implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the Accounting Officer. Ensuring that the financial resources and assets of the department are utilized effectively and economically to realize the objectives of the strategic plan. Ensuring that all conditional grants and donor funds where appropriate are properly managed and financial reports prepared. Provide technical advice to line managers to ensure the equitable allocation, maintenance and effective utilization of resources in line with the strategic objectives of the department, legislative imperatives and good governance arrangements. Meet the reporting requirements and standards under the PFMA, Division of Revenue Act and financial statements. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, asset security, monitoring, evaluation, early warning and timeous corrective action. Assist the Accounting Officer by applying cost benefit analysis principles assuring value for money. Oversee the budgetary process within the department, exercise budgetary control and provide at a strategic level early warning arrangements. Develop and facilitate the implementation of the supply chain management system consistent with legislative and other good governance arrangements. Oversee the preparation and submission of the annual financial statements and liaison with the Auditor-General in this regard. Assist with the implementation of the Division of Revenue Act. Liaise with the relevant role-players within the three spheres of government in the financial environment regarding transversal financial and related corporate governance matters.

<u>ENQUIRIES</u>	:	Mr. S Mtolo – Acting Head of Department: Public Works and Infrastructure – Tel No: 051 405 5230)
<u>CLOSING DATE</u>	:	17 April 2026
<u>POST 11/156</u>	:	<u>DIRECTOR: FINANCE (FINANCIAL ADMINISTRATION AND ACCOUNTING) REF NO: PWI 26/05</u>
<u>SALARY</u>	:	R1 266 714.per annum. (Level 13)(An all-inclusive package) The remuneration package consists of a basic salary (70%), the Employer contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistanc
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Bloemfontein) An appropriate BCom Accounting degree (NQF level 7) or equivalent in Finance with proven 5 years of experience at a middle or senior managerial level. Designation as Chartered Accountant (CA) or professional Accountant with SAICA / SAIPA will be an advantage. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. Extensive knowledge of and experience in Public Service financial management; Driver license (code 8); Appointment is subject to the following: Performance Agreement, Personnel Suitability Checks, SMS Contract, Competency Assessment, and Financial Disclosure.
<u>DUTIES</u>	:	Key Performance Areas: Strategically guide, manage and coordinate all activities in the Directorate toward ensuring the effective and efficient functioning of the directorate:- Develop and ensure the successful implementation of an Annual Performance Plan for the Directorate: Finance Administration and Accounting in alignment with the Directorate's strategic objectives and targets and other constitutional obligations/legislative requirements applicable to the Directorate's core business. Monitor and report on the extent to which the Directorate Financial Administration and Accounting its strategic objectives and targets and other priorities and commitments as per the APP/National and Provincial Programmes of Action/ EXCO-FOHOD Resolutions, etc. Implement measures to address shortcomings identified by the Auditor General (AG), Audit Committee as well as shortcomings identified by Internal Audit and/or Chief Risk Officer. Implement effective system in conjunction with Supply Chain Management and other role players to ensure payment of service providers within 30 days. Ensure sound management of financial accounting systems and procedures in line with legislations and policy:. Oversee the financial revenue, expenditure management and accounting directorate by:- Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor revenue collected and expenditure incurred and submit reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedures. Oversee the management of revenue, expenditure management and accounting work as required. Revenue management - Ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Expenditure management – Ensure that payment for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Accounting – To provide financial administration and accounting services ledgers / journals, accounting and reporting and preparation / oversight of interim / quarterly and annual financial statements. Ensure and oversee the implementation of management accounting systems. Oversee and manage the financial planning, budgeting and reporting systems. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor cash flow and submit cash flow reports and plans as required. Ensure compliance with financial prescripts. Provide leadership and guidance to role players on the use of forecasting methods and tools. Manage financial planning, budgeting and reporting work as required. Planning – Ensure that information for planning purposes are collected and analyse properly. Budgeting – Manage, review, analyse and quality assure the budget preparation process. Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes. Manage the roll-over, adjustment estimates and virement process. Ensure that information on the requirement for role-over requests are disseminated to responsibility and

program managers. Ensure that all roll-over requests are considered, proposal developed submitted to the CFO for consideration. Ensure that the all roll-overs are incorporated in the adjustments budgets. Assess the need for additional funds required from the adjustment estimates process through monitoring of expenditure trends. Ensure the assessment of expenditure trends and the development of proposals on the virement or shifting of funds. Manage the directorate finance: - Procurement and asset management for the directorate. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Planning and allocate work. Quality control of work delivered by employees. Provide financial technical advice and guidance.

ENQUIRIES : Ms MS Tlali – Chief Financial Officer: Public Works and Infrastructure - (Tel No: 051 492 1746)

CLOSING DATE : 17 April 2026

POST 11/157 : **DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: PWI 26 /06**
Directorate Supply Chain Management

SALARY CENTRE : R896 436 per annum. (level 11) (All inclusive package)
Bloemfontein

REQUIREMENTS : A relevant tertiary qualification at NQF level 7 in finance, commerce, accounting, supply chain management, law or public management / administration. 3 years related contract management experience at supervisory / management Level (ASD). Knowledge of the regulatory framework, relevant legislation inclusive of the PFMA, Treasury Regulations and policy governing contracts within supply chain management context, coupled with an understanding of applicable financial norms and standards. Computer literacy, good communication and management skills.

DUTIES : To manage the sub-directorate: contract management. To develop, review, and implement a contract administration service through the monitoring, reporting, and execution of amendments, additions, adjustments, variations and addenda to contracts. Manage the functional operation of the Sub directorate: Supply Chain Contract Management. Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancellations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Manage the coordination, review and monitoring of contract compliance and determine whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Undertake the management of all administrative functions required with regard to financial and HR administration. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub directorate. Plan and allocate work. Quality control of work delivered by employees.

ENQUIRIES : Ms. JM Scheepers, Acting Director: Supply Chain Management Tel No: 051 492 3862

CLOSING DATE : 17 April 2026

POST 11/158 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (REF NO: PWI 2 6/07)**
(2 POSTS)

Directorate Finance

SALARY : R486 459 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : A relevant Degree or equivalent tertiary qualification in Financial Management on NQF level 7. 3 years relevant supervisory experience in Financial Accounting / management at ASD level. Knowledge and understanding of the legal framework, inclusive of the PFMA and Treasury Regulations, policy coupled with the applicable norms and standards. Computer literacy, good communication and management skills.

DUTIES : Oversee the identification and accurate recording of debts owed to the department. Liaise with debtors in the most complex and problematic cases to determine payback conditions and time span. Oversee the process of obtaining the accounting officer's approval for debt collection conditions. Obtain the accounting officers approval for debt payback conditions and time span on the cases handled. Oversee the accurate allocation of monies received. Oversee and monitor income against budget and review reconciliations. Oversee and undertake the develop of corrective measures when required. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Oversee the verification of the capturing of payroll transactions on the accounting system. Oversee quality assure al payroll transactions. Authorises reimbursement transactions on the accounting system. Oversee the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS). Authorises payments to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliations etc.) outside the payroll system. Oversee verification of information for payroll certification. Oversee verification of source documents. Oversee the quality assurance and verification of transactions on BAS/LOGIS. Ensure that expenditure is in line with budget and item provisioning. Oversee the correct capturing of banking details on the accounting system. Oversee creditor reconciliation (ensure that service providers are paid timely and correctly). Oversee and reconcile payment requests with budget provisions and the availability of funds. Oversee the process to ensure that the relevant institution is eligible for a transfer payment/subsidy and that they comply with the relevant financial legislative requirements. Authorise the payment of transfers and subsidies processed on the accounting system. Oversee the processing of information to determine expenditure against budget. Review and analyse expenditure report, distribute to budget holders and obtain inputs on expenditure status. Oversee the compilation of interim and annual reports on conditional grants. Ensure the safeguarding of all source documents. General supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES : Ms CP Phanyane, Acting Director Finance – Tel No: 051 492 3716
CLOSING DATE : 17 April 2026

POST 11/159 : **PERSONAL ASSISTANT (REF NO: PWI 26/08)**
Office Of The Chief Financial Officer (CFO)

SALARY : R325 101.per annum (Level 07) (A basic salary)
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate National Diploma or equivalent NQF Level 6 qualification augmented with administrative experience. Knowledge and practical application of Microsoft package i.e. word, excel, PowerPoint, etc. Proven ability to apply knowledge and skills. 2 years' experience in a secretarial or administrative related environment. Computer literacy. Secretarial qualification will serve as a strong recommendation.

DUTIES : Manage engagements of the CFO to improve service delivery. Implement administrative measures to ensure the efficient functioning of the Office of the Chief Financial Officer. Ensure an efficient flow of information and documents to and from the Office of the CFO. Compile and distribute confidential documents and cabinet memoranda and general correspondence to relevant stakeholders. Deal with enquiries received, internally and externally to the relevant stakeholders. Keep record of documents, memoranda, etc., which are

dealt with by the CFO. Do certain research for the CFO. Ensure the safe-keeping of all the documentation in the Office of the Chief Financial Officer to be in line with the Archive Legislation. Handle travel arrangements for the Chief Financial Officer and assist with the CFO's personal matters to enable her to attend her duties. Set up and maintain systems in the Office of the CFO that will contribute towards improving efficiency in the office. Compile and monitor the budget for the Office to ensure the effective and efficient utilization of funds. Promote professional behavior and ethics in the Office of the CFO to enhance the image of the Public Service. Oversee the work of the subordinates of the Office of the Chief Financial officer to ensure the co-ordination of activities, manage the performance of the incumbents and to address development needs.

ENQUIRIES : Ms MS Tlali – Chief Financial Officer: Public Works and Infrastructure - (Tel No: 051 492 1746)

CLOSING DATE : 17 April 2026

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HUMAN SETTLEMENTS**

<u>CLOSING DATE</u>	:	17 April 2026
<u>NOTE</u>	:	Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. The Gauteng Department of Human Settlements promotes equal opportunity and aims to implement affirmative action measures to address the disadvantages in employment. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference. Whites, Indians, Coloureds and Persons with disabilities are encouraged to apply. 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 the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at https://jobs.gauteng.gov.za and it should be accompanied by a new Z83 and a comprehensive Curriculum Vitae (CV) only. Certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job) will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. For all SMS positions, the successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government and possession of the SMS Pre-Entry Certificate is required prior to appointment. For more details on the pre-entry course visit: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/ . Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

MANAGEMENT ECHELON

<u>POST 11/160</u>	:	<u>DEPUTY DIRECTOR GENERAL: HUMAN SETTLEMENTS PLANNING REF NO: REFS/044103</u>
<u>SALARY</u>	:	R1 813 182.per annum (All-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A Matric plus NQF Level 8 qualification as recognised by SAQA in Town Planning / Urban & Regional Planning, Architecture, Civil Engineering, Public Management or equivalent post graduate qualification at NQF level 8. Master's degree would be an added advantage. A minimum of 8 years' experience at Senior Management level in Infrastructure/ housing delivery field. Possession of the SMS Pre-Entry Certificate is required prior to appointment. Possession of a valid driver's license. The candidate should have in-depth knowledge of the Construction Industry Development Board Act of 2000 and Regulations, large scale human settlements planning, large scale programme and project management, Town & Regional (T &R) legal and operational compliance, Standard for infrastructure Procurement and Delivery Management of National Treasury, National Spatial Development Perspective (NSDP), Property registration processes, T & R systems, principles and procedures, and other relevant regulations and prescripts. Competencies & Skills: Strategic capability & leadership, Decision making, Compilation of management reports Change management, financial management, Service delivery innovation, Problem solving analysis, People management and empowerment. Customer focus and responsiveness. Personal Attributes: Good written and verbal communication skills. Self-management. Analytical skills and Creativity. Good Interpersonal skills.

- DUTIES** : Lead and manage research and policy for human settlement sector. Provide strategic guidance of integrated planning for short and long term sustainable human settlements. Oversee the development and implementation of infrastructure asset management plans for human settlements programmes implementations. Oversee the management and monitor compliance of Beneficiary Administration of and housing subsidy programmes for beneficiaries. Oversee and provide strategic support on the development of Informal Settlement and Rapid Land Release human settlements. Management of the business unit.
- ENQUIRIES** : Ms. Miyelani Tshabalala Tel No: 063 691 4046
APPLICATIONS : Please apply online at <https://jobs.gauteng.gov.za/>
- POST 11/161** : **CHIEF DIRECTOR: ASSET DISPOSAL AND RENTAL HOUSING REF NO: REFS/044104**
- SALARY** : R1 494 900 per annum (All – inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A Matric plus an appropriate bachelor’s degree (NQF level 7) as recognized by SAQA e.g. Real Estate/Property Studies/Relevant Legal qualification in property studies at graduate or post graduate level. A minimum of 5 years’ experience within Senior Management Level in Immovable Assets Disposal environment. Possession of the SMS Pre-Entry Certificate is required prior to appointment. Possession of a valid driver’s license. The candidate should have knowledge and understanding of legislation governing immovable property acquisitions and disposals, Rental Housing Sector, Knowledge of the PFMA, Treasury Regulations and Planning Frameworks, knowledge of Public Service Regulations, knowledge of the Medium-Term Expenditure Framework and knowledge of Property Valuations. Competencies: Strategic capability and Leadership, People Management and empowerment, Programme and Project Management, Financial Management and Change Management. Conflict resolution, Innovation, Mediation, Time management, advanced computer skills, Honesty and Integrity. Personal Attributes: Good written and verbal communication skills. Analytical and presentation skills. Team building and networking skills.
- DUTIES** : Provide strategic direction for the development, implementation of legislation, policies, and strategies on immovable assets disposal, rental housing support services aligned to national and provincial housing framework(s) including providing administrative, secretariat and complaints management support services to the Rental Housing Tribunal Represent the department in a strategic advisory role at all immovable assets disposal governance structures. Ensure development and implementation of rental housing policy frameworks, business processes and procedures. Manage and administer immovable asset disposal processes, dispute resolution, mediations, adjudications, and tribunal hearing processes. Develop and administer +file audits, maintenance of case management system and mediation and tribunal tracking tool(s). Oversee appeals, rescissions and variations processes to Rental Housing Tribunal ruling(s). Oversee processes leading to legal transfers. Oversee the identification and packaging of the township /projects where development has been completed to develop a credible annual business plan. Management of the Chief Directorate.
- ENQUIRIES** : Ms A Mogaswa Tel No: 072 313 8052
APPLICATIONS : Please apply online at <https://jobs.gauteng.gov.za/>

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : Applications must be posted to: The Acting Director-General, KwaZulu-Natal Office of the Premier, Private Bag X9037, Pietermaritzburg, 3200 or hand delivered to: The Chief Director: Strategic Human Resource Management, Office of the Premier, 1st Floor, Invesco Centre, 16 Chatterton Road, Pietermaritzburg, 3201 and marked for the attention of Ms T.W. Zulu. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address recruitment@kznpremier.gov.za.
- CLOSING DATE** : 14 April 2026
- NOTE** : Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. The KwaZulu-Natal Provincial Government reserves the right not to make this appointment. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application. NB: All shortlisted candidates will be subjected to a technical exercise/ practical test that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical assessment, candidates recommended for appointment at the SMS level will be required to produce a Pre-entry certificate for the course offered by the National School of Government (NSG) prior to their appointment. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be obtained by following the link: <https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme>. All SMS posts have been identified to target females and people with disabilities in order to achieve the 50% and 2% targets respectively, in line with National Cabinet Directive. The successful candidate will be required to undergo security clearance and to disclose financial interests in accordance with the regulations. The KwaZulu-Natal Provincial Government is an equal opportunity, affirmative action employer and preference will be given to suitably qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Department reserves the right not to make these appointments.

MANAGEMENT ECHELON

- POST 11/162** : **HEAD OF DEPARTMENT REF NO: KZNDARD/HOD/03/2026**
(5 Year Fixed-term contract)
- SALARY** : R2 352 642 per annum (Level 16) plus a 10% non-pensionable Head of Department allowance. The inclusive remuneration package includes a 30% portion which may be structured according to the individual's needs. (Inclusive remuneration package)
- CENTRE** : Head Office Pietermaritzburg
- REQUIREMENTS** : An appropriate postgraduate qualification (NQF level 8) in Public Administration/ Management/ Agricultural related fields as recognised by SAQA 10 years senior management experience in the relevant field Computer Literacy SMS pre-entry certificate (Nyukela) a valid, unendorsed driver's licence. Knowledge and Skills: Significant managerial capability and experience in providing strategic leadership and direction in the sector Knowledge and understanding of the following: the role of Agriculture and Rural Development within the Province and South Africa Developmental agenda of the provincial government Development of relevant policies and strategies Administration of policy Agriculture and rural development needs, legislation and the mandate of the Department/ Province PFMA and Treasury Regulations Strong project management skills Excellent communication and presentation skills Ability to work well under pressure Skilled in the arts of facilitation and able to cultivate good stakeholder relationships Advanced financial management capabilities A multi-skilled dynamic leader who understands the operational environment of the public service, its service delivery imperatives

and the divergent needs of the various constituents Self-motivated professional with experience in providing strategic leadership Ability and experience to successfully manage special projects as identified by the Administration and the Executive Authority Computer literacy skills Ensure integrated risk management and the implementation of minimum information security standards.

- DUTIES** :
- Key Responsibilities: Support the MEC for Agriculture & Rural Development on all matters pertaining to Agriculture and Rural Development in the Province Provide strategic leadership and management to the Department in the provision of integrated agricultural development services Establish and manage strategic partnerships with relevant stakeholders Facilitate the formulation and implementation of sustainable development and empowerment strategies and initiatives at the local and provincial level to meet the needs of KZN Provide advice to the MEC for Agriculture & Rural Development on the Department's performance, operations and the realisation of the strategic plan for the Department as contained in the performance agreement Provide effective and efficient administrative systems Provide advice and support services to the MEC in line with the relevant legislation Promote the principles of holistic integrated development planning, cooperative governance, economics and efficiency in both in agriculture and rural development in the Province Ensure appropriate processes, structures and policies in relation to the growth of the Agriculture and Rural Development mandate Provide strategic management of veterinary services Ensure sound financial management of the expenditure of the Department and manage the budget as the Accounting Officer Represent the Department on Provincial, National and International platforms Ensure the establishment of relevant boards, structures and policies to facilitate the management of Agriculture and Rural Development in line with the vision and mission of the Department.
- ENQUIRIES** : Mr. S.G. Ngubane Tel. No. 087 743 8922

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

- APPLICATIONS** :
- To Be Posted To: The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered To: The Chief Registry Clerk, 2nd Floor, South Tower, Natalia, 330 Langalibalele Street, Pietermaritzburg for the attention of Ms NB Mabaso-Macaringwe Applicants may also submit their Z83 and CV via the e-Recruitment System on www.eservices.gov.za

CLOSING DATE : 17 April 2026

- NOTE** :
- To Applicants: Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV. The Department discourages applications sent by registered mail and will not be held responsible for applications sent via registered mail which are not collected from the post office. All shortlisted candidates will be subjected to a technical assessment and an ethics assessment. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. The Department is an equal opportunity, affirmative action employer and is committed to empowering people with disability.

OTHER POSTS

- POST 11/163** :
- DEPUTY DIRECTOR REF NO: 30/2026 (TRA)**
Chief Directorate: Traditional Resource Administration
12 months contract appointment.

SALARY : R896 436 per annum (Level 11)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF Level 6 qualification as recognised by the South African Qualifications Authority (SAQA) in Administration e.g Public Administration or Business Administration coupled with 3 years' junior management experience in Administration and a valid code B driver's licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge of interpretation of relevant legislation; knowledge of functionality of Provincial/Local Houses; knowledge of the traditional sphere of governance; knowledge of departmental policies and guidelines; knowledge of public service legislation; planning and organisation skills; problem solving and decision making skills; good project planning skills; good financial management skills; good minute taking skills; Good communication skills (verbal and written) and excellent computer knowledge. (Microsoft Office Package).

DUTIES : Key Responsibilities: The successful candidate will be required to provide operational support to the office of the Chairperson/Deputy Chairperson of the Provincial House of Traditional Leaders with the following responsibilities:- Coordinate and integrate the activities for the Chairperson/Deputy Chairperson of the Provincial House of Traditional Leaders; Facilitate strategic partnerships between the Chairperson/Deputy Chairperson, Department and relevant stakeholders; Manage outstanding matters between the Chairperson/Deputy Chairperson and all key stakeholders; Manage administrative support for the Chairperson/Deputy Chairperson; Provide input in the development of policies, strategies, procedures and processes; Manage the resources of the unit.

ENQUIRIES : MS PN Mtshali At Tel No: 033 897 5644

POST 11/164 : **ADMINISTRATIVE OFFICER REF NO: 31/2026 (TRA)(2 POSTS)**
 Chief Directorate: Traditional Resource Administration
 (12 months contract appointment)

SALARY : R325 101 per annum (Level 07)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a National Diploma, NQF Level 6 qualification in an Administrative environment coupled with 3 years' experience in an administrative environment and a valid code B driver's licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge of interpretation of relevant legislation; knowledge of functionality of Provincial/Local Houses; knowledge of the traditional sphere of governance; knowledge of departmental policies and guidelines; knowledge of public service legislation; planning and organisation skills; problem solving and decision making skills; good project planning skills; financial management skills; good minute taking skills; Good communication skills (verbal and written) and excellent computer knowledge. (Microsoft Office Package).

DUTIES : Key Responsibilities: The successful candidate will be required to provide operational support to the Office of the Chairperson of the Provincial House with the following responsibilities:- Provide secretariat services at meetings; Provide administrative support to the Office of the Provincial House Chairperson; Facilitate quality assurance and compliance; Provide supply chain, human resource and policy administrative services within the Office of the Chairperson.

ENQUIRIES : MS PN Mtshali At Tel No:033 897 5644

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".

OTHER POSTS

POST 11/165 : **CHIEF DIRECTOR: INFRASTRUCTURE DEVELOPMENTS MTS**
 Cluster: Infrastructure Development

SALARY : R1 494 900.per annum (Level 14)(An all-inclusive salary package)
CENTRE : Head Office Pietermaritzburg

REQUIREMENTS

: A qualification at (NQF level 7) as recognised by SAQA, Senior certificate, Degree in the Built Environment; Including 5 years' experience as a Senior Manager, Professional registration with a relevant statutory council, Extensive senior management experience in infrastructure development and maintenance, Demonstrated knowledge of PFMA, Treasury Regulations and IDMS, Unendorsed valid driver's license, Computer literacy: Microsoft Word, Microsoft Excel and Microsoft PowerPoint NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. 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.

DUTIES

: Skills And Competencies In-depth knowledge and application of PFMA, Supply Chain Management Framework, PPPFA, Treasury Regulations and other related policies, Extensive knowledge and understanding of Financial Management, Human Resource Management, Performance Management (EPMDS), Strategic Management, Public Sector Reporting procedures, Procurement Processes and Risk Management, Strategic Infrastructure Planning Competencies (IPMP Stage: Planning), Infrastructure Programme and Project Management (IPMP Stage: Procurement and Delivery), Infrastructure Maintenance and Asset Management (IPMP Stage: Operations and Maintenance, Strong Internal Control (Ensuring Processes are followed to prevent Audit Queries), Infrastructure Performance Monitoring, Evaluation and Reporting, Infrastructure Contract Management, Management and Supervisory Skills, Good Communication (verbal & written), Good Planning and Organizational Skills, Problem Solving and decision making, Strong team leader, Professional and Client Orientated, Negotiation Skills, Conflict Management Skills, Leadership Skills, Time Management Skills, Report Writing Skills. Infrastructure Programme And Project Management: Infrastructure Program Management Plan (Ipmp: Procurement And Delivery): Ensuring that Planning and Delivery of Projects is done in line with the Division of Revenue Act (DORA) and other relevant legislation, Manage the development and Submission of UAMP (User Asset Management Plan), IPMP (Infrastructure Program Management Plan), and End of Year reports to Treasury, Manage the development and submission of the AIP (Annual Implementation Plan) to the National Health, Manage submission of IRM (Infrastructure Reporting Model) to Treasury, Manage Infrastructure Finance Unit, Manage Real Estate Unit. Manage Implementation Of Capital Projects In Infrastructure Development Manage Planning of Construction Projects, Manage Implementation of Construction Projects, Manage the performance of Implementing Agents in the delivery of Infrastructure Projects, Ensuring implementation of the EPWP Program on all Capital Projects, Manage the budget allocated and Expenditure on all Capital Projects, Ensuring reporting on PMIS (Project Management Information System) Infrastructure Maintenance And Asset Management (: Operations And Maintenance: Manage the maintenance of health facilities across the province, Manage the provision of professional engineering services to Institutions, Manage the acquisition and deployment of maintenance resources., Develop Asset Register for Mission Critical Plants, Ensure 3 Year Maintenance Contracts are in place. Financial Management And Budget Oversight (PFMA Compliance) Develop and manage capital infrastructure budgets within the Medium-Term Expenditure Framework., Ensure effective expenditure management and prevention of overspending, Implement cost control mechanisms and value-for-money principles in infrastructure development, Provide financial performance reports to senior management and oversight bodies, Ensure alignment between infrastructure spending and approved budgets. Leadership And Human Resource Management Lead multidisciplinary infrastructure teams including engineers, architects and project managers, Implement performance management systems for infrastructure units, Develop technical capacity within the infrastructure

management branch, Promote ethical leadership and accountability Monitoring, Evaluation And Reporting Monitor infrastructure programme performance against approved plans, Prepare reports for executive management, Treasury and oversight committees, Implement performance indicators for infrastructure delivery, Support internal and external audit processes. Manage The Health Technology Services: Oversee Medical Equipment Procurement Plan, Ensure minimum downtime of medical equipment, Ensure successful Commissioning of Medical Equipment in completed facilities, Oversee SLA's for maintenance of Medical Equipment includes monitoring and evaluation, Manage Budget and Expenditure allocated under Health Technology Services, Manage resources allocated under Health Technology Services Manage Laundry Services For The Department Manage in-house laundry services of the Department, Determine policies, norms and standards for Laundries, Operational logistics management for laundry services , Equipment and infrastructure procurement, upgrades and maintenance oversight, Financial and supply chain governance in laundry services, Occupational health and safety management for laundry services.

**ENQUIRIES
APPLICATIONS**

: MRS TP Msimango Tel No: 033-395 2799
 : 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" "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."NB: //Applications for these posts can be dropped off at your nearest Health Facility. 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 (Attention: Mrs B Shelembe): 033-395 2694

NOTE

: Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities are encouraged to apply for the post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. 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). 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. Applicants are to provide proof when they have been shortlisted for interviews. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE

: 17 April 2026

POST 11/166

: **CHIEF EXECUTIVE OFFICER: VARIOUS HEALTH CENTRES**
 Cluster: District Health Services

**SALARY
CENTRE**

: R1 059 105.per annum (Level 12) (An All-Inclusive MMS Salary Package)
 Mahatma Gandhi Memorial Hospital Ref No: 10/2026 (X1 Post)
 Ceza Hospital Ref No: 11/2026 (X1 Post)
 ST Appollinaris Hospital Ref No: 12/2026 (X1 Post)
 Mbongolwane Hospital Ref No: 13/2026 (X1 Post)

Benedictine Hospital Ref No: 14/2026 (X1 Post)
Eshowe Hospital Ref No: 15/2026 (X1 Post)
Untunjambili Hospital Ref No: 16/2026 (X1 Post)
Charles Johnson Memorial Hospital Ref No: 17/2026 (X1 Post)
Kwamashu Community Health Centre Ref No: 18/2026 (X1 Post)

REQUIREMENTS

: Matric Certificate (Grade 12), PLUS A degree/advanced diploma in a health-related field, PLUS A degree/diploma in health management Or a degree/advanced diploma in a management field; PLUS Registration with relevant professional council; PLUS At least 5 (five) years' relevant management experience in the health sector or as a health service manager with management experience in a health service environment (non-clinical); PLUS Unendorsed valid Code B driver's license (Code 08).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 Competence Required: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES

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

other intersectoral collaborations. Ensure hospital and catchment clinics on readiness for audits, inspections, and quality assurance assessments. Promote a positive organisational culture.

ENQUIRIES
APPLICATIONS

: MR J Mndebele Tel No:033-395 3274
: 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" "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." NB: //Applications for these posts can be dropped off at your nearest Health Facility. 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 (Attention: Miss N. S. Buthelezi)

NOTE

: Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities are encouraged to apply for the post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. 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). 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. Applicants are to provide proof when they have been shortlisted for interviews. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: Please note that the Selection Committee reserve the right to assign you to any location based on service delivery needs.

CLOSING DATE

: 17 April 2026

POST 11/167

: **MEDICAL REGISTRAR**

SALARY

: R1 001 349 per annum (This is an all-inclusive flexible remuneration package that may be structured according to specific rules). Applicants to note: Salary package is subject to OSD determination plus commuted overtime depending on needs of the Discipline/Institution.

CENTRE

: Various (KZN)
Anesthesiology, Pain Medicine & Critical Care: REG.21/2026
Cardiothoracic Surgery: REG 22/2026
Family Medicine: REG 23/2026
General Surgery: REG 24/2026
Internal Medicine: REG 25/2026
Neurosurgery: REG 26/2026
Obstetrics & Gynaecology: REG 27/2026
Occupational Medicine: REG 28/2026
Ophthalmology: REG 29/2026
Paediatrics & Child Health: REG 30/2026
Pathology (Forensic Medicine): REG 31/2026
Psychiatry: REG 32/2026

REQUIREMENTS

: Tertiary qualification (MBCHB) or equivalent (MEDICAL); Registration certificate for Independent Practice with the Health Professions Council of South Africa as a Medical Practitioner; Current Annual Practising Certificate from Health Professions Council of South Africa; Twelve (12) months post Community Service experience as a Medical Officer as at closing date of this advert; Valid driver's license; Relevant Discipline Specific Minimum Requirements below (depending on the Discipline): Anesthesiology, Pain Medicine & Critical Care: Minimum 12 months full-time experience in Anesthesia post-Community Service and DA (SA) (or equivalent) and FCA Part 1 examination (or equivalent). Cardiothoracic Surgery: FCS Primary Exams and ATLS Course. Family Medicine: Minimum 6 months' full-time experience in Family Medicine. General Surgery: 12 months experience in the Discipline (incl. Emergency Department or other surgical disciplines i.e. ENT, Urology, Orthopedics) and FCS(SA) Primary exam and ATLS Internal Medicine: Minimum 12 months experience in Internal Medicine and FCP Part I or Diploma in Internal Medicine and At least 3 months experience in the Discipline in a District or Regional Hospital (post-community service) Neurosurgery: Minimum 6 months experience in Discipline and Primary exams. Obstetrics & Gynecology: Minimum 12 months experience in the Discipline at a Regional Hospital or at a hospital with a busy maternity unit (at least 300 deliveries per month) and FCOG Part I. Occupational Medicine: Postgraduate Diploma in Occupational Health (DOH) or equivalent and 12 months Occupational Health experience, or experience in Worker's Health. Ophthalmology: Minimum 6 months experience in Ophthalmology and FC Ophthalmology (SA) Part I Paediatrics & Child Health: Minimum 6 months experience in the Discipline in a Regional hospital and FC Paeds Part I or Diploma in Child Health. Pathology (Forensic Medicine): Nil Psychiatry: Minimum 6 months experience in the Discipline and either FC Psych I or Diploma in Mental Health (or equivalent). Basic knowledge of Medical Practice Ethics, ability to manage patients independently, ability to learn, innovate and be prepared to work overtime, good interpersonal skills, an interest in conducting research, knowledge and respect of the Patients' Rights Charter and Batho Pele Principles.

DUTIES

: Participation in academic and teaching programmes and meetings in the respective Departments, responsibility for care of patients at designated levels/sites, e.g. Outpatients, Wards, Theatres, ICUs etc., management of patients under supervision, attendance at ward rounds and/or tutorials, supervision and teaching of undergraduates, provision of after-hours care for emergency services, clerking and keeping of comprehensive records of patients in the hospital file, outreach activities as deemed necessary by the Clinical Supervisor, Personal development to the level of independent specialist practice in the chosen field.

ENQUIRIES

: Mrs R Erasmus Tel No: 033 395 2742 /2472 /2669 3347
Anaesthesiology And Critical Care: Prof D. Gopalan Tel No: 031-260-4472
Cardiothoracic Surgery: DR. N. Ndibi Tel No: 031-240-2114
Family Medicine: Prof B Gaede Tel No: 031-260-4484
General Surgery: Prof B Phakathi Tel No: 031-260-4064
Internal Medicine: Prof N. Magula Tel No: 031-260-4242
Neurosurgery: Dr. B. Enicker Tel No: 031-240-1134
Obstetrics & Gynaecology: Prof M. Sebitloane Tel No: 031-260-4390
Occupational Medicine: Prof R Naidoo Tel No: 031-260-4385
Ophthalmology: Dr. N. Mathe Tel No: 031-260-4341
Paediatrics & Child Health: Dr L Mubaiwa Tel No: 031-260-4348
Pathology (Forensic Med): Prof Mfolozi Tel No: 031 260 2580
Psychiatry: Prof B. Chiliza Tel No: 031-260-4321

APPLICATIONS

: All applications must be addressed to Human Resource Management Services, Registrar Programme, Department of Health, Private Bag X9051, Pietermaritzburg, 3200 or hand deliver/ courier to Human Resource Management Services, Registrar Programme, 330 Langalibalele Street, Natalia Building, Room 6-106 South Tower Applicants are discouraged from sending applications through registered mail as the Department will not be responsible for non-collection of these applications. No late applications will be accepted. Applications can also be submitted through the online e-Recruitment system at www.kznonline.gov.za/kznjobs Applications submitted through the online platforms must include copies of all documents listed above. Original certified copies of qualifications and other relevant documents will be

**FOR ATTENTION
NOTE**

requested from shortlisted candidates which must be submitted on the day of the interview.

: Mrs R Erasmus, Human Resources, Tel 033 395 2742/2472/ 2669/ 3347
: Training will take place at various sites for each discipline. Registrars may be required to spend time at various training institutions as required by the discipline. The site for the 1st year of training and subsequent rotations will be determined by the Academic Head of Discipline. Applicants are requested to apply separately for the disciplines of their interest. A maximum of three applications will be allowed which should be ranked in order of preference. One application for various Disciplines will not be accepted. Applications from applicants who are already appointed in the Registrar Programme will not be considered. As per HPCSA Regulations, the duration of Registrar training is 4/5 years, depending on the Discipline. All Registrars will be expected to register with the university for the MMED at own expense. All Registrars will be required to sign a contract which includes training AND service responsibilities. Registrars will be required to complete Performance Agreements and assessments as stipulated by the Department. Appointments are subject to the signing of a contract which includes a service pay-back period. Please note that proof of successful completion of the required examinations as indicated, is a pre-requisite and must be submitted if invited to an interview. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The following documents must be submitted: Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020 - 81/971431 effective 01 January 2021) in line with regulation of 10 of the Public Service Regulations, 2016 and the information template which is provided to ensure the fair consideration of suitably qualified applicants and which is obtainable from the website - www.kznhealth.gov.za. Copies of Qualifications, Registration Certificates and driver's license must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The post reference number must be indicated in the column provided on the form Z.83. It is the responsibility of those applicants with foreign qualifications to have the qualification evaluated by the South African Qualifications Authority (SAQA). The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Persons with disabilities should feel free to apply for the post/s. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Whilst applications are invited for the above disciplines, not all may be filled. Applicants will be advised in due course, should a discipline which has been applied for be excluded from this process. The Department is an equal opportunity affirmative action employer and to this end, has developed an Employment Equity Plan pursuant to the Employment Equity Act. Preference for the filling of these posts will be guided by the Departmental Equity Plan and targets for the occupational level concerned.

CLOSING DATE

: 20 April 2026

POST 11/168

: **DEPUTY DIRECTOR: FINANCE: DISTRICT HEALTH PROGRAMME:
CONDITIONAL GRANTS**
Cluster: Strategic Health Programmes

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 per annum (Level 11) (An all-inclusive salary package)
: Head Office Pietermaritzburg
: Matric Certificate; Bachelor of accounting Degree / Advanced Diploma or equivalent (meaning people who did accounting a major subject) at NQF level 7 as recognized by SAQA. 3-5 years middle management experience in financial accounting or auditing environment. Driver's license 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 Competence Required: Knowledge: South African Constitution Bill of Rights, Human Rights Act, Labor Relations Act, Skills Development Act,

Public Service Act, Public Service Regulations, Employment Equity Act, Promotion of Access of Information Act, Promotion of Administrative Justice Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Public Finance Management Act, Treasury Regulations and Practice Notes, Grant Management Framework. Skills: Human Resource Management, Financial Management, Risk Management, Conflict management, Project Management, Information Management, Organizational, Influencing, Analytical, Motivational, Presentation, Computer literacy e.g. MS Office suite, Relationship management, Language, Listening, Interpersonal relations, Research, Time management, Planning, Negotiation, Communication written and oral, Report writing, Supervisory, Problem solving, Change management., Decision making.

DUTIES

: Key Performance Areas: Job Purpose Ensure the accurate analysis of expenditure trends to ascertain the extent to which budgetary allocations are in line with envisaged output performance priorities and facilitate payments and journals for the component. Oversee the development of Performance Based Budgeting Structures and management accounting systems and processes that are in line with, and in support of the Annual Performance Plan, Departmental Strategic Plan and the Service Deliver Plan. Facilitate the preparation of the Medium-Term Expenditure Framework budgets by Institutions and other organizational units. Ensure the provision of guidance and advice on managing budgets and the utilization of funds to Institution budget committees. Administer accounting for all donor funds and conditional grants to the Department and ensure that accurate and proper accounts are maintained and oversee the process of capturing and maintaining budgetary information on the BAS System by Institutions and other organizational units. Ensure the effective and efficient utilization of resources through cash flow and audit process, including the development of staff. cash flow meetings and on audit queries. Which is part of the responsibilities for this post.

**ENQUIRIES
APPLICATIONS**

: MR J Mndebele Tel No: 033-395 3274
 : 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 "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." NB: //Applications for these posts can be dropped off at your nearest Health Facility. 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 (Attention: Miss N. S. Buthelezi)

NOTE

: Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities are encouraged to apply for the post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. 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). 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. Applicants are to provide proof when they have been shortlisted for interviews. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for quoting the relevant reference

number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: Please note that the Selection Committee reserve the right to assign you to any location based on service delivery needs.

CLOSING DATE

: 17 April 2026

**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>CLOSING DATE</u>	:	15 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 Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from 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 11/169</u>	:	<u>MEDICAL OFFICER GRADE 3: GENERAL SURGERY REF NO: MPDoH/Mar/26/1250</u>
<u>SALARY</u>	:	R1 322 352 - R1 647 630 per annum
<u>CENTRE</u>	:	Mapulaneng Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner n Health Professional Council of South Africa (HPCSA) as a Medical Practitioner (2026) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Obstetrics & Gynaecology, Neurosurgery, Anaesthesiology, Urology and ENT will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 3: A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign

qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 11/170 : **ASSISTANT MANAGER NURSING (SPECIALTY-MATERNITY) (AREA) (PN-B4) REF NO: MPDoH/Mar/26/1251**

SALARY : R755 355 - R863 667 per .annum
CENTRE : Tonga Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice R425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2026). A minimum of ten (10) years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years referred to above must be appropriate / recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least three (3) of the period referred to above must be appropriate / recognisable experience at management level. A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing skills.

DUTIES : Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive work relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participating in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA.

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

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 11/171</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A REF. NO: MPDoH/Mar/26/1252</u> (Re-Advertisement)
<u>SALARY</u>	:	R551 493 – R631 056 per annum
<u>CENTRE</u>	:	Provincial Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma / Degree in Electrical / Electronic / Mechanical / Clinical Engineering as recognized by (SAQA). A minimum of six (6) years' experience post qualification as Electrical / Electronic / Mechanical / Clinical Engineering Technician. Valid driver's licence. Must be computer literate (MS Word, MS Excel, MS Power point). Good verbal and written communication skills, and interpersonal sound skills. Ability to work under pressure.
<u>DUTIES</u>	:	Responsibilities include but not limited to: Ensuring that Dental equipment installed and used meet all applicable safety standards. Develop, monitor and implement maintenance plans for dental equipment in various health institutions and ensure that the equipment is well maintained and functions properly. Ensure that applicable Quality assurance programme and Quality Control (QC) tests are performed at the prescribed frequencies for Dental X-Rays. Strong understanding of electronics, mechanics, and pneumatics as work includes the diagnosing mechanical, electrical, or hydraulic faults and fixing them. Perform all delegated departmental tasks with limited supervision.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 11/172</u>	:	<u>OPERATIONAL MANAGER (PN-A5): GENERAL FEMALE MEDICAL REF NO: MPDoH/Mar/26/1253</u>
<u>SALARY</u>	:	R549 192 - R629 121 per annum
<u>CENTRE</u>	:	Mapulaneng Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2026). A Diploma / Degree in Nursing Administration and Management will be an added advantage. . Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act etc.
<u>DUTIES</u>	:	Coordination of optimal, holistic nursing care with set standards and within a Professional / legal framework. Manage effectively the supervision and utilization of resources. Provision of effective support to nursing services. Maintain professional growth / ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele and patient centered Nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 11/173</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): ORTHOPAEDIC REF. NO: MPDoH/Mar/26/1254</u>
<u>SALARY</u>	:	R476 367 – R559 548 per annum
<u>CENTRE</u>	:	Mapulaneng Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma /

- Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Orthopaedic (2026), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Orthopaedic Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Orthopaedic 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, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
- POST 11/174** : **PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF. NO: MPDoH/Jan/26/1255**
- SALARY CENTRE REQUIREMENTS** : R324 384 – R382 107 per annum
: Mapulaneng Hospital (Ehlanzeni District)
: Senior Certificate / Grade 12 plus Basic qualification accredited with the SANC in terms of Government Notice (I.E. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse (2026). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.
- DUTIES** : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.

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

APPLICATIONS : Applications must be posted to: The Director: Human Resource Management, Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X 11328, Mbombela 1200.

FOR ATTENTION : The Director: HRM & D or Email to: Coghstarecruitment@mpg.gov.za Hand delivered to: Rhino Building extension 2 No.7 Government Boulevard, Riverside Park, Mbombela 1200.

CLOSING DATE : 14 April 2026

NOTE : Applications must be submitted on a prescribed New Z83 application form fully completed, obtainable from any Public Service department. Applications must be accompanied by a recently updated comprehensive CV. Shortlisted candidates will be required to submit certified copies of their ID document, a valid driver's license (if specified as a job requirement), as well as the relevant highest educational qualifications, on or before the day of the interview. Applicants are discouraged from sending application through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted. All shortlisted candidates will be subjected to personal suitability checks on criminal records, citizenship verification, financial records, employment references and qualification verification. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. It is the Applicant's responsibility to have foreign qualifications evaluated by the South African Authority (SAQA). The successful candidate will be expected to sign a performance agreement with the Department. The Department of Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity, affirmative action employer and preference will be given to the suitable qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Department reserves the right not to make appointment(s) to these positions.

OTHER POST

POST 11/175 : **CANDIDATE ELECTRICAL ENGINEER REF NO: COGHSTA/2026/01**
(This position is re-advertised)

SALARY : R761 157.per annum (OSD All-Inclusive Package)

CENTRE : Head Office (Mbombela)

REQUIREMENTS : A Senior Certificate and a Bachelor's degree in Engineering (BEng/BSc Eng) in Electrical Engineering or a relevant qualification recognised by the Engineering Council of South Africa (ECSA). Compulsory registration with the ECSA as a Candidate Engineer. Experience in the Municipal electrical infrastructure planning, development, or maintenance, including the implementation of grant projects. Experience with alternative energy or renewable energy will be an added advantage. A valid driver's License. Sound knowledge of relevant legislation and legal compliance. Skills in Planning, Organising, Project Management, Engineering design and analysis. Knowledge of infrastructure development and programme management. Strong communication skills (both verbal and written), Proficiency in Computer Literacy and Inter-Governmental collaboration Skills And Competencies: Planning, Organising, Project Co-ordination and Management, Technical problem solving and Innovation, Computer-aided engineering applications, Technical report writing, Teamwork and collaboration, Decision making, Analytical skills, Self-Management, Customer focus, Responsiveness and Communication (Verbal and Written), Computer Literacy.

DUTIES : support in the planning, designing, implementation and maintenance of electrical infrastructure projects. Conduct technical site assessment to inform project designs, design new systems to address practical engineering challenges and improve efficiency and enhance safety planning, designing, operation and maintenance of engineering projects, develop cost-effective solutions and engineering plans that comply with standards and project requirements, evaluate existing technical manuals, business plans, procedures and standard drawings to incorporate new technologies, The development and implementation of energy plans, develop and evaluate bids. Specifications, monitor and support project and programmes, expenditure and service

delivery, report on service delivery, assist in training and development of junior technical staff. Supervise engineering work, administer performance and development plans. Manage resources and facilitate budget planning, Procurement and personnel administration, conduct research to stay updated on new technologies and procedures. liaise with relevant bodies / councils on engineering related matters and follow approved development programmes for the registration process.

ENQUIRIES

: Mr PP Mokwena, Tel. No: 013 766 6225 and Ms. NI Mashego, Tel. Number: 013 766 6543

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

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

CLOSING DATE : 15 April 2026

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

MANAGEMENT ECHELON

POST 11/176 : **DIRECTOR: EMERGENCY MEDICAL SERVICES AND FORENSIC PATHOLOGY SERVICES, PROVINCIAL OFFICE, KIMBERLEY REF NO NCDOH 58/2026 (1 POST)**

SALARY CENTRE REQUIREMENTS : R1 266 714.per annum (Level 13) (all-inclusive package)
: Provincial Office, Kimberley
: NQF Level 7 in a relevant field (e.g, Health Sciences, Management). 5 (five) years' experience in Middle Management or Senior Management Level in the Public Service A valid driver's licence. SMS pre-entry certificate is required for appointment finalization. Competencies Advanced Emergency Care practices, Sound knowledge of legislation and procedures pertaining to EMS, PPTS ,DM and Forensic Medical Services, In-depth knowledge of the objectives of the Department and the Province, Good strategic planning qualities, Good financial management skills. Job Purpose: To lead the Provincial emergency medical service (EMS), non-emergency planned patient transport service (NEPTS), disaster management planning and Forensic Medical Services. Lead the ambulance service transformation and modernisation strategy

DUTIES : Management and co-ordination of all planning, implementation, monitoring, evaluation and logistics for Emergency and Forensic Medical Services in the Province. Provide high-level operational management and strategic leadership in the directorate. Provide EMS and Ambulance Operations Management Services and Forensic Medical Services. Monitor and improve response times and incidents. Ensure an effective and efficient planned patient transport services. The provision of EMS disaster management and communication.

Ensure a Disaster Management ready state for the department and an effective communication system. Manage the provision of EMS College and Training. Ensure provision of quality training and development for all Emergency Medical Service Personnel and Forensic Medical Services. Coordinate and oversee the provision of Forensic Pathology Services.

**ENQUIRIES
APPLICATIONS**

: Ms LV Moleleki, Tel No: (053) 8302103
: Please note applications can be hand delivered to the James Exum Building , Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nchealthhr@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.

OTHER POSTS

POST 11/177

: **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS, REF NO:
NCDOH 59/2026**

**SALARY
CENTRE
REQUIREMENTS**

: R896 436.per annum (Level 11) (all-inclusive package)
: Provincial Office, Kimberley
: An appropriate three-year, NQF 6 qualification in Social Work/Social Science or Psychology or Occupational Health and Safety Management. Five years' working experience in an EHW environment in the public sector of which three years must be at supervisory level. Registration with a Professional Body. Ability to manage highly confidential information. Relevant Employee Health and Wellness programme training. Knowledge of Employee Assistance Programmes. Knowledge of Public Finance Prescripts and policies. Experience in stakeholder engagement. Ability to provide vision and setting direction for the unit and facilitating internally driven and externally suggested pro-active programmes. Planning and execution skills. Coordination and facilitation

DUTIES

: The successful candidate will be responsible for developing and facilitating approval of the Wellness Operational Plan for the financial year, coordinating awareness sessions, marketing and communication campaigns on the Employee Assistance Programme (EAP) services from the EAP service provider to encourage the optimum utilisation of EAP services; facilitating managerial consultancy and supervisory engagement on employees' matters; managing critical incidences of trauma to troubled employees for further referral; coordinating and monitoring the implementation of the Departmental Sports and Recreation Programme; conducting trend analysis on the implementation of the external EAP services and in-house EAP interventions to determine the effectiveness of the services; conducting exit interviews with leaving officials from the department and compiling a report; conducting project planning meeting, quality check of the submission and project plan on all EHW interventions and Health Calendar Event; developing and facilitating approval of the SHERQ Operational Plan for the financial year; facilitating the presentation of the annual implementation plan to the external service provider for the promotion of Occupational Diseases and Health Education Programmes; conduct trend analysis on the implementation of Injury-on-Duty and First Aid based on the OHS prescripts in the department and compile a report on the findings; coordinate and compile the report on the DPSA Systems Monitoring Tool (SMT) by liaising with relevant units within the department; facilitate appointments of OHS representatives to monitor health and safety in the department; coordinating SHERQ committee meetings; managing and facilitating the provision of employee wellness and implementation of Occupational Health and Safety (OHS) programmes; developing and facilitating approval of the Health and Productivity Management Operational Plan for the financial year; coordinating the implementation of the Healthy Lifestyle Programme to address diseases and psycho-somatic challenges conducting planning meetings, quality checking submissions and project plan on Health and Productivity Management programme and Health Calendar to present the proposal to the approving authority; monitoring the implementation of the Occupational Health Education and Promotion in line with the Employee Needs Survey Report; analysing the trend of sick leave and ill health, including incapacity leave to detect the level of abuse of sick leave by staff members to determine if there are possible wellness interventions required; developing and facilitating approval of the HIV & AIDS, STIs and TB Operational Plan for the financial year; conducting trend analysis on the HIV and AIDS Testing and TB

Mainstreaming Framework; assessing cases referred; developing treatment plan; providing services of the needs identified; rendering critical incidences of trauma to troubled employees.

ENQUIRIES : Ms LC Fritz Tel (053) 830 0601

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

POST 11/178 : **HOUSE MOTHER/HOUSE FATHER REF NO: NCDOH 60/2026 (X 1 POST)**

SALARY : R193 359 per annum (Level 04)

CENTRE : (Henrietta Stockdale Nursing College: Student Residence)

REQUIREMENTS : A Matric/ Senior National Certificate and Knowledge in a health, social, and/or home-based care. Having 1-2 years' experience in a similar position would be an added advantage. Must be willing to work long hours, including evenings, weekends, and potential overnight on-call responsibilities Competency Profile: Previous experience in caregiving, counselling, or similar residential settings is

DUTIES : Oversee all cleaning services of the student residences Maintenance: Conducting regular room inspections and reporting maintenance issues to the facility manager. Managing attendance (roll call), recording student movement, handling laundry services. Act as a first-aid liaison and liaise with nurses or doctors for an appointment. Providing mentorship, guidance, and support for students. Mediating disputes between students and guiding them on interpersonal skills. Monitoring students' behaviour, enforcing house rules, and supervising study periods (prep) and bedtimes. Supervise staff

ENQUIRIES : Enquiries: Dr OR Appolus Tel No: 053 831 3707

APPLICATIONS : Applications must be e-mailed to info.hsnc@gmail.com or hand-delivered front reception of Henrietta Stockdale Nursing College at Corner Memorial Road and Du Toitspan, Belgravia Kimberley. Applicants must complete an application register when an application is hand-delivered.

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

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

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
ERRATUM: Kindly note that the advert for the Post 10/546: Administration Clerk: Registry (X2 Posts), Salary R228 321 per annum Centre: Groote Schuur Hospital, Observatory, advertised in the Public Service Vacancy 10 dated 13 March 2026, with reference number: 10/546. Post has been cancelled.

OTHER POSTS

POST 11/179 : **DENTAL SPECIALIST GRADE 2 TO 3 (DENTAL PROSTHETICS SERVICES) (2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : 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 : Oral Health Centre, Tygerberg/Mitchell's Plain
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Dental Specialist in Prosthodontics. Registration with a professional council: Registration with the HPCSA as Dental Specialist in Prosthodontics. Experience: **Grade 2:** Minimum of 5 years' appropriate experience as Dental Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Dental Specialist in Prosthodontics. **Grade 3:** Minimum of 10 years' appropriate experience as Dental Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Dental Specialist in Prosthodontics. Inherent requirements of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Competencies (knowledge/skills) Ability to work independently and in a multi-disciplinary team. Good computer literacy (MS Word, Excel and Outlook). Appropriate experience as Dental Specialist after registration with the HPCSA as a Dental Specialist in the speciality Prosthodontics.

DUTIES : key result areas/outputs): Implementation, monitoring and evaluation of dental services on the Oral Health Teaching platform. Supervision and leadership role with regards to teaching, training and education of post-graduate and undergraduate students. Performing administrative activities relating to the position. Operational and clinical research. Render specialist dental services at the Oral Health Teaching platform. Provide leadership and management within the Oral Health Teaching platform.

ENQUIRIES : Prof S Khan, tel. no. (021) 937-3006
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 : 14 April 2026, 17:00 PM

POST 11/180 : **SENIOR REGISTRAR (SUB-SPECIALITY) PAEDIATRIC HAEMATOLOGY ONCOLOGY**
(24 Month Contract)

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

CENTRE : Red Cross war Memorial Children's Hospital, Rondebosch

REQUIREMENTS

: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in the Speciality: Paediatrics Registration with a professional council: Registration with the HPCSA as a Specialist in Paediatrics. Inherent requirements of the job: FCPaed and MMed (Paed) is a requirement, as well as registration/ registrability as a specialist with the HPCSA Registrars will be required to register as post graduate students with the University of Cape Town as applicable according to the requirements for the discipline in the yearbook and guidelines. Must provide after-hours emergency services and participate in commuted overtime at 16 hours per week within the Department of Paediatrics and Child Health Platform. All applicants must be South African citizens or permanent residents. Competencies (knowledge/skills): Experience in and/or demonstrated interest in working with children and their caregivers. Excellent interpersonal and communication skills (both written and oral). Demonstrated understanding of being mindful of cultural differences and adapting communication and administration methods to respect diverse patients. Strong attention to detail and ability to work both independently and collaboratively within a team. Demonstrated commitment to ethical conduct, patient safety, and maintaining confidentiality. Experience in general paediatrics at a post graduate level. Direct experience in working with children living with Autism Spectrum Disorder, Cerebral Palsy and other developmental conditions. Ability and willingness to supervise medical students and rotating registrars.

DUTIES

: (key result areas/outputs): Clinical Service Delivery: Comprehensive Paediatric Haematology/Oncology and General Paediatric Clinical Care and Service Delivery in The Western Cape. Care Of Paediatric Haematology/Oncology Inpatients and Outpatients Under the Direction of Sub-Specialist Supervisors. After-Hours Duties on The Senior Registrar Roster in the Department of Paediatrics & Child Health (Uct); And Responsible to the Director of the Registrar Programme. Supervision: Supervision Of Junior Medical Staff - With Respect to Patient Care and Clinical Service-Ensuring Safe and High Standard of Clinical Care. Co-Ordination Of the Junior Medical Team, Nurses and Allied Health Care Team to Ensure Seamless Provision of Service. Teaching: Contribute To and Facilitate Learning of Undergraduate Students and Paediatric Registrars Attached to the Clinic and Ward. Learning: Rotation Through Areas of Red Cross War Memorial Children's Hospital's Paediatric Haematology/Oncology Service in Order To Acquire Training in Paediatric Haematology/Oncology Including Completing the Required Training Logbook and Successfully Passing the College of Medicine of South Africa Certificate Examination to Enable Certification as A Paediatric Oncologist with The Hpcsa. Attendance And Presentation at Academic Departmental Meetings and Journal Clubs. Research: Involvement With Existing Research Projects, Clinical Reviews, Audits and Clinical Trials. The Post Holder Is Expected to Conduct A Research Project Towards Producing a Master's (Mphil) Thesis Through Uct and Will Require Proof of Research in Order to Enter the Cmsa Certificate Exam. Management And Administration: Administration and management in the paediatric haematology/oncology unit including ensuring correct patient data and statistics. Efficient management of clinical notes, including generating letters, providing feedback to referring doctors, contributing to databases, and using designated ICD-10 codes.

ENQUIRIES

: Prof A Davidson, tel. no (021) 658-5570 or email: alan.davidson@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. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their Registrarship, should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University/ University of Cape Town according to the yearbook and guidelines. Please ensure that you attach an updated CV. Red Cross War Memorial Childrens 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 Plain 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 with the relevant council (including individuals who must apply for change in registration 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. Candidates may be subjected to a competency test. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment. It will be expected of shortlisted candidates to be: available at the venue on the time and date as determined by the Department and bring along recently (not older than 6 months) certified copies of your Identity Document (ID), driver's license (if applicable for the post), qualification and/or proof of registration at relevant statutory body. Failure to adhere to the aforementioned may lead to his/her application being disqualified and not further considered.

<u>CLOSING DATE</u>	:	14 April 2026, 17:00 PM
<u>POST 11/181</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY PHYSICIAN)</u> Overberg District
<u>SALARY</u>	:	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.)
<u>CENTRE REQUIREMENTS</u>	:	Grabouw Community Health Centre, Theewaterskloof Sub-district Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Family Medicine. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Family Medicine. Experience: Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Family Medicine. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Family Medicine. 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 Family Medicine. Inherent requirement of the job: Valid (code B/EB/C1) driver's license. Compulsory Commuted Overtime (COT) duties. Ability and willingness to do outreach services to clinics throughout the Theewaterskloof Sub-district. Competencies (knowledge/skills): Sound knowledge of general medical and surgical conditions at district hospital and Primary Health Care level and knowledge applicable to the South African TB and HIV care guidelines. Comprehensive evidence-based, direct patient-centered. Clinical service provision in the sub-district Health Service. Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Competent in performing district level procedures including performance of caesarian sections, administration of spinal and general anesthesia, management of chronic conditions and HIV/TB care, maternal and child health as well as emergency medical care including adult and neonatal resuscitations. Ability to guide health care colleagues in managing difficult district-level cases.
<u>DUTIES</u>	:	(key result areas/outputs): Provide quality care to patients in the Theewaterskloof sub-district including Caledon Hospital and surrounding clinics and healthcare facilities. Provide Outreach and Support service to PHC facilities in the Theewaterskloof sub-district. Actively participate in skills

		transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Theewaterskloof sub-district facilities as required. Performing administrative duties. Supporting the Sub-district management team, while maintaining professional ethical standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr T Pillay, tel.no (028) 212-1070
	:	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 to health professionals who apply for the first time for registration as Medical Specialist in Family Medicine with the relevant council (including individuals who must apply for a change in registration status).
<u>CLOSING DATE</u>	:	14 April 2026, 17:00 PM
<u>POST 11/182</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 2: PSYCHIATRY (PSYCHIATRIC AND MEDICAL SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Stikland Hospital
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Psychiatry. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Inherent requirement of the job: Willing and able to work shifts. Willing and able to work with patients with infectious diseases. Valid (Code B/EB) driver's license and willingness and ability to travel. Available and willing to participate in after-hours duties. Competencies (knowledge/skills): Clinical, leadership, administrative, teaching, and mentoring skills. Appropriate experience in Psychiatry. Excellent clinical consultation, management and procedural skills. Computer literacy in MS Office. Good professional attitude. Excellent communication skills.
<u>DUTIES</u>	:	(key result areas/outputs): Coordination and provision of specialist psychiatric care to in- and outpatients at Stikland Hospital and outreach support in the respective sub-structures as designated. Management of and compliance with designated and relevant clinical governance, corporate governance and administrative requirements on hospital level Participation in clinical governance of the mental health service ecosystem as designated and appropriate. Leadership of an integrated multidisciplinary clinical team. Clinical supervision and training of registrars and junior staff. Creativity to develop new ideas in conjunction with ecosystem role-players which has the potential to result in positive changes to existing processes. Academic teaching, training and research (NB: The post is a joint appointment with the Department of Psychiatry; University of Stellenbosch). Complete the required CPD activities to maintain registration with the HPCSA. Complete and submit required medical reports and documentation for legal and administrative purposes. Uphold the reputation and integrity of the medical profession.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof L Koen, tel. no. (021) 940 8718 or email: liezle.koen@westerncape.gov.za
	:	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 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** : 14 April 2026, 17:00 PM
- POST 11/193** : **SENIOR REGISTRAR (MEDICAL) (CARDIOLOGY)**
(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. Registration with a professional council: Registration with the HPCSA as Medical Specialist (Independent Practice). Inherent requirements 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). Knowledge appropriate for approach to investigations of common cardiovascular disorders. Communication including report generation, letter writing, consultation. Effective and efficient administration. Facilitation of management system.
- DUTIES** : (key result areas/outputs): -Clinical Service Provision. Clinical Governance and Administration. Teaching and Training/Supervision of Junior Staff. Research for fulfilment of the MPhil Degree.
- ENQUIRIES** : Prof M Ntsekhe, tel. no. (021) 404-6085 or email: mpiko.ntsekhe@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. 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. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University/ University of Cape Town according to the yearbook and guidelines. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration with the relevant council (including individuals who must apply for change in registration status)
- CLOSING DATE** : 14 April 2026, 17:00 PM

<u>POST 11/184</u>	:	<u>SENIOR REGISTRAR (MEDICAL) (CLINICAL HAEMATOLOGY)</u> (2 Year Contract)
<u>SALARY</u>	:	R1 341 855 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate qualification that allows for registration with the HPCSA as a Medical Specialist in Internal Medicine or Hematopathology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Internal Medicine or Hematopathology (Independent Practice). Inherent requirements of the job: Valid (Code B/EB) driver's licence. Commuted overtime is compulsory. Willingness to work after hours. The position will be full-time (40 hours per week). Registration with Stellenbosch University as a postgraduate student (MPhil Haematology). Competencies (knowledge/skills): Good communication skills. Able to cope in a busy clinical environment. Experience in Haematology. Previous research experience. Previous attendance of Haematology workshops or conferences.
<u>DUTIES</u>	:	(key result areas/outputs): Successful completion of the Cert Clinical Haematology (Phys/Path) (SA) which includes all the logbook requirements of the College of Medicine, including a mandatory laboratory training period for physician candidates. Participate fully in clinical and academic activities of the division. Maintain accurate medical and chemotherapy records. Conduct research in Haematology that is relevant to the South African context with successful completion of the MPhil (Haematology).
<u>ENQUIRIES APPLICATIONS</u>	:	Dr F Fazel, tel. no. (021) 938- 5888/9486 or email: fbfazel@sun.ac.za Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Appointment as Senior Registrar will be for a maximum contract period of 2 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. Senior 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 Senior Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personnel. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their senior registrar contract 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 postgraduate students 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 as Medical Specialist in Internal Medicine or Hematopathology with the relevant council (including individuals who must apply for change in registration status)."
<u>CLOSING DATE</u>	:	14 April 2026, 17:00PM
<u>POST 11/185</u>	:	<u>PRIMARY HEALTH CARE MANAGER (2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R1 059 105 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Southern Western Sub-Structure office Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent registrable with a South African Statutory Health

Professions Council or South African Nursing Council. Experience: Appropriate/recognizable experience in District Health Systems/Management/Services. Appropriate experience in PHC Management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to attend to community needs after-hours. Willingness to travel within the Southern Western sub-structure geographical area also within the Western Province and Nationally as required. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Basic knowledge and experience in office administration, financial and procurement administration and computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet).

DUTIES : (key result areas/outputs): Overall management (Operational and Strategic) of the PHC component of the Sub-district (CHC's, CDCs). Manage, co-ordinate, plan, monitor and evaluate facility-based programmes as well as integration of these with Community Based Services in the Sub-district. Management of the critical support services. Manage Human Resource, Skills Development, Labour Relations, Financial and budget management. Liaise and co-operate with multi-sectoral team, the community and other stakeholders. Ensure that prescribed policies and procedures are implemented and adhered to, to ensure integrated and quality services are rendered.

ENQUIRIES : Mr Z Brickles, tel. no. (021) 202-0902

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.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/186 : **MEDICAL OFFICER: GRADE 1 TO 3 (OBSTETRICS AND 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 : (key result areas/outputs): 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: [avesha.osman@uct.ac.za/](mailto:avesha.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** : 14 April 2026, 17:00 PM
- POST 11/187** : **MEDICAL OFFICER: GRADE 1 TO 3 (EMERGENCY MEDICINE)**
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 REQUIREMENTS** : Karl Bremer Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Practitioner. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a 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; willingness and ability to travel. Full commuted overtime is mandatory. Competencies (knowledge/skills): Ability to render high quality Emergency Medicine service and appropriate experience in Emergency Medicine at District level. Strong ethical principles, relevant clinical & counselling skills, computer literacy, interpersonal skills, conflict resolution skills and teaching & training skills at undergraduate and medical intern level. Excellent clinical expertise and clinical governance. Team ethos, good leadership, communication, interpersonal, analytical and problem-solving skills.
- DUTIES** : (key result areas/outputs): Clinical service delivery in Emergency Medicine, performed in all areas of the hospital, including wards, outpatients, theatre and the EC, with relevant procedural and surgical interventions. Clinical and administrative governance with effective self-organization, stewardship of scarce resources, participation in clinical reviews, with quality improvement, accurate medical record keeping and compliance with human resources and other policies. Teaching, training & research including supervision of

undergraduate students, interns and junior doctors as well as participation in the hospital academic program. Systems management and domain specific outputs (Metro East Ecosystem) - rendering of high-quality care in all aspects of Emergency Medicine within the district level package of care, in a professional & collegial manner, aligned with the requirements & outputs of Emergency Medicine in the Metro East ecosystem.

- ENQUIRIES** : Dr M Abramsel, tel. no. (021) 918-1911
- 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 their 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).
- CLOSING DATE** : 14 April 2026 17:00 PM
- POST 11/188** : **DEPUTY DIRECTOR: FINANCIAL MANAGER (EXPENDITURE ADMINISTRATION)**
Directorate Management Accounting: Sub-directorate: Financial Planning and Expenditure Administration
- SALARY** : R896 436 per annum (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Head Office, Cape Town (stationed at Bellville Health Park)
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree in Financial Management, Accounting, Public Finance or Economics. Experience: Appropriate experience in a financial environment at least 3-5 years of experience at an Assistant Director level. Appropriate experience in data analysis and administration. Appropriate experience using tools for report generation (MS Excel, PowerBI, SQL and other relevant softwares). Inherent requirements of the job: Willingness to travel. Willingness to work after hours. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to function in a team. Ability to interact with people at all levels of society. Ability to analyze numbers and read reports. Computer literacy Advanced Excel skills. Advanced computer literacy, with strong proficiency in MS Excel and MS Word, including data analysis and reporting. Knowledge of PowerBI and SQL would be an advantage. Proven proficiency in budgeting processes and the application of management accounting tools and techniques. Thorough knowledge of In-Year Monitoring (IYM) processes and Annual Financial Statements (AFS) preparation and reporting. Strong interpersonal and communication skills, with the ability to engage effectively with stakeholders at all levels of authority. Leadership and stakeholder management Demonstrated conflict resolution, problem-solving, and lateral thinking abilities. Ability to work independently, exercise sound judgement, and function effectively under pressure and tight deadlines, including working overtime and travelling when required. Proven ability to manage and supervise staff, including performance management, discipline, mentoring, and development. Public Finance Management Act (PFMA) and Treasury Regulations. Treasury Regulations and budgeting processes. Financial reporting systems (BAS / PERSAL). Accounting principles and financial management practices.
- DUTIES** : (key result areas/outputs): Manage and coordinate an effective and efficient departmental budget process. Ensure effective monitoring of expenditure through the In-Year Monitoring (IYM) process and detailed tracking in terms of the Standard Chart of Accounts (SCOA). Manage and oversee the preparation of Interim and Annual Financial Statements, ensuring accuracy, compliance, and timeliness. Compile monthly expenditure projections, provide analytical reporting to management. Compile, analyse, and verify budget data captured on accounting systems (e.g. BAS). Extract, analyse, and interpret financial information and reports from systems such as BAS and Vulindlela to support decision-making. Develop advanced Excel spreadsheets, dashboards, and pivot tables for financial analysis and reporting. Perform budget management, analysis, and reporting in line with recognised management accounting

principles and practices. Supervise and manage subordinate staff, including performance management, discipline, training, and development.

ENQUIRIES : Ms D Mogane, tel. no. (021) 815-8786

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 : 14 April 2026, 17:00 PM

POST 11/189 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT**
Directorate: Supply Chain Management

SALARY : R896 436 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year tertiary qualification (National Diploma/B-Degree in Supply Chain Management/Procurement/Law/Public Management/Finance/Auditing/Project Management/Commercial field) or equivalent. Experience: Appropriate experience and a proven track record in Managing Tenders, Demand Management and Contract Administration within a Supply Chain Management environment. Appropriate experience at a supervisory or managerial level. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Extensive knowledge of the relevant financial and SCM prescripts. Knowledge of departmental policies and procedures. Computer literacy, with proficiency in MS Excel, report writing, drafting of word documents and PowerPoint presentations. Strategic and leadership skills. Good communication and presentation skills. Strong analytical and problem-solving ability. Ability to function in a high-pressure environment and meet strict deadlines. Proven leadership and people-management ability. Knowledge of Contract Management and legal aspects of it. Good programme and project management skills.

DUTIES : (key result areas/outputs): Provide strategic direction for the Sub-Directorate transversal needs in terms of demand, acquisition and contract management. Responsible for providing sound and effective advice on contract administration services. Manage and monitor contracts to ensure the quality of services is maintained for the duration of the contract. Manage and monitor end to end tender processes within the Sub-Directorate. Investigate complaints from suppliers and give feedback to suppliers and institutions. Provide departmental services to the bid committee and decision-making authorities. Ensure compliance management that is in line with procurement and supply chain management prescripts. Provide support and coordinate training to institutions on all procurement related challenges. Human Resource Management of Sub-directorate's staff. Management and maintain the budget of the Sub-directorate.

ENQUIRIES : Mr A Mili, tel. no. (021) 834-9050, or email: Ayanda.Mili@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 : 14 April 2026, 17:00PM

POST 11/190 : **DEPUTY DIRECTOR: FINANCE**
Chief Directorate: Metro Health Services

SALARY : R896 436 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Valkenberg Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma or Bachelor's Degree in Finance, Accounting, Public Financial Management, Commerce or Supply Chain Management. Experience: Appropriate experience in Financial Management and Supply Chain Management, of which a minimum of three (3-5) years must be at a supervisory or managerial level. Appropriate financial management and expenditure control in terms of the PFMA and Treasury Instructions. Appropriate experience in Supply Chain Management, including demand, acquisition, contract management, asset management and stock management. Appropriate experience in End-to-end contract management, including drafting, monitoring, performance management and compliance. Appropriate experience in Patient administration, revenue

management and medical records. Appropriate experience in Information management and the use of health information systems for reporting and decision-making. Appropriate supervisory and managerial experience with responsibility for multi-disciplinary teams. Appropriate experience in implementation and monitoring of financial systems, internal controls and compliance frameworks. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Demonstrated knowledge and competence in: Public Finance Management Act, Treasury Regulations and financial prescripts. Supply Chain Management prescripts and governance requirements. UPFS and patient administration or billing systems. BAS and LOGIS or equivalent financial and SCM systems. Development, monitoring and analysis of institutional budgets and FBUs. Revenue generation and management of irregular, fruitless and wasteful expenditure. Information management, statutory reporting and audit requirements. Additional skills required: Strong analytical and problem-solving ability. Proven leadership and people-management ability. Clear and confident written and verbal communication. Ability to function in a high-pressure environment and meet strict deadlines. Computer literacy in MS Office applications.

DUTIES : key result areas/outputs): Overall leadership and management of the Finance Component. Management of Supply Chain Management, including demand, acquisition, contract and asset management. Budget planning, allocation, monitoring and expenditure control. Implementation and support of Functional Business Units (FBUs). Oversight of patient administration, billing, revenue management and medical records governance. Institutional information management, data quality and statutory reporting. Ensuring compliance with PFMA, Treasury Instructions and all applicable prescripts. Performance management, development and discipline of staff within the Finance Component. Serving as a member of the hospital management team and advising management on all finance and SCM matters.

ENQUIRIES : Ms C Goliath, tel. no. (021) 826-5805
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 : 14 April 2026, 17:00 PM

POST 11/191 : **FACILITY MANAGER PHC**
 Chief Directorate: Metro Health Services

SALARY : R896 436 per annum (A portion of the package can be structured according to the individual's personal needs)

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

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

ENQUIRIES : Ms L Appolis, Tel. No. (021) 2020-933
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 : 14 April 2026, 17:00 PM

POST 11/192 : **ASSISTANT MANAGER NURSING (SPECIALTY: ICU)**

SALARY : R755 355 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows

registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC, in terms of R212 in Medical and Surgical Nursing Science: Critical Care Nursing (Adult) OR A 4 year Bachelor Degree in Nursing (R174) or (R171) qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Critical Care Nursing (Adult). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC. At least 6 years of the above period must be appropriate/recognisable experience after obtaining the post-basic qualification or a post-graduate diploma in the relevant speciality. At least 3 years of the above period must be appropriate/recognisable experience at nurse management level. Competencies (knowledge/skills): Quality Assurance, Human Resource, Finance and Change Management. Decision making, problem solving and interpersonal skills. Grievance procedures and disciplinary legislation. Computer literacy (MS Word and Excel). Negotiation, facilitation and communication skills. Infection Prevention and Control policies.

DUTIES : (key result areas/outputs): Co-ordinate, supervise and control nursing services in the Critical Care Department. Ensure the provision of optimal, holistic, specialised nursing care within set standards and a professional and legal framework. Ensure that prescribed policies and procedures are adhered to. Effectively manage the initiation and utilisation of human and material resources. Ensure the control and execution of quality of care and financial management. Co-ordinate the provision of effective training and research to maintain professional growth, ethical standards and self-development. Liaise directly with the Nursing and Medical managers as well as the relevant Departmental Heads (Ancillary and Support Services).

ENQUIRIES : Ms R Sutcliffe, tel no. (021) 404-2092
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 : 14 April 2026, 17:00 PM

POST 11/193 : **ASSISTANT MANAGER NURSING (SPECIALTY AREAS: PAEDIATRICS)**

SALARY : R755 355 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Child or Child Nursing Science or Medical and Surgical Nursing Science: Orthopaedic Nursing or Medical and Surgical Nursing Science: Oncology 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 Critical Care Nursing (Child) or Child Nursing or Orthopaedic Nursing or Oncology Nursing. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse. Experience: A minimum of 10 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification or post graduate diploma in the relevant speciality. At least 3 years of the period referred to above must be appropriate recognisable experience at management level. Inherent requirement of the job: Will be required to perform after-hour duties including weekends, and public holidays. Competencies (knowledge/skills): Computer literacy in Word, and Excel. Excellent communication skills. Knowledge of quality assurance and National Core Standards. Knowledge of relevant legislation and policy related to this nursing speciality. Nursing Management qualification / skills. Strong leadership and good interpersonal communication skills. Good organisational skills and the ability to function in a team and under pressure.

<u>DUTIES</u>	:	(key result areas/outputs): The candidate will be responsible for management and co-ordination of clinical nursing care in the Paediatric Units. Effective management and utilization of Human and Financial Resources to ensure optimal clinical and operational function in the area. Manage training, orientation, learning, professional growth & development, and participation in research within the clinical environment. Support/ deputise for the Head of Nursing and support the Nursing department and the institution.
<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. Candidates will be subjected to a practical/ competency assessment.
<u>CLOSING DATE</u>	:	14 April 2026, 17:00 PM
<u>POST 11/194</u>	:	<u>ASSISTANT MANAGER: NURSING (SPECIALTY: PSYCHIATRY) (NIGHT SHIFT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Stikland Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science (R212). 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 Mental Health Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the above period must be appropriate/recognisable experience in Psychiatric Nursing after obtaining the 1-year post-basic qualification in Advanced Psychiatric Nursing Science OR a post graduate Diploma (R635) accredited with the SANC in Mental Health Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Must work shifts (day and night) including weekends and public holidays for planned periods. Valid (B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy skills. Basic financial and statistics management skills.
<u>DUTIES</u>	:	(key result areas/outputs): Effective management of the Psychiatric wards and coordination of all activities and communication with the relevant supervisors and stakeholders. Management and monitoring the effective utilisation of human, financial and physical resources. Deliver a quality nursing care throughout the hospital and provide on-going support to the nursing service. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures incorporating the Ideal Hospital Standards. Supervision of the implementation of effective processes and practices with regards to all statistical information needed to render a quality mental health service. Liaising with relevant stakeholders on night shift, i.e. referring hospitals family members, security service and SAPS.
<u>ENQUIRIES</u>	:	Ms S Fredericks, tel. no. (021) 940-4416
<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/ competency assessment.
<u>CLOSING DATE</u>	:	14 April 2026, 17:00 PM
<u>POST 11/195</u>	:	<u>EMS SUB-DISTRICT MANAGER GRADE 2 TO 4 (2 POSTS)</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	Grade 2: R562 119 per annum Grade 3: R624 288 per annum Grade 4: R690 465 per annum
<u>CENTRE</u>	:	Emergency Medical Services, Cape Winelands (1 post) West Coast District (1 post)

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 2: Successful completion of the Emergency Care Technician Course (ECT) that allows registration with HPCSA as Emergency Care Technician (ECT). Grade 3: Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. Grade 4: Successful completion of the B-Tech Degree that allows registration with HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: Grade 2: Registration with the Health Professions Council of South Africa as an ECT. Grade 3: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 4: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 2: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 3: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as a Paramedic (CCA or N.DIP). Grade 4: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirement of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Registration as an ECT, Paramedic or ECP. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols. Good communication and interpersonal skills and report-writing skills.
<u>DUTIES</u>	:	(key result areas/outputs): Effective management of emergency medical services for the Sub-district. Effectively manage the Human Resource and Labour Relations function of the District in relation to staff management. Manage the budget and the facilitation of account payments for goods and services in line with the financial prescripts. Maintain responsibility for the audit compliance with regards to Financial Management and Supply Chain Management matters. Ensure effective management of Emergency Fleet and equipment. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing and forging sustainable relationships with external stakeholders. Effective support to District Manager and act in management capacity when required.
<u>ENQUIRIES</u>	:	Mr E Pedro, tel.no. (022) 433-8853 or Ms S Don tel.no. (022) 433-8853 (West Coast), Mr I Naidoo, tel.no. (023) 346-6000 or Ms A Botha, tel.no. (023) 346-6022 (Cape Winelands).
<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>	:	14 April 2026, 17:00 PM
<u>POST 11/196</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (INFECTION PREVENTION AND CONTROL)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R549 192 per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	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: 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: Willingness to work shifts, weekends, night duty and overtime, as required. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written). Principles of Management: leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills. Knowledge of Provincial infection prevention and control measures and practices. Ability to analyze health systems information, and skills and experience in the preparation of reports. Project Management skills and Computer literacy. Ability to function independently as well as part of a multi-disciplinary team.
<u>DUTIES</u>	:	(key result areas/outputs): Develop and ensure implementation of clinical practice guidelines and Standard Operating Procedures (SOP's) in Infection

Prevention Control (IPC) for use by staff and participate in surveillance and auditing. Management of risks as identified in terms of infection control and participation in outbreak investigations to give relevant inputs and advice. Ensure a well-functioning, multi-disciplinary infection control advisory committee. Manage infection prevention and control in the Central Sterilisation Services Department Provide guidance and training in Infection Prevention and Control to staff. Participation in training and research programmes relevant to the principles and management of infection prevention and control. Financial Management control and ensure compliance pertaining to Medical Waste.

ENQUIRIES : Ms S Basardien, tel. no. (021) 402-6224
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 : 14 April 2026, 17:00 PM

POST 11/197 : **OPERATIONAL MANAGER NURSING: GENERAL (SURGICAL WARD/ORTHOPAEDIC WARD) (2 POSTS)**
 Chief Directorate: Metro Health Services

SALARY : R549 192 per annum
CENTRE : Karl Bremer 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 the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts (day and night duty), public holidays, after-hours, and weekends. Relief the Assistant Manager: Nursing when needed. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team in a pressured environment. Good organisational, communication (verbal and written), interpersonal, leadership, problem-solving and decision-making, conflict resolution and labour relations skills and computer literacy (MS Word, Excel, PowerPoint and Outlook. Appropriate/recognisable experience in a hospital setting and knowledge and insight of all relevant legislation and policies within the public sector.

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

ENQUIRIES : Ms E Linden-Mars, tel no. (021) 918-1224
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/198 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) (FEMALE/CHILDREN'S WARD)**
 Garden Route District

SALARY : R549 192 per annum
CENTRE : Mossel Bay Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: A

- minimum of 7 years appropriate/recognisable experience in nursing after registration with SANC as Professional Nurse in General Nursing. Inherent requirement of the job: A valid (Code B/EB) driver's licence and willingness to travel. Willingness to perform after-hour and weekend standby duties for the hospital. Willingness to relieve the Deputy Manager Nursing and Operational Managers. Competencies (knowledge/skills): Knowledge and understanding of Nursing legislation, related legal ethical nursing practices and framework, as well as labour legislation and relevant public sector policies, guidelines and protocols. Computer literacy (MS Word, Excel, PowerPoint and Outlook).
- DUTIES** : (key result areas/outputs): Manage the clinical services and rostering of staff. Responsible for planning, managing, coordinating and maintaining an optimal quality Nursing Service as an Operational Manager in a hospital setting. Participative management and utilization of Human Resources, to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources, consumables and equipment of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service Department and the institution. Maintain ethical standards and promote professional growth and self-development.
- ENQUIRIES APPLICATIONS** : Ms JA Mahlangu, tel. no. (044) 604 - 6104
: 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 subjected to a competency test. 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** : 14 April 2026, 17:00 PM
- POST 11/199** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) (SURGERY)**
- SALARY CENTRE REQUIREMENTS** : R549 192 per annum
: Tygerberg Hospital, Parow Valley
: Minimum educational qualification: Basic R425 qualification (i.e degree/ diploma in Nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of of 7 years appropriate/recognisable experience in Nursing after registration as Professional Nurse and Midwife with the SANC in General Nursing. Inherent requirement of the job: Ability and willingness to assist with shifts and after-hours hospital cover including weekends, public holidays, night duty relief and overtime as the need arises. Competencies (knowledge/skills): Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Basic computer literacy. Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.
- DUTIES** : (key result areas/outputs): The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal quality Nursing Service as an Operational Manager. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and development.
- ENQUIRIES APPLICATIONS** : Ms V Dubase, tel. no. (021) 938-4000
: 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/ competency assessment.
- CLOSING DATE** : 14 April 2026, 17:00 PM

<u>POST 11/200</u>	:	<u>ULTRASOUND RADIOGRAPHER GRADE 1 TO 3 (SONOGRAPHER)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R491 256 per annum Grade 2: R575 250 per annum Grade 3: R676 716 per annum
<u>CENTRE REQUIREMENTS</u>	:	Mitchells Plain Community Health Centre Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound / Radiographer. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Experience: Grade 1: None after registration with the HPCSA in Ultrasound Radiography in respect of RSA- qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees. Inherent requirement of the job: Willingness to perform after hours and weekend duties. A valid driver's licence (Code B/EB). Willingness to render service within the Klipfontein / Mitchell's Plain Sub-structure. Competencies (knowledge/skills): Computer literacy in word processing, data management and analysis. Ability to work independently and in a team with good interpersonal skills. Thorough knowledge of ante-natal, ante-natal Doppler paediatric, gynaecology- and abdominal-ultrasound studies. Completion of supplementary courses on diagnostic ultrasound and knowledge and interest in teaching in Obstetrics and Gynaecology at both undergraduate and post-graduate level.
<u>DUTIES</u>	:	(key result areas/outputs): Provide a comprehensive diagnostic ultrasound service at an advanced level with the focus on Obstetrics and Gynaecology (OSG) imaging in Mitchells Plain CHC/MOU. General care of patients as part of a multi-disciplinary team. Effective administration within the ultrasound unit regarding patient service. Appropriate referral as well as equipment management. Maintain case records and statistics. Actively take part in CPD-program, as a learner as well as In-service training.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Y Samuels, tel. no. (021) 684-1400 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 in a specific category with the relevant council (including individuals who must apply for change in registration status)". Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	14 April 2026, 17:00 PM
<u>POST 11/201</u>	:	<u>CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE) (5 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE REQUIREMENTS</u>	:	Various Institutions Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least

1 year diploma in Clinical Nursing Science: Health Assessment Treatment and Care, accredited with SANC (R48) OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the periods referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the one-year post-basic qualification as mentioned above. OR A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Inherent requirement of the job: Valid driver's license and willingness to travel. Willingness to work after hours. Will be required to rotate within the facility and assist with other PHC clinics within the Sub-structure when there is a need. Competencies (knowledge/skills): NIMART training or experience. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.

DUTIES : (key result areas/outputs): Treatment of patients on Primary Health Care level with regards to Curative Services, Communicable Diseases, Mental Health and Chronic Diseases within the scope of practice. Render effective child and school health services, including the integration of nutritional services, within the scope of practice. Render effective Women's Health including Antenatal services within the scope of practice. Assist with management and execution of all relevant HAST Programmes (TB, STI and HIV/AIDS). Work as part of the multi-disciplinary team to ensure quality, promotive, preventive and curative Primary Health Care delivery. To be an advocate for patients to ensure the provision of quality Health Care necessary.

ENQUIRIES : Ms A Mullins, tel. no. (021) 810-8102, Mr M Kelejane, tel. no. (021) 931-0211, Ms N Forosi, tel. no. (021) 826-2200, Mr M Horne, tel. no. (021) 946-3790, Mr R Arendse, tel. no. (021) 534-4361

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 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. The pool of applicants will be considered for vacancies within (the Chief Directorate: Metro Health Services), for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/202 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (TRAUMA AND OPD)**
Cape Winelands Health District

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

CENTRE : Stellenbosch 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. 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's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary

Care Nursing. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse. 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 1-year post-basic qualification in Diploma in Clinical Nursing Science, Health Assessment, Treatment Care or a post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Willingness to work in other wards in hospital. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Power Point and Outlook.) Knowledge of appropriate legislation, regulations and departmental Policies. Knowledge of the Hospital Emergency Centre Triage Information Systems (HECTIS) and South African Triage System (SATS) and Practical Approach to Care Kit (PACK). Knowledge and experience in human resource management, quality assurance, financial and supply chain procurement processes. Experience in the use of clinical equipment and control of budget implementation and monitoring of standards. Effective communication, Problem-solving, decision-making and resolution skills. PACK training or experience. Maintain and participate in inter-professional and multi-disciplinary teamwork and work independently.

DUTIES : (key result areas/outputs): 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. 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 : Ms RZ De Silva, tel. no. (021) 808-6153
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 required to do 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 or a post graduate diploma (R635) accredited with the SANC in Primary Care Nursing.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/203 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**

Chief Directorate: Metro Health Services

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

CENTRE : Inzame Zabantu Community Day Centre
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48). OR a 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years

appropriate/ recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the one-year post-basic qualification or post graduate Diploma in the relevant specialty. Inherent requirement of the job: A valid (code B/EB) driver's licence and willingness to travel. Willingness to render clinical support at other facilities within the sub-structure if 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. NIMART training or experience. Effective communication skills.

DUTIES : (key result areas/outputs): Assist with the managing and provision of clinical comprehensive PHC service. Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and the NPO's. Collect data and submit reports on or before time. Assist with managing human and equipment resources. Ensure an effective administrative service. Facilitate clinical teaching, training and health education. Provision of effective clinical services. Partake in research activities.

ENQUIRIES : Ms N Bizo, tel. no. (021) 830-6944
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 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 a post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Candidates will be subjected to a written/practical, and oral assessment.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/204 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH) (PSYCHIATRY WARD OPD)**

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

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. - A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science (R212). -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 Mental Health Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade1**: A Minimum of 4 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2**: A minimum of 14 years appropriate/ recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the one-year post-basic qualification year in Advanced Psychiatric Nursing Science (R212) or a post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Inherent requirement of the job: Ability and willingness to assist with shifts including weekends, public holidays, night duty relief and overtime as the need arises. Willingness to rotate between departments. Competencies (knowledge/skills): Basic computer literacy. Good written and verbal communication skills. Knowledge of relevant legislation and policy related to the nursing speciality. Strong leadership and interpersonal skills. Good organisational skills and the ability to function under pressure.

DUTIES : (key result areas/outputs): Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a

Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilize human, material and physical resources and development of self and others. Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service.

- ENQUIRIES** : Ms V Dubase, tel no. (021) 938-4000
- 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 stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Advanced Psychiatric Nursing Science or a post graduate diploma (R635) accredited with the SANC in Mental Health Nursing.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/205** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY AND NEONATAL) (2 POSTS)**
Cape Winelands Health District
- SALARY** : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum
- CENTRE** : Robertson 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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science (R212). 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. A post graduate diploma (R635) accredited in Midwifery. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Computer literacy (MS Word, Excel, Power Point and Outlook). Implement skills to plan and organize the service by problem solving and decision making. Leadership towards the realization of strategic goals and objectives in the Obstetrics Department. Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively (both written and verbal).
- DUTIES** : (key result areas/outputs): Ensure quality patient care regarding the identification of nursing needs, the planning & implementation of nursing care plans and the education of nursing personnel as Professional Nurse in the Obstetric department Utilize human, material and physical resources efficiently and effectively. Render and supervise specialized clinical nursing care and support staff with surgical and medical procedures. Maintain & promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health & Wellness in the WCH. In the execution of duties, while practicing within the legislation, regulations and protocols applicable to public service.
- ENQUIRIES** : Ms NJ Mitchell tel. no. (023) 626-8519
- APPLICATIONS** : 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. Candidate will be subjected to a practical. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science (R212) or A post graduate diploma (R635) accredited in Midwifery.
<u>CLOSING DATE</u>	:	14 April 2026, 17:00 PM
<u>POST 11/206</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Wesfleur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years' appropriate/recognisable experience in nursing after registration as 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 above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Advanced Midwifery & Neonatal Nursing Science. Inherent requirements of the job: Required to work shifts and after hours (weekend, public holidays, and night duty). Competencies (knowledge/skills): Basic computer literacy. Good written and verbal communication skills. Knowledge of relevant legislation and policy related to the nursing speciality. Strong leadership and interpersonal skills. Good organisational skills and the ability to function under pressure.
<u>DUTIES</u>	:	(key result areas/outputs): Responsible for the provision and implementation of comprehensive holistic nursing care and treatment to all pregnant clients. Assist with management of people management services within the Department. Effective utilization of financial resources within the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention & Occupational Health & Safety within the Department. Deliver a support service to the Operational Manager and ensure effective coordination of the Nursing Division after hours.
<u>ENQUIRIES</u>	:	Ms R Bruintjies, tel. no. (021) 816-8577
<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 required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted 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: The pool of applications will be considered for vacancies within Metro Health Service, 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>	:	14 April 2026, 17:00 PM

POST 11/207 : **ASSISTANT DIRECTOR: FINANCE**

SALARY : R468 459 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma / Degree. Experience: Appropriate experience in Revenue (Hospital Fees, Patient Administration, Medical Records and Case Management). Appropriate experience in supervisory capacity. Appropriate experience in the key performance areas of the job. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Extensive knowledge and understanding of the healthcare environment and relevant legislation and regulations within Revenue (Hospital Fees, Patient Administration, Medical Records and Case Management). In-depth knowledge of Revenue (Hospital Fees, Patient Administration, Medical Records and Case Management) prescripts, guidelines, policies, and National and Provincial target setting and knowledge pertaining related fiscal policies. Strong problem-solving, lateral thinking, and revenue management skills, complemented by proficiency in patient administration, report writing, and the use of technology. Demonstrates excellent communication skills, as well as strong training, presentation, interpersonal, leadership, and conflict resolution abilities. Advance computer proficiency in MS Office (PowerPoint, Excel, Word) and highly developed understanding of Health Information Systems such as but not limited to SINJANI, Clinicom, BAS, SYSPRO, JAC, DHIS, SharePoint, SPV, PHCIS, Tier.Net, HECTIS, and eCCR, etc. Good leadership and interpersonal skills, with the ability to work independently and as part of a team. Excellent communication skills (written and verbal).

DUTIES : (key result areas/outputs): Effectively and efficiently provide leadership and manage the Revenue (Hospital Fees, Patient Administration, Medical Records and Case Management) section in the Finance Directorate, to achieve its goals, objectives and targets by providing interpretation, application and ensure compliance to all policies, regulations, prescripts and instructions. Support the implementation of Revenue (Hospital Fees, Patient Administration, Medical Records and Case Management) policies, data collection tools, definitions, standard operating procedures, and monitor and coordinate data flow processes, according to policy time frames. Support internal and external stakeholders in terms of revenue management and patient administration. Must adhere to requirements of the different levels of reporting i.e. Provincial and National levels. Manage the production of relevant, timeous and accurate operational reports. Monitor revenue collection to ensure collection targets are met. Ensure efficient and accurate billing of patients including correct classification of patients. Monitor debtors accounts and manage debt collection processors including medical aid patients. Managing of hospital patient records and related administrative processes of recordkeeping and disposal processes. Oversight of Case Management protocols and ensuring efficient auditing of patient records related to adequate billing and ICD10 coding. Performing audit readiness assessments, liaison with auditors (external and internal) and deal with audit queries. Management of staff in the component, including staff performance, R&S process, training, disciplinary process and general support of staff.

ENQUIRIES : Mr AAH Malgas, tel. no. (021) 938-4014
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. A competency test will form part of the selection process.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/208 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Emergency And Clinical Support Service

SALARY : R468 459 per annum
CENTRE : Emergency Medical Services
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Diploma/Degree or related field. Experience: Appropriate experience in supply chain management within a public sector environment. Appropriate supervisory experience. Inherent requirement of the job: A valid (Code B) driver's licence. Ability to work under pressure and across multiple EMS sites. Competencies (knowledge/skills): Ability to manage confidential information. In-depth

knowledge of demand, acquisition, contract, asset, warehouse and disposal management. Knowledge of bid committee processes and SCM legislative frameworks. Advanced computer literacy (Excel, Word, PowerPoint). Strong analytical, organisational, problem-solving and communication skills. Interpersonal, leadership and conflict-management skills. Extensive knowledge and experience in PFMA, NTRs, PTIs, AOS, LOGIS and Procurement Integration systems.

- DUTIES** : (key result areas/outputs): Manage demand and acquisition management, including the development and coordination of the EMS annual demand and procurement plan and execution of compliant procurement processes. Coordinate and support bid committee processes, including specification drafting, bid evaluations, compliance checks and implementation of committee resolutions. Administer and monitor contracts, maintain a comprehensive contract register and ensure supplier performance, renewals, extensions and quality control. Manage asset, warehouse and disposal functions, including maintaining the EMS asset register, conducting stock takes across 52 stations and overseeing warehouse operations. Ensure SCM governance and compliance, including reporting, audit responses, irregular expenditure monitoring, DICU assessments and implementation of corrective actions. Compile and submit all required SCM reports, including monthly, quarterly and annual compliance reports and RFI file maintenance. Manage and develop SCM staff, including performance management, training coordination, discipline, recruitment and workload planning.
- ENQUIRIES** : Mr C Wylie, tel. no. (021) 508-4517
- 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** : 14 April 2026, 17:00 PM

POST 11/209 : **ASSISTANT DIRECTOR: FINANCE**
Chief Directorate: Metro Health Services

SALARY : R468 459 per annum

CENTRE : Khayelitsha/ Eastern Sub-structure Office

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Degree/National Diploma. Experience: Appropriate experience in Financial Accounting and Financial Management. Appropriate supervisory or management experience. Inherent requirement of the job: Valid Code B/EB driver's license. Willingness to travel and work extra hours. Competencies (knowledge/skills): Knowledge and practical experience of BAS and PERSAL system. Knowledge and practical experience of the AFS/IFS processes. Knowledge of the PFMA, National and Provincial Treasury Regulations. Knowledge of the Accounting Officer's System of the Department. Computer literacy (Ms Word, Excel and PowerPoint). Excellent verbal and written communication skill. Accuracy and attention to detail. Knowledge of the Accounting Officer's System specifically Procurement prescribes.

DUTIES : (key result areas/outputs): Ensure efficient budget, expenditure, accounts and revenue management. Management of conditional grants, transfer and sundry payments. Provide input into and coordinate the AFS/IFS on District level. Compliance management & respond to audit queries. District Office administration. Manage the Finance section and ensure the correct application of accounting classification codes. Oversee human resources within the section, general management and administrative support within the section. Completion and coordinating monthly BMI and IYM. Reconciliation and clearing of monthly assets & liabilities accounts. Develop and implement Finance SOP's for the sub-structure. Coordinate periodic finance meetings. Facilitate budget allocation, adjustment and Submission process.

ENQUIRIES : Mr M Dzanibe, tel.no (021) 360-4200 or email: malusi.dzanibe@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. The pool of applicants will be considered for other vacant Assistant Director: Finance post within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates may be subjected to a written/practical and oral assessment.

CLOSING DATE : 14 April 2026, 17:00 PM

- POST 11/210** : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT**
Chief Directorate: Emergency and Clinical Support Services
- SALARY** : R468 459 per annum
CENTRE : EMS Finance and Supply Chain, U2 – Tygerberg Hospital premises
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Diploma/Degree or related field. Experience: Appropriate experience in financial administration within a public sector environment. Appropriate supervisory experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Ability to work independently and as part of a team. Competencies (knowledge/skills): Sound knowledge of financial management, budgeting, expenditure and revenue processes. Advanced computer literacy (Excel, Word, PowerPoint). Strong analytical, problem solving and communication skills. Leadership, interpersonal and conflict management skills. Extensive knowledge and experience in PFMA, NTRs, PTIs, BAS and SYSPRO.
- DUTIES** : key result areas/outputs): Manage financial planning, budgeting and expenditure control within EMS, including MTEF and adjustment estimates. Monitor in year expenditure, compile IYM reports and ensure 30 day payment compliance. Implement and maintain financial governance, internal controls and audit processes, including irregular expenditure registers. Prepare monthly, quarterly and annual financial reports, including AFS/IFS inputs and monitoring accruals and commitments. Support and monitor EMS revenue management processes, reporting and compliance with billing policies. Supervise and develop finance staff through performance management, leave planning and skills development. Manage recruitment, disciplinary matters and grievance procedures within the finance component.
- ENQUIRIES** : Mr C Wylie, tel. no. (021) 508-4517
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 : 14 April 2026, 17:00 PM
- POST 11/211** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (GOODS & SERVICES) 2 POSTS**
Directorate: Supply Chain Management (Sourcing)
- SALARY** : R468 459 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/Degree in Supply Chain Management/Procurement/Law/Public Management/Finance/Auditing/Project Management/Commercial field) or equivalent. Experience: Appropriate experience in Managing Tenders, Demand Management and Contract Administration within a Supply Chain Management environment. Inherent requirements of the job: Valid driver's licence. Competencies (knowledge/skills): Knowledge of negotiating with suppliers, procurement prescripts and government bid procedures. Must be able to work under pressure. Ability to perform calculations relating to foreign currency, CPIX, etc. Ability to handle matters of a confidential nature Knowledge relating to management of contracts, Tenders and the legal aspect of it. Computer literacy (Word, Excel, PowerPoint) Ability to work accurately with figures, data analysis and reporting. Sound knowledge of various legislations governing supply chain management and National Treasury Prescripts. Knowledge of Demand and Acquisition Management.
- DUTIES** : (key result areas/outputs): Handle all procurement and Tender management processes. Provide input on bid specifications in accordance with agreed strategies and objectives. Scrutinize bids received to ensure Bidder compliance. Compile Memorandum to Bid Adjudication Committee. Execute Bid Committee and Delegate's resolutions. Responsible for finalizing applications for price escalations for index and Rate of Exchange claims. Inspect contractors' premises and vigilantly monitor contractors' performance. Ensure that service level agreements exist and are effectively managed and compliance thereto is monitored. Ensure the monitoring of compliance by service providers and institutions to their contractual obligations. Supervise staff. Comply with reporting requirements.
- ENQUIRIES** : Mr A Mili, tel. no. (021) 834 9051, e-mail: Avanda.Mili@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 : 14 April 2026, 17:00 PM

POST 11/212 : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT**
Directorate: Information Management

SALARY : R468 459 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate three-year National Diploma or degree. Experience: Appropriate experience in managing and supporting hospital information systems, specifically Clinicom and related HIS applications. Appropriate experience in support and maintenance. Appropriate experience in system support and maintenance, including monitoring system performance, resolving incidents, managing helpdesk calls, analysing root causes of system issues and ensuring timely resolution to maintain operational continuity. Appropriate experience of hospital administrative and clinical processes. Appropriate experience working on Electronic Health Record systems/modules. Appropriate experience in training, user support, and system administration. Appropriate experience with clinical and administrative processes in hospital or PHC settings. Appropriate experience with master data management, quality control, and systems integration (e.g., NHL, JAC, PHCIS, PREHMIS). Inherent requirement of the job: Valid driver's license. Willingness to travel to WCDHW health institutions. Willingness to work overtime when required. Proven ability to lead and work effectively within a team environment. Competencies (knowledge/skills): Good communication and interpersonal skills. Strong problem-solving abilities and abilities to escalate issues appropriately. Ability to provide user training and support across multiple systems. Accurate data capturing and strong attention to detail. Computer literacy, including MS Office and MS Teams. Knowledge of Clinicom, Clinicom Evergreen, eCCR, FBE, EMCI, PMI Hygiene, NetTerm, BMC Remedy, HPRS, Terminology Services, and integration platforms. Understanding of business process re-engineering and patient flow. Understanding of system maintenance, enhancement processes, and quality control procedures.

DUTIES : (key result areas/outputs): Managing and supporting Hospital Information Systems (HIS), specifically Clinicom and related applications, ensuring the effective operation, coordination, user support and system oversight across facilities. Provide operational oversight and support for Clinicom, NetTerm, eCCR and related systems, including incident management, system monitoring, release communication and ensuring the effective functioning of hospital information systems across supported facilities. Liaise and communicate with HIS Management, Hospital Management, Information Officers and IT (Cel) regarding system updates, operational issues, outages, risks and system-related information, ensuring that relevant stakeholders are informed and supported. Attend and participate in Application Centre meetings, MANCO sessions, workshops and hospital HIS or IMU meetings, and facilitate System Manager and System Controller meetings where required. Manage and implement system change control processes, including the maintenance and updating of Master Files such as Inpatient, Outpatient, Service Groups, Medical Records, Theatre, Waiting Lists and Global Master Files through NetTerm in accordance with approved processes and Head Office requirements. Coordinate and support system enhancements, new requirements and system development initiatives, including participation in Joint Application Development (JAD) sessions, sprint reviews and design discussions, and assist with the rollout and implementation of new system modules across facilities. Provide onsite and remote support to facilities, including scheduled visits and virtual assistance, while assisting with system-related hardware and software issues such as workstation configuration, printing, client software and related technical challenges. Manage user access administration and audit compliance, including processing access requests, maintaining appropriate documentation and ensuring compliance with system governance, audit and reporting requirements. Support operational system workflows, including assisting users with AR (Billing) processes, Cost Centre Requisitioning (CCR), clinic cancellations, duplicate death corrections, diary template creation and other operational system functions. Maintain data integrity and quality control, including Patient Master Index (PMI) data management between PHCIS and PREHMIS, conducting quality control on system interfaces with third-party systems such as Centricity Cardiology, RIS,

ECM, PHCIS and PREHMIS, and developing or maintaining quality control scripts and packages. Identify and coordinate training requirements for system users and Information Management staff, develop training schedules for Information Officers and Core Trainers, and deliver formal or informal training on system functionality, enhancements and processes. Manage staff and HR-related responsibilities, including performance management, staff development, leave management and task allocation. Provide data reporting and analytical support, including generating patient and user reports through data mining applications such as Impromptu and supporting information management and operational reporting requirements. Provide after-hours system support when required to ensure continuity of operations and support additional facilities where operationally necessary.

ENQUIRIES : Mr J Maharaj, tel.no. (021) 938-6513
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 : 14 April 2026, 17:00 PM

POST 11/213 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION**
 Chief Directorate: Metro Health Services

SALARY : R468 459 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in the field of Human Resource Management. Experience: Appropriate experience in human resource management (salary administration, employee relations & people development). Appropriate supervisory and PERSAL experience. Inherent requirement of the job: Valid driver's licence, Code B/EB. Competencies (knowledge/skills): Proven knowledge of Public Service Regulations, Prescripts and Public Service Act and Audit compliance prescripts. Strong managerial and supervisory skills and computer skills (MS Word and PowerPoint) and good interpersonal, organizational skills and ability to function under pressure and meet deadlines. Problem solving, decision making and time management skills. Knowledge and skills regarding operational planning in a human resource management environment.

DUTIES : (key result areas/outputs): Effective management of human resource administration in line with audit requirements. Effective Compliance Management in line with Departmental Policies & prescripts, Auditor-General requirements, Ideal Hospital Framework and Office of Health Standards and Compliance. Management of employee development and training initiatives to enhance organisational performance. Effective management of employee relations processes. Supervision & Optimal Support to Supervisor.

ENQUIRIES : Ms CN Cornelius, tel. no. (021) 834-5897
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 : 14 April 2026, 17:00 PM

POST 11/214 : **ASSISTANT DIRECTOR: FINANCE (BUDGET AND EXPENDITURE)**

SALARY : R468 459 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree in Financial Accounting, Management Accounting, Auditing or a related field. Experience: Appropriate experience with a proven track record across key areas of financial accounting. Inherent requirement of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Ability to work under pressure and handle matters of a confidential nature. Experience in data analytics and Excel template development. Strong people management and the ability to work effectively within a multidisciplinary team. Sound problem-solving abilities, strong written and verbal communication, presentation capability, and project management skills. Strong technical financial abilities, with experience in audit and accounting environments. Competence in preparing financial reports and analysing financial prescripts. Experience in contributing to Annual and Interim Financial Statements (AFS/IFS), accrual accounting, the Modified Cash Standard (MCS), and/or GRAP. Advanced

<u>DUTIES</u>	:	computer literacy, including Excel, Word, and PowerPoint. Knowledge of BAS, LOGIS, Syspro and Supply Chain Management processes. (key result areas/outputs): Provide leadership and oversee the Finance Department, including the Merchant Account and Ledger Account sections. Manage and control debt ledger accounts, debt administration, and reconciliation processes. Oversee control of ledger accounts, including payroll, asset and liability accounts, and miscellaneous recoveries. Oversee disbursement processes and ensure compliance with financial prescripts for all supplier payments. Manage the Syspro 6 (Material Management System) Accounts Payable module and associated data capturing. Control and maintain the institutional budget and provide management with accurate and timely reports. Oversee statistical reporting and provide financial information to support decision-making on expenditure trends, projections, cost drivers, and variances. Manage staff performance, training and development, and attend to relevant HR matters. Liaise with internal stakeholders to support effective financial governance, including oversight of irregular, fruitless and wasteful expenditure. Promote a positive organisational culture through change management, innovation, conflict resolution, and risk mitigation within the Finance Section. Provide input and responses to audit queries and support audit processes.
<u>ENQUIRIES</u>	:	Mr C Frank, tel no. (021) 404-3248
<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>	:	14 April 2026, 17:00 PM
<u>POST 11/215</u>	:	<u>ASSISTANT DIRECTOR: HR AND FACILITY MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	False Bay Hospital, Southern Western Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in all aspects of human resource and facility management. Appropriate supervisory experience. Appropriate PERSAL experience. Inherent requirements of the job: Willing to do Standby Duties. Competencies (knowledge/skills): Sound knowledge of Human Resource policies, procedures, prescripts, HR audit compliance prescripts, management of the Approved Post list (APL), establishment control, Human Resource Development and Labour Relations. Leadership, management, planning and coordination skills. Good communication and interpersonal skills. The ability to function independently and in a multi-disciplinary team. Computer literacy (MS Word/Excel/Powerpoint/Outlook). Ability to think creatively and apply ideas. Good written skills ie. able to draft complex letters, memos, reports etc.
<u>DUTIES</u>	:	(key result areas/outputs): Optimized management of talent acquisition, selection and appointment processes. Efficient oversight of performance management and assessments. Ensure sound and competent management of Training & Development, Labour Relations/Employee Relations and foster and promote employee wellness. Effective and efficient governance of HR Administration, Conditions of Service & Remuneration and Quality and Risk Management processes. Effective Facility Management which comprises of the following areas: Technical Services, Transport, Telecom services and Grounds. Management of subordinates and support to Manager Medical Services and department heads.
<u>ENQUIRIES</u>	:	Dr MS Rambiyana, tel. no. (021) 832-5202
<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 and oral assessment.
<u>CLOSING DATE</u>	:	14 April 2026, 17:00PM
<u>POST 11/216</u>	:	<u>ASSISTANT DIRECTOR: HR AND FACILITY MANAGEMENT</u> Cape Winelands Health District
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Robertson Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in managing of staff in a health facility. Appropriate experience in all aspects of personnel management, labour relations and staff development. PERSAL experience. Inherent requirement of the job: Valid driver's licence (Code B/EB). Willingness to travel. Competencies (knowledge/skills): Sound and relevant knowledge regarding the Governmental or departmental policies and legislation. Good communication (written and verbal). Supervisory and leadership skills. Computer skills (MS Office, Excel and PowerPoint). Sound and relative knowledge of Human Resource policies and practices. Contract management knowledge and skills. Proven track record as an effective line manager. Computer literacy.
<u>DUTIES</u>	:	(key result areas/outputs): Facilitate, co-ordinate and manage HR Planning, Recruitment and Selection, Human Resource Development, Human Resource Administration and sound Labour Relations within the Sub-district. Implement and maintain policy documents/circulars as well as the provision of training on aspects of conditions of service within the Sub-district. Manage and co-ordinate the implementation of Occupational Specific Dispensations within the Sub-district. Administer and ensure that audit investigations and follow-up investigations as well as feedback on Auditor- General and ensure that enquiries and action plans are done timeously. Manage the Support Services of the hospital which comprise of the following areas: cleaning, pest control, waste management, morgue, porter services, transport, telecom services, security, workshop, laundry and linen services. Manage and co-ordinate the SPMS system and PILIR processes.
<u>ENQUIRIES</u>	:	Dr N Beyers, tel. no. (023) 626-8543
<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>	:	14 April 2026, 17:00 PM
<u>POST 11/217</u>	:	<u>RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer (Diagnostic). Registration with a professional council: Registration with the HPCSA as a Radiographer (Diagnostic). Experience: Grade 1: None after registration with the HPCSA in Radiography (Diagnostic) in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Diagnostic) 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 in Radiography (Diagnostic) in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Diagnostic) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Willingness to provide a 24-hour service. Ability to lift patients. Ability to work long hours. Willingness to perform standby duties, work weekends, public holidays and overtime if requested. Competencies (knowledge/skills): Knowledge of protocols and radiation protection. Quality assurance and equipment safety. Good interpersonal skills and effective performance as part of a multidisciplinary team. Knowledge of PACS and Radiology information systems. Good communication skills.
<u>DUTIES</u>	:	(key result areas/outputs): Provide a Radiographic service. Produce diagnostic images of high quality. Optimal patient care. Safe use and care of equipment. Accurate record keeping and management of radiology unit at George Regional Hospital. Assist with training of junior radiographers. Participate in continuing professional development activities.
<u>ENQUIRIES</u>	:	Ms SM Loff, tel. no. (044) 802-4567
<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 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>	:	14 April 2026, 17:00PM
<u>POST 11/218</u>	:	<u>PHYSIOTHERAPIST GRADE 1 TO 2</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum
<u>CENTRE</u>	:	Mitchell's Plain Community Health Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Experience: Grade 1: None after registration with the HPCSA as a Physiotherapist in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as a Physiotherapist in respect of 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. Inherent requirements of the job: Willingness to perform after hours and weekend duties. A valid driver's licence (Code B/EB). Willingness to render clinical support at other facilities within the Sub-structure. Competencies (knowledge/skills): Thorough knowledge of all aspects relating to physiotherapy interventions in general. Assertiveness, creativity & dedication to optimal but realistic level of care. Ability to work under pressure. Ability to take into consideration the necessary precautions for the specific medical condition of each patient. Ability to maintain and update knowledge and technique in all aspects of physiotherapy.
<u>DUTIES</u>	:	(key result areas/outputs): Providing and rendering physiotherapy service within the level of service delivery. Perform administrative processes relating to smooth running of a physiotherapy department. Effective management of human and physical resources. Contributing to clinical education and training.
<u>ENQUIRIES</u>	:	Ms Y Samuels, tel. no. (021) 684-1400
<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 in a specific category with the relevant council (including individuals who must apply for change in registration status)". Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	14 April 2026, 17:00PM
<u>POST 11/219</u>	:	<u>COMMUNICATION OFFICER: EMS</u> Directorate: Communications
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Cape Town (stationed at Bellville Health Park, Bellville)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree in Communication, Journalism, or Public Relations. Experience: Appropriate experience in a communication, public relations or

media environment, which include building and managing client and stakeholder relationships; developing visual communication products; media, reputation and response management; internal communication, brand management, and developing and executing communication campaigns. Appropriate experience in a communication or media environment. Appropriate experience in Adobe InDesign, video editing software, and photography. Inherent requirements of the job: Valid Code (B/EB) driver's license. Willing to be on standby for media queries and to occasionally travel for work. Ability to communicate fluently in English and Afrikaans or isiXhosa. Competencies (knowledge/skills): Developing and executing communication campaigns. Reactive and proactive reputation management. Visual and written storytelling and content development. Creating and packaging content aimed at specific platforms and audiences. Photography and videography. Excellent verbal and written communication skills. Strong interpersonal skills. Excellent time management. Understanding and interpreting complex figures and narratives. (key result areas/outputs): Conceptualisation and implementation of communication plans and campaigns. Reputation and response management. Internal communication and brand management. Project and event management. Building and maintaining a positive narrative across all platforms. Monitoring and evaluation of communication campaigns, risks, and sentiment. Feedback and reporting on area of responsibility.

DUTIES

:

ENQUIRIES

:

APPLICATIONS

:

NOTE

:

CLOSING DATE

:

POST 11/220

:

SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT (PERSONNEL ADMINISTRATION)

SALARY

:

CENTRE

:

REQUIREMENTS

:

R397 116 per annum
Tygerberg Hospital, Parow Valley
Minimum educational qualification: Appropriate three-year National Diploma/ Degree. Experience: Appropriate Supervisory experience. Appropriate experience in all aspects of personnel, salary and the PERSAL system. Competencies (knowledge/skills): Excellent communication skills. Computer literacy (MS Word, Excel, PowerPoint. Knowledge and experience of PERSAL and their relevant functions.

DUTIES

:

(key result areas/outputs): The management and supervision of staff within the Personnel Office, the incumbent will also be expected to do relief duties in areas where a need is identified. Handling of HR Transversal matters within the Department such as Special Leave, salary recalls and management of overtime authorisations for the Institution. Manage, plan and co-ordinate the Personnel Office with regards to implementation and adhering to relevant policies, procedures, prescripts. -Provide assistance to clients, personnel, management and supervisors. To also perform Ad hoc tasks. Ensure policy implementation, co-ordination and provide necessary training. Responsible for compensation management, including OSD matters and grade progression. Assist, Complete and follow up compliance investigations. Development and training of staff. Assist with implementation of performance management which include pay progression, performance awards, performance agreement and staff performance management (SPMS) process. Investigate grievances about service benefits and SPMS. Monitor and ensure compliance/quality.

ENQUIRIES

:

APPLICATIONS

:

NOTE

:

CLOSING DATE

:

POST 11/221

:

SYSTEM CONTROLLER

Directorate: Information Technology

SALARY

:

CENTRE

:

REQUIREMENTS

:

R397 116 per annum
Head Office, Cape Town (HIS: Regional Support)
Minimum educational qualification: Appropriate three-year Diploma or Degree (or equivalent). Experience: Appropriate working experience in Health

Information Technology and Health-IT Systems and suitable skills in IT service management, system administration, data quality assurance, and end-user support. Appropriate experience in training end-users and core trainers on system functionality. Appropriate experience in report writing and the use of tools such as Microsoft Excel, Power BI, and helpdesk systems (e.g., BMC). Appropriate experience in a Health environment will be to your advantage. Appropriate experience in managing and supporting hospital information systems, specifically CLINICOM and related HIS applications. Appropriate experience in providing support and maintenance to health institutions. Appropriate experience in system support for the Integrated Health Solution (IHS), including modules such as AR Billing, PHCIS, Clinical Documentation, HECTIS, CARES. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to travel to Department of Health and Wellness facilities and services across the Western Cape. Willingness to work overtime, with flexibility and adaptability in a changing Health-IT environment. Proven ability to lead and work effectively within a team environment. Competencies (knowledge/skills): Broad knowledge of health service business processes. Strong communication skills to manage change processes and engage constructively with colleagues, managers, and stakeholders. Knowledge of system administration, user access management, and master file maintenance. Training and facilitation skills for both end-users and core trainers. Problem-solving skills and business process re-engineering capabilities. High computer literacy (MS Word, Excel, PowerPoint, Teams, OneDrive, SharePoint). Ability to produce accurate system reports and conduct quality control testing of new releases. Competency in health facility systems and processes, supported by relevant knowledge, skills, or work experience within a healthcare facility.

- DUTIES** : (key result areas/outputs): Provide end-user support across all health facilities and services in the Western Cape for various health application, especially CLINICOM. Respond to and resolve helpdesk calls, investigate problems, and escalate where required. Maintain and update master files, manage change control processes, control system access and print management, and ensure effective system operation. Identify training needs, coordinate and deliver training to users and core trainers, and ensure knowledge transfer of new system changes. Contribute to business process re-engineering across IHS modules, ensuring the solution is optimised for efficiency and effectiveness. Conduct quality control testing on new releases, generate reports, encourage correct system usage, and ensure dissemination of accurate information. Assist with development, testing, and implementation of new or enhanced IHS modules and functionality. Update and maintain system user manuals, guidelines, and procedures. Provide additional support to the supervisor and system managers as required.
- ENQUIRIES** : Mr J Maharaj, tel. no. (021) 938-6513
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when you are applying for this post. Shortlisted candidates will be required to undergo competency assessments/proficiency tests.
- CLOSING DATE** : 14 April 2026, 17:00pm
- POST 11/222** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (FEES)**
- SALARY** : R397 116 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in a Hospital Fees environment including Hospital Information Systems. Experience that focuses on the KRA's of the post. Appropriate supervisory experience. Inherent requirements of the job: Willing to relief colleagues in areas. Competencies (knowledge/skills): Knowledge of Budget. Computer literacy (MS Word, Excel, PowerPoint). Good Interpersonal and Labour Relations abilities. Good Managing Skills. Sound knowledge of Hospital Fees Memorandum Chapter 18, HIS (Clinicom/AR), UPFS, PFMA and Treasury Instructions.
- DUTIES** : (key result areas/outputs): Manage and provide support to areas with regards to Revenue Generation. Ensure all Revenue monthly Targets are received monthly from Medical Aids, other 3rd parties and self-funded patients to reach year-end target. Manage and provide support to areas with regards to Revenue

Collection. Ensure crediting of all payments are done on the BAS System as well as Billing system. Monitor balancing between the BAS. Staff are managed appropriately in terms of HR policies. Ensuring all Reporting functions are timeously met.

ENQUIRIES : Mr MA Khan, tel. no. (021) 404-3264
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 : 14 April 2026, 17:00 PM.

POST 11/223 : **SENIOR STATE ACCOUNTANT**
Directorate: Management Accounting

SALARY : R397 116 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in a hospital fees environment. Inherent requirements of the job: Willingness to travel and spend short periods away from the office. A valid Code B/EB driver's licence. Competencies (knowledge/skills): Good knowledge of the PFMA; relevant NTR & PTI. Ability to build relationships, negotiating, mediating conflict with multiple stakeholders, Good written and verbal communication skills; presentation skills Knowledge and the ability to perform and train staff in the COID claims process and systems. Good leadership ability, supervision; managerial and planning skills. Advanced Ability to work with MS Office – Excel, PowerPoint and Word. Working experience of BAS functions. Ability to work independently and within a team environment.

DUTIES : (key result areas/outputs): Liaise with State Departments re outstanding debt matters. (SANDF; DCS; WCA & SAPS). Follow-up on outstanding accounts owed to the WC health facilities. Arrange and coordinate meetings with State Departments to foster good relations and manage debt. Negotiate and arrange payment for long outstanding accounts. Prepare monthly management reports on the status of debt for all State Departments. Revise sundry tariffs on an annual basis. Draft finance instructions; treasury submissions and official written correspondence. Co-ordinate capacity building initiatives in the form of workshops and training etc. Performing BAS transactions. Clearing of Ledger Accounts - General and Special Journals. Supervision of support staff.

ENQUIRIES : Mr A van Driel, tel. no. (021) 483-3297 or Mr M Schultz, tel. no. (021) 483-4678 or on MS Teams

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 : 14 April 2026, 17:00 PM

POST 11/224 : **CASE MANAGER**
Chief Directorate: Metro Health Services

SALARY : R397 116 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year health-related National Diploma/Degree registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in the Managed Health Care sector i.e. Case Management or Medical Aid environment and Revenue Generation. Competencies (knowledge/skills): Knowledge of the Medical Schemes Act 131 of 1998, regulations and annexures as amended and basic knowledge of the uniform patient fees schedule and patient billing. Knowledge of prescribed minimum benefits i.e. the chronic disease list and diagnostic treatment pairs and knowledge of and experience in ICD 10 Codes assignment, the ability to link patient diagnosis with procedure codes and knowledge of Clinicom and EDI (Electronic Data Interchange). Ability to work with Excel spread sheets, Microsoft Word and web-based programs (medical aids). Excellent communication, conflict management, interpersonal and leadership skills.

DUTIES : (key result areas/outputs): Perform Case Management functions, i.e. obtaining pre-authorization and verification of benefits as needed, concurrent, retrospective review, discharge planning and provide quotations to H2, H3 and foreign patients. Assist with Medikredit EDI rejection reports and ensure

corrections are completed timeously and resubmitted to Medikredit. Liaise with the various role-players e.g. clinicians, managed care organizations and medical scheme case managers to monitor utilisation and update patient's clinical information while in hospital. Manage and implement case management policies, protocols and procedures in the hospital. Conduct clinical audits of patient accounts inclusive of medical aids, state departments e.g. RAF and COIDA to ensure accuracy of invoices with regard to ICD 10 codes, UPFS procedure codes and resource utilization. Manage and supervise Case Management and Revenue departments.

ENQUIRIES : Mr D Abrahams, tel. no. (021) 834-5894
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 : 14 April 2026, 17:00PM

POST 11/225 : **SENIOR PERSONNEL PRACTITIONER (EMPLOYMENT POLICY AND PRACTICES)**
 Chief Directorate: Metro Health Services

SALARY : R397 116 per annum
CENTRE : Northern/Tygerberg Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Appropriate three-year HR related National Diploma or Degree. Experience: Appropriate experience in Human Resource Administration, with specific exposure to compensation management, performance management and HR compliance/audits. Inherent requirements of the job: Valid Code (B/EB) driver's license and willingness to travel. Willingness to work after hours. Competencies (knowledge/skills): Sound knowledge of Public Service HR policies, prescripts and legislation and Audit and compliance monitoring skills. Understanding of Compensation Management and PERSAL processes Knowledge of Performance Management and Development System (PMDS/PERMIS) Presentation and Computer Skills (MS Office, Word, Excel, Power Point and Outlook).

DUTIES : (key result areas/outputs): Render a comprehensive Human Resource policy advisory service to institutions by providing guidance and training on the interpretation and implementation of Public Service legislation, departmental prescripts and circulars, maintaining an updated policy registry, and ensuring correct application of HR practices across the sub-structure. Administer Compensation Management processes which include quality checking of salary determinations, monitoring professional council deductions, and providing support and training to facilities on remuneration related matters. Support audit and compliance functions by conducting audits, following up on Auditor-General and Internal Audit findings, assisting institutions with completion of CMI and HRAAP requirements, conducting sample testing, and facilitating corrective measures to address identified gaps. Administer the Performance Management and Development System by coordinating PMDS and PERMIS processes, checking performance grids, capturing pay progression transactions on PERSAL, monitoring poor performance cases, and ensuring compliance with departmental timelines. Provide institutional support and capacity building through PERMIS helpdesk assistance, training interventions based on audit outcomes, investigation of grievances in line with prescripts, and ongoing guidance to managers and staff on HR administrative processes. Support efficient component management by supervising and guiding staff where applicable, acting in the supervisor's capacity when required, representing the component at meetings, maintaining reporting systems, and ensuring effective communication with stakeholders.

ENQUIRIES : Ms S Van Eyssen, tel. no. (021) 815-8862
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 : 14 April 2026, 17:00 PM

POST 11/226 : **SENIOR ADMINISTRATIVE OFFICER: HRM (COMPLIANCE)**
 Chief Directorate: Metro Health Services

SALARY : R397 116 per annum
CENTRE : Southern / Western Sub-structure Office

- REQUIREMENTS** : Minimum educational qualification: An appropriate three-year National Diploma and/or Degree. Experience: Appropriate experience in all the KRA's of this post. Inherent requirements of the job: Valid Code B / EB driver's license and willingness to travel. Competencies (knowledge/skills): Computer skills MS Office packages (Word, Excel, PowerPoint), Outlook and PERSAL. The ability to effectively communicate in at least two of the three official languages of the Western Cape. Knowledge of HR policies, procedures & practices. Ability to execute duties accurately and thoroughly. Good interpersonal and problem-solving skills.
- DUTIES** : (key result areas/outputs): Ensure policy implementation, co-ordination and provide training where necessary. Assist with compensation management, including OSD and Pay/Grade Progression matters. Conduct audit investigations / sample testing and report on compliance. Assist with compilation of compliance monitoring tools. Create and maintain compliance toolkit updates for Line Managers. Coordinate Departmental E Disclosure & ORW processes for the District. Provide support and advisory service to CHC's and Hospitals within the Southern/Western Sub-Structure & training and development of staff. Assist with the implementation of the Staff Performance Management system for all employees. Support and investigate grievances related to service benefits. Assist staff, supervisor, management with enquiries related to Policy & Practices.
- ENQUIRIES** : Ms M Ganief, tel. no. (021) 202-0962.
- 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. Short-listed candidates will be subjected to a practical/written and oral assessment.
- CLOSING DATE** : 14 April 2026, 17:00PM
- POST 11/227** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (BUDGETING AND EXPENDITURE)**
- SALARY** : R397 116 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Degree/Diploma in Accounting/Financial Management. Experience: Appropriate experience in a finance department. Competencies (knowledge/skills): Knowledge of Assets and Liabilities accounts. Knowledge of Public Finance Management Act. Knowledge of BAS and PERSAL. Good communication skills (written and verbal). Computer literacy (MS Word, Excel).
- DUTIES** : (key result areas/outputs): Manage Filing of documentation. Manage BAS payments, Journal entries and Debt take-on's. Manage the allocation of Cash Receipts. Manage the clearance of various Assets and Liabilities accounts. Render clerical assistance to the Assistant Director in the Finance section.
- ENQUIRIES** : Mr C Frank, tel. no. (021) 404-3248
- 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.
- CLOSING DATE** : 14 April 2026, 17:00PM
- POST 11/228** : **CHIEF FORENSIC OFFICER**
Chief Directorate: Emergency Clinical and Services Support
- SALARY** : R397 116 per annum
- CENTRE** : Observatory Forensic Pathology Institute
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Extensive experience in Forensic (Medico-legal) practice especially in the Evisceration environment. Appropriate Human Resource Management experience. Appropriate Supervisory experience in Forensic Pathology. Relevant Occupational Health and Safety experience with regards to Dissection. Appropriate Contract Management experience. Inherent requirements of the job: A Valid driver's license (Code EB/B). Will be required to work Standby and Overtime duties. Will be required to wear uniform. Above average ability to communicate clearly and discreetly in person and in writing. Competencies (knowledge/skills): Knowledge and application of regulations, policies and standards pertaining to the Forensic Pathology process. Ability to work under pressure, meet deadlines and solve complex problems in a multi-

disciplinary team. Sound knowledge and understanding of legislation pertaining to Forensic Pathology Service and ethical issues in Forensic Pathology Service. Appropriate people and planning skills. Ability to interpret service level agreements. Ability to interpret and apply policies. Good working knowledge of relevant legislation, Regulations and policies governing Forensic Mortuary procedures. Above-average Computer and Software literacy in MS Excel and Word, FPS, BIM Systems and ECM. Ability to teach and train Evisceration techniques. Ability to work with corpses (mutilated, decomposed, infectious viruses, etc). Will be required to assist in the planning/ training of Major incident exercises as well as involvement in Major incident roles. Will be required to investigate and gather evidence for Pathologists. (Statements, reports, Hospital notes and folders).

DUTIES : (key result areas/outputs): An efficient support service to the Manager with regard to management of the Forensic Pathology Laboratory by supervising staff in the effective and efficient recovery, storage and processing of deceased. An effective Forensic Autopsy process rendered in accordance with set standards and guidelines. An effective and efficient Management of corpses. An effective specimen, exhibit and property management process rendered in accordance with set standards and guidelines.

ENQUIRIES : Mr A White, email: Andrew.White@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. 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. "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 as those of the advertised post.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/229 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (FEES)**

SALARY : R397 116 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in a Hospital Fees environment including Hospital Information Systems. Experience that focuses on the KRA's of the post. Appropriate supervisory experience. Inherent requirements of the job: Willing to relief colleagues in areas. Competencies (knowledge/skills): Knowledge of Budget. Computer literacy (MS Word, Excel, Power Point). Good Interpersonal and Labour Relations abilities. Good Managing Skills. Sound knowledge of Hospital Fees Memorandum Chapter 18, HIS (Clinicom/AR), UPFS, PFMA and Treasury Instructions.

DUTIES : (key result areas/outputs): Manage and provide support to areas with regards to Revenue Generation. Ensure all Revenue monthly Targets are received monthly from Medical Aids, other 3rd parties and self-funded patients to reach year-end target. Manage and provide support to areas with regards to Revenue Collection. Ensure crediting of all payments are done on the BAS System as well as Billing system. Monitor balancing between the BAS. Staff are managed appropriately in terms of HR policies. Ensuring all Reporting functions are timeously met.

ENQUIRIES : Mr MA Khan, tel no. (021) 404-3264
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 : 14 April 2026, 17:00 PM.

POST 11/230 : **CHIEF FOOD SERVICES MANAGER**
 Chief Directorate: Metro Health Services

SALARY : R397 116 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Food Service Management (or equivalent qualification). Experience: Appropriate managerial and supervisory experience in a large-

scale Hospital Food Service environment. Inherent requirement of the job: Willingness to work shifts, weekends, and public holidays if it is required. Competencies (knowledge/skills): Knowledge of hygiene and safety procedures in an industrial Food Service Unit. Problem solving, decision making and time management skills. Computer literacy and the ability to create spreadsheets, word documents and presentations in Microsoft Office Knowledge and skills regarding managing the operation of an industrial Food Service Unit.

DUTIES : (key result areas/outputs): Overall management and control of the Food Service Unit. Plan and develop the strategic management of the Food Services Unit. Manage risks and quality assurance within the Food Service Unit. Manage all related Human Resource Management matters of the Foodservices Unit. Financial Management and stock control of the Foodservices Unit.

ENQUIRIES : Ms CN Cornelius, tel. no. (021) 834-5897

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 short-listed for interviews will be expected to complete a practical test. The pool of applications will be considered for vacancies within the Chief Director Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/231 : **PERSONAL ASSISTANT**
Chief Directorate: Metro Health Services

SALARY : R325 101 per annum
CENTRE : Mitchells Plain District Hospital
REQUIREMENTS : Minimum educational qualification: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Qualification on a higher level may also be accepted on condition that the subjects of the qualification align to the functions as per the attached job description. Experience: Appropriate experience in rendering a support service to middle and senior management. Appropriate experience in office administration and/or management, which includes financial management, asset management, logistical support. Inherent requirement of the job: Experience in minute taking in high – level meetings. Competencies (knowledge/skills): Computer skills – intermediate to advance (MS Office). Excellent verbal and written communication skills. Excellent interpersonal, time management, office management and organizational skills.

DUTIES : (key result areas/outputs): Render a secretarial service to the Chief Executive Officer (CEO). Provide a receptionist support service to the office of the CEO including answering and directing telephone calls as well as visitors and proper scheduling of meetings. Ensure adequate, timeous preparation for meetings. Render administrative support to the office of the CEO including typing minutes in meetings and certain documents when required and ensure accuracy of documents and ensuring good recording keeping including effective and efficient filing system. Effectively and efficiently manage the diary of the CEO's meetings i.e. logistics arrangements, venues, etc. Support the CEO with the administration of the budget and supply chain, including maintenance of equipment and ensuring office equipment is operational. Render secretarial functions to the Facility Board.

ENQUIRIES : Ms F Johnson, tel.no. (021) 377-4307

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

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/232 : **PRINCIPAL PERSONNEL OFFICER (TRANSVERSAL EMPLOYMENT AND COID MATTERS)**
Directorate: People Management Planning and Practices

SALARY CENTRE REQUIREMENTS : R325 101 per annum
: Head Office, Cape Town
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in people management administration. Appropriate experience in COIDA and Basic Conditions of Employment Act. Inherent requirement of the job: A valid (Code B) driver's license. Competencies (knowledge/skills): Knowledge of the Public Service Act and Collective Agreements. Sound knowledge of Compensation for Occupational and Diseases Act, (COIDA). Sound knowledge of the BAS systems. Good verbal and written communication skills. Ability to deal with high volumes of work and to work under pressure. Computer literacy (PERSAL, MS Excel, MS Word, Outlook).

DUTIES : (key result areas/outputs): Administer Subsistence and Travel (S&T) Claims for all Head Office personnel and provide training. Administer Advance Claims for all head office personnel and coordinate the process in consultation with finance. Administration of Sabbatical Leave and Overseas Applications in the Department. Administer COID cases for the Department, including the payment of accounts. Implement and maintain databases for all functions and provide statistics monthly. Render a supervisor and support function to staff and liaise with various role players.

ENQUIRIES APPLICATIONS : Mr T Kwatala tel. no. (021) 483-5711
: 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.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/233 : **ADMINISTRATIVE OFFICER: FINANCE/ADMIN (REVENUE)**

SALARY CENTRE REQUIREMENTS : R325 101 per annum
: Tygerberg Hospital, Parow Valley
: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with appropriate experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate supervisory experience in Revenue Department. Competencies (knowledge/skills): Computer literacy (Word, Excel) in terms of collating, interpreting and inserting data into a spreadsheet. Good interpersonal and communication skills. Ability to work independently and function well within a team. Knowledge of patient fee tariff structure. Knowledge of revenue, debtor, banking and cash management. Understanding hospital fees, policies and procedures, medical scheme Act 131 of 1998, PFMA of 1999, Hospital Information systems (e.g. Clinicom, AR etc). Practical working experience in computer literacy (Microsoft office and internet). Ability to work under pressure, handle a high work volume and meet strict deadlines.

DUTIES : (key result areas/outputs): Ensure accurate allocation of revenue received on the account receivables. Active follow-up of all debt. Supervise hospital fees staff in accordance with all relevant Personnel and labour relations policies. Ensure optimal revenue collection with due consideration to the revenue target. Effective human resource management of the revenue and cashier components. Oversight of debtors and outstanding accounts across categories such as state departments, RAF, medical aids, and Elate estates. Reconciliation of BAS ad HIS systems Comprehensive management of hospital billing and revenue processes. Monitoring and correcting EDI rejections and billing errors. Compilation of detailed compliance and financial reports in adherence to PFMA, UPFS, and other regulatory prescripts.

ENQUIRIES APPLICATIONS : Mr LI Kitshini, tel. no. (021) 938-4387
: 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 : 14 April 2026, 17:00 PM

- POST 11/234** : **ADMINISTRATIVE OFFICER: FINANCE/ADMIN (REVENUE)**
Garden Route District
- SALARY** : R325 101 per annum
CENTRE : Garden Route District Office, George
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Revenue budgets, assets & liabilities accounts, Income generation and hospital fees systems (UPFS, Chapter 18). Appropriate practical experience in Clinicom, AR, JAC, HIS and BAS. Inherent requirement of the job: Valid Driver's license (Code B/EB) and willingness to drive a GG Vehicle. Willingness to work overtime when needed. Competencies (knowledge/skills): Appropriate knowledge and understanding of Hospital Fees, Hospital Information Systems (Clinicom, Account Receivable, UPFS, Cashiers Functions, Medical Records, BAS and Asset and Liability accounts as well as Chapter 18). Computer literacy (Microsoft Excel, Word, Outlook, Internet). Demonstrate strong problem-solving, analytical, and people management skills. Ability to execute duties accurately, working under pressure and meet strict deadlines.
- DUTIES** : (key result areas/outputs): Capturing of payments and journals on BAS to clear Asset & liability accounts. Releasing transactions on AR on behalf of institutions in the Garden Route District. Responsible for all the cashier functions by replenishing petty cash and handle state money responsibly. Monthly/yearly reporting to Head Office – like In-year monitoring, Revenue Action Plan and Annexure F's. Manage, report and monitor the districts' revenue budgets. Attending Revenue meetings and inform all the institutions of outcome of these meetings.
- ENQUIRIES** : Ms R Loots, tel. no. (044) 803-2710
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 competency test.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/235** : **ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
Chief Directorate Metro Health Services
- SALARY** : R325 101 per annum
CENTRE : Mitchells Plain District Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Health Information Management in a hospital environment. Inherent requirement of the job: Valid Code B/EB driver's Licence. Willingness to be on standby and cover both facilities. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint). A strong sense of confidentiality and trustworthiness. Maintain positive inter-personal relations with all categories of staff in the execution of his/her supervisory functions. Knowledge and experience in Departmental Health Information Systems: Clinicom, Sinjani etc. Excellent monitoring, recordkeeping and training skills. Ability to work independently, yet as part of a team.
- DUTIES** : (key result areas/outputs): Co-ordinate, collect, collate, capture and verify all relevant health data according to the provincial policies and SOP's. Conduct and assist with audits at facility level. Ability to interpret data, analyse data trends and compile and distribute reports to Hospital Management and Head Office on a regular basis. Provide training on Health Information Systems in effective Health Information formulation as well as preparation of PowerPoint presentations and draw Pivot reports. Assist with data management quality monitoring. Rendering a support service to the supervisor and staff. Monitor and evaluate performance management.
- ENQUIRIES** : Mr A Moses, tel. no. (021) 377-4497
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 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 : 14 April 2026, 17:00 PM

POST 11/236 : **ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
Chief Directorate: Metro Health Services

SALARY : R325 101 per annum
CENTRE : False Bay Hospital
REQUIREMENTS : Minimum educational qualification: Grade 12 / Senior Certificate. Experience: Appropriate experience in information management within a Hospital/Healthcare environment. Inherent requirement of the job: A valid Code B drivers licence. Computer literacy and proficiency. Willingness to perform over-time duties. Willingness to perform standby duties. Competencies (knowledge/skills): Knowledge of hospital operations, business process analysis, mapping, modeling and re-engineering. Knowledge of health information policies and software i.e. CLINICOM, TIER.Net, SINJANI, JAC Pharmacy, SPV, HECTIS, Business intelligence, Ideal Clinic & Hospital, PHCIS and DHIS. Microsoft 365 E-mail communication, Excel, Word, PowerPoint and SharePoint.

DUTIES : (key result areas/outputs): Provide quality training and end -user ICT support to surrounding primary health care facilities. Ensure that the Hospital operational IM needs are met. Provide good quality data to the hospital management and other hospital components. Co-ordinate and supervise Clerks.

ENQUIRIES : Ms S Levy tel. no. (021) 832-5205
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/written and oral assessments.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/237 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
Chief Directorate: Metro Health Services

SALARY : R325 101 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate supervisory experience. Appropriate experience in healthcare support services. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime if needed. Competencies (knowledge/skills): Computer literacy in MS Package. In-depth knowledge of departmental policies related to GG transport, death administration and mortuary management. Understanding of the key control policies. The ability to interpret and analyse management reports as well as excellent report writing skills.

DUTIES : (key result areas/outputs): Supervise and maintain acceptable standards of quality of services delivered by the Support Services components (GG Transport, Porters, Switchboard, Telecommunications, Mortuary, Parking, Maintenance). Efficient and cost-effective monitoring, evaluation and reporting of monthly expenditures against allocated budget. Administration of hospital key control section. Facilitate staff parking process. Administration of hospital lifts and fire equipment maintenance. Supervise support staff, manage leave and performance, and ensure compliance with HR policies and disciplinary procedures, effective and efficient support within Support Services, and ensure relevant policy implementation and compliance.

ENQUIRIES : Ms T Petshwa, tel. no. (021) 918-1227
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 short-listed for interviews will be expected to complete a practical test. The pool of applications will be considered for vacancies within the Chief Director Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/238 : **ADMINISTRATIVE OFFICER: FINANCE**
Chief Directorate: Metro Health Services

SALARY : R325 101 per annum
CENTRE : Southern Western Sub-Structure Office
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or Equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate recognizable experience. Inherent requirements of the job: Valid code B/EB driver's licence. Willingness to work overtime. Competencies (knowledge/skills): The ability to interpret and apply financial policies, procedures and prescripts. Extensive knowledge of financial management in the public service, including the legislative framework. Computer skills and in-depth knowledge of transaction codes and reports on the following systems: BAS, LOGIS processes.

DUTIES : (key result areas/outputs): Identify and correct erroneous expenditure and address a need for training if/when required. Timeous clearance of Asset and Liabilities accounts. Effective monitoring of Transfer payments and support to NPO finance and Programme staff. Ensure effective and efficient compliance with sundry payment regulations. Provide documented information pertaining to budget related matters on request from the ASD & SAO.

ENQUIRIES : Mr B Mentor, tel. no. (021) 2020 - 978
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 : 14 April 2026, 17:00 PM

POST 11/239 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**

SALARY : R325 101 per annum
CENTRE : Grootte Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: National Senior Certificate (or equivalent). Experience: Appropriate experience in the duties and key responsibility areas of this post. Competencies (knowledge/skills): Extensive knowledge of medical records and archiving procedures as well as medical records management within a state institution Knowledge of National Archiving Act, Treasury Regulations and Finance Instructions High level of computer literacy, including advanced application of MS Access, Excel and GroupWise Extensive knowledge of the case note tracking module in Clinicom High ethical standards as incumbent will have access to confidential files. The ability to train people in medical records procedures and case note tracking module in Clinicom

DUTIES : (key result areas/outputs): Supervise and develop medical records registry staff Manage the timeous retrieval and filing of case notes within medical records registry Manage the timeous collection and delivery of case notes Manage all medical registry operational activities Manage the maintenance of an effective filing system Analyze the quality and accuracy of case note tracking system Manage the correction of case note tracking Provide relief cover for Support Service Managers Ensure compliance with Records Management policies, procedures and standards Ensure compliance with all HR policies and timeous submissions Ensure compliance with national core standards

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 : 14 April 2026, 17:00 PM

POST 11/240 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
Office of the DDG, Department of Health and Wellness

SALARY : R325 101 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Grade 12 (or equivalent). Experience: Appropriate administrative and meeting management experience. Appropriate administrative experience at executive management level will be an advantage. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel and work irregular hours. Ability to function

independently and in a team. Competencies (knowledge/skills): Appropriate computer literacy (Word, Outlook, Powerpoint, Excel, Logis, Permis). Excellent meeting management and writing skills. Knowledge of SCM and asset control processes.

DUTIES : (key result areas/outputs): Office and administrative support including but not limited to letter and report-writing, training co-ordination, and database management. Meeting management, including logistics and minute-writing. Financial support service including compilation of monthly expenditure, processing of submissions. Procurement and asset control support service including ordering of goods and services, processing of requisitions on Logis, liaison with service providers, and maintaining of asset register and loss control processes.

ENQUIRIES : Ms N Petersen, tel. no. (021) 483-5619

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 : 14 April 2026, 17:00 PM

POST 11/241 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (WELLNESS PROGRAM)**
West Coast District

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

CENTRE : Cederberg Support & Outreach (Stationed at Clanwilliam CDC)
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 Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job: Valid driver's license (Code B/EB Manual) and willingness to travel. Competencies (knowledge/skills): Knowledge of district health services, primary health care and district hospital package of services. Good interpersonal relations, leadership and communication skills (verbal and written). The ability to interpret, analyse, and implement clinical policies and guidelines. Knowledge of development of protocols and guidelines, standard operating procedures. Good typing, report writing and facilitation skills inclusive of spelling and grammatical errors. Ability to function independently without the direct supervision of supervisor. Experience and ability to transfer knowledge and skill in a group as well as individual setting. Must be computer literate (MS Word, Excel, Power Point).

DUTIES : (key result areas/outputs): External interface management planning, coordination and implementation of wellness initiatives and interventions with support from internal stakeholders to implement community orientated primary care. Intersectoral interface management with strong organisational linkages and partnerships with outside stakeholders, sector, departments, NGO's and community structures. Lead and co-ordinate scheduled wellness activities for men, women, adolescents and youth with the focus on the 1st 1000 Days initiative towards building healthy communities. Co-ordinate wellness activities in the specific communities with the focus on Western Cape Wellness (WoW!) to support an integrated approach in managing chronic conditions e.g. Diabetes, Hypertension, TB, HIV and Mental Health. Coordinate and support collection, collation, interpreting of health data for reporting, monitoring and evaluation purposes.

ENQUIRIES : Ms M Sandt, tel.no. (027) 482-1484

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 candidate will be subjective to a practical test. Candidates who are not in

possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/242** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: PRIMARY HEALTH CARE)**
Cape Winelands Health District
- SALARY** : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum
- CENTRE REQUIREMENTS** : Drakenstein PHC Support and Outreach
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse or 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile, when needed within the community (COPC concept). Valid (code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.
- DUTIES** : (key result areas/outputs): Provision of Primary Health Care in accordance with the guidelines and protocols of the Western Cape. 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 and improving quality of health services. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Ms EJ Williams tel. no. (021) 862-4520
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. A practical test may form part of the selection process. 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). Preference will be given to Grade 1 and/or Grade 2 candidates, should they be found appointable.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/243** : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3**
Overberg District

<u>SALARY</u>	:	Grade 1: R264 750 per annum Grade 2: R306 411 per annum Grade 3: R330 540 per annum
<u>CENTRE REQUIREMENTS</u>	:	Hawston Clinic, Overstrand Sub-district Minimum educational qualification: Appropriate qualification that allows registration with the South African Pharmacy Council (SAPC) as a Pharmacist's Assistant (Post-basic) Institutional or Pharmacist's Assistant (Post-basic). Registration with a professional council: Registration with the SAPC as Pharmacist's Assistant (Post-Basic) or Pharmacist's Assistant (Post-Basic) (Institutional). Experience: Grade 1: None after registration with the SAPC as Pharmacist's Assistant (Post-Basic). Grade 2: A minimum of 5 years' appropriate experience as Pharmacist's Assistant after registration as a Pharmacist's Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as Pharmacist's Assistant after registration as a Pharmacist's Assistant (Post-Basic) with the SAPC. Inherent requirement of the job: A valid driver's license. Willingness to work overtime when necessary. Relief duties within Sub-district when the need arises. Competencies (knowledge/skills): Good communication skills (written and verbal). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<u>DUTIES</u>	:	(key result areas/outputs): Support with the execution of statutory related laws and regulations in terms of Medicine and related Substance control act applicable to provincial health facilities. Accurate medicine supply management according to the PFMA. Financial management and budget adherence. Provide pharmaceutical service for managing the burden of disease. Logistic support to service with CDU operations in Overstrand.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms J Nel, tel. no. (028) 313 -5746
<u>NOTE</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). 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 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)". Preference will be given to Grade 1 and/or Grade 2 candidates, should they be found appointable.
<u>CLOSING DATE</u>	:	14 April 2026, 17:00 PM
<u>POST 11/244</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (AIRCONDITIONING AND REFRIGERATION)</u> Directorate: Engineering and Technical Support Services
<u>SALARY</u>	:	Grade A: R243 597 per annum Grade B: R285 816 per annum Grade C: R332 061 per annum
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Cape Town Minimum educational qualification: Appropriate Trade Test Certificate in Airconditioning/Refrigeration. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid driver's licence (Code B/EB) (Manual). Willingness to travel to perform maintenance duties throughout the Western Cape. Physically fit to perform duties. Work overtime should the need arise, day or night and perform standby duties and attend to emergency breakdowns (including after-hour repairs). Competencies (knowledge/skills): Good communication skills. Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85) and SANS 10147 and SANS 347. Ability to fault-find and repairs down to component level.
<u>DUTIES</u>	:	(key result areas/outputs): Service, repair and fault finding of domestic, commercial and industrial refrigeration units. Service, repair and fault finding

of various domestic, commercial and industrial Airconditioning units. Service, repair, fault finding of Air handling units, chiller plants heat exchangers, heat pumps. Compile and submit inspection reports as required on all Airconditioning and refrigeration equipment stipulate on the preventative maintenance plan of the workshop to comply with SANS regulations. Give in service training to Handyman, Tradesmen Aid and Interns. Assist with the executing of all Refrigeration and Airconditioning system projects.

ENQUIRIES : Mr R Cleophas, tel. no. (021) 370-1118
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. Short-listed candidates might be subjected to a practical test.
CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/245 : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
 Chief Directorate Metro Health Services

SALARY : R228 321 per annum
CENTRE : Mitchells Plain District Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Health Information Management in a hospital environment. Inherent requirement of the job: Valid Code B/EB driver's license. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Access). Maintain positive inter-personal relations with all categories of staff in the execution of his/her supervisory functions. Excellent filing, monitoring recordkeeping and training skills.

DUTIES : Key result areas/outputs: Collect, collate and analyse information. Daily capturing of data from all units at facilities. Compilation of daily, weekly and monthly statistics and abide to due dates. Weekly reporting on facility stats performance. Completing and reporting of routine monthly report. Effective recordkeeping of data and ensuring the security and confidentiality of files and data. Assist staff with basic training when needed. Assist with data management quality monitoring. Rendering a support service to the supervisor and staff at both facilities.

ENQUIRIES : Mr A Moses, Tel. No. (021) 377-4497
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 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 : 14 April 2026, 17:00 PM

POST 11/246 : **ADMINISTRATION CLERK: SUPPORT**
 Garden Route District

SALARY : R228 321 per annum
CENTRE : Mossel Bay Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in administration in the hospital environment. Appropriate experience in Logis and Clinicom. Inherent requirement of the job: Willingness to do relief duties in the hospital when needed. Competencies (knowledge/skills): Computer proficiency in Word, Excel, Access and PowerPoint. Good communication skills (verbal and written).

DUTIES : (key result areas/outputs): Provide secretarial and administrative support to the departments of Nursing. Maintenance of the attendance registers, leave and allowances. Handling of all correspondence for the Nursing Manager. Responsible for handling all administrative tasks related to the Nursing Department, including tasks related to supply chain management, HR processes and asset management. Serves as liaison officer between Finance and HR for these departments. Relieves and provides administrative support for ward clerks in other units during periods of leave or absence to ensure continuity of services.

ENQUIRIES : Ms JA Mahlangu, tel. no. (044) 604 - 6104

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. The pool of applications will be considered for vacancies within the 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 : 14 April 2026, 17:00 PM

POST 11/247 : **ADMINISTRATION CLERK: SUPPORT**
Garden Route District

SALARY : R228 321 per annum
CENTRE : Oudtshoorn Hospital, Oudtshoorn Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in office administration, financial and procurement administration. Inherent requirement of the job: Willingness to relieve other ward/administration clerks of the Nursing Manager. Willingness to work overtime, flexitime, shifts and weekends when needed. Competencies (knowledge/skills): Computer skills in MS Word, Excel, PowerPoint and Outlook. Ability to work under pressure and in a team environment. Committed to maintaining high standards of professional conduct and competency. Good communication, interpersonal, organising, report-writing, and problem-solving skills. Ability to handle and secure confidential or sensitive information.

DUTIES : (key result areas/outputs): Effectively managed the office of the Operational Manager. Order and control stock and equipment to provide a safe environment and prevent safety hazards. Ensure effective record keeping and folder management. Operate and ensure the office equipment is in good working order, e.g., fax machine, copiers and projectors. Admission, discharge and transfer of patients on Clinicom.

ENQUIRIES : Mr CB Olivier, tel.no. (044) 203 - 7203
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/written assessment.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/248 : **ADMINISTRATION CLERK: ADMISSIONS (IN AND OUTPATIENTS) (2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R228 321 per annum
CENTRE : False Bay Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Fees/Reception in a hospital environment. Inherent requirement of the job: Must be prepared to assist in other areas within the hospital. Willingness to work shifts, public holidays and do relief work. Competencies (knowledge/skills): Computer literacy. Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, Finance instructions. Good communication and interpersonal skills. Strong sense of confidentiality.

DUTIES : (key result areas/outputs): In-and out-patient administration functions according to PGWC policies and procedures. Clinicom, Billing and other PGWC system computer duties. Patient registration on Clinicom system. Responsible for handling and receiving of public money and Cash Collection and Banking of State Money. Admission, transfer and discharge of in-and out-patients as per PGWC Hospital Fees policies and procedures including attending to patient queries (verbal and written). Debit charge entries to invoices as per UPFS and PGWC billing procedures. Folder Management.

ENQUIRIES : Ms S Levy, tel. no. (021) 832-5205
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 : 14 April 2026, 17:00 PM

<u>POST 11/249</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS</u> Cape Winelands District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Worcester CDC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Healthcare Client Services, Office Administration, Information Management in a health environment. Inherent requirements of the job: Must be prepared to work 8-hours (i.e. Monday-Friday) and overtime when required. Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Outlook and Power Point). The ability to accept accountability and responsibility with good interpersonal skills. Knowledge and experience in departmental systems (PHCIS, Sinjani, Ideal Facility, IPWIS) Excellent communication skills (verbal and written).
<u>DUTIES</u>	:	key result areas/outputs): Provide comprehensive administrative support to ensure the efficient operation of the facility. Manage patient administration processes, including registration, accurate data capture, records management, and appointment scheduling. Ensure the effective collation, verification, validation, and reporting of data in line with organisational standards and reporting requirements. Maintain strict confidentiality of patient information in compliance with applicable policies and regulations. Demonstrate flexibility and willingness to work across different health facilities or environments in response to operational requirements.
<u>ENQUIRIES</u>	:	Ms A Saayman, tel. no. (023) 348-1391
<u>APPLICATIONS</u>	:	Applicants apply online: 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 required to do a practical test.
<u>CLOSING DATE</u>	:	14 April 2026, 17:00PM
<u>POST 11/250</u>	:	<u>ADMINISTRATION CLERK: REGISTRY (2 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital Observatory
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	(key result areas/outputs): 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.
<u>ENQUIRIES</u>	:	Mr NR Weeder, tel. no. (021) 404-4056
<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>	:	14 April 2026 17:00 PM

- POST 11/251** : **ADMINISTRATION CLERK: FINANCE (FEES: FOLLOW-UP)**
- SALARY** : R228 321 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Fees-related environment. Competencies (knowledge/skills): Good interpersonal abilities. Strong sense of Confidentiality and communication skills. Knowledge of Hospital Fees Memorandum 18, UPFS, HIS (Clinicom, AR Systems), Finance Instructions, PFMA and Treasury Instructions. Computer literacy.
- DUTIES** : (key result areas/outputs): Fees revenue and follow-up administration functions according to PGWC policies and procedures. Collect revenue on outstanding hospital accounts. Provide Debt Relief. Perform Main Cashier, general fees administration and account related duties. Liaise with patients, all categories of staff and other external bodies such as the RAF, WCA, SANDF, SA Police and the Correctional Services. Assist Foreign, Deceased, MVA Attorney and Research Trial related queries. File, compile stats and perform relief duties.
- ENQUIRIES** : Mr S Albridge, tel. no. (021) 404-2226
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. 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.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/252** : **ADMINISTRATION CLERK: FINANCE (BUDGET AND EXPENDITURE)**
- SALARY** : R228 321 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Finance Department. Competencies (knowledge/skills): Knowledge of Public Finance Management Act. Knowledge of Assets and Liabilities accounts. Good communication skills (written and verbal). Computer literacy (MS Word, Excel). Knowledge of BAS and knowledge of Persal.
- DUTIES** : (key result areas/outputs): Allocate Cash Receipts. Control, manage and clear various Assets and Liabilities accounts. Render clerical assistance to the Senior Admin Officer in the Finance Control section. Capture BAS payments, Journal entries and Debt take-on's. Filing of documentation.
- ENQUIRIES** : Ms R Cloete, tel. no. (021) 404-2253
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.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/253** : **ADMINISTRATION CLERK: FINANCE (FEES/REVENUE) (2 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : R228 321 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in

- a Fees/Revenue health related environment. Inherent requirement of the job: Willing to work overtime as operationally required. Competencies (knowledge/skills): Strong sense of confidentiality. Computer literacy in MS Word and MS Excel. Good interpersonal and communication skills, ability to work independently, and as part of a team, and problem-solving with good organisational skills. Knowledge of Hospital Fees Memorandum 18, UPFS, HIS (CLINiCOM, AR Systems), BAS, Finance Instructions, PFMA and Treasury Instructions. Official must have a good understanding of the daily running of a hospital fees and revenue department. Appropriate CLINiCOM experience. Appropriate Accounts Receivable (AR) experience. Appropriate Cashier and Petty Cash experience, within a hospital setting. Appropriate BAS experience.
- DUTIES** : (key result areas/outputs): Follow-up medical aid and non-medical aid outstanding invoices in line with departmental Finance Instructions. Payment allocations on medical aid and debtor payments. General fees administration and account related duties/enquiries including filing and compiling of stats. Provide debt relief. Complete BAS transactions including deposits, day ends, journals and special journals and reconcile with the AR system. Compile weekly write-off annexures. Provide relief for colleagues as operationally required.
- ENQUIRIES APPLICATIONS** : Mr W Theron, tel. no. (021) 402-6575
: 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** : 14 April 2026, 17:00 PM
- POST 11/254** : **ADMINISTRATION CLERK: REGISTRY (MEDICAL RECORDS)**
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum
: Tygerberg Hospital, Parow Valley
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of Medical Records or Registry services. Inherent requirements of the job: Willingness to work shifts. Must be willing to rotate and/or relief personnel. Competencies (knowledge/skills): Computer literacy. Good written and verbal communication skills.
- DUTIES** : (key result areas/outputs): Batching of all incoming episode folders. Issue and receive folders master file daily. Responsible for archiving all inactive folders. Ensure that folders are prepared correctly. Ensure that folders are scanned as per prescripts. Ensure that folders are being index correctly. Daily re-filing of episodes into yellow folders. File tracking on Hospital Information System and Trace misfiles. Ensure duplicate folders are being merged correctly. Handle of Microfilm as per request. Handle telephone enquiries.
- ENQUIRIES APPLICATIONS** : Ms M Xontana, tel. no. (021) 938-4512
: Applicants apply online: 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 assessment.
- CLOSING DATE** : 14 April 2026, 17:00PM
- POST 11/255** : **ADMINISTRATION CLERK: REGISTRY**
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum
: Groote Schuur Hospital, Observatory
: Minimum educational qualification: National Senior Certificate/Grade 12 (or equivalent). Experience: Appropriate experience in Admin Registry Department and operation a franking machine. Appropriate office administration experience. Appropriate experience in client care. Competencies (knowledge/skills): Knowledge of the Departmental Records Procedural Manual (RPM) Good planning; organisational; interpersonal and communication skills. Ability to meet deadlines. Ability to compile stats and draft reports. Computer literacy in (MS Word, Excel and Outlook). Must be willing to undergo development courses.
- DUTIES** : (key result areas/outputs): Deliver an effective and efficient Admin Registry Service to the hospital. Opening, closing of lockable mail and files according to applicable records classification system. Franking mail items, recording monetary items in remittance book and control registry book on a daily basis. Effective office organisation: collection of post at the Post Office and liaise with external and internal clients. Ensure timeous submission of statistical data

monthly and provide assistance to Supervisor. Hand delivery of opened mail to the various departments in a hospital environment and returning unclaimed mail.

ENQUIRIES : Mr K Stevens, tel. no. (021) 404-3238
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 : 14 April 2026, 17:00 PM

POST 11/256 : **ADMINISTRATION CLERK: SUPPORT (METROPOLE OPERATIONS MANAGER)**
Chief Directorate: Emergency and Clinical Support Services

SALARY : R228 321 per annum
CENTRE : Emergency Medical Services
REQUIREMENTS : Minimum educational qualification: A Matric (Grade 12) or equivalent qualification. Experience: Appropriate administrative experience in line with the duties. Inherent requirements of the job: Valid Code 8 or Code 10 Driver's License. Excellent computer literacy in the MS Office package. Ability to travel between EMS districts and external stakeholders. Willingness to assist with departmental logistics and event planning. Competencies (knowledge/skills): Good interpersonal and organizational skills. Ability to function independently and within a team environment.

DUTIES : (key result areas/outputs): Render administrative support to Departmental head and other Management. Efficient Office Management, filing and record keeping and sound administrative skills. Diary management of Manager. Arranging of meetings and minute taking. Compiling of documents needed for the meeting. Effective administrative support to other departments. Ensure effective and efficient control of equipment in component. Handling of all telephonic and email enquiries from internal and external stakeholders. Compiling and typing of submissions and letters. Assist with projects within the department. Receiving of confidential documents and the distribution thereof. Screen necessary documents to determine actions or information required. Procurement of goods and services for the component.

ENQUIRIES : Ms SC Hartley, tel. no. (021) 932-1966
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 14 April 2026, 17:00PM

POST 11/257 : **ADMINISTRATION CLERK: ADMISSIONS (3 POSTS)**
Chief Directorate: Emergency and Clinical Support Services

SALARY : R228 321 per annum
CENTRE : Various Institutions
REQUIREMENTS : Minimum educational qualification: Senior Certificate/Grade 12 (or equivalent). Experience: Appropriate experience in inpatient admissions and Help Desk environment. Inherent requirements of the job: Willingness to work 12-hour shifts (i.e. night duty, weekends, public holidays) and work overtime on short notice. Competencies (knowledge/skills): Knowledge of Primary Health Care Information System/Clinicom, Hospital Emergency Centre Tracking Information System, Tier.net, HECTIS, PHCIS Knowledge of the PFMA and responsibilities linked to finance management. Knowledge of filing, archiving and disposal process of records.

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

ENQUIRIES : Kraaifontein CHC - Ms S Mgoqi, tel. no. (021) 987-0080 / Bothasig CDC - Ms. C Lloyed, tel. no. (021) 818-0940 / Parow CDC - Ms. N Mtshengu, tel. no. (021) 810-8130

- APPLICATIONS** : Applicants apply online: 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 Admin Clerk: Admissions posts within (the Chief Directorate: Metro Health Services), for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same of the advertised post. Candidates will be subjected to a practical/oral assessment.
- CLOSING DATE** : 14 April 2026, 17:00PM
- POST 11/258** : **ADMINISTRATION CLERK: FINANCE (PAYMENTS)**
Chief Directorate: Metro Health Services
- SALARY** : R228 321 per annum
CENTRE : Mowbray Maternity Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Creditor and Asset Management and Liability Accounting. Competencies (knowledge/skills): Knowledge of the Basic Accounting System (BAS), LOGIS, Assets and Liabilities Suspense Accounts, Public Finance Management Act and Treasury Regulations and Instructions. Computer literacy.
- DUTIES** : (key result areas/outputs): Approval of System requisitions. Processing LOGIS Creditor Payments within 30 days and in compliance with Financial Prescripts. Performing Supplier Reconciliations and answer enquiries from users/suppliers. Assistance with other tasks performed in the office as part of a team in the section. Ensure safe keeping of documents.
- ENQUIRIES** : Ms N Mzukwa, tel. no. (021) 659-5559
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. 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** : 14 April 2026, 17:00 PM
- POST 11/259** : **ADMINISTRATION CLERK: SUPPORT SERVICES GENERAL CLINICAL AND MEDICAL ANCILLARY (BED MANAGEMENT)**
Chief Directorate: Metro Health Services
- SALARY** : R228 321 per annum
CENTRE : Western Cape Rehabilitation Centre
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a patient administration environment. Competencies (knowledge/skills): Computer literacy (MS Word, MS Excel, Outlook Express). Knowledge of CLINICOM. Effective and correct use of telecommunications and office equipment. Knowledge and awareness of stipulated acts, policies and procedures. People management skills. Effective interpersonal and communication skills (telephonic and in-person). Computer literacy- (MS Excel, Outlook & Internet). The ability to function independently. Knowledge of statistics and data capturing.
- DUTIES** : (key result areas/outputs): Render Administrative support to the Bed Manager. Capturing of application forms. Statistics monitoring. Liaising with ward staff regarding admissions/pending admissions and allocations. Liaising with external stakeholders regarding client's readiness for transfer to WCRC. Assist with monitoring in-patient statistics – transfers out, beds on hold, incoming patients, bed occupancy rates. Maintaining and updating admission waiting lists, handling general enquiries, ensuring patient confidentiality, assisting with audits, and supporting supply chain functions.
- ENQUIRIES** : Ms A Osman-Richards, tel. no. (021) 370-2429

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 : 14 April 2026, 17:00 PM

POST 11/260 : **ADMINISTRATION CLERK: SUPPORT**

SALARY : R228 321 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate (or equivalent).
Experience: Appropriate experience in an administrative environment. Inherent requirement of the job: Required to work over weekends and public holidays.
Competencies (knowledge/skills): Ability to maintain good interpersonal skills
Ability to function within a team and work under pressure. Must be competent in mathematical calculation Computer literate (MS Word & MS Excel)
Conversant with computer procurement programs Syspro or equivalent and CLINCOM. Ability to work in team.

DUTIES : (key result areas/outputs): Typing and computer work Personnel assistance and relief duties in the admin office and other required area of need. Effectively managing the personnel office within Food Services. Assisting with coordinating of all training of staff members within the department. Capturing all stock received onto Syspro. Weekly, monthly and quarterly stock taking. Relieving of reception area and its duties. Responsible for diary of Head of Department Minute taking of meetings. Creating confidential documents Responsible for monthly stats to Head Office Assist in personnel office with regards to HR. Liaise with various area/department with regards to item out of stock and other matters.

ENQUIRIES : Ms C Mashele, tel. no. (021) 404-4068

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required. Shortlisted candidates may be subjected to a competency test.

CLOSING DATE : 14 April 2026, 17:00PM

POST 11/261 : **ADMINISTRATION CLERK: ADMISSIONS (3 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R228 321 per annum

CENTRE : Kraaifontein CHC (1 Post)
Bothasig CDC (1 Post)
Parow CDC (1 Post)
Northern/Tygerberg Sub-structure Office

REQUIREMENTS : Minimum educational qualification: Senior Certificate/Grade 12 (or equivalent).
Experience: Appropriate experience in inpatient admissions and Help Desk environment. Inherent requirements of the job: Willingness to work 12-hour shifts (i.e. night duty, weekends, public holidays) and work overtime on short notice. Competencies (knowledge/skills): Knowledge of Primary Health Care Information System/CLINICOM, Hospital Emergency Centre Tracking Information System, Tier.net, HECTIS, PHCIS Knowledge of the PFMA and responsibilities linked to finance management. Knowledge of filing, archiving and disposal process of records.

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

ENQUIRIES : Kraaifontein CHC - Ms S Mgoqi, tel. no. (021) 987-0080 / Bothasig CDC - Ms. C Lloyed, tel. no. (021) 818-0940 / Parow CDC - Ms. N Mtshengu, tel. no. (021) 810-8130

APPLICATIONS : Applicants apply online: 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 Admin Clerk: Admissions posts

within (the Chief Directorate: Metro Health Services), for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same of the advertised post. Candidates will be subjected to a practical/oral assessment.

- CLOSING DATE** : 14 April 2026, 17:00PM
- POST 11/262** : **ADMINISTRATION CLERK: ADMISSIONS (FEES DEPARTMENT) (PATIENT ADMINISTRATION: INPATIENT AND OUTPATIENT)**
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum
: Groote Schuur Hospital, Observatory
: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and /or Senior Certificate with experience / competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Fees-related environment. Competencies (knowledge/skills): Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, HIS (CLINICOM) Finance Instructions, PFMA and Treasury Instructions. Computer literacy (MS Word, Excel, Outlook). Strong sense of confidentiality. Good communication skills (written and verbal). Good interpersonal abilities.
- DUTIES** : (key result areas/outputs): Patient administration. Collect revenue on outstanding hospital fees accounts in line with Hospital Policy, Fees Memorandum Chapter 18 and Finance instruction. Request Medical notes of patients where it's necessary. Submission of Medical aid accounts to the Case Managers. Capturing of all ICD 10 coding and all procedure codes for account. Filling of all clinical notes. Request folders, prep folders and follow-up on missing folders. Relieve for reception. Auditing of outpatient's accounts.
- ENQUIRIES APPLICATIONS** : Ms M Blankenberg, tel. no. (021) 404-4263.
: Applicants apply online: 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.
- CLOSING DATE** : 14 April 2026, 17:00PM
- POST 11/263** : **ADMINISTRATION CLERK: ADMISSIONS FEES DEPARTMENT (PATIENT ADMINISTRATION) (2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum
: Groote Schuur Hospital, Observatory
: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and /or Senior Certificate with experience / competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Fees-related environment dealing with CLINICOM Patient Administration. Inherent requirements of the job: Rotate between departments as per operational requirements if required Competencies (knowledge/skills): Computer literacy. (Ms Outlook, Ms Excel). Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, CLINICOM, Billing and Finance instructions. Good communication skills (verbal and written). Strong sense of confidentiality.
- DUTIES** : (key result areas/outputs): CLINICOM patient registration functions attendances, disposals as per PGWC Hospital Fees policies and procedures including booking of appointments & patients transport on Healthnet. Attending to patient queries (both verbal and written). Responsible for handling and receiving of public money, Cash Collection and Banking of State Money. Debiting of Charge Entries to invoices as per UPFS and PGWC billing procedures including ICD10 capturing. Provide administrative and secretarial support services to the department. Various Reception tasks or duties assigned to you by immediate supervisor as required.
- ENQUIRIES APPLICATIONS** : Mr R Swail, tel. no. (021) 404-2333
: 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** : 14 April 2026, 17:00 PM
- POST 11/264** : **ADMINISTRATION CLERK: WARDS (QUALITY ASSURANCE MANAGER AND HELP DESK SERVICES)**
Chief Directorate: Metro Health Services

SALARY : R228 321 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a health care environment and working in a patient administration service environment. Appropriate experience in typing and minute taking. Inherent requirement of the job: Valid driver's license code B/EB. Willingness to work overtime and on public holidays when required. Competencies (knowledge/skills): Computer literacy in MS Office Suite (Word, Excel, PowerPoint, Outlook Access) and appropriate knowledge of MS Teams and OneDrive. Ability to work under pressure and in a team environment and must be able to manage difficult clients and conflict professionally. Ability to communicate effectively with patients, visitors, the general public and line managers and good general communication, interpersonal, organizational, report-writing and problem-solving skills. Exercise good judgment in safeguarding confidential or sensitive information.

DUTIES : (key result areas/outputs): Effective administration support to the quality assurance management unit and Effective public service delivery: relief administration in quality assurance management unit, including support to the Occupational health and IPC units. Effective management of patient redress request and Effective process management for receipt, completion and return of all patient complaints, compliments and suggestions in support of the quality assurance manager. Provide an effective hospital help desk service including resource management support and effective management of office stocks supplies and assets. Facilitate allied processes and compliance with relevant legislation, patients' rights charter, complaints management policies. Effective patient folder and personal information management in line with the Provincial Access to Information policies as well as the Protection of Personal Information Act.

ENQUIRIES : Ms S Richardson, tel. no. (021) 918-1903/8
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 short-listed for interviews will be expected to complete a practical test. The pool of applications will be considered for vacancies within the Chief Director Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/265 : **ADMINISTRATIONN CLERK: REGISTRY**
 Directorate: People Development

SALARY : R228 321 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in registry. Competencies (knowledge/skills): Good communication skills. Computer literacy.

DUTIES : (key result areas/outputs): Render an effective filing and records management services. Handling incoming and outgoing correspondence. Process documents for archiving and /or disposal. Operate office machine in relation to the registry functions. Provide registry counter services.

ENQUIRIES : Ms L Zothani, tel. no (021) 483-4478
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 : 14 April 2026, 17:00 PM

POST 11/266 : **TAFF NURSE GRADE 1 TO 3**
 Garden Route District

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

CENTRE : Alan Blyth 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 hospital 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 interpret basic clinical signs and symptoms. Knowledge of relevant legislation, policies and protocols of the Department of Health and Wellness, Western Cape. Computer literate in Microsoft office programs (Excel and Word). Ability to work in a team across the service platforms.

DUTIES : (key result areas/outputs): 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. Effective recordkeeping. Participate in infection prevention and control.

ENQUIRIES : Ms A Laubscher, tel. no. (028) 551-1010

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).

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/267 : **STAFF NURSE GRADE 1 TO 3 (THEATRE AND CSSD)**
Garden Route District

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

CENTRE REQUIREMENTS : Oudtshoorn Hospital
Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None
Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. **Grade 3:** A minimum of 20 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent 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 hospital 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 : (key result areas/outputs): 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 WR Abrahams, tel. no. (044) 203 - 7203

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). Preference will be given to Grade 1 and/or Grade 2 candidates, should they be found appointable.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/268 : **STAFF NURSE GRADE 1 TO 2 (WARD 97)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum

CENTRE REQUIREMENTS :
Lentegeur Hospital
Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years' appropriate/recognizable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills and interpersonal skills. Knowledge of nursing processes & procedures as outlined in nursing, health related & public service legislation, regulation & policies. Function within the team and facilitate on the level of the post.

DUTIES : (key result areas/outputs): 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 APPLICATIONS : Ms KP Tukutezi, tel. no. (021) 370-1274
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 : 14 April 2026, 17:00 PM

POST 11/269 : **STAFF NURSE GRADE 1 TO 2 (ORTHOPAEDICS)**

SALARY : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
Minimum educational qualification: Appropriate qualification that allows registration with the South African Nursing Council (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 with the SANC as Staff Nurse. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover. Willingness to rotate to other departments. Competencies (knowledge/skills): Ability to work independently and under pressure.

DUTIES : (key result areas/outputs): Provide quality basic nursing care according to procedures and policy. Provide basic nursing care under the direct and indirect supervision of the Registered Professional Nurse. Create a safe and therapeutic environment for patients and the public. Development and Implementation of basic patient care plans. Maintain professional growth, ethical standards and self-development. Accurate recordkeeping and effective utilization of resources.

ENQUIRIES APPLICATIONS : Ms V Dubase, tel. no. (021) 938-4000
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 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 South African Nursing Council (including individuals who must apply for change in registration status).

- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/270** : **STAFF NURSE GRADE 1 TO 2 (SURGERY WARD)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
- CENTRE** : Worcester Regional 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: **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 requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Willingness to rotate within different Functional Business Units. Competencies (knowledge/skills): Sound knowledge of SANC Regulation which prescribe nursing practice. The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Good interpersonal and communication skills. Ability to deal with conflict situations and make sound decisions under pressure.
- DUTIES** : (key result areas/outputs): Develop and implement basic patient care by providing individual direct and indirect health care under supervision of the Professional Nurse. Responsible to provide basic clinical nursing care within SANC Scope of Practice and competency training as required. Effective health promotion and information to patient/client and community. Participate in the effective utilization of physical and financial resources to maintain standards and ensure quality care. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Mr S Bruiners, tel. no. (023) 348-1104
- 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). Preference will be given to Grade 1 and/or Grade 2 candidates, should they be found appointable.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/271** : **STAFF NURSE GRADE 1 TO 2 (SURGICAL WARD)**
- SALARY** : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
- CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as an Enrolled Nurse. Registration with a professional council: Registration with SANC as an Enrolled Nurse. Experience: **Grade1:** None **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as an Enrolled Nurse. Inherent requirements of the job: Willingness to work shifts, night duty and public holidays. Annual receipt and licence to practice. Willingness to rotate within the hospital as per operational requirements. Competencies (knowledge/skills): Basic communication skills (both verbal and written. Ability to function effectively as part of a team. Good human relationships. The ability to render nursing care of an acceptable and safe standard.
- DUTIES** : (key result areas/outputs): Provide basic clinical nursing care under the supervision of a Professional Nurse. Development and implementation of basic patient care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development. Commitment to,

		and engagement with, the Western Cape DoH & Wellness values, and a people centred approach to care. Leadership and good governance.
<u>ENQUIRIES</u>	:	Ms M Franken, tel. no. (021) 658-5187
<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 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>	:	14 April 2026, 17:00 PM
<u>POST 11/272</u>	:	<u>STAFF NURSE GRADE 1 TO 3</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE</u>	:	Robertson Mobile
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as 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 nursing experience after registration with the SANC as Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile, hospital and when needed within the community (COPC concept). Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results and capture data. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.
<u>DUTIES</u>	:	(key result areas/outputs): Development and implementation of basic patient care plans to all patients. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Participate in infection prevention and control.
<u>ENQUIRIES</u>	:	Ms. K Fourie tel. no. (023)626-8500
<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 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). "Preference will be given to Grade 1 and/or Grade 2 candidates, should they be found appointable."
<u>CLOSING DATE</u>	:	14 April 2026, 17:00 PM
<u>POST 11/273</u>	:	<u>STAFF NURSE: GRADE 1 TO 3</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R 306 798 per annum
<u>CENTRE</u>	:	Simondium Mobile
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with

the SANC as a Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willingness to support when necessary and to work at other clinics in the Sub-district as well as on mobile clinic. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.

DUTIES : (key result areas/outputs): Development and implementation of basic patient care plans to all patients. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Participate in infection prevention and control.

ENQUIRIES : Ms J Bosch, tel. no. (021) 862-4520

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. 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). "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). "Preference will be given to Grade 1 and/or Grade 2 candidates, should they be found appointable."

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/274 : **STAFF NURSE GRADE 1 TO 2 (SURGICAL WARD) (2 POSTS)**

SALARY : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum

CENTRE : Red Cross War Memorial Children's Hospital

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Registration with a professional council: Registration with SANC as Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Staff Nurse. Inherent requirement of the job: Willingness to work shifts, night duty and public holidays. Annual receipt and licence to practice. Willingness to rotate within the hospital as per operational requirements. Competencies (knowledge/skills): Basic communication skills (both verbal and written. Ability to function effectively as part of a team. Good human relationships. The ability to render nursing care of an acceptable and safe standard.

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

ENQUIRIES : Ms M Franken, tel. no. (021) 658-5187

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 : 14 April 2026, 17:00 PM

POST 11/275 : **STAFF NURSE GRADE 1 TO 2**
Cape Winelands Health District

SALARY : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum

CENTRE : Stellenbosch Hospital

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Registration with a professional council: Registration

with SANC as Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Staff Nurse. Inherent requirement of the job: Willingness to work shifts, night and day shifts, weekends, public holidays and overtime when necessary. Willingness to work in all wards of the hospital. Competencies (knowledge/skills): Good communication and interpersonal relationships. Basic computer skills in MS Word, Excel. Enhance patient care through the implementation of SOP's, policies, and guidelines. Ability to work under pressure.

DUTIES : (key result areas/outputs): Development and implementation of basic patient care. Provide basic clinical care in a resource constrained PHC setting. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms. J Skippers, tel. no. (021) 808-6190
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 Stellenbosch 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 : 14 April 2026, 17:00 PM

POST 11/276 : **DENTAL ASSISTANT GRADE 1 TO 2**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R217 092 per annum
 Grade 2: R252 840 per annum

CENTRE : Delft PHC

REQUIREMENTS : Minimum educational qualification: Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with a professional council: Registration with HPCSA as Dental Assistant. Experience: **Grade 1:** None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant **Grade 2:** A minimum of 10 years appropriate/recognisable experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Inherent requirements of the job: Willingness to work in the geographical PHC facilities within the Northern Tygerberg substructure, when operationally required. Willingness to work after hours as well as working overtime and shifts. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and Outlook) Good interpersonal skills Ability to use own initiative and work independently or as a team. Good problem solving and conflict resolution.

DUTIES : (key result areas/outputs): To assist the dentist in rendering an optimal, effective and efficient oral health service to the public. Assisting with Dental Procedures in Theatre. Participate in health promotion programs. Effective management and utilization of stock and medication Ensure infection control and occupational health and safety standards are maintained. Perform the necessary administrative duties

ENQUIRIES : Dr A Smith tel. no. (021) 954- 2237
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).”

- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/277** : **OPERATOR (PNEUMATIC TUBE STATION) (CENTRAL DISTRIBUTION OFFICER)**
- SALARY CENTRE REQUIREMENTS** : R193 359 per annum
: Groote Schuur Hospital, Observatory
: Minimum educational qualification: General Education and Training certificate (GETC) /Grade 9 (Std 7). Experience: Appropriate operator experience. Inherent requirement of the job: The ability to do physical tasks such as lifting of carriers. Render a shift duty. Competencies (knowledge/skills): Extensive knowledge of the Tube distribution service Ability to effectively communicate Basic knowledge of Infection Prevention Control procedures willingness to work under pressure.
- DUTIES** : (key result areas/outputs): Responsible for the operational function of the Pneumatic Tube System, the dispatch and collection of tubes and telephonic queries/requests. Responsible for reporting defective specimens and transporting specimens from various wards to various laboratories. Responsible for receipt/dispatch of specimens, postal forms, medical reports and other related documents. Ensure a safe and hygienic work environment and apply basic Infection prevention control measures as well as collecting and cleaning of equipment Assist with the collection of DHA1663 from wards and perform other miscellaneous duties, e.g. messenger duties and assist undertaker with queries.
- ENQUIRIES APPLICATIONS** : Ms F Zaba tel. no. (021) 404-5037
: 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 competency test.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/278** : **TELKOM OPERATOR**
Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** : R193 359 per annum
: Karl Bremer Hospital
: Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in operating an electronic switchboard. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends and public holidays. Work overtime when required by operational needs. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette.
- DUTIES** : (key result areas/outputs): Manage switchboard (incoming and outgoing calls), handle queries and deliver messages. Handling of all telecommunication equipment and related tasks. Handling of all alarm systems allocated to switchboard. Report all faults alarms and telephone lines to the supervisor/ relevant technicians. Support to Supervisor.
- ENQUIRIES APPLICATIONS** : Ms T. Petshwa, tel. no. (021) 918-1277
: 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** : 14 April 2026, 17:00PM
- POST 11/279** : **TELKOM OPERATOR**
Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** : R193 359 per annum
: New Somerset Hospital
: Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience, in the operating of a switchboard. Inherent requirement of the job: The ability to work, day and night shifts, on weekends and public holidays when required. Physically able

- to hear and speak clearly. Competencies (knowledge/skills): The ability to operate switchboard equipment effectively and efficiently. Excellent telephone etiquette. Able to communicate effectively.
- DUTIES** : (key result areas/outputs): Handling of all incoming and outgoing calls as well as telephonic enquiries. Ensure effective and efficient communication, both internally and externally between staff, clientele and the general public. Processing and distribution of monthly telephone accounts. Keep monthly statistics. Provide clerical and administrative support to the supervisor. Monthly update of the telephone extension list. Receive and ensure accurate distribution of faxes and other messages.
- ENQUIRIES** : Mr. J Roberts, tel. no. (021) 402-6461
- 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. 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** : 14 April 2026, 17:00 PM
- POST 11/280** : **HOUSEKEEPING SUPERVISOR**
Chief Directorate: Rural Health Services
- SALARY** : R193 359 per annum
- CENTRE** : Paarl Hospital
- REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std. 7) Experience: Appropriate cleaning and household experience in a hospital environment and in the use of cleaning equipment and stock. Supervisory experience required. Inherent requirements of the job: Willingness to work shifts, including weekends, night duty, public holidays and standby duty. Competencies (knowledge/skills): Knowledge of infection prevention and control, hospitality, safety and hygiene standards. Ability to work in a team environment, independently and self-driven. Computer literacy (Microsoft Office).
- DUTIES** : (key result areas/outputs): Responsible for overall control, organising, performing and coordinating of all tasks related to ensure effective cleaning and ward food and linen services. Ensure the effective use, maintenance, ordering, safe-keeping and monitoring of supplies and equipment. Ensure adherence to safety, Infection Control and Occupational Health policy and precautions in cleaning, handling of equipment, waste disposal, linen control and food handling and related training of subordinates. Coordinate and provide effective training appropriate to service delivery. Provide an effective relief, coordination and support service to management. Supervise and manage personnel in their performance, as well as all other human resource related duties (i.e., staff performance and discipline). Support, guide and direct personnel under his/her supervision. Maintain a high standard of cleanliness and hygiene within the hospital ward.
- ENQUIRIES** : email: sifundwesihle.msali@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** : 14 April 2026, 17:00PM
- POST 11/281** : **HOUSEKEEPING SUPERVISOR**
Cape Winelands District
- SALARY** : R193 359 per annum
- CENTRE** : Montagu Hospital
- REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC) / Grade 9 (Std 7).Experience: Appropriate experience in a supervisory position. Appropriate administrative experience with regard to Duty Roosters, Linnen Counting and General Administration. Appropriate cleaning and household experience in a hospital environment and in the use of cleaning equipment and stock. Inherent requirements of the job: Valid Driver's License. The ability to work overtime as required by the operations of the workplace. The ability to do physical tasks and operate heavy duty cleaning and household

equipment. Willingness to work in a high occupational health risk environment with blood, infectious diseases, human and medical waste, contaminated linen and sharps. Competencies (knowledge/skills): Knowledge of Infection Control and Provincial Food Service Policy and disciplinary code of conduct. Good interpersonal relations with supervisor, colleagues. Knowledge of safety and hygiene standards and inventory/stock control. Computer Literacy in Microsoft Word and Excel.

DUTIES : (key result areas/outputs): Co-ordinate operational household functions. Co-ordinate operational porters and mortuary functions. Effective co-ordination and controlling of all linen in hospital. Effective and efficient supervision over the Hospital Residence. Effective and efficient management of assets and equipment. Correct utilization of resources. Support human resource functions.

ENQUIRIES : Ms. M Cronje tel. no. (023) 626-1294
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 : 14 April 2026, 17:00PM

POST 11/282 : **HOUSEKEEPING SUPERVISOR**
Chief Directorate: Metro Health Services

SALARY : R193 359 per annum
CENTRE : False Bay Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9.Experience: Appropriate cleaning/housekeeping service experience in a Health related facility. Appropriate supervisory experience. Inherent requirement of the job: Be able to work shifts, including weekends and Public holidays. Willingness to work overtime. Competencies (knowledge/skills): Maintain positive inter-personal relations with all categories of staff in execution of his/her supervisory functions. Ability to supervise, manage, train and discipline Sub-ordinates. Sound supervisory, interpersonal and organising skills. Decision-making and problem solving skills. Good counselling skills. Ability to apply Batho Pele Principles.

DUTIES : (key result areas/outputs): Ensure cleaning is done in accordance with prescribed hygienic processes and procedures to ensure a safe environment. Proper Linen Management by stock-controlling, checking, sorting, ordering and issuing of linen. Ensure the effective use and maintenance of equipment and supplies. Perform supervisory functions.

ENQUIRIES : Ms B. Tyutu, tel. no. (021) 832 5206
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 : 14 April 2026, 17:00 PM

POST 11/283 : **HOUSEKEEPING SUPERVISOR**
West Coast District

SALARY : R193 359 per annum
CENTRE : Swartland Hospital, Swartland Sub-district
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) / grade 9 (Std 7).Experience: Appropriate cleaning experience in a health care service environment. Appropriate experience in management and ordering stock. Inherent requirements of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty) as the operational needs arise. Competencies (knowledge/skills): Sound interpersonal, organizing, numeracy, planning, decision making, problem-solving and supervisory skills. Knowledge of all cleaning and housekeeping policies, protocols, and procedures. Good work ethics. Ability to work in a team and independently.

DUTIES : (key result areas/outputs): Perform supervisory functions to ensure the maintenance of a clean, hygienic, and safe environment. Supervise and ensure the effective use and maintenance of supplies, equipment and linen. Supervise adherence to food service policies in the ward. Supervise hygiene practices,

waste management and occupational health and safety. Effective support to supervisor. Adheres to the Code of Conduct of public service.

ENQUIRIES : Ms L Julius, tel. no. (022) 487-9304

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 : 14 April 2026, 17:00 PM

POST 11/284 : **HOUSEKEEPING SUPERVISOR**
Chief Directorate: Metro Health Services

SALARY : R193 359 per annum

CENTRE : Victoria Hospital

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate experience as cleaner/housekeeping in Health Care Environment essential. Inherent requirements of the job: Compulsory to work shifts, weekends, public holidays and in rotate to other departments with the facility. Competencies (knowledge/skills): Ability to perform routine structured tasks, to adhere to safety standards. Supervisory skills and optimal utilisation of sub-ordinates.

DUTIES : (key result areas/outputs): Maintain a high standard of cleanliness and hygiene within the hospital. Supervisory and performance management of housekeeping team. Responsible for the provision and serving of meals and beverages to patients and parents. Responsible for effective communication, overall control and organising of housekeeping tasks in a Health Facility. Effective utilization of resources (physical and financial). Control and issue linen stock on ward level as required. Application of the disciplinary procedures and conflict resolutions. Assist in performing ad-hoc duties within the hospital.

ENQUIRIES : Ms J van der Riel, tel. no. (021) 799-1270

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 : 14 April 2026, 17:00 PM

POST 11/285 : **NURSING ASSISTANT GRADE 1 TO 2**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum

CENTRE : Victoria 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 Nursing Assistant Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirement of the job: Willingness to work shifts, night duty, including weekends, public holidays as well as overtime. To rotate in all the wards in the hospital when needed. Competencies (knowledge/skills): Knowledge of recordkeeping procedures. Good communication and interpersonal skills. Good organisational skills and the ability to function under pressure and as part of a team. Ability to accept accountability and responsibility and to work independently.

DUTIES : (key result areas/outputs): Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Effective utilization of resources. Maintain professional growth, ethical standards and self-development. Record keeping.

ENQUIRIES : Mr. E Nywagi, tel. no. (021) 7991125 / e-mail: Eric.nywagi@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 practical test and Oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration

fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

<u>CLOSING DATE</u>	:	14 April 2026, 17:00 PM
<u>POST 11/286</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 2</u>
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum
<u>CENTRE</u>	:	Valkenberg Hospital Female High Care (1 Post) Medium Secure Ward (1 Post) Neuro Ward Clinic (1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, public holidays, after hours, night duty and weekend cover for nursing. Willingness to work overtime when needed. Willingness to rotate to other wards and between departments in the facility when needed. Competencies (knowledge/skills): Good interpersonal, planning, and organisational skills. Computer literacy (MS Word, Excel & Outlook). Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation. Knowledge and experience of Community Mental Health at Specialised Hospital level.
<u>DUTIES</u>	:	(key result areas/outputs): 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.
<u>ENQUIRIES</u>	:	Ms. S P Mgandela-Dlova, tel. no. (021) 440-3229.
<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 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>	:	14 April 2026, 17:00 PM
<u>POST 11/287</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (RELIEF GENERAL WARDS)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the South African Nursing Council 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 Nursing Assistant. Grade 3: A minimum of 20 years appropriate/ recognisable experience in nursing after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Willingness to rotate within different Functional Business Units. Competencies (knowledge/skills): Sound knowledge of SANC Regulation which prescribe nursing practice. The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Good

- interpersonal and communication skills. Ability to deal with conflict situations and make sound decisions under pressure.
- DUTIES** : (key result areas/outputs): Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth / ethical standards and self-development.
- ENQUIRIES** : Mr S Bruiners, tel. no. (023) 348-1104
- 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). Preference will be given to Grade 1 and/or Grade 2 candidates, should they be found appointable.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/288** : **NURSING ASSISTANT GRADE 1 TO 2 (MEDICINE FEMALE WARD)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
- CENTRE** : Mitchells Plain District Hospital
- REQUIREMENTS** : inimum 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 South African Nursing Council (SANC) as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Provision of Quality Nursing Care to health care users. Appropriate experience in a Health environment.
- DUTIES** : (key result areas/outputs): Provide basic nursing care. Provide elementary clinical nursing care. Assist patients with activities of daily living which include Patient Hygiene, Nutritional Status, Mobility and elimination needs. Maintaining professional growth, Ethical Standards and Self- development. Record keeping. Support to supervisor and colleagues by team participation. Maintain a degree of professionalism in the execution of duties.
- 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** : 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 similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert provided that the job title, core functions, inherent requirements and salary level are the same as those of the advertised post.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/289** : **NURSING ASSISTANT GRADE 1 TO 3 (NURSE TRAINING RELIEF)**
(Contract Till 31 January 2027)
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R174 261 per annum

		Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE REQUIREMENTS</u>	:	George Regional Hospital 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.
<u>DUTIES</u>	:	(key result areas/outputs): 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms CK Korthom, tel. no. (044) 802-4644 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. 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>	:	14 April 2026, 17:00 PM
<u>POST 11/290</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (POST NATAL AND KMC WARD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum
<u>CENTRE REQUIREMENTS</u>	:	Karl Bremer Hospital Minimum educational qualification: Qualification that allows registration with SANC as a Nursing Assistant. Registration with a professional council: Registration with SANC as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willing to rotate in other wards when required. Willingness to work shifts (day and night), weekends, public holidays and overtime. Competencies (knowledge/skills): Good Interpersonal and communication skills. Ability to work independently, but also as a part of a team.
<u>DUTIES</u>	:	(key result areas/outputs): Assist patients with activities of daily living which includes patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintaining professional growth/ethical standards and self-development and record keeping.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Linden-Mars, tel. no. (021) 918-1276 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>	:	14 April 2026, 17:00 PM
<u>POST 11/291</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (VARIOUS COMPONENTS) (7 POSTS)</u> 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** : Mitchells Plain District Hospital
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 South African Nursing Council (SANC) as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognisable nursing experience after registration with the SANC. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Provision of Quality Nursing Care to health care users. Appropriate experience in a Health environment.
- DUTIES** : (key result areas/outputs): Provide basic nursing care. Provide elementary clinical nursing care. Assist patients with activities of daily living which include Patient Hygiene, Nutritional Status, Mobility and elimination needs. Maintaining professional growth, Ethical Standards and Self- development. Record keeping. Support to supervisor and colleagues by team participation. Maintain a degree of professionalism in the execution of duties.
- ENQUIRIES APPLICATIONS** : Mr R Geswindt, tel. no. (021) 377-4410
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 similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert provided that the job title, core functions, inherent requirements and salary level are the same as those of the advertised post.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/292** : **NURSING ASSISTANT GRADE 1 TO 3 (GENERAL INPATIENTS)**
Overberg District
- SALARY** : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
Grade 3: R239 559 per annum
- CENTRE REQUIREMENTS** : Caledon Hospital, Theewaterskloof Sub-district
Minimum educational qualification: Qualification that allows registration with South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the SANC as Enrolled Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20' years appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, public holidays, after hours, night duty and weekends when required. Willingness to work overtime when needed. Willingness to rotate to other wards when required. Competencies (knowledge/skills): Knowledge and insight into protocols and policies pertaining to nursing practices in a hospital setting. Knowledge of Infection Prevention Control standards.
- DUTIES** : (key result areas/outputs): Assist patients with activities of daily living. Provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Mr S Roman, tel. no. (028) 212-3702
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).
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/293** : **NURSING ASSISTANT GRADE 1 TO 2 (PAEDIATRIC AND ONCOLOGY, ICU) (2 POSTS)**
- SALARY** : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
- CENTRE REQUIREMENTS** : Tygerberg Hospital, Parow Valley
Minimum educational qualification: Appropriate 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 Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover. Willingness to rotate to other departments. Competencies (knowledge/skills): Ability to work independently and under pressure. Good communication skills.
- DUTIES** : key result areas/outputs): Provide quality basic nursing care according to procedures and policy. Assist patients with activities of daily living which includes patient hygiene, nutritional status, mobility and elimination needs. Escort patient to and from x-rays, sonar, etc. Assist professional nurses with clinical procedures and preparation of patients for diagnostic and surgical procedures. Accurate recordkeeping and effective utilization of resources.
- ENQUIRIES APPLICATIONS** : Ms V Dubase, Tel no: (021) 938-4000
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 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 South African Nursing Council (including individuals who must apply for change in registration status).
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/294** : **NURSING ASSISTANT GRADE 1 TO 2 (WARD 12)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
- CENTRE REQUIREMENTS** : Lenteguur Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years' appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills and interpersonal skills. Knowledge of nursing processes & procedures as outlined in Nursing, Health related & Public service legislation, regulations & policies. Function within the team and facilitate on the level of the post.
- DUTIES** : (key result areas/outputs): Assist patients with activities of daily living which includes patient hygiene, provide nutrition, assist with mobility, and elimination

processes. Provide elementary clinical nursing care. Maintain documentation and communication. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.

ENQUIRIES APPLICATIONS : Sr J King, tel. no. (021) 370 -1230
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.
14 April 2026, 17:00 PM

POST 11/295 : **NURSING ASSISTANT: GRADE 1 TO 3**
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 : Karl Bremer Hospital
Minimum educational qualification: Qualification that allows registration with SANC as a Nursing Assistant. Registration with a professional council: Registration with SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willing to rotate in other wards when required. Willingness to work shifts (day and night), weekends, public holidays and overtime. Competencies (knowledge/skills): Good Interpersonal and communication skills. Ability to work independently, but also as a part of a team.

DUTIES : (key result areas/outputs): Assist patients with activities of daily living which includes patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintaining professional growth/ethical standards and self-development and record keeping.

ENQUIRIES APPLICATIONS : Ms E Linden-Mars, tel. no. (021) 918-1276
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.
14 April 2026, 17:00 PM

POST 11/296 : **NURSING ASSISTANT GRADE 1 TO 2 (4 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum

CENTRE REQUIREMENTS : Mowbray Maternity Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, public holidays, after hours, night duty and weekends when required. Willingness to work overtime if needed. Willingness to rotate to other wards when required. Competencies (knowledge/skills): Knowledge and insight into protocols and policies pertaining to nursing practices in a hospital setting. Knowledge of Infection Prevention Control standards.

DUTIES : (key result areas/outputs): Assist patients with activities of daily living. To observe patients' behaviour and actions in wards and in seclusion and provide elementary clinical nursing care. Maintain documentation and communication. Effective utilization of resources Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.

ENQUIRIES APPLICATIONS : Ms J Fynn-Theys, tel. no. (021) 659-5594
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 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 other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/297** : **SECURITY OFFICER**
Chief Directorate: Metro Health Services
- SALARY** : R163 680 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience as a Security Officer in a health facility. Registration with a professional council: Registration with the Security Board in terms of the Security Industry Regulatory Authority Act (Act 56 of 2001) PSIRA as a Grade C. Inherent requirement of the job: A Valid (Code B/EB) driver's licence. Willingness to work night shifts, public holidays, weekends, and overtime. Must be computer literate. Candidates must be registered as a Security Officer Grade B or higher with the Security Board in terms of the Security Industry Regulatory Authority Act (PSIRA). Competencies (knowledge/skills): Good communication, listening, report-writing, conflict and group handling skills. Knowledge of security related prescripts, regulations and procedures.
- DUTIES** : ey result areas/outputs): Ensure quality prevention measures to make the workplace a safe and secure environment. Access and egress control of all areas on the establishment. Ensure effective keys and parking control at the hospital. Conduct incident investigations and reporting. Provide support to supervisor by ensuring compliance monitoring of outsourced security officers.
- ENQUIRIES** : Mr A J Basson, tel. no. (021) 918-1976
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 : 14 April 2026, 17:00PM
- POST 11/298** : **SECURITY OFFICER**
- SALARY** : R163 680 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Registration with a professional council: Registration with the Security Board in terms of the Security Industry Regulatory Authority Act (Act 56 of 2001) PSIRA as a Grade C. Experience: Appropriate experience. Inherent requirement of the job: Willingness to work shifts and to be available on a 24 hour basis. The successful incumbent must be willing to work under pressure and irregular hours as required. Competencies (knowledge/skills): Good communication skills. Computer literacy (Ms Office). Knowledge of prescripts, regulations and procedures. Good interpersonal skills. Be responsible and diligent.
- DUTIES** : (key result areas/outputs): Protect/guard buildings/key-points/patients/visitors/personnel as well as the patrolling of fence –off areas/buildings and the premises. Ensure access/egress control to prevent the unlawful entry/removal of persons/vehicles/dangerous objects and illegal substances and the monitoring of surveillance cameras/fire alarm systems. Control/monitor surveillance cameras to identify/prevent any unlawful entry of persons/suspicious objects/persons as well as vehicle thefts and forcible entry of departments/entrances of the hospital. Effective application of service delivery/efficient support to the supervisor. Effective and efficient use of equipment to render an efficient security service. Perform regular inspections and ensure overall compliance with regards contract management.
- ENQUIRIES** : Mr VP September, tel. no. (021) 938-6077
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 also be required to undergo a competency assessment/practical test.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/299 : **STERILISATION OPERATOR PRODUCTION (CSSD)**
Garden Route District

SALARY : R163 680 per annum
CENTRE : Mossel Bay Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in the Central Processing Department (CPD) Sterilization and Decontamination services in a hospital environment Inherent requirement of the job: Willingness to work shifts, day duty, weekends, and public holidays to meet the operational requirements. Competencies (knowledge/skills): Effective communication skills. Ability to work in a co-operative way within a team context. Good interpersonal relations skills. Basic understanding of disinfection, decontamination and sterilization.

DUTIES : (key result areas/outputs): Effective application of the sterilization process and techniques, promote/adhere to infection control practices, as well as health and safety regulations. Decontaminate, pack, and sterilize instruments and linen supplies. Assist with maintaining, cleaning, and testing sterilization equipment, washing machines, autoclaves to ensure all equipment is in an optimum working condition. Using all resources/consumables cost-effectively. Monitor, control and maintain adequate stock levels, report and assist with investigations of broken equipment / lost items. Lifting and pushing heavy equipment.

ENQUIRIES : Ms JA Mahlangu, tel. no. (044) 604 - 6104
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. The pool of applicants will be considered for vacancies within the Garden Route District, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/300 : **STERILISATION OPERATOR PRODUCTION (CSSD)**
Chief Directorate: Metro Health Services

SALARY : R163 680 per annum
CENTRE : Victoria Hospital
REQUIREMENTS : Minimum educational qualification: General Educational and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate sterilizing & disinfection (CSSD) experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts including weekends, public holidays, night duty, overtime as needed. Willingness to rotate and perform relief duties, according to operational needs. Competencies (knowledge/skills): Knowledge and skills regarding disinfection, decontamination, and sterilisation. Knowledge of CSSD procedures and the use of equipment (Gas/ autoclave etc). Ability to work in a team cooperatively – good interpersonal skills. Good communicate (verbal and written).

DUTIES : (key result areas/outputs): Effective application of the sterilization process and techniques, promote/adhere to infection control practices, as well as health and safety regulations. Decontaminate, pack, and sterilize instruments and linen supplies. Assist with maintaining, cleaning, and testing of sterilization equipment, washing machines, Autoclaves to ensure all equipment in an optimum working condition. Using all resources/consumables cost-effectively. Monitor, control and maintain adequate stock levels, report and assist with investigations of broken equipment / lost items. Lifting and pushing heavy equipment.

ENQUIRIES : Mr E Nywagi, tel. no. (021) 799-1125
APPLICATIONS : Applicants apply online: 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.
- CLOSING DATE** : 14 April 2026, 17:00PM
- POST 11/301** : **TRADESMAN AID**
Cape Winelands Health District
- SALARY** : R163 680 per annum
CENTRE : Cape Winelands TB Centre, Breede Valley Sub-district
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in tasks performed in an engineering environment. Inherent requirement of the job: Ability to work standby duties, overtime, weekends and public holidays when operationally required. The incumbent must be able to handle heavy objects, heights, narrow spaces and be on their feet the entire day. Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Able to work independently and as part of a team Good interpersonal, communication and organisational skills.
- DUTIES** : (key result areas/outputs): Perform various basic maintenance duties in the workshop, on the grounds and clear areas where work has been carried out. Assist with repairs and emergency breakdowns (including after- hour repairs). Control, manage and safekeeping of tools, stock and equipment in the workshop and carrying, loading and off-loading of tools as well as material. Identify maintenance and repair needs and ensure that tools and material are available when needed and cleaned after use. Provide a support service to the technical staff. Collection, movement and delivery of equipment and furniture. Clean workshop and drains. Provide Support Service to technical Staff. Provide a clean hygiene and safe working environment. Perform relief driver duties when necessary.
- ENQUIRIES** : Dr D Theron, tel. no. (023) 348-1304
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 : 14 April 2026, 17:00 PM
- POST 11/302** : **OPERATOR (REPROGRAPHICS)**
- SALARY** : R163 680 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: General Education and Training certificate (GETC) /Grade 9 (Std 7). Experience: Appropriate experience in Printing and operation of printing equipment. Appropriate office administration experience Appropriate experience in client care. Competencies (knowledge/skills): Good planning, organisational, interpersonal and communication skills. Ability to meet deadlines. Ability to compile stats write reports. Computer literacy in (MS Word, Excel and Outlook).
- DUTIES** : (key result areas/outputs): Deliver an effective and efficient Printing service for the entire Hospital. Effectively finish off all printing requests. Effective office organisation and liaise with external and internal clients. Ensure timeous submission of statistical data, as well as collate and compile a monthly report. Provide assistance to Supervisor and HOD. Must relieve the Photocopy Centre and deliver urgent printing requests to remote Departments. Must assist Medico-Legal with urgent PAIA copies and undergo development courses.
- ENQUIRIES** : Mr K Stevens, tel. no. (021) 404-3238
APPLICATIONS : Applicants apply online: 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 expected to undergo a practical assessment.
CLOSING DATE : 14 April 2026, 17:00PM
- POST 11/303** : **DRIVER (LIGHT DUTY VEHICLE)**
Chief Directorate: Metro Health Services
- SALARY** : R138 486 per annum
CENTRE : Klipfontein / Mitchells Plain Sub-structure Office
REQUIREMENTS : Minimum requirement: Basic reading and writing skills. Experience: Appropriate experience. Inherent requirement of the job: Valid Code B/EB driver's license. Valid PDP. Sober habits. Responsible for vehicles and

- maintenance. Prepared to work irregular hours. Competencies (knowledge/skills): Good written and verbal communications skills. Knowledge of transport regulations.
- DUTIES** : (key result areas/outputs): Schedule transport and plan transport routes. Loading and transporting of goods and staff compliment. Inspection of vehicles. Timely reporting of minor and major defects. Responsible for the prescribed records and logs regarding the vehicles and goods handled. Assist the Transport Officer to maintain the transport fleet in a clean and roadworthy condition. Prepare reports for the supervisor if and when needed. Compliance with the Occupational Health and Safety Act.
- ENQUIRIES** : Ms N Lewela, tel. no. (021) 370-5074
- 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** : 14 April 2026, 17:00 PM
- POST 11/304** : **HOUSEHOLD AID (2 POSTS)**
- SALARY** : R138 486 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in waste management, elementary stock control and cleaning within a hospital environment. Inherent requirement of the job: Render a shift duty and rotate in different departments. Competencies (knowledge/skills): Extensive knowledge of routine cleaning processes, terminal cleaning, and handling cleaning equipment. The ability to do physical tasks and operate heavy duty cleaning and household equipment.
- DUTIES** : (key result areas/outputs): Responsible for cleaning duties i.e. sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, waste management and maintenance of general neatness and hygiene in the area. Effectively execute terminal cleaning in isolated areas, ICU, etc. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care, and control of linen and Waste Management. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use of cleaning agents as well as elementary stock control.
- ENQUIRIES** : Ms M Afrika, tel. no. (021) 404-6262
- 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 competency test.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/305** : **HOUSEHOLD AID**
Garden Route District
- SALARY** : R138 486 per annum
- CENTRE** : Alan Blyth Hospital
- REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate household/cleaning experience in a health facility. Inherent requirement of the job: Willingness to work weekends, overtime, public holidays and shift duty. Willingness to relief in other departments according to operational requirements. Competencies (knowledge/skills): Appropriate knowledge of the correct methods of handling and disposal of refuse/waste products and adherence to policy and cleaning practices. Good communication and interpersonal skills. Appropriate knowledge of stock, assets, linen and equipment control. The ability to do work under pressure, perform physical tasks and operate heavy duty cleaning and household equipment.
- DUTIES** : (key result areas/outputs): Deliver an effective cleaning service such as dusting, washing, scrubbing, polishing, washing and refuse removal. Adhere to safety measures and ensure adherence to Occupational Health and Safety policies and Infection Prevention Control measures. Render assistance to the

supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen and serving of meals and drinks to patients. Support to housekeeping supervisor and adhere to policies and cleaning practices.

ENQUIRIES : Mr E Adcock, tel. no. (028) 551 - 1010
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/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.

CLOSING DATE : 14 April 2026 17:00 PM

POST 11/306 : **HOUSEHOLD AID**
Chief Directorate: Rural Health Services

SALARY : R138 486 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate cleaning experience in a health facility. Inherent requirement of the job: Required to work in health environment where infectious diseases are treated. Willingness to work shifts including night duty, overtime, weekends, public holidays as well as relief in other departments within the hospital. Competencies (knowledge/skills): Basic knowledge of cleaning procedures and the use of cleaning equipment (electronic and otherwise). Knowledge of hygiene and occupational health and safety. Able to work under pressure.

DUTIES : (key result areas/outputs): Responsible for general cleaning by safe and effective use of consumables/ resources which complies with hygienic, occupational health and safety and infection control risk prevention standards. Renders support services to Household Supervisor/ Manager to contribute to domestic outcomes. Contributes to effective utilisation and functioning of equipment. Apply correct methods of handling and disposal of refuse/ waste products which complies with legal, hygienic, Occupational Health and Safety and Infection Control standards. Assist with routine stock control and safekeeping of non-surgical equipment and cleaning consumables Serving of meals and beverages.

ENQUIRIES : Ms V Arendse, email: Valencia.Arendse@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 : 14 April 2026, 17:00 PM

POST 11/307 : **GROUNDSMAN (GROUNDS)**
Chief Directorate: Metro Health Services

SALARY : R138 486 per annum
CENTRE : Stikland Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate groundsman experience in managing large grounds. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Physically fit and must be able to perform manual labour. Willingness to work overtime, when required. Competencies (knowledge/skills): Good interpersonal and communication skills. Knowledge of Occupational Health and Safety. Capacity to work amongst people with disabilities or special mental healthcare needs. Ability to use and handle gardening equipment.

DUTIES : (key result areas/outputs): Effective maintenance of hospital grounds. To render general and groundsman services. Perform all activities related to gardening and grounds, pruning of trees, cleaning of gutters etc. Effective removal of domestic and medical waste. Effective support to Supervisor.

ENQUIRIES : Mr A Julie, tel. no (021) 940-4545
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 : 14 April 2026, 17:00 PM

- POST 11/308** : **CLEANER (2 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : R138 486 per annum
CENTRE : Elsie's River CHC and Delft CHC
REQUIREMENTS : Minimum requirement: Basic reading and writing skills. Experience: Appropriate cleaning experience in a Health Facility. Inherent requirements of the job: Willingness to work 12-hour shifts and after hours (night duty, weekends and public holidays). Willingness to work overtime on short notice when required. Ability to perform physical tasks e.g. utilization of cleaning equipment etc. Willingness to work in the geographical PHC facilities within the Northern Tygerberg substructure, when operationally required. Competencies (knowledge/skills): Good interpersonal skills. Appropriate knowledge with the use of cleaning equipment and cleaning materials.
- DUTIES** : (key result areas/outputs): Provide a clean and hygienic environment to prevent the spread of infection. General cleaning and maintenance (dusting, sweeping, vacuuming, polishing, scrubbing and mopping) Effective utilization of cleaning materials and equipment Ensure that cleaning equipment is clean after usage and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Responsible for general hygiene and safe environment in terms of standard and procedures. Optimal support to supervisor and colleagues.
- ENQUIRIES** : Ms B Stuurman, tel. no. (021) 954-2237 / Ms J Isaacs, tel. no. (021) 931-0211
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/oral assessment.
- CLOSING DATE** : 14 April 2026, 17:00PM
- POST 11/309** : **FOOD SERVICE AID**
West Coast District
- SALARY** : R138 486 per annum
CENTRE : Swartland Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in line with the Appropriate experience in food services in a hospital environment. Inherent requirements of the job: Willingness to work shifts, public holidays, weekends and overtime. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in a foodservice unit. Knowledge of HACCP and safety principles. Ability to do work of a physical nature which includes lifting heavy objects and be on their feet the entire day.
- DUTIES** : (key result areas/outputs): Pre-preparation, cooking, plating, distributing and serving of meals and beverages for the patients in accordance with the PGWC Food Service Policy. Follow standardized PGWC Recipes and Menus. Assist in receipt and storage of all provisions in the foodservice unit. Clean and maintain the kitchen area and maintain equipment and adhere to health and safety regulations. Communicate with role-players and food service staff and give feedback regarding problems and recommendations to the Foodservice supervisor/manager. Render support to supervisor. Dress according to Departmental specifications and adhere to Hospital PGWC policy.
- ENQUIRIES** : Ms A van Breda, tel. no. (022) 487-9223
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates could be required /subjected to a practical exercise.
- CLOSING DATE** : 14 April 2026, 17:00PM
- POST 11/310** : **PORTER**
Chief Directorate: Metro Health Services
- SALARY** : R138 486 per annum
CENTRE : Nolungile CDC, Khayelitsha/ Eastern Sub-structure
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience. Inherent requirement of the job: Willingness to work shifts, including nightshift. Willingness to handle dead bodies/corpses. Must be of sober habits to ensure safety and reliability on the job. Competencies

- (knowledge/skills): Ability to work under pressure and work in a team. Good interpersonal and communication skills. Ability to handle heavy objects. Ability to handle conflict.
- DUTIES** : (key result areas/outputs): Accompany walking patients and transport sitting/non-walking patients per wheelchair/trolley from reception to the consulting rooms or from the consulting rooms to the treatment centres. Direct or accompany visitors to various destinations. Assist with the loading of patients in/out of ambulances/vehicle and transfer of patients to beds/trolley and vice versa. Transferring deceased patients to the mortuary and complete registers. Delivery of medical documentation (patient files, reports, etc.) to the reception area, including pharmacy. Delivery of medical equipment, supplies and other items like blood samples and medical records. Responsible for the cleanliness, maintenance and reporting of defects of trolleys and wheelchairs. Effective support to colleagues and supervisor.
- ENQUIRIES** : Ms T Cele, tel no. (021) 829-0005
- 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 undertake a pre-entry assessment test/practical assessment and formal interview.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/311** : **PORTER (2 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : R138 486 per annum
- CENTRE** : Karl Bremer Hospital
- REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate porter experience within a hospital environment. Inherent requirements of the job: Willingness to work shifts, including nightshift. Willing to handle bodies (corpses). Ability to handle heavy objects. Competencies (knowledge/skills): Ability to work in a team. Good interpersonal and communication skills.
- DUTIES** : (Key result areas/outputs): Accompany walking patients and transport sitting/non-walking patients per wheelchair/trolley from reception to the consulting rooms or from the consulting rooms to the treatment centres. Direct or accompany visitors to various destinations. Collect and deliver blood, specimen, samples and deliver to and from wards and blood bank. Assist with the loading of patients in/out of ambulances/vehicle and transfer of patients to beds/trolley and vice versa and carry medical and other documentation (patient files, reports, etc.) to the reception area. Assist with shifting of medical equipment to and from rooms. Responsible for the cleanliness and reporting of defects of trolleys and wheelchairs.
- ENQUIRIES** : Mr C Rhodes, tel. no. (021) 918-1406
- 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** : 14 April 2026, 17:00PM
- POST 11/312** : **PEST CONTROL ASSISTANT**
- SALARY** : R138 486 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in Pest Control. Inherent requirement of the job: Willingness to work shift (e.g. starting time 15h00 until 23h30). Competencies (knowledge/skills): Communication Skills The ability to do physical work and handle machines/apparatus.
- DUTIES** : (key result areas/outputs): To render a support service to all departments, wards, clinics and theatres with regard to pest control to ultimately ensure a pest free environment Effective Pest Control service within allotted time frames with/out direct supervision Effective safeguarding of chemical materials To ensure effective maintenance of equipment and PPE To provide effective support to the Pest control Supervisor with regards to Pest control and minor administrative tasks
- ENQUIRIES** : Mr E Cassiem, tel. no. (021) 404-3237

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 : 14 April 2026, 17:00 PM

POST 11/313 : **GENERAL WORKER STORES**
Chief Directorate: Metro Health Services

SALARY : R138 486 per annum

CENTRE : Western Cape Rehabilitation Centre

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a store/warehouse environment. Appropriate experience in packaging and delivery of stock and stocktaking. Inherent requirement of the job: Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to work independently and in a team.

DUTIES : (key result areas/outputs): Deliver stock to wards and departments in the facility. Ensure issue vouchers are returned to relevant clerk to capture, file and issue on the Logis system. Assist clerk with receiving, packing, unpacking, storage and issuing of stock according to standards. Safe keeping of equipment and stock (consumables and inventory) in the stores as well as receive goods delivered by the suppliers and check the condition. Assist to ensure effective Stock Control procedures are maintained and enforced. Assist clerk with stock take and general duties e.g. keep the store neat, tidy and clean in order to comply with safety regulations. Perform other duties as assigned by the supervisor.

ENQUIRIES : Ms H Baker, tel. no. (021) 370-2309

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 : 14 April 2026, 17:00 PM

POST 11/314 : **MEDICAL SPECIALIST: GRADE 1 TO 3 (INTERNAL MEDICINE) (5 SESSIONS)**
(Contract Until 30 April 2029)
Chief Directorate: Metro Health Services

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

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Internal Medicine. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Internal Medicine. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Internal Medicine. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Internal Medicine. Inherent requirements of the job: Valid Driver's licence. Competencies (knowledge/skills): Appropriate and relevant experience in Internal Medicine as a Medical Specialist. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. Ability to work as a specialist physician at a large Regional Hospital attached to a teaching institution. Ability to work and make clinical decisions independently. Ability to manage a broad spectrum of medical cases competently. Proven leadership abilities and experience in supervision of staff and resources and proven experience in principles of planning, organizing and implementation. Ability to provide leadership and management within the Department of Medicine. Excellent individual coping and interpersonal skills and ability to perform well within a multidisciplinary team context. Enthusiasm to attend and present training and educational courses to

- broaden clinical and managerial skills and knowledge. Ability to communicate effectively. Knowledge and understanding of relevant legislation, hospital procedures and policies.
- DUTIES** : (key result areas/outputs): Provide specialist clinical services and comprehensive medical care to in-patients and out-patients. Financial management by effective and efficient use of resources. Adhere to requirements for all people management matters. Create a learning environment for junior staff and students, both under and postgraduate. Provide outreach and support services at district level. Coordination of relevant clinical governance and administrative requirements. Complete and submit required medical reports and documentation for legal and administrative purposes. Complete the required CPD activities to maintain registration with the HPCSA.
- ENQUIRIES** : Dr Y Vallie, tel. no. (021) 402-6317
- 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)".
- CLOSING DATE** : 13 April 2026, 17:00PM
- POST 11/315** : **MEDICAL SPECIALIST GRADE 1 TO 3 (SESSIONAL) (MEDICINE: NEUROLOGY) (12 HOURS PER WEEK)**
(3 Month Contract)
- 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 a Medical Specialist in Neurology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Neurology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Neurology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist in Neurology after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Neurology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist in Neurology after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Neurology. Competencies (knowledge/skills): Excellent interpersonal, communication, teaching and mentoring skills. Excellent knowledge and skills in clinical neurophysiology (NCS, EMG, EEG, long-term video EEG). Excellent knowledge and skills in clinical neurology. Practice of clinical neurophysiology (i.e., nerve conduction studies (NCS), electromyography (EMG) electroencephalography (EEG), long-term video-EEG monitoring, nerve conduction studies (NCS), and electromyography (EMG), etc.
- DUTIES** : (Key result areas/outputs): Patient clinical assessment and management, supervision of neurology registrars and neurotechnologist in neurophysiology clinics, as well as oversight of these clinics. Participation in epilepsy surgery evaluation clinics. Clinical assessment and management of patients, and supervision of neurology registrars and neurotechnologists at neurophysiology clinics, as well as oversight and management of these clinics. Interpretation and reporting NCS and EMG, and teaching neurology registrars these skills. Reading and reporting electroencephalograms and teaching neurology registrars these skills. Teaching and supervision of registrars in neurophysiology.
- ENQUIRIES** : Dr K Bateman, tel. no. (021) 404-3268 or email: kathleen.bateman@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. 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.
- CLOSING DATE** : 14 April 2026, 17:00PM
- POST 11/316** : **MEDICAL SPECIALIST: GRADE 1 TO 3 (INTERNAL MEDICINE) (4 SESSIONS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R646 per hour
Grade 2: R737 per hour
Grade 3: R853 per hour
- CENTRE REQUIREMENTS** : New Somerset Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Internal Medicine. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Internal Medicine. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Internal Medicine. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Internal Medicine. Inherent requirements of the job: A Valid Driver's licence. Competencies (knowledge/skills): Appropriate and relevant experience in Internal Medicine as a Medical Specialist. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. Ability to work as a specialist physician at a large Regional Hospital attached to a teaching institution. Ability to work and make clinical decisions independently. Ability to manage a broad spectrum of medical cases competently. Proven leadership abilities and experience in supervision of staff and resources and proven experience in principles of planning, organizing and implementation. Ability to provide leadership and management within the Department of Medicine. Excellent individual coping and interpersonal skills and ability to perform well within a multidisciplinary team context. Enthusiasm to attend and present training and educational courses to broaden clinical and managerial skills and knowledge. Ability to communicate effectively. Knowledge and understanding of relevant legislation, hospital procedures and policies.
- DUTIES** : (key result areas/outputs): Provide specialist clinical services and comprehensive medical care to in-patients and out-patients. Financial management by effective and efficient use of resources. Adhere to requirements for all people management matters. Create a learning environment for junior staff and students, both under and postgraduate. Provide outreach and support services at district level. Coordination of relevant clinical governance and administrative requirements. Complete and submit required medical reports and documentation for legal and administrative purposes. Complete the required CPD activities to maintain registration with the HPCSA.
- ENQUIRIES APPLICATIONS** : Dr Y Vallie, tel. no. (021) 402-6317
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 with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in

	:	a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	14 April 2026, 17:00PM
<u>POST 11/317</u>	:	<u>MEDICAL SPECIALIST: GRADE 1 TO 3 (GENERAL SURGERY) (20 SESSIONS)</u> (12-Month Contract) Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R646 per hour Grade 2: R737 per hour Grade 3: R853 per hour
<u>CENTRE REQUIREMENTS</u>	:	Karl Bremer Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Specialist in General Surgery. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in General Surgery. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in General Surgery. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in General Surgery. Grade 3: A minimum of 10 years' appropriate experience as a Medical Specialist after registration with HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in General Surgery. Inherent requirements of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Clinical experience with General Surgery, including endoscopy and laparoscopic surgery. Ability to achieve and maintain good interpersonal relations with staff, patients, and their families. Excellent clinical notes, referral writing skills and 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>	:	(key result areas/outputs): Provision of clinical service delivery at specialist level across the full spectrum of General Surgery services but with a focus on the endoscopy service. Duties in theatre may also be needed, performing surgical procedures. Consultant ward rounds with senior decision making in respect of patient care, including disposition decisions and oversight and input into OPD services. Clinical Governance in respect of accurate medical record keeping, data / trend analysis, contribution to Morbidity & Mortality meetings and management of complaints and use of existing digital platforms for referrals and patient related documentation. Teaching, training, research activities, including supervision & teaching of junior doctors and participation in the academic program in the hospital. Contribution to improvement of internal systems within the General Surgery service – both within the hospital and the Metro East ecosystem and participation in the wider management of the medical services within the hospital, both clinical and administrative, where reasonable and feasible.
<u>ENQUIRIES</u>	:	Dr S Le Roux, tel. no. (021) 918-1990
<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 their 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).
<u>CLOSING DATE</u>	:	14 April 2026, 17:00PM