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Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 13 OF 2026

DATE ISSUED 17 APRIL 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](http://www.thensg.gov.za).

### AMENDMENTS

: **DEPARTMENT OF ELECTRICITY & ENERGY:** Kindly note that the following post is advertised in Public Service Vacancy Circular 12 dated 10 April 2026, Personal Assistant: Internal Audit Ref No: DEE2026/003; the post has been withdrawn  
**PROVINCIAL ADMINISTRATION: MPUMALANGA: DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENT AND TRADITIONAL AFFAIRS.** Kindly note that the following post was advertised in Public Service Vacancy Circular 11 dated 27 March 2026, The Post type has been amended as follows (1) Candidate Electrical Engineer (48 months Fixed Term Contract), with Ref No: COGHSTA/2026/01.

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

**CLOSING DATE** : 08 May 2026

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

**OTHER POSTS**

**POST 13/212** : **MEDICAL SPECIALIST (ANAESTHESIOLOGY): GRADE 1 – 3 REF NO: H/M/31/2026 (X2 POSTS)**

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

**CENTRE** : Pelonomi Tertiary Hospital, Bloemfontein

<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/ Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. <b>Grade 1:</b> No experience required. <b>Grade 2:</b> A minimum of (5) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. <b>Grade 3:</b> A minimum of (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Current registration with HPCSA (2026/2027). Knowledge And Skills: Attributes and Abilities Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence. ACLS, ATLS, APLS. Medical expertise, Clinical competence, Medical regulations and research and Research and analysis. Communication, empathy and compassion, problem-solving, leadership and teamwork, adaptability and attention to detail.
<b><u>DUTIES</u></b>	:	Patient care and Clinical duties: Management all medical conditions to ensure that a competent service is provided to all patients. Briefing, informing and counselling patients and where appropriate relatives regarding prevention, treatment operative, complications and rehabilitation. Endeavour to become skilled in resuscitative measures and intensive care treatment to assure survival of critically ill-patients. Prescribe medications, order and interpret diagnostic tests, and assist in medical procedures and surgeries. Team leadership: Supervise junior staff in order to provide adequate medical care and to train them to be able to do key medical interventions. Documentation: Reduce medical litigation by exercising good clinical ethos, complete medico-legal documentation, and maintain adequate medical records. Compliance and quality: Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH OHSC, HPCSA, CMSA, UFS. Administrative and operational: Consult patients on an outpatient basis to have optimal chronic disease management and good long-term follow-up. Render outreach and support services to other levels of care in our drainage areas (Free State Province). Candidate will have to perform commuted duties (Compulsory & non-negotiable) in line with the relevant policy. Perform all reasonable duties as directed by Head of Department/ Head of Clinical Unit/ Medical Specialist. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.
<b><u>ENQUIRIES</u></b>	:	Dr MJ Maseloa, Tel No: (051) 405 1936
<b><u>APPLICATIONS</u></b>	:	Applications send to: <a href="https://ihealth.gov.za/e-recruitment">https://ihealth.gov.za/e-recruitment</a>
<b><u>POST 13/213</u></b>	:	<b><u>MEDICAL SPECIALIST (OBSTETRICS &amp; GYNAECOLOGY) GRADE 1 – 3</u></b> <b><u>REF NO: H./M/32/2026 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 341 855 – R1 422 810.per annum Grade 2: R1 531 032 – R1 623 609 per annum Grade 3: R1 773 222 – R2 212 680 per annum all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<b><u>CENTRE</u></b>	:	Pelonomi Tertiary Hospital, Bloemfontein Placement at Mofumahadi Manapo Mopeli Regional Hospital, Phuthaditjhaba
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/ Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. <b>Grade 1:</b> No experience required. <b>Grade 2:</b> A minimum of (5) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. <b>Grade 3:</b> A minimum of (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Current

registration with HPCSA (2026/2027). Knowledge and Skills: Attributes and Abilities Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence. ACLS, ATLS, APLS. Medical expertise, Clinical competence, Medical regulations and research and Research and analysis. Communication, empathy and compassion, problem-solving, leadership and teamwork, adaptability and attention to detail.

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

**ENQUIRIES** : Dr MJ Maseloa Tel No: (051) 405 1936  
**APPLICATIONS** : Applications send to: <https://ihealth.gov.za/e-recruitment>

**POST 13/214** : **MEDICAL SUB-SPECIALIST: PAEDIATRICS NEONATOLOGY: GRADE1- 3 REF NO: H/M/33/2026**

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

**CENTRE** : Univeristas Academic Hospital: Bloemfontein  
**REQUIREMENTS** : Matric and appropriate qualification that allows registration with HPCSA as Medical Specialist in Paediatrics (Paediatric Neonatology). Current registration with the HPCSA (2026/2027). Be a South African Citizen or a permanent resident. Experience. **Grade 1:** No experience after registration with the HPCSA AS Medical Specialist in Paediatric Neonatology. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatric Neonatology. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatric Oncology. Knowledge and skills: Experience in clinical sub-specialty care services around the field of Paediatric Neonatology. Experience in academic teaching and learning to undergraduate (medical students) and postgraduate (registrars) students. Institutional and departmental administrative and leadership duties. Knowledge of Public Service Legislative, policies and procedure. Excellent time management, written and verbal communication skills and report writing skills. Good interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethic.

**DUTIES** : Provide specialised diagnostic and therapeutic services in Paediatric Neonatology. Manage complex and referred cases that require advanced knowledge beyond general practice. Collaborate with multidisciplinary teams

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

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

**POST 13/215** : **MANAGER NURSING PNA9 REF NO: H/M/34/2026**

**SALARY** : R1 155 099 per annum, all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

**CENTRE** : Lejweleputswa District  
**REQUIREMENTS** : Senior certificate or Grade 12, Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (2026/2027). Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse. At least 10 years of the period referred to above must be appropriate/recognizable experience at management level. At least 5 years' experience after qualifying in Primary Health care Specialty – NIMART trained and Primary Health Care Reengineering highly recommended Skills and Knowledge: Qualification in Psychiatry, Nursing Management/ Administration/ Health Care Management and Nursing Education, Diploma in Primary Health Care. Ability to function at different levels of care related to the specialty qualified for. In depth knowledge and understanding of Health-related Acts, Regulations, Guidelines and other related policies such as; Nursing Act and Regulations, Health Act, Code of Ethics, Professional Scope of Practice Act Occupational Health and Safety Act, Mental Health Care Act. Knowledge and understanding of the legislative framework governing the Public Service including: Skills Development Act, Public Development Act, Public Service Regulations, Labour Relations Act, Grievance Procedure and Disciplinary Code Procedures.

**DUTIES** : Ensure that holistic nursing care service is delivered to patients in a cost effective, efficient and equitable manner by the Head of Nursing Service of the Institution including the overall management (i.e. Operational HR and Finance thereof. Ensure compliance to professional and ethical practices. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Provide guidance and leadership towards the realization of strategic goals and objectives of the division.

**ENQUIRIES** : Ms. NF Gigi Tel No: (057) 352 2706  
**APPLICATIONS** : Applications to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

**POST 13/216** : **MEDICAL REGISTRARS (PHARMACOLOGY: UROLOGY) REF NO: H/M/35/2026 (X2 POSTS)**

**SALARY** : R1 001 349 per annum, all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

**CENTRE** : Univeristas Academic Hospital: Bloemfontein  
**REQUIREMENTS** : MBCHB or equivalent degree. Current valid registration with HPCSA for the period of 2026/2027. At least more than 1-year post community service experience, preferably in a Free State Hospital. Valid Driver's license. South African citizen or permanent residence. Knowledge and skills: Additional

		qualification e.g; primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc.
<b><u>DUTIES</u></b>	:	Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training, Conduct research. Must perform commuted overtime and medical administration. Perform outreach.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr R Nathan Tel No: (051) 405 3469
	:	Applications to be done at: <a href="https://ihealth.fshealth.gov.za/e-Recruitment">https://ihealth.fshealth.gov.za/e-Recruitment</a>
<b><u>POST 13/217</u></b>	:	<b><u>ASSISTANT MANAGER NURSING: ADVOCACY; – 3 REF NO: H/A/3/2026 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	PNA-7: R693 096 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<b><u>CENTRE REQUIREMENTS</u></b>	:	Corporate Office, Bloemfontein
	:	Matric plus Diploma/Degree in nursing (NQF6&7) as recognized by SAQA that allows registration with South African Nursing Council as a professional nurse. A minimum of eight (8) years appropriate/ recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/ recognizable experience at management level PN-A5 in ACSM/TB/HIV&AIDS/Strategic health programs. Valid driver license. Current registration with the SANC AS Professional Nurse 2026/2027. knowledge and skills: Computer literacy (i.e.MS.Word. PowerPoint, Excel) Ability to work independently I a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills Knowledge in TB management, HIV&AIDS and other Strategic Health Programs. Good Communication Skills. Good Communication Skills.
<b><u>DUTIES</u></b>	:	Participate in the ACSM review of finance, allocation and procurement of promotional material such as IEC material such as material. Develop and Oversee the implementation of ACSM comprehensive plan at Province and District level for health programs. Ensure safe keeping and handling of all physical resources in the ACSM program to promote efficiency in service delivery. Convene public campaigns including imbizo; door to door visits and road shows. Organize End TB and Close the gap Campaigns and outreach campaigns. Establish and Maintain a healthy working relationship with Stakeholder at levels. Organize and coordinate ACSM events including the commemoration of health calendar events e.g World TB day, world AIDS day and Back to care campaign. Strengthen health education activities during outbreak management. Reinforce the use of DHIMS Policy for data management. Support visit facilities to monitor the quality of data captured. Co-ordinate and support activities for service excellence. Develop clinic quality improvement programmes, polies. Guidelines, and indicators with regard to ACSM program. Collate monthly, quarterly and annual reports for ACSM program and consolidate into a comprehensive report. Monitor creation of an environment that promotes the right of patients, advocating and facilitating proper treatment and care and ensuring that principles of Batho Pele are adhered to. Liaise and advise on effective communication with relevant internal and external stakeholders
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr M Chauke telephone number: (051) 408 1342
	:	send to: <a href="https://ihealth.gov.za">https://ihealth.gov.za</a>
<b><u>POST 13/218</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (SPECIALTY) (PNB3) (THEATRE) REF NO: H/O/6/2026</u></b>
<b><u>SALARY</u></b>	:	R693 096 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pelonomi Tertiary Hospital, Bloemfontein
	:	Senior Certificate, Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council (2026/2027) A minimum of 9 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing Post qualification as Professional trained nurse, at least 5 years of the period referred to the above specialty. Must be willing to work shifts. Ability to provide holistic care. Knowledge And Skills: An additional post-basic qualification of 1-year duration. Computer literacy. Knowledge of Public Service Legislation, policies and procedures. Thorough knowledge of nursing

		care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, etc. Knowledge of HR policies such as: Skills Development Act, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure.
<b><u>DUTIES</u></b>	:	Coordination of optimal, holistic specialised nursing care provided within set standards and a professional/legal framework. Manage effectively the utilisation and supervision of resources. Coordination of the provision of effective training and research. Provision of Effective Support to Nursing Services. Effective utilization of resources (Human and Material) participation with training and research. Maintain professional growth/ethical standards and self-development.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms LP Mangoejane – Tel No: (051) 405 1940
	:	send to: <a href="https://ihealth.gov.za/e-recruitment">https://ihealth.gov.za/e-recruitment</a>
<b><u>POST 13/219</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (SPECIALTY) (PNB3) (OBSTETRICS &amp; GYNAECOLOGY) REF NO: H/O/7/2026 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R693 096 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pelononi Tertiary Hospital, Bloemfontein
	:	Senior Certificate, Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council (2026/2027) A minimum of 9 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing Post qualification as Professional trained nurse, at least 5 years of the period referred to the above specialty. Must be willing to work shifts. Ability to provide holistic care. Knowledge And Skills: An additional post-basic qualification of 1-year duration. Computer literacy. Knowledge of Public Service Legislation, policies and procedures. Thorough knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, etc. Knowledge of HR policies such as: Skills Development Act, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure.
<b><u>DUTIES</u></b>	:	Coordination of optimal, holistic specialised nursing care provided within set standards and a professional/legal framework. Manage effectively the utilisation and supervision of resources. Coordination of the provision of effective training and research. Provision of Effective Support to Nursing Services. Effective utilization of resources (Human and Material) participation with training and research. Maintain professional growth/ethical standards and self-development.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms LP Mangoejane Tel No: (051) 405 1940
	:	send to: <a href="https://ihealth.gov.za/e-recruitment">https://ihealth.gov.za/e-recruitment</a>
<b><u>POST 13/220</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (SPECIALTY) (PNB3) (ADVANCE MIDWIFERY AND NEONATAL NURSING SCIENCE) REF NO: H/O/8/2026 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R693 096 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bongani Regional Hospital
	:	Senior Certificate, Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with SANC in Advance Midwifery and Neonatal Nursing Science. Current registration with the South African Nursing Council as a Professional Nurse (2026/2027). A minimum of 9 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Post qualification as Professional trained nurse, at least 5 years of the period referred to the above must be appropriate / recognizable experience in the specific specialty after obtaining 1-year post-basic qualification in the relevant specialty. Must be willing to work shifts. Ability to provide holistic care. Knowledge And Skills: An additional post-basic qualification of 1-year duration. Computer literacy. Knowledge of Public Service Legislation, policies and procedures. Thorough

**DUTIES**

knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-pele principles, etc. Knowledge of HR policies such as: Skills Development Act, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure.

: Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of Effective Support to Nursing Services. Effective utilization of resources (Human and Material) participation with training and research. Maintain professional growth/ethical standards and self-development. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how to impact on service delivery. Ensure clinical nursing practices by the nursing team (unit) in accordance with the scope of practice and nursing standards as determine by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate and basic understanding HR and financial policies and practices. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicable, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing services in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principle of Batho Pele. Able to develop contact, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

**ENQUIRIES**  
**APPLICATIONS**

: Mr. Tsoho T Tel No: (057) 916 8285  
: send to: <https://ihealth.gov.za/e-recruitment>

**POST 13/221**

: **OPERATIONAL MANAGER NURSING (SPECIALTY) (PNB3) (INTENSIVE NURSING SCIENCE) REF NO: H/O/9/2026 (X1 POST)**

**SALARY**

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

**CENTRE**  
**REQUIREMENTS**

: Bongani Regional Hospital  
: Senior Certificate, Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with SANC in Intensive Nursing Science. Current registration with the South African Nursing Council as a Professional Nurse (2026/2027). A minimum of 9 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Post qualification as Professional trained nurse, at least 5 years of the period referred to the above must be appropriate / recognizable experience in the specific specialty after obtaining 1-year post-basic qualification in the relevant specialty. Must be willing to work shifts. Ability to provide holistic care. Knowledge And Skills: An additional post-basic qualification of 1-year duration. Computer literacy. Knowledge of Public Service Legislation, policies and procedures. Thorough knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, etc. Knowledge of HR policies such as: Skills Development Act, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure.

**DUTIES**

: Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of Effective Support to Nursing Services. Effective utilization of resources (Human and Material) participation with training and research. Maintain professional growth/ethical standards and self-development. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how to impact on

service delivery. Ensure clinical nursing practices by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate and basic understanding HR and financial policies and practices. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing services in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principle of Batho Pele. Able to develop contact, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

**ENQUIRIES** : Mr. Tsoho T Tel No: (057) 916 8285  
**APPLICATIONS** : send to: <https://ihealth.gov.za/e-recruitment>

**POST 13/222** : **OPERATIONAL MANAGER PNB3 REF NO: H/O/11/2026 (X3 POSTS)**

**SALARY** : R693 096 - R778 185 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

**CENTRE** : Lejweleputswa District  
**REQUIREMENTS** : Matric, plus Diploma/ Degree in Nursing that allows registration with the SANC as a General Nurse & Midwifery plus post basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care). A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in the relevant specialty. Current registration with the SANC 2026/2027. Knowledge and Skills: Good report writing and time management skills. Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Ability to provide mentoring, team building, supervisory skills and coaching to her/his supervisees. Good communication, interpersonal relation, counselling, conflict management skills and decision making. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles, and Patients' Right Charter, Labour Relations Act, Grievance Procedures and finance policies etc. Leadership, organisation, decision making and problem solving, conflict handling and counselling. Coordination and planning skills. Ability to assist in formulation of patient care related policies. the candidate should be computer literate and possess a valid & unendorsed driver's license including competency in driving.

**DUTIES** : To plan, organise and monitor the objectives of the PHC facility in the consultation with District Management & Subordinates. Provision of Quality Nursing Care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilisation and supervision of human, material and financial resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Implement & monitor aspirations of PMDS. Implementation and management of Infection Control and Prevention Protocols as well as Occupational Health & Safety Standards. Maintain accurate and oversee completion of patient records according to legal requirements. Operate and manage relevant District Health Information Management System (DHIMS); particularly producing top-end data. To participate in quality improvement programmes and activities. Have insight and be able to conduct Ideal Health Facility Realization assessments. Have deep insight into OHSC processes and prescripts. Conduct periodical clinical audits. Participates in staff & student development activities. Exercise independent control over discipline line, grievance and labour relations issues according the existing policies and procedures. Identify, develop and exercise management of risk in the workplace. Liaise with the Sub District, District and all other essential stakeholders. Monitor and evaluate the performance of primary health care

services and systems within the designated services area in line with public health indicators, set norms, standards and targets with a view to report thereon and to initiate corrective action timeously. Analyze health policy and programme imperatives with a view to develop customized implementation strategies to guide the primary health care service providers in the service area towards complying with the stated norms, standards and targets. Identify transversal 'primary' health care and systems barriers (including emerging health trends in the service area) with a view to ensure corrective action at an appropriate level. Ensure and monitor that primary health care services within the designated services area are provided with adequate support by multi-disciplinary teams attached to the CHC / district hospital as well as from shared corporate service providers attached to the mothering institution. Ensure an integrated approach with the implementation of various primary health care programmes to provide a seamless service delivery platform, including the prioritising of needs within the service area and the allocation of resources accordingly. Ensure the effective and efficient utilisation of allocated resources including the development of staff, budgetary, procurement planning and maintenance and information management

**ENQUIRIES** : Ms. NF Gigi Tel No: (057) 352 2706  
**APPLICATIONS** : send to: <https://ihealth.gov.za/e-recruitment>

**POST 13/223** : **ASSISTANT MANAGER: COMMUNITY DEVELOPMENT REF NO: H/A/2/2026**

**SALARY** : R602 361 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements)

**CENTRE** : Xhariep District  
**REQUIREMENTS** : Matric (Grade12) plus appropriate 3-year tertiary qualification Valid Driver's License. A Minimum of 8 years' recognizable experience in community development/health promotion environment. Knowledge And Skills: Strong stakeholder engagement, financial management. Planning and Organizing Policy formulation and implementation. Written and verbal communication skills. Problem solving and Conflict management. Influencing skills and Computer literate.

**DUTIES** : Coordinate the identification, facilitation and implementation of integrated development interventions in partnership with other relevant stakeholders through the efficient, effective and economical utilisation of resources by the service delivery area(s). Coordinate and manage a community development service delivery area(s) to ensure that an efficient and effective community development service is delivered through the proper utilisation of human, financial and physical resources. Keep up to date with new developments in the community development and management fields to enhance service delivery. Plan and ensure that research on community development is undertaken including the facilitation of complex community development research.

**ENQUIRIES** : Mr TGE Finger Tel No: (051) 713 8067  
**APPLICATIONS** : to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

**POST 13/224** : **CHIEF ENVIRONMENTAL HEALTH PRACTITIONER REF NO: H/C19/2026**

**SALARY** : R575 250 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements).

**CENTRE** : Lejweleputswa District  
**REQUIREMENTS** : A Grade 12 (Senior Certificate) and at least NQF 6 qualification in Environmental Health. Registration with HPCSA as an Environmental Health Practitioner, and in good standing. At least three (3) years' experience in environmental health. A valid driver's license. Knowledge and Skills: Knowledge of legislation related to environmental health, project management and stakeholder engagement. Knowledge of the International Health Regulations. Good communication (verbal and written), planning and organizing, supervisory, research/analysis, and problem solving as well as computer skills (MS Office package). Ability to work well under pressure, irregular hours, independently and in a team.

**DUTIES** : Management and supervision of EHP's in the District. Effective development of staff, Plan and implement Environmental Health Strategies, Oversee and coordinate. Environmental health services rendered by EHP's based at different units/ facilities within the district. Liaise with other stakeholders on

Environmental Health related issues, support and ideal clinics. Management and coordination of training programs in the district. Monitoring of health care facilities in accordance to national norms and standards. Develop, implement, and review environmental health policies and SOPs. Align Primary Health Care environmental health practices with national health regulations. Contribute to PHC strategic plans and quality improvement programs. Lead environmental health response during emergencies and outbreaks. Participate in disaster and emergency preparedness planning. Advise District leadership during environmental health crises. Ensure ongoing training programs for PHC staff and community awareness campaigns according to health calendar. Review food-related incident investigations and reports. Promote environmental health awareness at senior management level. Advise on chemical safety, hazardous substances, and spill management. Prepare high-level reports for District management. Provide expert advice on environmental health risks and controls. Monitor trends, incidents, and performance indicators. Advocate for resources, staffing, and infrastructure improvements. Investigate complaints related to food safety related to food safety concerns, outbreaks, and any violations to food safety regulations in collaboration with Municipal Health services. Emergency response planning in the development of emergency response plans for food related incidences such as food born illness outbreaks contamination and recalls. Liaise with provincial EHS, ensure the implementation of the department's strategies. Assist with other activities delegated by the supervisor / manager. Provide support to District Environmental Health Manager or Assistant Director Environmental Health on other related activities. Execute other tasks/duties delegated by the Assistant Director Environmental Health Manager / Supervisor. Participate in Malaria control activities. Ensure capturing of relevant data on DHIS and other systems.

- ENQUIRIES** : Ms. NF Gigi Tel No: (057) 352 2706  
**APPLICATIONS** : to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>
- POST 13/225** : **OPERATIONAL MANAGER NURSING (PNA5) (AFTER HOUR DUTY MANAGER) REF NO: H/O/5/2026 (X2 POSTS)**
- SALARY** : Grade 1: R549 192 - R629 121 per annum  
 Grade 2: R636 126 – R723 954 per annum  
 plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
- CENTRE REQUIREMENTS** : Pelonomi Tertiary Hospital, Bloemfontein  
 : Senior Certificate, Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council (2026/2027). Diploma in Health Care Management will. A minimum of 7 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Be a South African citizen or be a permanent resident. Knowledge And Skills: Computer literacy. Knowledge of Public Service Legislation, policies and procedures. Thorough knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, etc. Knowledge of HR policies such as: Skills Development Act, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure.
- DUTIES** : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain constructive working relationships with nursing and other stakeholders. Manage and monitor proper utilization of human, financial and physical resources.
- ENQUIRIES** : Ms LP Mangoejane Tel No: (051) 405 1940  
**APPLICATIONS** : send to: <https://ihealth.gov.za/e-recruitment>

**POST 13/226** : **OPERATIONAL MANAGER NURSING (PNA5) (GENERAL SURGERY) REF NO: H/O/10/2026**

**SALARY** : R549 192 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

**CENTRE REQUIREMENTS** : Pelonomi Tertiary Hospital, Bloemfontein  
: Senior Certificate, diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council (2026/2027). Diploma in Health Care Management. A minimum of 7 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Knowledge And Skills: Computer literacy. Knowledge of Public Service Legislation, policies and procedures. Thorough knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, etc. Knowledge of HR policies such as: Skills Development Act, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure.

**DUTIES** : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain constructive working relationships with nursing and other stakeholders. Manage and monitor proper utilization of human, financial and physical resources.

**ENQUIRIES APPLICATIONS** : Ms LP Mangoejane Tel No: (051) 405 1940  
: send to: <https://ihealth.gov.za/e-recruitment>

**POST 13/227** : **CLINICAL PROGRAMME COORDINATOR REF NO: H/C/15/2026**

**SALARY** : R549 192 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

**CENTRE REQUIREMENTS** : Pelonomi Tertiary Hospital, Bloemfontein  
: Senior Certificate, diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council. (2026/2027). Knowledge and Skills: Computer literacy. Knowledge of Public Service Legislation, policies and procedures.

**DUTIES** : Facilitate and oversee the development of operational/business plans to give strategic guidelines. Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes. Develop and implement quality assurance programmes, guidelines, protocols, norms and standards. Utilize information technology (IT) and other management information systems to manage information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care. Utilize human, material and physical resources efficiently and effectively.

**ENQUIRIES APPLICATIONS** : Ms LP Mangoejane Tel No: (051) 405 1940  
: send to: <https://ihealth.gov.za/e-recruitment>

**POST 13/228** : **CLINICAL PROGRAMME COORDINATOR REF NO: H/C/16/2026**

**SALARY** : R549 192 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

**CENTRE REQUIREMENTS** : Pelonomi Tertiary Hospital, Bloemfontein  
: Senior Certificate, diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council. (2026/2027). Knowledge and Skills: Computer literacy. Knowledge of Public Service Legislation, policies and procedures.

**DUTIES** : Facilitate and oversee the development of operational/business plans to give strategic guidelines. Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes. Develop and implement quality assurance programmes,

guidelines, protocols, norms and standards. Utilize information technology (IT) and other management information systems to manage information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care. Utilize human, material and physical resources efficiently and effectively.

**ENQUIRIES** : Ms LP Mangoejane Tel No: (051) 405 1940  
**APPLICATIONS** : send to: <https://ihealth.gov.za/e-recruitment>

**POST 13/229** : **CLINICAL PROGRAM COORDINATOR: PNA-5: HAST REF NO: H/C/17/2026**

**SALARY** : R549 192 per annum, (OSD)  
**CENTRE** : Free State Psychiatric Complex, Bloemfontein  
**REQUIREMENTS** : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. Qualification in Nursing Education and Psychiatry Nursing Science. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Knowledge And Skills: Ability to work independently under pressure. Knowledge of Information Management systems. Knowledge of legislation pertaining to Skills Development and training procedures. Knowledge of Infection Control procedures.

**DUTIES** : Coordinate and promote implementation of Training and Development. Facilitate and oversee the development of operational or business plans to give strategic guidelines. Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes. Maintain standards and norms of Nursing practices to promote the healthcare status of healthcare use. Develop and implement quality assurance programmes, guidelines, protocols, norms and standard. Utilise Information Technology (IT) and other management information systems to manage information for the enhancement of service delivery. Establish, maintain and participate in inter professional and multi – disciplinary teamwork that promotes effective and efficient healthcare. Manage and utilize resources in accordance with relevant directives and legislations. Hast Extensive knowledge and skills of the programme. Good communication and interpersonal skills. Good understanding of TB management and all treatment policies and guidelines. Knowledge of PFMA. Be willing to travel.

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

**POST 13/230** : **CLINICAL PROGRAM COORDINATOR: PNA-5: MENTAL HEALTH &SUBSTANCE: REF NO: H/C/18/2026**

**SALARY** : R549 192 per annum, (OSD)  
**CENTRE** : Free State Psychiatric Complex, Bloemfontein  
**REQUIREMENTS** : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. Qualification in Nursing Education and Psychiatry Nursing Science. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Knowledge And Skills: Ability to work independently under pressure. Knowledge of Information Management systems. Knowledge of legislation pertaining to Skills Development and training procedures. Knowledge of Infection Control procedures.

**DUTIES** : Coordinate and promote implementation of Training and Development. Facilitate and oversee the development of operational or business plans to give strategic guidelines. Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes. Maintain standards and norms of Nursing practices to promote the healthcare status of healthcare use. Develop and implement quality assurance programmes, guidelines, protocols, norms and standard. Utilize Information Technology (IT) and other management information systems to manage information for the enhancement of service delivery. Establish, maintain and participate in inter professional and multi – disciplinary teamwork that promotes effective and efficient healthcare. Manage and utilize resources in accordance with relevant directives and legislations. Mental Health &

Substance. Coordinating the implementation of Mental Health Care Act within the professional and legal framework. Improve communication on Mental Health Care Act knowledge providing support and assistance to district hospitals listed to render 72 hours assessment services, designated regional and tertiary hospitals, and Mental Health Review board. Strengthen Forensic Mental Health Care services in the province by coordinating and monitoring the period for awaiting trial detainees and state patients discharge process and follow ups. Utilize and manage the mental health programme within the facility so as to maximize the achievement of the strategic goals/ AOP, improved quality, risk and information management. Manage and utilize resource ( human, finance, material and facilities) in accordance with the relevant directives and legislation.

- ENQUIRIES APPLICATIONS** : Me M.E. Semelo Tel No: (051) 407 9207  
 : to be done at: <https://ihealth.fshealth.gov.za/e-Recruitment>
- POST 13/231** : **PROFESSIONAL NURSE SPECIALTY PNB 1 REF NO: H/P/14/2026 (X1 POST)**
- SALARY** : Grade 1: R476 367 - R549 192 per annum  
 : Grade 2: R583 989 - R713 253 per annum  
 : plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
- CENTRE REQUIREMENTS** : Xhariep District  
 : grade 12 or equivalent qualification, plus basic r425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a professional Nurse. Current registration with the SANC 2026/2027. Post basic qualification with a duration of at least 1-year curative skills in primary health care accredited with SANC. **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in general Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in general Nursing. Skills And Knowledge: Good interpersonal skills. Good communication skills. Computer literacy. Empathetic and compassionate. ability to work under pressure in a multi-disciplinary team.
- DUTIES** : Provision of quality comprehensive community health care. Provide primary preventative health care. Provide curative health care services Referral to health support services. (rehabilitation, oral health etc. Doctors etc. Specialist) Evaluate and follow-up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patients' clinical conditions. Promoting scientific quality nursing care Individual consultation sessions Identify community needs Initiate minor ailment treatment Initiate community participation. Coordinate between hospital and community. Maintaining professional secrecy and preventing medico-legal risks. Attend and participate in doctors' visit. Arrange admission and outpatient appointments. Function as a member of the therapeutic team. Continuous evaluation of nursing care and nursing services. Assessment of personal services delivery towards patients. Provision of administration services. Plan and organize daily tasks in clinic in co-operation with Clinical Manager. Complete and control Health Information data of all patients and activities as per policy. Ordering and control of stationary, medical stock, consumables as per delegation in absence of personnel responsible for different services. Ensure the safekeeping of stock and assets. Ordering and control of medication as necessary as per delegations in absence of Pharmacist Assistant. Control of medicine prescribed to patients as per EDL. Up to date knowledge of appropriate legislation, regulations and departmental policies. Involvement with community meetings and committees in co-operation with Operational Manager. Identify needs for financial planning and indirect control of expenditure. Provision of educational services: Clinical teaching, training and continuous evaluation of sub-category nursing personnel and support services in the clinic Manager. Teaching patients on a one-to one basis. Personnel development, i.e. Assessing in-service training needs, planning and implementing of training programme in co-operation with clinical Manager. Usage of equipment and machinery: Usage of basic medical equipment. Research responsibility Direct and indirect involvement with medical research Involvement with matching research to the needs of the community.
- ENQUIRIES** : Mr IL Moisi Tel No: (051) 713 8050

**APPLICATIONS** : to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

**POST 13/232** : **PROFESSIONAL NURSE SPECIALTY PNB1-2 REF NO: H/P/15/2026 (X2 POSTS)**

**SALARY** : Grade 1: R476 367 - R549 192 per annum  
Grade 2: R583 989 - R713 253 per annum  
plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

**CENTRE REQUIREMENTS** : Lejweleputswa District  
: Matric, plus Diploma/Degree in nursing that allows registration with the SANC as a Professional Nurse plus post basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and care (Primary Health Care) with duration of at least 1 year accredited with SANC. **Grade 1:** Minimum of 4 years appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification as mentioned above. Knowledge And Skills: Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Effective communication with all stakeholders & report writing aptitude. Display uncompromising concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele). Demonstrate an understanding of nursing legislation and other related legal frameworks.

**DUTIES** : Management of comprehensive PHC services and PHC re-engineering, key priority programmes, ideal health facility and regulated standards. Provide more complex and advanced comprehensive nursing treatment and care to patients in a cost effective, efficient and equitable manner. Act as a leader, plan and implement health promotion and prevention activities. Link to the community structures and community-based services. Competently collect and manage data generated and be able to report on it. Exercise and maintain high and quality record-keeping standards. Oversee and supervise subordinates within the facility. Provide PHC services to other facilities in Sub-District 3 & 4 as and when the need arises.

**ENQUIRIES APPLICATIONS** : Me. Makhoali-Nkadameng Tel No: (051) 408 1000  
: to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

**POST 13/233** : **PROFESSIONAL NURSE SPECIALTY PNB 1-2 REF NO: H/P/16/2026**

**SALARY** : Grade 1: R476 367- R549 192 per annum  
Grade 2: R583 989 - R713 253 per annum  
plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

**CENTRE REQUIREMENTS** : Dihlabeng Regional Hospital  
: Basic R425 qualification i.e diploma/ degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post -basic qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties. A minimum of 4 years appropriate/ recognizable experience in nursing after registration with SANC in a Professional Nurse in General nursing. Current registration with the South African Nursing Council (2026/2027) s Professional Nurse. Post basic qualification, with duration of at least 1 year accredited with SANC in Specialist Intensive Care Unit/ Nephrology. Knowledge and Skills: An additional post basic qualification of one-year duration, Computer Literacy, must be willing to work shifts, Ability to provide holistic care.

**DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/ Legal framework. Effective utilization of resource (Human &Material), Participation with training and research, Provision of support to nursing services. Maintain professional growth/ ethical standards and self-development.

**ENQUIRIES APPLICATIONS** : Me. D.E Masheane Tel No: (058) 303 0173  
: send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

<b><u>POST 13/234</u></b>	:	<b><u>PROFESSIONAL NURSE: PNB-1 REF NO: H/P/17/2026 (X8 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R476 367 per annum, (OSD) Grade 2: R583 989 per annum, (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Free State Psychiatric Complex, Bloemfontein Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing and Midwifery. Registration with the South African Nursing Council (SANC) as Professional Nurse. 1 Year post basic qualification in Advanced or Child Psychiatry. Knowledge And Skills: Knowledge of the legal framework appropriate for nursing practice. Good communication skills and interpersonal relations. Knowledge of Mental Health Act, procedures and legislation.
<b><u>DUTIES</u></b>	:	Provide more complex and advanced comprehensive nursing treatment and care to patients in specialty unit in a cost effective, efficient and equitable manner. Give direction and supervision for the implementation of the Nursing plan (clinical practice /quality patient care) as a shift leader. Implement standards, practices, criteria and indicators for quality Nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to Nursing and Health Care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Ensure that a holistic nursing care service is delivered to all patients in a cost effective, efficient and equitable manner by the unit. Ensure compliance to professional and ethical practice. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Me M.E. Semelo, Tel No: (051) 407 9207 to be done at: <a href="https://ihealth.fshealth.gov.za/e-Recruitment">https://ihealth.fshealth.gov.za/e-Recruitment</a>
<b><u>POST 13/235</u></b>	:	<b><u>PROFESSIONAL NURSE: PNB-1: OCCUPATIONAL HEALTH REF NO: H/P/18/2026</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R476 367 per annum, (OSD) Grade 2: R583 989 per annum, (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Free State Psychiatric Complex, Bloemfontein Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing and Midwifery. Registration with the South African Nursing Council (SANC) as Professional Nurse. 1 Year post basic qualification in Occupational Health Nursing Science. Knowledge And Skills Ability to work independently under pressure. Knowledge of Occupational health nursing science. Knowledge of legislation pertaining to Occupational Health & Safety Act and COIDA. Dispensing certificate.
<b><u>DUTIES</u></b>	:	Conducts physical assessments to diagnose common medical conditions and chronic ill health presented at the occupational health facility. Conducts a health surveillance to identify and evaluate health needs of workers in the workplace. Identifies and analyses hazards and evaluates their effects on workers and the workplace. Facilitate and oversee the development of occupational health programs. Provide professional and technical support for the provision of quality client care through proper management of relevant programmes. Maintain standards and norms of Nursing practices to promote the healthcare status of healthcare workers. Plans and manages healthcare within the occupational health environment to provide care within ethical norms. Promotes health communication and health literacy for behaviour change. Designs programmes that support a positive lifestyle and individual efforts to lower the risk of disease and injury. Plans, implements and evaluates health promotion campaigns within a team approach. Compiles/Conducts Occupational Risk Exposure Profiles (OREP) at pre-employment, periodic and exit levels of interventions. Manages occupational injuries and diseases in order to minimise residual deficit. Utilise Information Technology (IT) and other management information systems to manage information for the enhancement of service delivery. Identifies the need for EAP for the following health related issues: HIV, STI, alcoholism, substance abuse, chronic diseases, psychosocial conditions, shift work, vulnerable groups such as healthcare workers, violence and executive health management and advises on or refers employees to EAP.

Manage and utilize resources in accordance with relevant directives and legislations.

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

**POST 13/236** : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: H/A/11/2026**

**SALARY** : R468 459 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements).

**CENTRE** : Xhariep District  
**REQUIREMENTS** : Matric (Grade12) plus tertiary qualification in Human Resource Management or related areas at NQF 6. Three (3) years relevant experience at supervisory level. Relevant PERSAL certificates. Valid Driver's License. Knowledge And Skills: Ability to communicate issues in a tactful manner. Problem solving skills. Computer skills. Numeracy skills. Knowledge of the PERSAL System. Knowledge of Public Service Policies and implementation strategies. Knowledge of Human Resource Management Legislation/Directives. Knowledge and understanding of Human Resource Management environment.

**DUTIES** : Rendering a professional human resource management service on: Conditions of Service and service benefits (Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, overtime, re-allocation, Pension, Allowances etc.).HR Provisioning (Recruitment and Selection, Appointments, Transfer, temporary employment, verification of qualifications, secretariat functions at interviews, probationary periods etc.). Address human resource management enquiries to ensure the correct implementation of human resource management administration. Prepare and consolidate reports on personnel administration issues. Provide inputs on the development/amendments of Human Resource Management Policies. Inform, guide and advice Department/ personnel on human resource administration matters to enhance the correct implementation of personnel administration policies. Conduct HR Audits. Coordinate submission of information for audit queries. Monitor implementation of Audit action plan. Attend to queries/complaints pertaining to Human Resource Practices. Report on activities of the Sub-Directorate. Management of staff within the component. The development and updating of Job Descriptions for reporting staff. The performance management of staff within the component. Facilitation of training interventions. Give direction, guidance and advice to staff within the component.

**ENQUIRIES** : Mr TGE Finger Tel No: (051) 713 8067  
**APPLICATIONS** : to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

**POST 13/237** : **ARTISAN FOREMAN REF NO: H/12/2026**

**SALARY** : Grade A: R382 047 per annum  
Grade B: R453 609 per annum  
plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements).

**CENTRE** : Albert Nzula District Hospital  
**REQUIREMENTS** : Grade 12 and appropriate trade test certificate as recognized by SAQA. driver's license. A minimum of 5 years recognizable experience as Artisan production. Knowledge And Skills: Planning Communication Report writing Training Coordination Computer Literacy Organizing Monitor & Evaluation Skills in trade Ability to operate equipment and machinery Skills in Trade Literacy Skills Time Management Problem Solving Numeracy. Building safety programs and protocols and SCM procedure. Knowledge of appropriate field as an Artisan. Knowledge of Public Financial Management Act, Public Service Regulation 2016, as amended.

**DUTIES** : Planning of work to be performed. Implement equipment maintenance program. Execute inspections of buildings equipment according to program. Ensure that work is executed according to set standards and policies. Repair broken equipment. Attend to job requests (H24). Do preventative maintenance of building / equipment. Record completed H24's of the section Obtain quotations in respect of stock and materials Complete PA1 LOGIS forms for request of equipment, tools and materials. Supervision of staff.

**ENQUIRIES** : Mr TGE Finger Tel No: (051) 713 8067  
**APPLICATIONS** : to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

<b><u>POST 13/238</u></b>	:	<b><u>ARTISAN FOREMAN REF NO: H/A/13/2026</u></b>
<b><u>SALARY</u></b>	:	Grade A: R382 047 per annum Grade B: R453 609 per annum plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
<b><u>CENTRE</u></b>	:	Embekweni District Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and appropriate trade test certificate as recognized by SAQA. Driver's License. A minimum of 5 years recognizable experience as Artisan production. Knowledge And Skills: Planning Communication Report writing Training Coordination Computer Literacy Organizing Monitor & Evaluation Skills in trade Ability to operate equipment and machinery Skills in Trade Literacy Skills Time Management Problem Solving Numeracy. Building safety programs and protocols and SCM procedure. Knowledge of appropriate field as an Artisan. Knowledge of Public Financial Management Act, Public Service Regulation 2016, as amended.
<b><u>DUTIES</u></b>	:	Planning of work to be performed. Implement equipment maintenance program. Execute inspections of buildings equipment according to program. Ensure that work is executed according to set standards and policies. Repair broken equipment. Attend to job requests (H24). Do preventative maintenance of building / equipment. Record completed H24's of the section Obtain quotations in respect of stock and materials Complete PA1 LOGIS forms for request of equipment, tools and materials. Supervision of staff
<b><u>ENQUIRIES</u></b>	:	Mr TGE Finger Tel No: (051) 713 8067
<b><u>APPLICATIONS</u></b>	:	to be send to: <a href="https://ihealth.fshealth.gov.za/e-Recruitment">https://ihealth.fshealth.gov.za/e-Recruitment</a>
<b><u>POST 13/239</u></b>	:	<b><u>EMS SHIFT LEADER GRADE III: REF NO: H/E/3/2026</u></b>
<b><u>SALARY</u></b>	:	R335 226 – R375 381 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<b><u>CENTRE</u></b>	:	EMS Thabo Mofutsunyane District (Ems Warden / Ems Bethlehem Control Centre)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate, Successful completion of Ambulance Emergency Assistant Course, Current registration with Health Professional Council of South Africa (HPCSA) as an AEA, 3 Years after registration with the HPCSA as an AEA, Knowledge of Intermediate Life Support Protocols, Valid Driving Permit (PrDP), Valid Code 10 (C1) Driver's license Knowledge And Skills: Previous experience at supervisory level, Knowledge of Supply Chain and Financial Management, Be able to work under pressure and excessive hours, Be prepared to travel, Knowledge of Labour Relations, Computer literacy, Strong communication skills (verbal and written), Rescue qualification, Knowledge of Free State Province.
<b><u>DUTIES</u></b>	:	Management of shift, General office administration, Personnel Management, Fleet Management, Asset Management, Management of leave, second control of duty ledgers, Analyse and sign off Patient Report Forms, Rendering of Intermediate Life Support, Management of major incidents, Compile Management reports, Manage and maintain response time, attend district management meetings, attend community meetings, maintain discipline on shift, Do any other duties assigned by station Manager Attend to standby during events, Completion of trip authorities, Maintain check lists of vehicles and equipment, Implementation of SOP, policies and circulars.
<b><u>ENQUIRIES</u></b>	:	Mr. PJ Visagie at (060) 985 1353
<b><u>APPLICATIONS</u></b>	:	send to: <a href="https://ihealth.fshealth.gov.za/e-Recruitment">https://ihealth.fshealth.gov.za/e-Recruitment</a>
<b><u>POST 13/240</u></b>	:	<b><u>EMERGENCY CARE OFFICER (ECO) REF NO: H/E/1/2026 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R187 488 – R214 368 per annum Grade 2- 3: R217 983 – R286 521 per annum plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
<b><u>CENTRE</u></b>	:	Lejweleputswa District
<b><u>REQUIREMENTS</u></b>	:	<b>Grade 1:</b> National Senior Certificate, Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with HPCSA as Basic Ambulance Assistant (BAA). Registration with the HPCSA as BAA. None after registration with the HPCSA as BAA. <b>Grade 3:</b> Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with

- HPCSA as an Ambulance Emergency Assistant (AEA). Registration with the HPCSA as AEA. Experience: None after registration with HPCSA as AEA. Current registration with the HPCSA 2026/2027. A valid code 10 driver's license with PDP. Knowledge And Skills: Knowledge of Basic Life Support protocols. Knowledge of Intermediate Life Support protocols.
- DUTIES** : Render Emergency Medical Care and Transportation of the sick and injured according to HPCSA protocols. Handle Basic administration, patient records, vehicles checklists, log sheets and other necessary administrative duties. Maintain and clean all equipment, vehicles and base station. Undertake inter – facility transfers of patients. Any other duties assigned by the supervisor.
- ENQUIRIES APPLICATIONS** : Ms. NF Gigi Tel No: (057) 352 2706  
: to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>
- POST 13/241** : **EMERGENCY CARE OFFICER GR1-GR3 REF NO: H/E/2/2026 (X3 POSTS)**
- SALARY** : Grade 1: R187 488 – R214 368 per annum  
Grade 3: R217 983 – R278 115 per annum  
plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
- CENTRE REQUIREMENTS** : Xhariep District  
: Matric, Current registration with the health Professions Council of South Africa HPCSA 2026/2027. Valid Public Driving Permit. Valid code 10 Driver's license  
**Grade 1:** Successful completion of an appropriate, Basic Life Support, (BLS) Course that allows registration with the HPCSA as Basic Ambulance Assistant (BAA) Registration with the HPCSA as BAA, None after registration with the HPCSA as BAA. **Grade 3:** Successful Completion of an appropriate intermediate Life Support (BLS) Course that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). None after registration with the HPCSA as AEA. Skills and Knowledge: Knowledge of AEA Protocols be able to work under pressure and excessive hours. Be prepared to travel, good driving skills, strong communication skills (verbal and written) knowledge of Free State Province.
- DUTIES** : Render Emergency Medical Care and Transport. Attend accident scenes. Complete Patient Report Forms. Analyze Patient Report Forms. Clean and Maintain emergency vehicles. Execute infection Control Policy. Maintain response time. Do any other duties assigned by shift leader or supervisor. Be available for Standby during events, Complete check lists for vehicles and equipment and ensure functionality. Complete trip authority forms and logs.
- ENQUIRIES APPLICATIONS** : Mr LJ Basson Tel No: (051) 713 8063  
: to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

#### **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](mailto:e-recruitmentfsdpwi@fsworks.gov.za). No Applications will be accepted by staff in offices in the building.
- CLOSING DATE** : 08 May 2026
- 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.

#### **OTHER POST**

<b><u>POST 13/242</u></b>	:	<b><u>PROFESSIONAL CIVIL ENGINEER REF NO: PWI 26/11</u></b>
<b><u>SALARY</u></b>	:	R879 342 per annum, (all-inclusive package), (OSD). The remuneration package consists of the basic salary, the Government contribution to the Government Employees Pension Fund, and a flexible portion which may be structured according to the member's needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Bloemfontein) A Bachelor of Science Degree in Civil Engineering or equivalent NQF 7 qualification. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Civil Engineer. Valid driver's licence with exception of persons with disabilities. Core and Process Competencies: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Networking. Decision making. Team leadership. Analytic skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management.
<b><u>DUTIES</u></b>	:	Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; and Approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologist and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervisee the engineering work and processes; and Administer performance management and development. Manage resources and budget planning. Prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure and report on expenditure and service delivery. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.
<b><u>ENQUIRIES</u></b>	:	Ms. L Jeppe – Acting Head Project Management Unit: Public Works and Infrastructure Tel No: (051) 492 3718

## PROVINCIAL TREASURY

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

- APPLICATIONS** : Effective from 1 April 2026, the Free State Provincial Treasury now utilises an e-Recruitment System (applicants must submit their applications via the online link <https://www.erecruitment.fs.gov.za>) which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the Free State Provincial Treasury Information Technology Sub-directorate was unable to assist.
- CLOSING DATE** : 08 May 2026
- NOTE** : The applicant's profile on the eRecruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Accompanying documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, Driver's license, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. For SMS posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via the following link: <https://www.thensg.gov.za>. 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. Recommended candidates will also be required to undergo a competency assessment. The successful candidate will be required to enter into an employment contract and a performance agreement and will also be required to disclose his/her financial interests. Applications received after the closing date and those that do not comply with these instructions will not be considered. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s). All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on: [recruitment@treasury.fs.gov.za](mailto:recruitment@treasury.fs.gov.za) (no applications). Free State Provincial Treasury is compliant with the requirements of POPIA.

## MANAGEMENT ECHELON

- POST 13/243** : **CHIEF DIRECTOR: ASSET AND LIABILITY MANAGEMENT REF NO: FSPT: 002/26**
- SALARY** : R1 494 900 per annum (Level 14), (an all-inclusive salary package), (This all – inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)
- CENTRE REQUIREMENTS** : Bloemfontein  
: A bachelor's degree or advanced diploma (NQF level 7) qualification in Commerce/Management/Public Administration, with a minimum of five (5) years' Senior Managerial level experience in an asset/liability management/supply chain management/financial management environment. Knowledge of the Public Finance Management Act (PFMA), Treasury

Regulations, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment Act and supply chain management policies. Working knowledge of transversal systems such as the Central Supplier Database (CSD), LOGIS, BAS and PERSAL. Must possess the following skills: Strategic capability-, policy development-, asset and liability management processes/practices-, monitoring and evaluation-, business communication-, interpersonal-, analytical-, supervisory-, leadership-, and report writing. Computer literacy. Valid driver's license.

**DUTIES** : Monitoring the effectiveness and efficiency of the management of assets, supply chain management, and public private partnership projects. Oversee the management and implementation and maintenance of transversal financial systems (LOGIS, BAS, PERSAL and Information Systems). Manage the resources of the Chief Directorate to ensure proper functioning of the Chief Directorate.

**ENQUIRIES** : Mr. P E Lebone at 082 803 4075 (Office hours only) / [recruitment@treasury.fs.gov.za](mailto:recruitment@treasury.fs.gov.za)

**POST 13/244** : **DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: FSPT: 003/26**

**SALARY** : R1 266 714 per annum (Level 13), (an all-inclusive salary package), (This all – inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

**CENTRE** : Bloemfontein

**REQUIREMENTS** : A Degree or Advanced Diploma (NQF level 7) qualification in a Built environment: Architecture, Quantity Surveying, Construction Management, Civil Engineering, Town Planning or equivalent qualification. A minimum of five (5) years' relevant Middle/Senior Managerial level experience in the built environment. Extensive knowledge of the Infrastructure Delivery Management System (IDMS) and water & sanitation projects. Knowledge of the Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations, Public Service Act & Regulations, Public Service policies & procedures and project management. Understanding of local government legislation, financial ratios and their interpretation. Working knowledge of the functioning of National/Provincial as well as the local sphere of Government. Must possess the following skills: Problem solving and innovation capability, good interpersonal, strategic capability, leadership and analytical skills. Computer literacy. Valid driver's license.

**DUTIES** : Oversee and support provincial & municipal infrastructure performance management. Support and monitor financial management of provincial and municipal infrastructure. Support and monitor provincial and municipal infrastructure planning portfolio management. Support and monitor provincial and municipal projects/programmes. Support and monitor operations, services and maintenance of infrastructure. Manage the resources of the Directorate.

**ENQUIRIES** : Ms. M Tadi at 060 960 3303 (Office hours only) / [recruitment@treasury.fs.gov.za](mailto:recruitment@treasury.fs.gov.za)

#### **OTHER POSTS**

**POST 13/245** : **DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE PERFORMANCE MANAGEMENT REF NO: FSPT 004/26 (X2 POSTS)**

**SALARY** : R896 436 per annum (Level 11), (an all-inclusive salary package), (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a 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, housing allowance and medical aid assistance).

**CENTRE** : Bloemfontein

**REQUIREMENTS** : A relevant degree or equivalent qualification in Engineering/Built environment/Quantity Surveying with a minimum of five (5) years' experience in a junior management position/Assistant Director level in monitoring of infrastructure projects/programmes. Extensive knowledge and understanding of public service policies and procedures. Knowledge of the Infrastructure Delivery Management System (IDMS), water & sanitation projects, Municipal Finance Management Act (MFMA), Treasury Regulations, financial management and project management. Working knowledge of the functioning

		of National/Provincial as well as local sphere of Government. Must possess the following skills: good interpersonal, organizing, planning and analytical skills. Computer literacy. Valid driver's license.
<b><u>DUTIES</u></b>	:	Support municipal infrastructure performance management. Monitor municipal infrastructure financial management. Provide guidance on infrastructure planning portfolio management. Provide guidance on infrastructure projects/programmes. Support infrastructure capacity building initiatives.
<b><u>ENQUIRIES</u></b>	:	Ms. M Tadi at 060 960 3303 (Office hours only) / <a href="mailto:recruitment@treasury.fs.gov.za">recruitment@treasury.fs.gov.za</a>
<b><u>POST 13/246</u></b>	:	<b><u>DEPUTY DIRECTOR: PROVINCIAL INFRASTRUCTURE PERFORMANCE MANAGEMENT REF NO: FSPT 005/26</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (an all-inclusive salary package), (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a 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, housing allowance and medical aid assistance).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein A relevant degree or equivalent qualification in Engineering/Built environment/Quantity Surveying with a minimum of five (5) years' experience in a junior management position/Assistant Director level in monitoring of infrastructure projects/programmes. Knowledge of the Public Finance Management Act (PFMA), Division of Revenue Act, Intergovernmental Relations Act and Treasury Regulations, financial management and project management. Must possess the following skills: good interpersonal, organizing, planning and analytical skills. Valid driver's license. Extensive knowledge of the Infrastructure Delivery Management System (IDMS). Computer literacy.
<b><u>DUTIES</u></b>	:	Support provincial infrastructure performance management. Monitor provincial infrastructure financial management. Provide guidance on infrastructure planning portfolio management. Provide guidance on infrastructure projects/programmes. Support infrastructure capacity building initiatives.
<b><u>ENQUIRIES</u></b>	:	Ms. M Tadi at 060 960 3303 (Office hours only) / <a href="mailto:recruitment@treasury.fs.gov.za">recruitment@treasury.fs.gov.za</a>
<b><u>POST 13/247</u></b>	:	<b><u>DEPUTY DIRECTOR: MUNICIPAL ACCOUNTING AND ASSET MANAGEMENT REF NO: FSPT 006/26 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (an all-inclusive salary package), (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a 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, housing allowance and medical aid assistance)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein A three year degree or diploma in Accounting, Economics, Municipal/Public Finance or equivalent qualification with Accounting 3 as a major subject and a minimum of five (5) years' experience in an accounting environment of which three (3) years should have been on an Assistant Director/junior management level. Knowledge of the Municipal Finance Management Act, Public Finance Management Act, Treasury Regulations, Division of Revenue Act and Municipal Structures Act. Must possess the following skills: Leadership-, report writing-, analytical-, communication-, presentation-, project management-, and conflict management. Computer literate. Valid driver's license.
<b><u>DUTIES</u></b>	:	Promote adherence to Generally Recognized Accounting Practice (GRAP) standards and timeous submission of credible financial statements. Report on compliance to National / Provincial Treasury reforms. Report on the readiness of municipalities to compile annual financial statements (AFS). Review and report on the quality of annual financial statements submitted. Promote the improvement of audit outcomes in municipalities. Provide accounting services and support to promote sound financial management in municipalities. Support monitoring and compliance with accounting and asset management. Manage the resources of the Sub-directorate to ensure effective and efficient operations.

**ENQUIRIES** : Mr. R Nkomonde at 082 890 1665 (Office hours only) / [recruitment@treasury.fs.gov.za](mailto:recruitment@treasury.fs.gov.za)

**POST 13/248** : **ASSISTANT DIRECTOR: PROVINCIAL ACCOUNTING AND REPORTING REF NO: FSPT 007/26**

**SALARY** : R468 459 per annum (Level 09), (A basic salary)  
**CENTRE** : Bloemfontein

**REQUIREMENTS** : A relevant Degree or Advanced Diploma (NQF level 7) in Financial Accounting or equivalent qualification with accounting III as major subject and a minimum of three (3) years' experience in an accounting environment. Knowledge of the Public Finance Management Act (PFMA), Generally Recognised Accounting Principles (GRAP), Treasury Regulations, Public Service Act and Regulations, Financial Systems (BAS, LOGIS & PERSAL), and SCOA. Must possess the following skills: communication-, problem solving-, organizing and planning-, report writing-, and analytical. Computer literacy. Valid driver's license.

**DUTIES** : Prepare inputs for the Consolidated Financial Statements of the Province to ensure accurate and complete reporting. Monitor and perform assessments of the submission of mandatory financial accounting information within the province. Promote the compilation of annual financial statements that includes conducting training to ensure credible accounting information. Assess the progress made by Departments and entities on resolutions emanating from the Provincial Public Accounts Committee (PROPAC). Manage resources to ensure the smooth running of the Division.

**ENQUIRIES** : Ms. M E Modupi: [recruitment@treasury.fs.gov.za](mailto:recruitment@treasury.fs.gov.za)

**POST 13/249** : **ASSISTANT DIRECTOR: PROVINCIAL ACCOUNTING COMPLIANCE REF NO: 008/26**

**SALARY** : R468 459 per annum (Level 09), (a basic salary)  
**CENTRE** : Bloemfontein

**REQUIREMENTS** : A degree in Financial Accounting or equivalent qualification (NQF level 7) with accounting as a major subject. A minimum of three years' experience in an accounting environment. Knowledge of the Public Finance Management Act (PFMA), Public Service Regulations and Treasury Regulations, Financial Systems, BAS and applicable Instruction Notes. Computer literacy. Good verbal and written communication skills. Valid driver's license.

**DUTIES** : Co-ordinate and provide training within the Free State Provincial Government to ensure capacity building. Compile provincial instruction notes, guidelines and procedure manuals in order to ensure implementation and adherence by all provincial departments. Amend and implement National Treasury prescripts. Compile, consolidate and verify KCM assessments and reports to promote accurate and credible accounting information for the allocated department/entities. Evaluate asset and liability items and any new financial systems to ensure adherence to Provincial and National norms and standards. Verify delegations against requirements and maintain financial management information for provincial departments and entities. Ensure the successful implementation of banking arrangements for provincial departments. Manage resources to ensure the smooth running of the Division.

**ENQUIRIES** : Mr. K E Mogane: [recruitment@treasury.fs.gov.za](mailto:recruitment@treasury.fs.gov.za)

**POST 13/250** : **SECRETARY: OFFICE OF THE DIRECTOR: SUPPORT SERVICES REF NO: FSPT 009/26**

**SALARY** : R228 321 per annum (Level 05), (a basic salary)  
**CENTRE** : Bloemfontein

**REQUIREMENTS** : A Grade 12 Certificate with typing experience and relevant experience within the Public Service environment. Knowledge of relevant legislation and policies, the Public Finance Management Act (PFMA) and Public Service Regulations. Computer literacy.

**DUTIES** : Provide a secretarial/receptionist support service to the Director. Provide clerical support to the Director. Remain up to date regarding prescripts or policies and procedures applicable to her or his work terrain to ensure efficient and effective support to the Director. Render supply chain management support services to the Director.

**ENQUIRIES** : Mr. S Mhlambi at 082 802 5242 (Office hours only) / [recruitment@treasury.fs.gov.za](mailto:recruitment@treasury.fs.gov.za)

**POST 13/251** : **SECRETARY: OFFICE OF THE DIRECTOR: MUNICIPAL ACCOUNTING AND ASSET MANAGEMENT REF NO: FSPT 010/26**

**SALARY** : R228 321 per annum (Level 05), (a basic salary)

**CENTRE** : Bloemfontein

**REQUIREMENTS** : A Grade 12 Certificate and experience within the Public Service environment. Knowledge of relevant legislations and policies Public Finance Management Act (PFMA), Public Service Regulations and Computer literacy.

**DUTIES** : Provides a secretarial or receptionist support service to the Director. Provides clerical support to the Director. Remains up to date with regard to prescripts or policies and procedures applicable to her or his work terrain to ensure efficient and effective support to the Director.

**ENQUIRIES** : Mr. L Moduane at 0833891778 (Office hours only) / [recruitment@treasury.fs.gov.za](mailto:recruitment@treasury.fs.gov.za)

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : To apply for the above position, please apply online at <http://professionaljobcentre.gpg.gov.za> or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House, Johannesburg and applications quoting the relevant reference number must be submitted on the New Z83 form obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents)
- FOR ATTENTION** : Ms. Gugu Nevondo at 072 904 1694– Recruitment
- CLOSING DATE** : 08 May 2026, 16h00. No late applications will be considered.
- NOTE** : Applications with the Old Z83 form will not be considered. A NEW Z.83 form must be fully completed, duly signed and initialled by the applicant. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates must accompany the application form. Applications are not required to submit copies of qualifications and other relevant documents on application. Communication regarding certified documents will be limited only to the shortlisted candidates. Successful completion of the Senior Management Pre-Entry Programme (Nyukela certificate) is required before the appointment can be made. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Note: It is the Department intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan (Coloreds and Indians are encouraged apply). To facilitate this process successfully, an indication of race, gender and disability status is required. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). General information. The Department will not accept posted and emailed applications. The Gauteng Department of Environment reserves the right to fill or not fill the advertised posts. If you do not receive any response from us within 3 months, please accept that your application was unsuccessful.

**MANAGEMENT ECHELON**

- POST 13/252** : **DEPUTY DIRECTOR-GENERAL: AGRICULTURE REF NO: REFS/048322**  
Branch: Agriculture
- SALARY** : R1 813 183 per annum, (all-inclusive salary package)
- CENTRE** : Johannesburg (Head Office)
- REQUIREMENTS** : Matric certificate plus (NQF level 8) Post Graduate qualification in Agriculture/ Veterinary Services/ Business Administration/ Management as recognised by SAQA. 8 years of relevant experience at Senior Managerial level in the Public Sector. Driver's License. Nyukela SMS pre-entry certificate submitted prior to appointment, ethics compliance certificate. Competencies: Planning and organizing, Problem solving, Initiative, Negotiation, Project management, Decision making, Service delivery innovation, Resilience, Management skills, Self-motivation, Report writing, Verbal communication, Facilitation skills, Written communication, PFMA, Treasury Regulation, GRAP, GAAP, PSA, PSR, etc. Interpersonal skills, financial management, Customer service, Strategic Management, knowledge of Departmental policies and procedures, Government Priorities, State Forests Act, the Subdivision of Agricultural Land Act, the Conservation of Agricultural Resources Act (CARA), Reporting procedures, Information system, PFMA, Treasury Regulations, Supply Chain

<b><u>DUTIES</u></b>	:	Policy framework, Public Service Act, 1994 and Public Service Regulations 2016, SA Constitution and Employment Equity Act, 1998.
	:	To oversee the management and provision of agriculture development, Agro-processing industry development & support and integrated rural development services. Manage and ensure the provision of sustainable resource management services. Manage and ensure the provision of farmer support and development services. Manage and ensure the provision of integrated rural development services. Manage and ensure the provision of agricultural economics services. Manage and ensure the provision of agriculture research and technology development services. Manage and ensure the establishment and growth of enterprises for Agro-processing products. Ensure the prevention and control of animal diseases and provide primary animal health care and advisory services. Manage the provision of agriculture public health services. Manage the provision of veterinary transversal services. Manage infrastructure portfolio management services. Manage the implementation of infrastructure Programme and projects including maintenance and design of farm structures. Oversee the provision of professional built environment services to all units. Manage development initiatives in the rural nodes of Gauteng. Oversee the coordination of integrated rural development initiatives across the province. Oversee the implementation of sector transformation services. Oversee and ensure discipline. Assess the performance of management. Consolidate and manage of budget for executive support directorate. Authorise, control and monitor the budget and expenditure. Manage the compilation of various reports and statistics. Manage leave.
<b><u>ENQUIRIES</u></b>	:	Ms. Gugu Nevondo at 072 904 1694
<b><u>POST 13/253</u></b>	:	<b><u>DIRECTOR: STRATEGY AND PLANNING REF NO: REFS/048323</u></b> Directorate: Strategy And Planning
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 266 714 per annum, (all-inclusive salary package) Johannesburg (Head Office) Matric certificate plus (NQF level 7) qualification in Public Administration/Management/ Business Administration/ Management as recognised by SAQA. 5 years of experience at a middle/senior managerial level in Research/ Monitoring & Evaluation or Strategy environment. Nyukela SMS pre-entry certificate submitted prior to appointment. Valid Driver's license. Competencies: Relevant Public Service Legislation, GDARD and GPG policies, Research Methodologies, Strategic Planning, Knowledge of GPG executive and political structures, financial management, presentation Skills, Report Writing, Communication and Negotiation Skills, Planning and Organising, Analytical skills and Leadership Skills.
<b><u>DUTIES</u></b>	:	Manage and coordinate departmental strategic planning process and coordinate the development and maintenance of strategic policy frameworks, and Service Delivery Improvement Plan of the Department. Manage the development of Strategic Plans, Annual Performance Plans, Operational Plans and Policy Review and Development. Manage the development and implementation departmental planning & policy systems and procedures. Participate in the departmental and provincial government planning processes. Provide guidance to the department on planning processes, policy review & development, and implementation of policies. Co-ordinate research on departmental policies and update policy register. Participate and manage the coordination of the development of departmental plans and policies. Manage coordination and interaction with other departments and stakeholders on aspects of work / issues related to the GDARD mandate. Participate in departmental and sector forums relating to performance management. Manage the SEAIS processes for planning purposes. Compile presentations for planning and policy sub-unit. Participate constructively in the component and departmental meetings as required. Provide support during audits of performance information. Develop Monitoring and evaluation framework. Consolidate and analyse GPG and national requirement for monitoring and evaluation. Design and develop monitoring and evaluation framework, institutionalised frameworks. Consult on framework and get approval for implementation. Evaluate strategy implemented monitoring and evaluations insights and opinions. Develop monitoring tools institutional processes, best practice and monitoring and evaluation frameworks. Validate develop tools with internals stakeholders for effectiveness. Evaluate and monitor for effective implementation of monitoring and evaluation initiatives. People Management.

Sign performance agreements for the Directorate based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in the Directorate and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Determine the human resources needs of the Directorate in consultation with Corporate Services. Develop and update the service delivery and work plan for the Directorate. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage skills transfer between personnel in the Directorate and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Financial Management, Manage funds in the Directorate in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the Directorate in terms of the departmental budget allocations. Manage the effective spending of infrastructure grant funding. align the strategic priorities and the work plans of the Directorate with the Chief Directorate. Develop operational plans for the Directorate and work plans for each staff member in the Directorate and Provide written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.

**ENQUIRIES**

: Ms. Gugu Nevondo at 072 904 1694

**POST 13/254**

: **DIRECTOR: FACILITIES MANAGEMENT REF NO: REFS/048324**  
Directorate: Facility Management

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 266 714 per annum, (all-inclusive salary package)  
: Johannesburg (Head Office)  
: Matric certificate plus (NQF level 7) qualification in Facilities Management/ Security Management/ Transport Management/Public Management as recognised by SAQA. 5 years of experience at middle/senior managerial level in facilities/security management environment. Valid Driver's license. Nyukela SMS pre-entry certificate submitted prior to appointment. Competencies: GPG and DID policies and procedures, relevant legislation and Public Service Regulations, understanding of expectations of customers, Knowledge of Contracts and Legal Prescripts, Management information knowledge, Project management methodologies, Policy development, change management, Financial Management, presentation Skills, Report Writing, Communication and Negotiation Skills, Planning and Organising, Analytical skills and Leadership Skills.

**DUTIES**

: To manage and monitor the provision of security management and work environment services. Manage the provision of security management [MM1.1] services. Manage the development and maintenance of security awareness programmes, manage physical and information security services, conduct investigation on security breaches, develop a master plan to manage the security of the department. Establish standards for access control and management. Establish and manage appropriate service provider and contractor databases. Maintain and manage an effective relationship between the Department, its regional offices and all law enforcement agencies related to security operations. Manage the provision of auxiliary services, Manage the provision of office support, Manage the provision of cleaning services, manage the provision of printing services, develop policies and processes, Manage the provision of telecommunication services, Management of facilities. Manage the provision of maintenance service on infrastructure, Manage the administration of property leases, Management of fleet services, Manage the administration of motor transport subsidy, Manage departmental fleet. Manage resources (Human/ Finance/Equipment/ Assets). Ensure proper implementation of budget by monitoring, projecting and reporting expenditure. Ensure proper spending in line with strategic objectives. Monitor the optimal utilization and functionality of equipment. Evaluate and monitor performance of employees to ensure achievement of strategic goals. Manage the human resource development of employees in the directorate, Enhance and maintain employee motivation, align the strategic priorities and the work plans of the Directorate

with the Chief Directorate. Develop operational plans for the Directorate and work plans for each staff member in the Directorate and Provide written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.

**ENQUIRIES** : Ms. Gugu Nevondo at 072 904 1694

**POST 13/255** : **DIRECTOR: HUMAN CAPACITY MANAGEMENT REFNO: REFS/048325**  
Directorate: Human Resource Management

**SALARY** : R1 266 714 per annum, (all-inclusive salary package)  
**CENTRE** : Johannesburg (Head Office)  
**REQUIREMENTS** : Matric certificate plus (NQF level 7) qualification in Human Resource Management qualification as recognised by SAQA. 5 years of experience at a middle/senior managerial level in Human Resources Management environment. Valid Driver's license. Nyukela SMS pre-entry certificate submitted prior to appointment. Competencies: GPG and DID policies and procedures, relevant legislation and Public Service Regulations, understanding of expectations of customers, Knowledge of Contracts, Management information knowledge, Project management methodologies, Policy development and Change management. Financial Management, Project Management, Presentation Skills, Report Writing, Communication Skills, Planning and Organising, Analytical skills and Leadership Skills.

**DUTIES** : To manage the provision of human resources management and development services. To Manage the provision of human administration services, human resource planning and employment equity and the provision of human resources information and payroll services, Manage and monitor the development and implementation of the HR strategy and plan. Manage the development and maintenance of database and systems regarding HR information, to manage the staff establishment, the development and implementation of employment equity plans, coordination of diversity management, facilitation and provision of employee relations services, coordination of the collective bargaining processes in the department, manage the facilitation and resolution of grievances and disputes, manage relationships with recognized trade unions ensuring cordial and constructive interaction and acting as management representative in cases where disputes arise. To Manage effective provision of Organisation design, change management and service delivery improvement services in the Department, Manage and facilitate the provision of job evaluation process, implementation of coordinated and OSD posts, development and maintenance of job descriptions in the Department, Manage and facilitate the development and review of the service delivery model and business process mapping, organizational review and redesign process, change management and culture survey within the Department, manage the provision of human resource development, skills development , talent management and development of work skills plan. Manage resources (Human/ Finance/ Equipment/ Assets). Ensure proper implementation of budget by monitoring, projecting and reporting expenditure, spending in line with strategic objectives, Evaluate and monitor performance of employees to ensure achievement strategic goal. Manage the human resource development of employees in the directorate, Enhance and maintain employee motivation, align the strategic priorities and the work plans of the Directorate with the Chief Directorate. Develop operational plans for the Directorate and work plans for each staff member in the Directorate and Provide written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.

**ENQUIRIES** : Ms. Gugu Nevondo at 072 904 1694

**POST 13/256** : **DIRECTOR: COMMUNICATIONS REF NO: REFS/048326**  
Directorate: Communications

**SALARY** : R1 266 714 per annum, (all-inclusive salary package)  
**CENTRE** : Johannesburg (Head Office)  
**REQUIREMENTS** : Matric certificate plus (NQF level 7) qualification in Communications/ Public Relations/ Media Liaison/ Journalism as recognised by SAQA. 5 years of experience at a middle/senior managerial level in communications environment. Valid Driver's License. Nyukela SMS pre-entry certificate submitted prior to appointment. Competencies: GPG and DID policies and procedures, relevant legislation and Public Service Regulations, understanding

**DUTIES**

of expectations of customers, Knowledge of Contracts and Legal Prescripts, Management information knowledge, Project management methodologies, Policy development, change management, Financial Management, presentation Skills, Report Writing, Communication and Negotiation Skills, Planning and Organising, Analytical skills and Leadership Skills.

: To manage the provision of communications and stakeholder engagement in the department. Manage inter-departmental and inter-governmental collaboration. Manage the development and implementation of stakeholder engagement strategy, policy and procedures. Manage the provision of event management services. Manage the creation of advertising, advertorial, awareness-raising and marketing collateral for various campaigns across multiple channels and mediums. Manage the corporate identity, branding and exhibition portfolio of the department. Manage the development and implementation of the department's editorial and publications programme. Ensure the development and implementation of a framework for targeted and focused internal communication. Manage staff communication of changes and new developments. Manage the development of coherent and strategic messages for departmental staff. Manage the development and distribution of communication products, Oversee content for the website and intranet. Manage the monitoring, evaluation and reporting on the impact of communication. Ensure proper implementation of budget by monitoring, projecting and reporting expenditure. Ensure proper spending in line with strategic objectives. Monitor the optimal utilization and functionality of equipment. Evaluate and monitor performance of employees to ensure achievement strategic goal. Manage the human resource development of employees in the directorate. Enhance and maintain employee motivation. Align the strategic priorities and the work plans of the Directorate with the Chief Directorate. Develop operational plans for the Directorate and work plans for each staff member in the Directorate. Provide written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.

**ENQUIRIES**

: Ms. Gugu Nevondo at 072 904 1694

**POST 13/257**

**DIRECTOR: FINANCIAL MANAGEMENT & ADMINISTRATION REF NO REFS/048327**

Directorate: Financial Management Services

**SALARY CENTRE REQUIREMENTS**

: R1 266 714 per annum, (all-inclusive salary package)  
: Johannesburg (Head Office)  
: Matric certificate plus (NQF level 7) qualification in Accounting/Finance as recognised by SAQA. 5 years of experience at a middle/senior managerial level in finance environment. Code 08 license. No criminal record. Nyukela SMS pre-entry certificate submitted prior to appointment. Competencies: GPG and DID policies and procedures, relevant legislation and Public Service Regulations, understanding of expectations of customers, SAPS Act, Regulations and Amendments, PFMA, Treasury Regulation, GRAP, GAAP, PSA, PSR, etc. Employment Equity Act, 1998, Financial Systems, Knowledge of Contracts and Legal Prescripts, Management information knowledge, Project management methodologies, Policy development, change management, Financial Management, MTEF Budgeting and Financial Reporting, presentation Skills, Report Writing, Communication and Negotiation Skills, Planning and Organising, Analytical skills and Leadership Skills.

**DUTIES**

: To manage and facilitate the provision of financial management and administration services. Manage and ensure the correct department's expenditure & revenue transactions and provide accounts payable management functions, manage compilation of journals to correct allocation of expenditure transactions. Ensure all suppliers are accounted for. Manage the validation of creditor's balances accurately. Manage the Implementation of financial accounting system. Manage effective administration of the financial systems (SAP/ BAS/ PERSAL/ etc.). Manage effective monitoring of general ledger accounts. Manage accurate allocation of receipt and payments. Manage accurate financial & management accounting records according to GAAP and GRAP. Manage and provide financial information regarding the allocation of funding of ad hoc related projects/ programmes. Manage revenue income/ collection processes, Manage and ensure maintenance of an accurate and effective cashier systems. Research and keep abreast of best practice initiatives and developments within the directorate. Develop business/ strategic

plan for the directorate and align it with Chief Directorate and ensure implementation thereof. Oversee the development and implementation of operational plans for the directorate. manage the development and coordination of service delivery improvement plan. Manages and calculates risks; Oversee and ensure provision of coaching, disciplining and mentoring of staff to improve performance. Manage the performance of staff and ensure assessment of their performance. Consolidate and manage of budget in the directorate. Authorise, control and monitor the budget and expenditure. Manage the compilation of various reports and statistics for the section. Manage leave in the directorate.

**ENQUIRIES**

:

Ms. Gugu Nevondo at 072 904 1694

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL  
DEPARTMENT OF SOCIAL DEVELOPMENT**

- APPLICATIONS** : Direct or hand deliver applications for all advertised posts to the address as indicated below: -Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg 3200 OR apply online using <https://www.eservices.gov.za>(Sthesha Waya Waya).
- FOR ATTENTION** : Mrs PN Mkhize
- CLOSING DATE** : 08 May 2026
- NOTE** : The content of this circular must without delay be brought to the attention of all potential applicants. Applications must be forwarded to the relevant address. Applications must indicate the reference number of the post applied for and the Centre using a new Z83 form (which must be completed in a manner that allows a selection committee to assess the quality of the candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration) which is effective from 01 January 2021 obtainable from any Public Service Department and should be accompanied by a detailed/comprehensive Curriculum Vitae. NB: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed Z83 and a detailed curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the date of the interview following communication from Human Resources. The Department is an Equal Opportunity Affirmative Action employer and is committed to empowering people with disabilities. Appointment is subject to a positive outcome obtained on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). The employment is subject to signing the employment contract, annual performance agreement and to disclose financial interests in accordance with relevant prescripts. All shortlisted candidates, including SMS shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful. Regrettably due to excessive budget cuts the Department is not in a position to meet any travel and subsistence costs relating to the recruitment process for the shortlisted candidates. It is regretted that due to large volumes of applications anticipated to be received, it is not possible for the Department to acknowledge receipt of the same and that only those applicants that participate in the final selection processes (interviews) will be notified of the outcome.

**MANAGEMENT ECHELON**

- POST 13/258** : **DIRECTOR: EXECUTIVE SUPPORT REF NO: DSD01/02/2026HO**
- SALARY** : R1 266 714 per annum (Level 13), (all-inclusive package)
- CENTRE** : Head office, Pietermaritzburg
- REQUIREMENTS** : Qualifications: Bachelor's Degree (NQF Level 7) in Public Administration/ Public Management/ Social Sciences. A post graduate qualification (NQF Level 8) will be an added advantage. A valid driver's license. A minimum of 5 years of experience at middle/senior managerial level. Experience in at least two of the following areas: Executive Support/Office of the senior leadership or similar environment; Programme or service delivery environment (social services preferred); Governance and committee management; Stakeholder engagement and partnerships; Strategic planning and reporting. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Employee Performance Management and Development System, Service Delivery Framework, Intergovernmental matters. Skills: Core Competencies: Strategic capability and leadership, People management and empowerment, financial management (PFMA understanding essential), Programme and project management, Knowledge management, Service delivery innovation,

Problem solving and analysis. Functional competencies: Executive coordination and advisory support; Stakeholder and partnership management; Policy interpretation and implementation; Monitoring and reporting. Behavioural competencies: High-level communication skills (written and verbal); Political and organizational astuteness; Problem solving and decision making; Ability to work under pressure. Values And Attributes: Strategic awareness; Confidentiality; Integrity; Value diversity; Honesty; Reliable; Working under pressure. Communication: Co workers; Supervisor; Management; Senior Management; MEC; Other departments; NGOs, CBOs, FBOs; Local government; General public; International organisations.

**DUTIES** : Provide strategic leadership and executive coordination. Provide Governance, Secretariat and Committee. Manage office operations and executive support. Manage stakeholder and strategic partnerships. Coordinate special projects and outreach. Manage the resources of the Directorate.

**ENQUIRIES** : Mr OE Kabasia Tel No: (033) 264 2096

#### OTHER POSTS

**POST 13/259** : **DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: DSD02/02/2026HO**

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

**CENTRE** : Head office, Pietermaritzburg

**REQUIREMENTS** : Qualifications: A Bachelor's Degree (NQF level 7) in Public Administration / Public Management / Business Administration / Office Management / Administrative Management. A post graduate qualification (NQF Level 8) in Public Administration / Management / Governance / Policy / Business Administration will be an added advantage. A valid driver's license. A minimum of 5 years as Assistant Director or junior management level experience. Proven experience in at least three of the following areas: Executive support to senior management (HOD/DDG level preferred); Office administration and operations management; Secretariat and Committee coordination; Correspondence and document management; Stakeholder coordination and liaison; Reporting coordination(monthly, quarterly, ad hoc; Project or Programme coordination Knowledge: Constitution of the Republic of South Africa; Public service legislative and regulatory framework; Public Service Act, Public Service Regulations, Public Finance Management Act, Government governance and committee systems; Office management and administrative best practices; Records and document management systems; Basic understanding of departmental service delivery programmes(social services context advantages). Skills: Administrative & Operational: Advanced office and workflow management; Document and records management; Executive coordination and scheduling systems; Meeting and secretariat management; Report coordination and consolidation. Management and Coordination: Team supervision and task allocation; Project and task coordination; Time management and prioritization; Resource coordination (HR, budget, assets at basic level). Communication: High-level written communication (reports, submissions, minutes); Verbal communication and stakeholder liaison; Ability to engage across senior management and external stakeholders. Analytical and problem solving: Ability to track, analyse, and follow up on action items; Identify bottlenecks in administrative systems; Provide practical solutions and improve efficiency. Core competencies: Functional; Behavioural; Leadership.

**DUTIES** : Operational Management of the HoD's Office. Secretariat and Governance Coordination. Stakeholder Coordination and Outreach. Coordination of Reporting and Special Projects. Manage resources of the Sub-Directorate.

**ENQUIRIES** : Mr OE Kabasia Tel No: (033) 264 2096

**POST 13/260** : **ASSISTANT DIRECTOR: STAKEHOLDER LIAISON & OUTREACH REF NO: DSD03/02/2026HO**

**SALARY** : R468 459 per annum (Level 09)

**CENTRE** : Head office, Pietermaritzburg

**REQUIREMENTS** : Qualifications: Bachelor's degree (NQF Level 7) in Social Sciences/Development Studies/Public Administration. A valid driver's license. A minimum of 3 years administrative experience in stakeholder management. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Employee Performance Management and Development

		Systems, Skills: Communication( Co-workers, supervisor, Management, Senior Management, MEC, Other departments, NGOs, CBOs, FBOs, Local Government, General public, Computer literacy, Listening, Problem solving, Analytical thinking, Interpersonal relations, Presentation, Conflict management Organizing, Financial management, Driving. Values/Attributes: Confidentiality; Integrity; Value diversity; Honesty; Reliable; Working under pressure.
<b><u>DUTIES</u></b>	:	Coordinate stakeholder engagement strategies. Manage outreach programmes and community engagements. Facilitate partnerships with NPOs and stakeholders. Support communication and liaison initiatives. Coordinate inputs for stakeholder- related reporting. Manage resources of the Division.
<b><u>ENQUIRIES</u></b>	:	Mr OE Kabasia Tel No: (033) 264 2096
<b><u>POST 13/261</u></b>	:	<b><u>ASSISTANT DIRECTOR: SECRETARIAT AND OFFICE ADMINISTRATIVE SUPPORT REF NO: DSD04/02/2026HO</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum (Level 09) Head office, Pietermaritzburg Qualifications: Bachelor's degree (NQF Level 7) in Social Sciences / Development Studies / Public Administration. A valid driver's license. A minimum of 3 years administrative experience in office management / administration. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Employee Performance Management and Development Systems. Skills: Communication (Co-workers, supervisor, Management, Senior Management, MEC, Other departments, NGOs, CBOs, FBOs, Local Government, General public, Computer literacy, Listening, Problem solving, Analytical thinking, Interpersonal relations, Presentation, Conflict management Organizing, Financial management, Driving. Values/Attributes: Confidentiality; Integrity; Value diversity; Honesty; Reliable; Working under pressure.
<b><u>DUTIES</u></b>	:	Provide full secretariat support. Coordinate committee logistics and documentation. Manage office administration systems and records. Coordinate meeting logistics and documentation flow. Manage resources of the Division.
<b><u>ENQUIRIES</u></b>	:	Mr OE Kabasia Tel No: (033) 264 2096
<b><u>POST 13/262</u></b>	:	<b><u>PERSONAL ASSISTANT: HEAD OF DEPARTMENT (HOD) REF NO: DSD05/02/2026HO</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum (Level 07) Head Office, Pietermaritzburg Qualifications: National Diploma (NQF level 6) in Office Management / Management Assistant / Public Administration / Public Management / Business Management. A minimum of 3 years' experience in rendering a support service to senior management. Knowledge: Knowledge of the relevant legislation / policies / prescripts and procedures, Basic knowledge of financial administration. Skills: Language, telephone etiquette, Computer literacy, organizational, Communication, Numeracy.
<b><u>DUTIES</u></b>	:	Provide secretarial/ receptionist support service to the HoD; Provide administrative support services to the HoD; Provide support to the HoD regarding meetings. Support the HoD with the administration of HoD's budget, Study relevant Public Service and departmental prescripts/policies and other documents.
<b><u>ENQUIRIES</u></b>	:	Mr OE Kabasia Tel No: (033) 264 2096
<b><u>POST 13/263</u></b>	:	<b><u>REGISTRY CLERK: EXECUTIVE SUPPORT REF NO: DSD06/02/2026HO</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum (Level 05) Head Office, Pietermaritzburg Qualifications: Matric/Grade 12. Knowledge: Public Service Act, Public Service Regulations, Basic Conditions of Employment, Service Delivery Framework, Archives Act, Access to information, Records Management prescripts. Skills: Computer literacy, Writing, Numeracy, Language, Presentation skills, Communication skills, Interpersonal relation skills, organizing skills.
<b><u>DUTIES</u></b>	:	Provide registry counter services. Handle incoming and outgoing correspondence. Provide an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and /disposal.
<b><u>ENQUIRIES</u></b>	:	Mr OE Kabasia Tel No: (033) 264 2096

**POST 13/264** : **DRIVER/MESSENGER: EXECUTIVE SUPPORT REF NO: DSD07/02/2026HO**

**SALARY** : R193 359 per annum (Level 04)  
**CENTRE** : Head Office, Pietermaritzburg  
**REQUIREMENTS** : Qualifications: Grade 10, A valid Driver's license, 7-12 months experience in driving. Knowledge: Knowledge of the procedure to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services ( e.g. fixing flat tyre); Knowledge of the prescripts for the correct utilization of the motor vehicle e.g. how and for what purpose can the motor vehicle be utilized, what is the requirements for the storage of the vehicle; knowledge of the procedures to ensure that the motor vehicle is maintain properly; Knowledge of the procedures to perform messenger functions and routine office support functions like registry functions and the making of photocopies; knowledge of the Cities in which the functions will be performed. Skills: Language; Writing; Computer Literacy; Driving; Communications; Interpersonal; Planning; Organizing.

**DUTIES** : Drive light and medium vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and goods handled. Render a clerical support/ messenger service in the office.

**ENQUIRES** : Mr OE Kabasia Tel No: (033) 264 2096

#### **DEPARTMENT OF TRANSPORT**

***The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer***

**APPLICATIONS** : Applicants may also visit any one of our Designated Online Application Centres (DOACs) where our friendly staff will assist you with applying for jobs on the KZN online e-Recruitment system or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs). Please note that applicants should only use one of the following methods when applying for a post: either through the online e-Recruitment system or submit a hardcopy application as directed.

**CLOSING DATE** : 06 May 2026 (at 16h00). Applications received after the closing date and time will not be considered.

**NOTE** : Applications must be submitted on the NEW Application for Employment Form, Z83 (obtainable on the internet at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies)). The Z83 form must be completed in terms of DPSA circular 03 of 2025. The completed and signed Z83 must be accompanied by a detailed CV. Dates of starting and leaving employment must be given as DD/MM/YYYY. Kindly take note that only shortlisted candidates will be required to provide certified copies of required documents (Where a Senior Certificate is a requirement for the post, kindly note that a statement of results will not be accepted. Where a tertiary qualification is required, kindly note that certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted) on or before the date of the interviews following communication from Human Resources. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must provide a copy of their Permanent Residence Permits if shortlisted for an interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such if shortlisted for an interview. Under no circumstances will faxed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications, and should you not receive an invitation to attend an interview within three (3) months of the closing date applicants should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. Prior to

appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. The Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours. Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the advertised post(s) at any stage of the recruitment process. Persons with Disabilities (PWDs) and other designated groups 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.

**ERRATUM:** Kindly note that the posts of Engineering Technician Production Grade A-C:KZ273/274 & 275 (X1 Post) with Ref No: DOT 423/2025 and Survey Technician Production Grade A-C (X8 Posts) with Ref No: DOT 438/2025 advertised in Public Service Vacancy Circular 43 dated 21 November 2025 have been withdrawn.

#### **MANAGEMENT ECHELON**

**POST 13/265** : **CHIEF DIRECTOR: TRANSPORT INFRASTRUCTURE & DISTRICT SERVICES REF NO: DOT 21/2026**

**SALARY** : R1 494 900 per annum, (all Inclusive, flexible remuneration package)  
**CENTRE** : Empangeni Region  
**REQUIREMENTS** : An undergraduate qualification in Civil Engineering (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years' experience at a senior managerial level in a road infrastructure development, construction and maintenance of the road network environment; plus, Possession of a valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Treasury Regulations and Practice Notes. Knowledge of technical policies on construction, contract management and engineering services. Knowledge of BEE and BBBEE policies and implementation. Knowledge of Departmental Strategic plan and goals. Understanding of Public Service and Departmental policies, research, analysis, objectives, developmental processes. Knowledge of Project management and Financial management. Understanding of Departmental strategies and related business plans. Expert knowledge of administrative policies, practices, budgeting and managerial functions. Knowledge of Public Service reporting procedures and work environment. Knowledge of construction and engineering environment, including traffic engineering. Knowledge of the provincial road infrastructure and applicable standards. Knowledge of surveying, structural design: road and rail. Knowledge of staff development processes. Expert design, construction and maintenance of roads knowledge. Knowledge of design codes and technical specifications. Computer literacy. Project and Financial management skills. Strategic planning, presentation and facilitation skills. Report writing skills. Excellent communication skills (verbal and written). Problem solving and conflict management skills. Leadership / Managerial skills. Research, policy formulation skills. Influencing and motivational skills. Diplomatic skills (visiting foreign countries – use of best practices). Ability to interpret legislation and Departmental policies. Research, policy formulation and management thereof. Planning, organizing and time management skills. The ideal candidate should

- be proactive, innovative, honest, have integrity, be reliable, committed, professional and punctual.
- DUTIES** : Manage the development and maintenance of transportation infrastructure. Manage the efficient and effective implementation of mechanical services in the region. Manage the provision of technical services in the region. Manage regional construction management and maintenance of blacktop, gravel roads and structures. Manage the efficient and effective implementation of transport operations. Monitor departmental compliance in terms of the in coordination of EPWP/Labour Intensive projects. Ensure provision of corporate services and financial management services in the region. Ensure the development, implementation and constant strategic reviews of sound policies and strategies in order to achieve optimal performance of the region. Manage the resources of the Chief Directorate.
- ENQUIRIES** : Mr SS Nkosi Tel No: (033) 355 8897
- APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)
- FOR ATTENTION** : Ms K Hlongwa
- NOTE** : It is the intention of this Department to consider equity targets when filling this position.
- POST 13/266** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DOT 22/2026**
- SALARY** : R1 266 714 per annum, (all Inclusive remuneration package)
- CENTRE** : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
- REQUIREMENTS** : A Degree in Finance / SCM / Accounting / Commerce majoring in Law (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years' experience at a middle/senior managerial level within a SCM environment; plus A valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: Knowledge of procurement and SCM legislation and policies. Knowledge of the CIDB legislation and practice notes. Knowledge of the financial management information systems in the province. Knowledge of computer-based programmes related to finance and procurement. Knowledge of Supply Chain Management practices and procedures. Knowledge of Treasury Regulations and the Public Finance Management Act. Knowledge of Public Service Regulations and Public Service Act. Knowledge of Project Management Principles. Knowledge of National and Provincial Practice Notes. Knowledge of Management of Information Systems. Knowledge of Intergovernmental matters. Knowledge of National Development Plan and Skills Development Act. Knowledge of Service Delivery Frameworks, Provincial Growth and Development Plan and Labour Relations Act. Knowledge of Employee Performance and Management System. Knowledge of Basic Conditions of Employment Act and Occupational Health and Safety Act. Knowledge of Legislative Mandates. Financial and Project Management skills. Report writing and organisational skills. Strategic planning, facilitation and decision-making skills. Computer skills. Analytical, time management and problem-solving skills. Leadership and communication skills. The ideal candidate should have the ability to work under pressure, be proactive, innovative, honest and have integrity. He/she should also be reliable, show commitment, professionalism and be punctual.
- DUTIES** : Manage SCM demand management services specialist support. Manage acquisition management services. Manage logistics and contract administration services. Manage risk and SCM performance management. Manage the development and implementation of policies. Manage the effective utilization of resources.
- ENQUIRIES** : Mr T Nkosi Tel No: (033) 355 8008
- APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)
- FOR ATTENTION** : Ms K Hlongwa

**NOTE** : It is the intention of this Department to consider equity targets when filling this position.

#### **OTHER POSTS**

**POST 13/267** : **ENGINEER PRODUCTION GRADE A REF NO: DOT 23/2026 (X2 POSTS)**

**SALARY** : R879 342 per annum, (salary depending on experience), (OSD), (inclusive flexible remuneration package)

**CENTRE** : Regional Office, Ladysmith

**REQUIREMENTS** : An engineering degree (BEng / BSc (Eng) - Civil; plus 3 (Three) years post qualification engineering experience; plus Compulsory Registration with Engineering Council of South Africa (ECSA) as a Professional Engineer; plus, A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Programme and Project management knowledge. Engineering design and analysis knowledge. Contract management. Expropriation, access control, and roadside development services. Stakeholder engagement. Maintenance management systems and project implementation. Knowledge of research and development. Knowledge of computer-aided engineering applications. Knowledge of legal compliance. Knowledge of technical report writing and networking. Knowledge of creating high performance culture. Knowledge of engineering and professional judgement. Decision-making, team leadership and analytical skills. Creativity, self-management and financial management skills. Customer focus and responsiveness skills. Communication, planning and organizing skills. Computer Literacy. Conflict and people management skills. Problem solving and analysis skills. Change management and innovation skills. The ideal candidate should be honest, decisive, analytical and reliable.

**DUTIES** : Design new systems to solve practical engineering challenges, improve efficiency and enhance safety. Manage regional capital projects. Human capital development. Office administration and budget planning. Research and development.

**ENQUIRIES** : Ms NS Phenyane Tel No: (036) 368 4400

**APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)

**FOR ATTENTION** : Ms K Hlongwa

**NOTE** : It is the intention of this Department to consider equity targets when filling this position.

**POST 13/268** : **CHIEF PROVINCIAL INSPECTOR REF NO: DOT 24/2026 (X1 POST)**

**SALARY** : R582 444 per annum (Level 10)

**CENTRE** : Road Traffic Inspectorate, Umzimkhulu

**REQUIREMENTS** : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A relevant tertiary qualification (3 year Diploma/Degree in a Traffic / Management / Law field – NQF 6); plus a Basic Traffic Officer's Diploma; plus Registered as a Traffic Officer; plus 3-5 years' supervisory experience in a Traffic Law Enforcement field; plus 7-10 years' working experience in Traffic Law Enforcement field; plus All valid relevant driving licences (A and EC); plus No criminal record. Knowledge, Skills and Competencies Required: Extensive knowledge of Traffic Management policies and regulations. Knowledge of relevant legislations and traffic management regulations. Knowledge of vehicle inspections / impoundment. Knowledge of driving skills. Records and resource management skills. Customer relationship management skills. Planning, organizing, leadership, controlling and monitoring skills. People Management skills. Service delivery, communication and decision-making skills. Results and quality management skills. Problem solving skills. Innovation/continuous improvement skills. Analytical skills. Computer literacy. Negotiation and initiative skills. Project management, mentoring and coaching skills.

**DUTIES** : Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station / centre based on provincial annual performance plan and ensure successful implementation. Plan and

monitor the execution of projects relating to the implementation of the strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station / centre management and facilitate the development of and participation in a centre strategic / operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Management of service delivery improvement: Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centres. Manage and ensure effective external community communication and liaise with local Community Police Forums. Ensure that Testing Centre Stations (TCS) are operating optimally. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers thereof are filed properly and kept up to date at all times. Management of Human Resources: Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter for the centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management: Monitor monthly expenditure and inspection reports from the Province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the Province. Respond to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management: Monitor vehicle costs for station / centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that gets lost and put measures in place to deal with it. Manage assets as per inventories of station / centre.

**ENQUIRIES  
APPLICATIONS**

: Mr VK Chetty Tel No: (033) 355 8880  
 : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)

**FOR ATTENTION  
NOTE**

: Mr B Hornsby  
 : It is the intention of this Department to consider equity targets when filling this position. Kindly note that the 24/7 shift system will be applicable.

**POST 13/269**

: **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: DOT 25/2026**  
 Supply Chain Management Directorate  
 Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

**SALARY  
CENTRE  
REQUIREMENTS**

: R468 459 per annum (Level 09)  
 : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg  
 : An undergraduate qualification in Supply Chain Management, Public Administration / Management and Logistics field (NQF Level 7); plus A minimum of 3 years' supervisory experience in a Supply Chain Management environment in the public service; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of Provincial and National Treasury Notes and Regulations. Knowledge of SCM Practice Notes and Procedures. Knowledge of the Public Finance Management Act and Public Service Regulations. Knowledge of Project Management Principles and National and Provincial Practice Notes. Knowledge of the Labour Relations Act. Knowledge of the Employee Performance and Management Development System. Knowledge of Basic Conditions of Employment Act and Occupational Health and Safety Act. Knowledge of Legislative Mandates. Knowledge of Management of Information Systems. Knowledge of National Development Plan and Skills Development Act. Knowledge of Provincial Growth and Development Plan and Public Service Act. Financial Management, Project

Management and Project Planning skills. Report Writing, Presentation and Facilitation skills. Decision Making and Analytical skills. Computer skills (MS Word, MS Excel, MS Powerpoint, MS Access, MS Outlook). Time Management, Problem Solving and Leadership skills. Communication skills (Verbal and Written). Sound Facilitation and Training skills. Presentation skills. Ability to work under pressure and be willing to travel outside of working hours. Ability to operate manual transmission vehicle. The ideal candidate should be proactive, innovative, honest and have integrity. He/she should also be reliable, have commitment, be professional and punctual.

**DUTIES** : Co-ordinate (synergise), review, research, analyse and plan the procurement needs of the department. Co-ordinate, review, collect and collate information for the annual procurement plan. Supervise and compile tender/quotation specifications as required. Develop, implement and maintain the supplier database. Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and HR administration.

**ENQUIRIES APPLICATIONS** : Mr S Stemela Tel No: (033) 355 8854  
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)

**FOR ATTENTION NOTE** : Mr B Hornsby  
: It is the intention of this Department to consider equity targets when filling this position.

**POST 13/270** : **PRINCIPAL PROVINCIAL INSPECTOR (X5 POSTS)**

**SALARY CENTRE** : R397 116 per annum (Level 08)  
: **Traffic Training College, Pietermaritzburg (X2 Posts):**  
Examiner of Vehicle Courses Ref No: DOT 26/2026 (X1 Post)  
Examiner for Drivers Licence Course Ref No: DOT 27/2026 (X1 Post)  
**Durban Region (X1 Post):**  
Road Traffic Inspectorate, Umdloti Ref No: DOT 28/2026 (X1 Post)  
**Pietermaritzburg Region (X2 Posts):**  
Road Traffic Inspectorate, Pietermaritzburg Ref No: DOT 29/2026 (X2 Posts)

**REQUIREMENTS** : A Senior Certificate; plus Traffic Officer's Diploma; plus Registered as a Traffic Officer; plus A minimum of 6 - 10 years Traffic Law Enforcement experience; plus All valid relevant driving licences (A and EC); plus Applicants must possess no criminal record. Knowledge, Skills and Competencies Required: Extensive experience in road traffic and Public Transport policies and regulations. Law enforcement knowledge on traffic and Public Transport, vehicle inspections, vehicle impoundment and completion of law Enforcement Documents. Records, resource and customer relationship management skills. Planning and organizing skills. Leading, controlling and monitoring skills. People management skills. Service delivery, communication and decision making skills. Results and quality management skills. Problem solving, writing & reporting and Labour Relations skills. Driving, investigation and motivational skills. Innovation/continuous improvement skills. Analytical skills. Computer literacy. Operations/projects management skills.

**DUTIES** : Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislations. Manage joint law enforcement activities and projects (co-operative governance). Manage resources and provide leadership and direction to all subordinates. Identify and manage risks. Manage the performance of all administrative activities and related duties.

**ENQUIRIES APPLICATIONS** : Mr VK Chetty Tel No: (033) 355 8880  
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)

**FOR ATTENTION NOTE** : Mr B Hornsby  
: It is the intention of this Department to consider equity targets when filling these positions. Kindly note that the 24/7 shift system will be applicable.

<b><u>POST 13/271</u></b>	:	<b><u>SENIOR PROVINCIAL INSPECTOR (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	<b>Pietermaritzburg Region (X3 Posts):</b> Road Traffic Inspectorate, Pietermaritzburg Ref No: DOT 30/2026 (X2 Posts) Road Traffic Inspectorate, Umzimkhulu Ref No: DOT 31/2026 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate; plus Basic Traffic Officer's Diploma; plus Registered as a Traffic Officer; plus A minimum of 3 - 5 years practical experience as a Provincial Inspector; plus A valid driving licence (minimum code B); plus Applicants must possess no criminal record. Knowledge, Skills and Competencies Required: Knowledge and understanding of road traffic and Public Transport legislation, policies and regulations. Knowledge of vehicle inspections, vehicle impoundment and completion of Law Enforcement documents. Knowledge of Firearm and Ammunition Act 60/2000, code of conduct, dangerous goods and Departmental policies. Knowledge of guidelines from Director of Public Prosecutions, departmental guidelines on overload control and escort duties Transport Handbook (TRH) 11. Knowledge of operational guidelines on law enforcement equipment. Records, resource and customer relationship management skills. Literacy skills (written and verbal communication skills in at least two of the provincial languages). Conflict resolution and driving skills. Negotiation, interpretation and legal evidential skills. Observation skills (moving violations/defects). Ability to work under pressure. Mentoring and coaching skills.
<b><u>DUTIES</u></b>	:	Management and supervision of subordinates (people management). Enforce Road Traffic, Public Passenger, Transport and other relevant legislation. Examine Driver's Licences and Motor Vehicles and monitor compliance at Driver Licence Testing Centres (DLTC) and Vehicle Testing Stations (VTS). Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Perform all administrative activities and related duties. Assess road conditions. Mentor and coach Provincial Inspectors (PIs) on probation and appointed PIs.
<b><u>ENQUIRIES</u></b>	:	Mr VK Chetty Tel No: (033) 355 8880
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a>
<b><u>FOR ATTENTION</u></b>	:	Mr B Hornsby
<b><u>NOTE</u></b>	:	It is the intention of this Department to consider equity targets when filling these positions. Kindly note that the 24/7 shift system will be applicable.
<b><u>POST 13/272</u></b>	:	<b><u>ENGINEERING TECHNICIAN PRODUCTION GRADE A-C REF NO: DOT 32/2026 (X1 POST)</u></b> Technical Interventions: Empowerment Programmes Directorate Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<b><u>SALARY</u></b>	:	Grade A: R371 253 per annum, (OSD) Grade B: R419 325 per annum, (OSD) Grade C: R472 812 per annum, (OSD) (Salary will be determined according to post registration experience as per OSD prescripts)
<b><u>CENTRE</u></b>	:	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised Bachelor's Degree / National Diploma in Civil Engineering; plus A minimum of 3 (three) years post qualification technical experience in a roads environment (Experience: <b>Grade A:</b> 0 to 12 years post registration and <b>Grade B:</b> 14 years to 24 years post registration and <b>Grade C:</b> 26 years and over); plus Compulsory registration with Engineering Council of South Africa as a "Professional Engineering Technician"; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of Project Management. Knowledge of Technical design and analysis. Knowledge of Research and Development. Knowledge of computer-aided engineering applications. Knowledge of legal compliance. Knowledge of Technical report writing. Knowledge of Technical consulting. Problem solving and analysis skills. Decision making skills. Team work skills. Creativity skills. Customer focus and responsiveness skills. Communication skills. Computer

skills. People management skills. Planning and organizing skills. Change management skills. The ideal candidate should be innovative, receptive to suggestions and ideas, accurate, honest, have integrity and be open and transparent. She/He must also be reliable, co-operative, courteous, professional, have a positive attitude and be able to work in a team.

**DUTIES** : Render technical services. Perform administrative and related functions. Research and Development. Supervise and control technical and related personnel and assets.

**ENQUIRIES** : Ms T Mngoma Tel No: (033) 355 1122

**APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)

**FOR ATTENTION** : Mr B Hornsby  
**NOTE** : It is the intention of this Department to consider equity targets when filling this position.

**POST 13/273** : **ROAD WORK SUPERINTENDENT REF NO: DOT 33/2026 (X1 POST)**  
KZ226/227 Project Implementation (In-House), Mpumalanga

**SALARY** : R397 116 per annum (Level 08)

**CENTRE** : Pietermaritzburg Region

**REQUIREMENTS** : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus An undergraduate qualification (NQF Level 6 or higher) in Civil Engineering or Construction Management; plus A minimum of six (6) years' experience in a road maintenance / construction environment; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Job Knowledge. Communication skills. Interpersonal relation skills. Flexibility skills. Team-work skills. Accuracy. Aptitude of figures. Computer Literacy. Planning and organisation skills. Good verbal and written communication skills.

**DUTIES** : Monitor the maintenance and repair of road surfaces on all surfaced roads such as resurfacing interval, culvert/bridge replacement, line painting, replacement of sign, grade and resurfaced gravel on loose top roads. Develop maintenance schedules for assets (roads, plant, equipment, etc). Plan and prepare a weekly/monthly site programme. Manage contracted services, project management and final inspection for capital projects. Provide technical advice on claims against the Department. Monitor and check the quality of work done by contractors/maintenance teams. Manage staff.

**ENQUIRIES** : Ms G Hlabisa Tel No: (033) 392 6600

**APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)

**FOR ATTENTION** : Mr B Hornsby  
**NOTE** : It is the intention of this Department to consider equity targets when filling these positions.

**POST 13/274** : **PRINCIPAL PERSONNEL OFFICER: RECORDS CONTROL REF NO: DOT 34/2026**

Human Resource Administration Directorate

Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

**SALARY** : R325 101 per annum (Level 07)

**CENTRE** : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg

**REQUIREMENTS** : A Senior Certificate / National Certificate (Vocational) NQF Level 4); plus A minimum of 3 years' experience in a Human Resource Management environment; plus A valid driver's licence (minimum code B) Knowledge, Skills and Competencies Required: Knowledge of registry and records control duties, practices as well as the ability to capture data and operate computer. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in records control section.

		Computer skills. Registry and Records Management skills. PERSAL System skills. Alphabetical and Numerical filing system skills. Communication skills. Interpersonal relations skills. The ideal candidate should have job knowledge, be flexible and teamwork orientated.
<b><u>DUTIES</u></b>	:	Provide registry services and counter services. Administer effective filing and record management services. Manage the operation of office machines in relation to the Human Resource section. Procurement of stationery for Human Resource Administration Directorate. Supervise human resources/ staff.
<b><u>ENQUIRIES</u></b>	:	Ms K Hlongwa Tel No: (033) 355 0035
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a>
<b><u>FOR ATTENTION</u></b>	:	Mr B Hornsby
<b><u>NOTE</u></b>	:	It is the intention of this Department to consider equity targets when filling this position.
<b><u>POST 13/275</u></b>	:	<b><u>ROAD WORK FOREMAN (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	<b>Pietermaritzburg Region (X3 Posts):</b> <b>Cost Centre, Ixopo:</b> KZ5a5 Team 2 Ref No: DOT 35/2026 (X1 Post) KZ5a1/5a2 Team 1 Ref No: DOT 36/2026 (X1 Post) Betterment Team (Ixopo) Ref No: DOT 37/2026 (X1 Post) <b>Empangeni Region (X1 Post):</b> <b>Cost Centre, Ulundi:</b> KZ266 Team 1 Ref No: DOT 38/2026 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	NQF Level 3 (Grade 11) / A National Certificate in Construction; plus A minimum of 3 years road work maintenance experience, plus A valid driver's licence (Minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of maintenance manuals, safety regulations and the costing system. Knowledge of general procedures. Knowledge of weekly work and plant returns. Knowledge of the service delivery programme. Knowledge of departmental reporting structure including transportation committees. Knowledge of legislation/policies and procedures pertaining to Public Sector. Knowledge of disciplinary procedures. Knowledge of EPMDs. Planning and organisational skills. Ability to learn, understand and apply. Problem solving skills. Supervisory skills. Communication skills. Numeracy skills. Computer literacy. The ideal candidate should be responsible, punctual, conscientious and receptive to suggestions and ideas. He/she should be efficient have empathy, cultural awareness and also be able to comply to code of conduct and to work as part of a team.
<b><u>DUTIES</u></b>	:	Support road construction and/or maintenance work through, inter alia, the following: Construction of culvert and side drains. Erect and maintain steel guardrails and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas (verge maintenance). Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings/signs. Install roads signs and barricade the work area. Supervise activities in respect of road construction and/or maintenance work through inter alia the following: Application of safety and precautionary measures. Conduct Inspections. Exercise control over tools, supplies and other equipment. Allocate tasks and oversee work performance. Maintenance of equipment. Coordinate the blading program. Exercise control over traffic accommodation.
<b><u>ENQUIRIES</u></b>	:	Ms S Hlela (Empangeni) Tel No: (035) 787 1442 Ms G Hlabisa (Pietermaritzburg) Tel No: (033) 392 6600
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a>
<b><u>FOR ATTENTION</u></b>	:	Mr B Hornsby
<b><u>NOTE</u></b>	:	It is the intention of this Department to consider equity targets when filling these positions.

- POST 13/276** : **ADMINISTRATIVE CLERK (PRODUCTION) REF NO: DOT 39/2026 (X1 POST)**  
 Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
- SALARY CENTRE** : R228 321 per annum (Level 05)  
 : **Durban Region:**  
 Depot Team (Mount Edgecombe)
- REQUIREMENTS** : A Senior Certificate / National Certificate (Vocational) NQF Level 4).  
 Knowledge, Skills and Competencies Required: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Computer skills. Planning and Organisational skills. Communication skills. Good verbal and written communication skills. Language skills. The ideal candidate should have good interpersonal relations. He/she should be flexible and be able to work in a team.
- DUTIES** : Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.
- ENQUIRIES APPLICATIONS** : Ms TC Mthembu Tel No: (031) 469 8900  
 : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)
- FOR ATTENTION NOTE** : Mr B Hornsby  
 : It is the intention of this Department to consider equity targets when filling these positions.
- POST 13/277** : **DRIVER OPERATOR (EARTHMOVING AND NON-EARTHMOVING EQUIPMENT)**  
 Kindly note that a number of these posts are being re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
- SALARY CENTRE** : R163 680 per annum (Level 03)  
 : **Pietermaritzburg Region (X23 Posts):**  
**Cost Centre: Ixopo (X15 Posts)**  
 Grader Team 2 (Gowerford) Ref No: DOT 40/2026 (X1 Post)  
 Maintenance Team (Gowerford) Ref No: DOT 41/2026 (X2 Posts)  
 Grader Team 1 (Underberg) Ref No: DOT 42/2026 (X1 Post)  
 Grader Team 2 (Underberg) Ref No: DOT 43/2026 (X1 Post)  
 Grader Team (Ixopo) Ref No: DOT 44/2026 (X1 Post)  
 Betterment Team (Ixopo) Ref No: DOT 45/2026 (X1 Post)  
 Grader Team (Umzimkhulu) Ref No: DOT 46/2026 (X1 Post)  
 General Maintenance Team (Umzimkhulu) Ref No: DOT 47/2026  
 Betterment Team (Umzimkhulu) Ref No: 48/2026 (X1 Post)  
 Signs Team (Umzimkhulu) Ref No: 49/2026 (X1 Post)  
 Blacktop Team (Cedarville) sub-section Ref No: 50/2026 (X2 Posts)  
 Betterment Team (Ixopo) sub-section Ref No: 51/2026 (X1 Post)  
 Grader Team (Kokstad) Sub-Section Ref No: 52/2026 (X1 Post)  
**Cost Centre, Pietermaritzburg (X8 Posts):**  
 Blacktop Team (Taylors Halt) Ref No: 53/2026 (X1 Post)  
 Service wagon Team (Eston) Ref No: 54/2026 (X1 Post)  
 Drainage/betterment Team (Cedara) Sub-section Ref No: 55/2026 (X1 Post)  
 Betterment Team (New Hanover) Ref No: 56/2026 (X1 Post)  
 Grader Team 2 (Taylors Halt) sub-section Ref No: 57/2026 (X1 Post)  
 Betterment Team (Nottingham Road) Sub-section Ref No: 58/2026 (X2 Posts)  
 Depot Team (Taylors Halt) Ref No: DOT 59/2026 (X1 Post)  
**Ladysmith Region (X41 Posts):**  
**Cost Centre, Dundee (X15 Posts)**  
 Road Control /Project Documentation MGT (Dundee) Ref No: 60/2026 (X1 Post)

Grader Team (Helpmekaar) Ref No: DOT 61/2026 (X1 Post)  
Maintenance Team (Mangeni) Ref No: DOT 62/2026 (X1 Post)  
Blacktop Team (Greytown) Ref No: DOT 63/2026 (X1 Post)  
Grader Team 2 (Kranskop) Ref No: DOT 64/2026 (X1 Post)  
Flying Squad Team (Cwaka) Ref No: DOT 65/2026 (X1 Post)  
Betterment Team (Greytown) Ref No: DOT 66/2026 (X3 Posts)  
Depot Team (Greytown) Ref No: DOT 67/2026 (X1 Post)  
Maintenance Team (Kranskop) Ref No: DOT 68/2026 (X1 Post)  
Flying Squad Team (Greytown) Ref No: DOT 69/2026 (X1 Post)  
Betterment Team (Dundee) Ref No: DOT 70/2026 (X3 Posts)  
**Cost Centre Newcastle (X20 Posts):**  
Grader Team (Normandien) Ref No: DOT 71/2026 (X1 Post)  
Betterment Team (Utrecht) Ref No: DOT 72/2026 (X5 Posts)  
Betterment Team (Utrecht) Sub section Ref No: DOT 73/2026 (X2 Posts)  
Grader Team (Newcastle) Ref No: DOT 74/2026 (X1 Post)  
Flying Squad Team (Dannhauser) Ref No: DOT 75/2026 (X7 Posts)  
Flying Squad Team (Dannhauser) sub section Ref No: DOT 76/2026 (X1 Post)  
Grader team (Hattingspruit) Ref No: DOT 77/2026 (X1 Post)  
Grader team (Kingsley) Ref No: DOT 78/2026 (X1 Post)  
Grader Team (Groenvlei) Ref No: DOT 79/2026 (X1 Post)  
**Cost Centre Estcourt (X6 Posts):**  
Maintenance Team (Dukuza) Ref No: DOT 80/2026 (X1 Post)  
Maintenance Team (Mbambazane) Ref No: DOT 81/2026 (X1 Post)  
Grader Team 1 (Indaka) Ref No: DOT 82/2026 (X1 Post)  
Maintenance Team (Indaka) Ref No: DOT 83/2026 (X1 Post)  
Blacktop Team (Emnambithi) Ref No: DOT 84/2026 (X1 Post)  
Betterment Team (Emnambithi) Ref No: 85/2026 (X1 Post)  
**Durban Region (X19 Posts):**  
**Cost Centre, Port Shepstone (X14 Posts)**  
Grader Team 3 (Harding) Ref No: DOT 86/2026 (X1 Post)  
Grader Team (Port Shepstone North) Ref No: DOT 87/2026 (X1 Post)  
Depot Team (Port Shepstone South) Ref No: DOT 88/2026 (X4 Posts)  
Blacktop Team (Harding) Ref No: DOT 89/2026 (X1 Post)  
Betterment Team (Port Shepstone, South) Ref No: DOT 90/2026 (X7 Posts)  
**Cost Centre, Metro (X5 Posts):**  
Concrete Team (Umbumbulu) Ref No: DOT 91/2026 (X1 Post)  
Maintenance Team (Mount Edgecombe) Ref No: DOT 92/2026 (X1 Post)  
Concrete Team (Metro) Ref No: DOT 93/2026 (X1 Post)  
Grader Team (Umbumbulu) Ref No: DOT 94/2026 (X1 Post)  
Maintenance Team 1 (St Helier) Ref No: DOT 95/2026 (X1 Post)  
**Empangeni Region (X19 Posts):**  
**Cost Centre, Vryheid (X9 Posts)**  
Grader Team (Emondlo) Ref No: DOT 96/2026 (X1 Post)  
Betterment Team (Vryheid) Ref No: DOT 97/2026 (X2 Posts)  
Blacktop Team (Vryheid) Ref No: DOT 98/2026 (X1 Post)  
Grader Team 1 (Vryheid) Ref No: DOT 99/2026 (X1 Post)  
Maintenance Team (Paul Pietersburg) Ref No: DOT 100/2026 (X1 Post)  
Betterment Team (Pongola) Ref No: DOT 101/2026 (X2 Posts)  
Grader Team (Belgrade) Ref No: DOT 102/2026 (X1 Post)  
**Cost Centre, Ulundi (X10 Posts)**  
Grader Team 3 (Dennydalton) Ref No: DOT 103/2026 (X1 Post)  
Betterment Team (Mahlabathini) Ref No: DOT 104/2026 (X3 Posts)  
Grader Team 2 (Dennydalton) Ref No: DOT 105/2026 (X1 Post)  
Signs Team (Nongoma) Ref No: DOT 106/2026 (X1 Post)  
Maintenance Team (Usuthu) Ref No: DOT 107/2026 (X1 Post)  
Crusher stone (Msebe) Ref No: DOT 108/2026 (X1 Post)  
Grader Team 1 (Msebe) Ref No: DOT 109/2026 (X1 Post)  
Maintenance Team (Maphophpma) Ref No: DOT 110/2026 (X1 Post)

**REQUIREMENTS** :

Grade 10 certificate (NQF level 2); plus a valid Driver's Licence Code EC with PrDP and Operating Certificate / Departmental Competency Pink card for specialised equipment; plus Five (5) years' driving and operating specialized equipment experience. Knowledge, Skills and Competencies Required: Communication skills. Ability to read and write. Good eyesight. Teamwork. Skills in the operation of the equipment. Physical inspection of vehicles and the ability to interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.

- DUTIES** : Perform activities in respect of operation through inter alia the following: Operating specialized equipment; Load and offload goods/ equipment; Inspection and maintenance of equipment and report defects; Keep log sheets of vehicles and machineries; Application of safety and precautionary measures; Cleaning and lubrication of machinery equipment; Grading of gravel roads and re-raveling/ shoulder maintenance. Render driving services, perform activities in respect of operation through inter alia the following: Transportation of work teams and materials / equipment; Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water); Inspection of the vehicle/ equipment and report defects; Complete vehicle logbook, trip authorization for the vehicle.
- ENQUIRIES APPLICATIONS** : Ms T Sithole Tel No: (033) 355 0543  
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)
- FOR ATTENTION NOTE** : Mr B Hornsby  
: It is the intention of this Department to consider equity targets when filling these positions. Candidates will be subjected to practical assessment.
- POST 13/278** : **ROAD WORKER (X32 POSTS)**  
: Kindly note that the post at Sign Team (Hluhluwe) is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
- SALARY CENTRE** : R163 680 per annum (Level 03)  
: **Empangeni Region (X32 Posts):**  
**Cost Centre, Vryheid:**  
Maintenance Team (Magudu) Ref No: DOT 111 /2026 (X6 Posts)  
Maintenance Team (Belgrade) Ref No: DOT 112 /2026 (X4 Posts)  
Maintenance Team (Pongola) Ref No: DOT 113/2026 (X1 Post)  
Maintenance Team (Paulpietersburg) Ref No: DOT 114/2026 (X6 Posts)  
Maintenance Team (Gluckstadt) Ref No: DOT 115/2026 (X2 Posts)  
Betterment Team (Pongola) Ref No: DOT 116/2026 (X1 Post)  
Blacktop Team (Paulpietersburg) Ref No: DOT 117/2026 (X1 Post)  
Grader Team 2 (Paulpietersburg) Ref No: DOT 118/2026 (X1 Post)  
Signs Team (Vryheid) Ref No: DOT 119/2026 (X3 Posts)  
Blacktop Team (Vryheid) Ref No: DOT 120/2026 (X3 Posts)  
Grader Team 2 (Vryheid) Ref No: DOT 121/2026 (X1 Post)  
Grader Team (Emondlo) Ref No: DOT 122/2026 (X1 Post)  
Mechanical (Vryheid) Ref No: DOT 123/2026 (X1 Post)  
**Cost Centre, Hluhluwe:**  
Signs Team (Hluhluwe) Ref No: DOT 124/2026 (X1 Post)
- REQUIREMENTS** : NQF Level 1 or 2 (Abet level 2 certificate or equivalent). Knowledge, Skills and Competencies Required: Job knowledge. Communication skills. Interpersonal relation skills. Flexibility. Teamwork. Accuracy. Skills in the aptitude of figures. Computer literacy. Planning and organising skills. Good verbal and written communication skills.
- DUTIES** : Perform routine activities in respect of road maintenance and/or construction through inter alia the following: Construction of culvert and side drains. Erect and maintain steel guardrails and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and porthole patching. Read fencing and pipe laying. Setting of road markings and studs. Install road signs, distance markers, and barricade the work area. Crushing of road material. Brush clearing and grass cutting.
- ENQUIRIES** : Ms S Hlela (Empangeni) Tel No: (035) 787 1442  
: Ms G Hlabisa (Pietermaritzburg) Tel No: (033) 392 6600
- APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)
- FOR ATTENTION** : Mr B Hornsby

<b><u>NOTE</u></b>	:	It is the intention of this Department to consider equity targets when filling these positions.
<b><u>POST 13/279</u></b>	:	<b><u>TRADESMAN AID (X7 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R163 680 per annum (Level 03)
	:	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg:
	:	<b>Road Traffic Inspectorate:</b>
	:	Specialised Supp Serv Ref No: DOT 125/2026 (X1 Post)
	:	<b>Empangeni Region (X6 Posts):</b>
	:	<b>Cost Centre Vryheid</b>
	:	Depot Team (Vryheid) Ref No: DOT 126/2026 (X1 Post)
	:	Signs Team (Vryheid) Ref No: DOT 127/2026 (X1 Post)
	:	Ground Survey (Vryheid) Ref No: DOT 128/2026 (X1 Post)
	:	Mechanical (Pongola) Ref No: DOT 129/2026 (X3 Posts)
<b><u>REQUIREMENTS</u></b>	:	Grade 10 / Junior Certificate; plus A minimum of 6 months trade related experience. Knowledge, Skills and Competencies Required: Ability to use electrical and hand tools. Good interpersonal, communication and organizational skills. Ability to work independently.
<b><u>DUTIES</u></b>	:	Provide assistance in the maintenance of facilities, grounds, vehicles and equipment. Repair, clean, service and safe keeping of equipment and tools according to standards.
<b><u>ENQUIRIES</u></b>	:	Ms NM Khenyeza (Head Office) Tel No: (033) 267 4900
	:	Mr MI Masuku (Empangeni) Tel No: (034) 980 0401
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a>
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr B Hornsby
	:	It is the intention of this Department to consider equity targets when filling these positions.
<b><u>POST 13/280</u></b>	:	<b><u>CLEANER (X4 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R138 486 per annum (Level 02)
	:	<b>Empangeni Region (X4 Posts):</b>
	:	<b>Cost Centre: Vryheid</b>
	:	Depot Team (Magudu) Ref No: DOT 130/2026) (X1 Post)
	:	Depot Team (Pongola) Ref No: DOT 131/2026) (X1 Post)
	:	KZ262 Administrative Support Pongola Ref No: DOT 132/2026) (X1 Post)
	:	Depot Team (Gulckstad) Ref No: DOT 133/2026) (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	AET Level 4 / Grade 9. Knowledge, Skills and Competencies Required: Knowledge of cleaning procedures. Knowledge of refreshment provision. Knowledge of safety requirements attached to the duties of the post. Knowledge of service delivery programs. Knowledge of operating appliances. Ability to interpret and act on instructions. Ability to perform routine tasks. Ability to operate domestic appliances. Basic literacy and numeracy skills. The ideal candidate should be reliable, responsible, receptive to suggestions and ideas, polite and believe in honesty and integrity.
<b><u>DUTIES</u></b>	:	Preparing, serving tea & washing up after tea breaks. Vacuum/ sweep offices, empty and clean appliances. Clean toilets, lecture room block, windows and glass door. Mopping floors, wipe /dust walls & surfaces, empty rubbish bins. Polish floor.
<b><u>ENQUIRIES</u></b>	:	Mr SB Mkhwanazi Tel No: (034) 980 0401
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a>
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr B Hornsby
	:	It is the intention of this Department to consider equity targets when filling these positions.

## PROVINCIAL TREASURY

*The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.*

- APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road Pietermaritzburg 3200. Applications can also be submitted via the e-services system, please assess this site ([eservices.gov.za](http://eservices.gov.za)).
- FOR ATTENTION** : Ms N Cele
- CLOSING DATE** : 05 May 2026
- NOTE** : The new Z83 form must be used effective 1st January 2021 and can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only provisionally shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected security screening. 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. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates.

## OTHER POST

- POST 13/281** : **DEPUTY DIRECTOR: PROVINCIAL MOVEABLE ASSET REF NO: KZNPT 26/09**
- SALARY** : R896 437 per annum, (all-inclusive package)
- CENTRE** : KZN Provincial Treasury, Pietermaritzburg
- REQUIREMENTS** : A 3-year NQF Level 7 Degree or higher qualification in Financial Management / Accounting. A minimum of 3years experience of junior management in asset and inventory management. Valid Driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Knowledge of applicable national and provincial policies and legislation is required, including: Public Finance Management Act; MTEF Republic of South Africa Constitution Planning Frameworks relevant legislation and plans. Public Service Act, 1994 National Treasury practice notes and guidelines; KwaZulu-Natal Procurement Policy Framework; Treasury Regulations; Provincial Treasury policies, practice notes and guidelines; Strategic Planning Annual Performance Plan Monitoring and Evaluation. National Treasury Strategic Planning National Development Plan. Service Delivery Framework. National and Provincial Practices Notes. Provincial Growth and Development Plan. Advanced MS Office Applications. Knowledge of Accounting Frameworks related to asset inventory and management. Public Service Regulatory Framework; and SCM Practices and Procedures Public Service Regulation 2016 Communication Computer literacy Financial Management Strategic planning and management Financial management Leadership Management Human resource management Project planning and management Analytical Conflict Management Business process management Good inter-personal relations Problem solving Change management Presentation Interpersonal Relation policy analysis and development, Project Management.
- DUTIES** : Monitor the development and the implementation of asset management frameworks within Provincial Department and public Entities. Manage the improvement and implementation of asset and inventory management. Manage the provisioning of guidance and technical advice on asset and inventory management. Manage the provisioning of knowledge management and capacity development. Manage the resources of the Sub-directorate.
- ENQUIRIES** : Mr. N Hlengwa Tel No: (033) 897 4352

**NOTE**

: Preferences: Females and people with disabilities who meet the requirements.

**PROVINCIAL ADMINISTRATION: MPUMALANGA**  
**DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT, LAND & ENVIRONMENTAL AFFAIRS**  
**DARDLEA is an equal opportunity and affirmative action employer. It is our intention to promote**  
**representivity in DARDLEA through the filling of posts. Persons with disability are encouraged to apply.**  
**No Payment of any kind is required when applying for these positions.**

- APPLICATIONS** : Applications must be submitted online through the link: [erecruitment.mpg.gov.za](http://erecruitment.mpg.gov.za), A recent comprehensive CV, ID and contactable references (telephone numbers and email addresses must be indicated).
- CLOSING DATE** : 05 May 2026 at 16:00
- NOTE** : Only shortlisted candidates will be required to submit certified documents. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Emailed applications will not be considered. 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 will be an integrity (ethical conduct) assessment. Shortlisted candidates will be required to be available for assessments and interviews at a date and time to be determined by the Department. The first two recommended candidates for Senior Management Service and Deputy Directors posts will be subjected to competency assessment. Correspondence will be limited to shortlisted candidates only. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment. Failure to comply with the above instructions will result in your application being disqualified. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The successful candidate will be appointed subject to positive results of the security clearance process. The Department is committed to providing equal opportunities and adheres to the affirmative action policy in line with Employment Equity Act, the SMS Handbook and all relevant legislation applicable in the Public Service.

**MANAGEMENT ECHELON**

- POST 13/282** : **DIRECTOR: INTERNAL AUDIT REF NO: DARDLEA/ 2026/04/01**
- SALARY** : R1 266 714 per annum, (all-inclusive package)
- CENTRE** : Head Office Mbombela
- REQUIREMENTS** : Grade 12 Certificate plus a B Degree / B-tech in Commerce / Auditing/ Financial Management at (NQF Level 7 as recognized by SAQA) plus extensive work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Auditing). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalization of an appointment. Skills and Competencies: Internal Audit Framework, Global IIA Standards. Good communication skills and presentation 267 skills. Must be computer literate with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Good writing and verbal communication skills. Knowledge of legislative prescript governing the Public Service. Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Financial management. Interpersonal Relations Report writing.
- DUTIES** : Provide internal audit assurance services. Review the compliance with laws, regulations, policies, plans, procedures and contracts. Provide performance audit services. Review safeguarding of assets. Review the achievement of strategic goals and objectives. Review the reliability and integrity of information. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.
- ENQUIRIES** : Ms. S.P Shongwe Tel No: (013) 766 6003 or Mr. M.G Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

**POST 13/283** : **DIRECTOR: STRATEGIC PLANNING & POLICY DEVELOPMENT REF NO: DARDLEA/ 2026/04/02**

**SALARY** : R1 266 714 per annum, (all-inclusive package)  
**CENTRE** : Head Office Mbombela  
**REQUIREMENTS** : Grade 12 Certificate plus B Degree / B-tech in Public Policy, Economic/ Public Administration and Development Studies at (NQF Level 7 as recognised by SAQA) plus work experience in the related field of which 5 years of experience at Middle/Senior Managerial level. A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment. Skills and Competencies: In depth knowledge of government policies (PFMA, MTEF etc.) and its planning processes. Sound understanding and insight into the programmes and priorities of government. Sound understanding of transformation in government. Distinct competence and a proven track record in the areas of participative management and leadership, organisational development, policy formulation, as well as programme management and evaluation. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Strong leadership ability. Ability to capitalize on human potential and to build a strong team. Good interpersonal skills. Advanced planning, organising and project management skills. Sound financial management skills. Proven experience in editing, managing & implementing programmes, Policy frameworks, policy legislative instruments and consultative processes. Stakeholder engagement, Strategic thinking and ability to translate policy into actionable programmes and people management capabilities. knowledge of relevant prescripts applicable to the section. Good communication skills both verbal and written. Advanced proficiency in MS Office (Word, Excel, PowerPoint). Sound Presentation Skills, Problem Solving, Planning and Organising, Strong Analytical Skills.

**DUTIES** : Manage the compilation and generation of relevant quality business plans. Manage the alignment of the departmental medium strategic framework to local, provincial and national strategies. Develop and implement the strategic performance plans [Annual Performance Plans (APP) and Operational Plans (OP)] for the Department. Manage the alignment of the departmental medium strategic framework to Local, Provincial and National. Management of risks, budget, expenditure, human resources, strategic planning, audit issues. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management (including Human Resources, Finance, Equipment, etc.) of the component. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Promote a culture of efficiency and quality. The appointee will be a member of the management echelon of the Department of DARDLEA and will be expected to contribute at that level.

**ENQUIRIES** : Ms. S.P Shongwe Tel No: (013) 766 6003 or Mr. M.G Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

#### **OTHER POSTS**

**POST 13/284** : **ENGINEERING CONTROL TECHNICIAN GRADE B REF NO: DARDLEA/ 2026/04/03**

**SALARY** : R933 396 per annum, (all-inclusive OSD package)  
**CENTRE** : Gert Sibande District  
**REQUIREMENTS** : A National Diploma in Civil Engineering or a relevant qualification as recognised by SAQA. Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician is compulsory. A minimum of six (6) years post-qualification technical experience in civil engineering. Disclosure of a valid, unexpired driver's licence. Experience in development of agricultural infrastructure will be an added advantage. Sound knowledge of infrastructure planning and design; agricultural mechanisation; relevant legislation, including NEMA, CARA, SALA, PFMA, and National Water Act; budgeting, procurement, occupational health and safety, and human resource

		management principles. Competency in CAD software, GIS, surveying tools, and MS Office applications. Core Competencies: Leadership and strategic management, Technical problem-solving and innovation, Effective communication and reporting, Financial and human resource management, Stakeholder engagement and customer service.
<b><u>DUTIES</u></b>	:	Lead and manage the technical team in the district. Manage and control the planning and design of infrastructure, irrigation, and mechanisation projects in compliance with relevant legislation, including but not limited to agro-ecosystem management plans, farm plans, soil conservation structures, farm roads and dams. Render technical advisory services to stakeholders and supervise infrastructure implementation. Evaluate and update technical manuals, standard drawings, and procedures to incorporate new technologies. Ensure quality assurance of designs and provide recommendations for approval. Manage field, workshop, and office technical activities in coordination with other technical staff in the Directorate. Provide inputs to the budgeting process, as well as operational and performance plans. Compile and submit technical and administrative reports. Ensure compliance with occupational health and safety regulations and manage all OH&S matters within the section. Manage human resources, finances, and general office operations for the technical/construction team. Perform research and literature studies to stay abreast of developments in engineering technology. Manage assets and monitor service delivery through the supply chain system. Liaise with relevant councils, stakeholders, and professional bodies on engineering matters.
<b><u>ENQUIRIES</u></b>	:	Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030
<b><u>POST 13/285</u></b>	:	<b><u>SENIOR AGRICULTURAL ADVISOR: ANIMAL PRODUCTION REF NO: DARDLEA/ 2026/04/04</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Dipaleseng Municipality
<b><u>REQUIREMENTS</u></b>	:	A matric certificate and a relevant and recognized Agricultural qualification with Animal Production/Science as a major at NQF level 8 as determined by South African Qualification Authority (SAQA), four years relevant experience. A valid driver's license. Registration with professional body (SACNASP). Skills And Competencies: Knowledge and understanding and Public Service Regulatory Frameworks (Public Service Act, Public Service Regulations & Public Finance Management). Report writing and good presentation skills. Understand and implement Batho Pele Principles. Excellent written and verbal communication skills. Stakeholder and client liaison, innovative and creative. Ability to work in a team, independently and in a multidisciplinary team. Innovative and creative ability to operate Microsoft Office programmes effectively. Ability to work under pressure. Ability to apply time management principles and adapt to continuous changing environment.
<b><u>DUTIES</u></b>	:	Supervise Agricultural Advisors. Render scientific and technical advice to internal and external clients. Provide technical support in terms of planning, advice and after care for organized agriculture and other agricultural stakeholders. Provide technical support on Government funded projects (such as CASP, PLAS, MESP, PKM etc.). Promote sustainable production of Agricultural Products. Compile and submit all required administrative reports.
<b><u>ENQUIRIES</u></b>	:	Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030
<b><u>POST 13/286</u></b>	:	<b><u>AGRICULTURAL ADVISOR: ANIMAL PRODUCTION REF NO: DARDLEA/ 2026/04/05</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Msukaligwa Municipality
<b><u>REQUIREMENTS</u></b>	:	A matric certificate and a relevant and recognized Agricultural qualification with Animal Production/Science as a major at NQF level 8 as determined by South African Qualification Authority (SAQA), two years relevant experience. A valid driver's license. Registration with professional body (SACNASP). Skills and Competencies: Knowledge and understanding of Public Service Regulatory Frameworks (Public Service Act, Public Service Regulations & Public Finance Management). Report writing and good presentation skills. Understand and implement Batho Pele Principles. Excellent written and verbal communication skills. Stakeholder and client liaison, innovative and creative. Ability to work in a team, independently and in a multidisciplinary team. Innovative and creative ability to operate Microsoft Office programmes effectively. Ability to work under

		pressure. Ability to apply time management principles and adapt to continuous changing environment.
<b><u>DUTIES</u></b>	:	Render scientific and technical advice to internal and external clients. Provide technical support in terms of planning, advice and after care for organized agriculture and other agricultural stakeholders. Provide technical support on Government funded projects (such as CASP, PLAS, MESP, PKM etc.). Promote sustainable production of Agricultural Products. Compile and submit all required administrative reports.
<b><u>ENQUIRIES</u></b>	:	Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030
<b><u>POST 13/287</u></b>	:	<b><u>AGRICULTURAL ADVISOR: ANIMAL PRODUCTION REF NO: DARDLEA/2026/04/06</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum (Level 08)
	:	Mkhondo Municipality
	:	A matric certificate and a relevant and recognized Agricultural qualification with Animal Production/Science as a major at NQF level 8 as determined by South African Qualification Authority (SAQA), two years relevant experience. A valid driver's license. Registration with professional body (SACNASP). Skills And Competencies: Knowledge and understanding and Public Service Regulatory Frameworks (Public Service Act, Public Service Regulations & Public Finance Management). Report writing and good presentation skills. Understand and implement Batho Pele Principles. Excellent written and verbal communication skills. Stakeholder and client liaison, innovative and creative. Ability to work in a team, independently and in a multidisciplinary team. Innovative and creative ability to operate Microsoft Office programmes effectively. Ability to work under pressure. Ability to apply time management principles and adapt to continuous changing environment.
<b><u>DUTIES</u></b>	:	Render scientific and technical advice to internal and external clients. Provide technical support in terms of planning, advice and after care for organized agriculture and other agricultural stakeholders. Provide technical support on Government funded projects (such as CASP, PLAS, MESP, PKM etc.). Promote sustainable production of Agricultural Products. Compile and submit all required administrative reports.
<b><u>ENQUIRIES</u></b>	:	Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030
<b><u>POST 13/288</u></b>	:	<b><u>AGRICULTURAL ADVISOR: ANIMAL PRODUCTION REF NO: DARDLEA/2026/04/07</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum (Level 08)
	:	Govan Mbeki Municipality
	:	A matric certificate and a relevant and recognized Agricultural qualification with Animal Production/Science as a major at NQF level 8 as determined by South African Qualification Authority (SAQA), two years relevant experience. A valid driver's license. Registration with professional body (SACNASP). Skills and Competencies: Knowledge and understanding of Public Service Regulatory Frameworks (Public Service Act, Public Service Regulations & Public Finance Management). Report writing and good presentation skills. Understand and implement Batho Pele Principles. Excellent written and verbal communication skills. Stakeholder and client liaison, innovative and creative. Ability to work in a team, independently and in a multidisciplinary team. Innovative and creative ability to operate Microsoft Office programmes effectively. Ability to work under pressure. Ability to apply time management principles and adapt to continuous changing environment.
<b><u>DUTIES</u></b>	:	Render scientific and technical advice to internal and external clients. Provide technical support in terms of planning, advice and after care for organized agriculture and other agricultural stakeholders. Provide technical support on Government funded projects (such as CASP, PLAS, MESP, PKM etc.). Promote sustainable production of Agricultural Products. Compile and submit all required administrative reports.
<b><u>ENQUIRIES</u></b>	:	Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030
<b><u>POST 13/289</u></b>	:	<b><u>AGRICULTURAL ADVISOR: ANIMAL PRODUCTION REF NO: DARDLEA/2026/04/08</u></b>
<b><u>SALARY CENTRE</u></b>	:	R397 116 per annum (Level 08)
	:	Dr. Pixley Ka Isaka Seme Municipality

- REQUIREMENTS** : A matric certificate and a relevant and recognized Agricultural qualification with Animal Production/Science as a major at NQF level 8 as determined by South African Qualification Authority (SAQA), two years relevant experience. A valid driver's license. Registration with professional body (SACNASP). Skills and Competencies: Knowledge and understanding of Public Service Regulatory Frameworks (Public Service Act, Public Service Regulations & Public Finance Management). Report writing and good presentation skills. Understand and implement Batho Pele Principles. Excellent written and verbal communication skills. Stakeholder and client liaison, innovative and creative. Ability to work in a team, independently and in a multidisciplinary team. Innovative and creative ability to operate Microsoft Office programmes effectively. Ability to work under pressure. Ability to apply time management principles and adapt to continuous changing environment.
- DUTIES** : Render scientific and technical advice to internal and external clients. Provide technical support in terms of planning, advice and after care for organized agriculture and other agricultural stakeholders. Provide technical support on Government funded projects (such as CASP, PLAS, MESP, PKM etc.). Promote sustainable production of Agricultural Products. Compile and submit all required administrative reports.
- ENQUIRIES** : Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030
- POST 13/290** : **ANIMAL HEALTH TECHNICIAN REF NO: DARDLEA/ 2026/04/09 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R397 116 per annum (Level 08)  
: Mkhondo Municipality  
: Appropriate degree or National Diploma in Animal Health with Animal Diseases as a major subject and must be registered with the South African Veterinary Council as an Animal Health Technician. Valid driver's license, Code B (Code 8) as minimum. Skills and Competencies: Competency in animal handling, animal tracking and field navigation. Good verbal and written communication, ability to communicate at all levels, problem solving skills decision-making skills and ability to work under pressure. Must be computer literate (MS Packages).
- DUTIES** : The incumbent will be responsible for the following duties: Animal disease surveillance, detection and monitoring. Animal disease containment and control, including animal and animal products movement control (permits). Plan and implement disease control measures. Provide assistance with applied wildlife disease investigations and research, where applicable. Provide assistance with primary animal health care. Manage basic administrative duties. Compile monthly reports for area under jurisdiction.
- ENQUIRIES** : Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030
- POST 13/291** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: DARDLEA/ 2026/04/10**
- SALARY CENTRE REQUIREMENTS** : R343 842 per annum, (OSD)  
: Amsterdam Environmental Centre  
: Appropriate Bachelor's Degree (NQF7) in environmental science fields or equivalent qualification. A specialization in Environmental Education and/or Social Ecology will be an added advantage as well as work experience in the environmental empowerment field. Willingness to undertake field trips entailing long distances and work irregular hours. A valid Driver's license. Skills and Competencies: Knowledge of relevant Public Service Regulatory Framework (Public Service Act, Public Service Regulations and Public Finance Management), National Environmental Management Act, Environmental Education policies, guidelines, norms and standards related to Environmental prescripts applicable to EE. Ability to work independently and in a multi-disciplinary team. Excellent verbal and communication skills. Project administration, innovative, creative, ability to operate Microsoft Office programmes effectively. Ability to work under pressure with strict timelines.
- DUTIES** : Implement and manage Environmental Empowerment programmes, projects and activities in line with the Annual Performance Plan (APP), management of performance in line with the PMDS and APP. Submit, prepare and consolidate monthly, quarterly and annual reports as required. Coordination of local, municipal and district stakeholders and promote private public partnerships (PPP). Perform any other related Ad Hoc tasks and duties as requested and required by supervisor or centre manager. Ensure effective and efficient

internal control measures and compliances. Facilitate Environmental Empowerment programmes and events as per APP on school, municipal and stakeholder level.

**ENQUIRIES** : Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030

**POST 13/292** : **TRACTOR DRIVER REF NO: DARDLEA/ 2026/04/11 (X2 POSTS)**

**SALARY** : R193 359 per annum

**CENTRE** : Athole Research Farm

**REQUIREMENTS** : Grade 10 or equivalent. Valid RSA driver's license Skills And Competencies: Basic reading and writing skills. Good interpersonal relations. Ability to work independently and as part of a team. advanced knowledge of the general function of a tractor Ability to execute physical and manual tasks. Knowledge of general cleaning services, including but not limited to gardening. Ability to operate cleaning and gardening equipment and machinery. Basic equipment maintenance skills.

**DUTIES** : The physical execution of duties as given by supervisor, such as: operation of implements. General maintenance of tractor as well as implements. Transport goods from one station to another through traffic. Advance knowledge of the handling of implements like 2-way disc, planters, reapers, Rotary cutters, all types of ploughs, rippers, feed mixer, Dam scoop, graders, etc. Must be able to do accurate plough, disc- and plant work, etc. as work has to be done on small research premises. Assist in making of fire breaks. Assist in firefighting when necessary. Making of hay and silage. Responsible for planting of all crops, fodder and other horticultural plants. Responsible for all harvesting processes. Assist in fencing activities. Have to work weekends when necessary. Work overtime when required. Assist in all other farm work when necessary.

**ENQUIRIES** : Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030

**POST 13/293** : **TRACTOR DRIVER REF NO: DARDLEA/ 2026/04/12 (X3 POSTS)**

**SALARY** : R193 359 per annum

**CENTRE** : Nooitgedacht ADC

**REQUIREMENTS** : Grade 10 or equivalent. Valid RSA driver's license Skills And Competencies: Basic reading and writing skills. Good interpersonal relations. Ability to work independently and as part of a team. advanced knowledge of the general function of a tractor Ability to execute physical and manual tasks. Knowledge of general cleaning services, including but not limited to gardening. Ability to operate cleaning and gardening equipment and machinery. Basic equipment maintenance skills.

**DUTIES** : The physical execution of duties as given by supervisor, such as: operation of implements. General maintenance of tractor as well as implements. Transport goods from one station to another through traffic. Advance knowledge of the handling of implements like 2-way disc, planters, reapers, Rotary cutters, all types of ploughs, rippers, feed mixer, Dam scoop, graders, etc. Must be able to do accurate plough, disc- and plant work, etc. as work has to be done on small research premises. Assist in making of fire breaks. Assist in firefighting when necessary. Making of hay and silage. Responsible for planting of all crops, fodder and other horticultural plants. Responsible for all harvesting processes. Assist in fencing activities. Have to work weekends when necessary. Work overtime when required. Assist in all other farm work when necessary.

**ENQUIRIES** : Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030

**POST 13/294** : **SENIOR GENERAL FOREMAN REF NO: DARDLEA/ 2026/04/13**

**SALARY** : R193 359 per annum

**CENTRE** : Amsterdam Environmental Centre

**REQUIREMENTS** : Senior certificate or equivalent qualification. A minimum of 3 years' appropriate experience in ground / and or nursery management. Drivers licence Code EC and PDP valid public drivers permit will be an added advantage. Skills And Competencies: Knowledge and understanding of environmental work field and techniques. Knowledge of related work fields and non-line functional matter as well as manual labour skills. Good written communication skills, ability to communicate at all levels, problem solving skills, decision making skills and ability to work under pressure. Must have knowledge on basic general

- construction, supervision skills, good human relations, ability to work independently and in a team. Must be able to work under pressure. Basic knowledge on management of nursery.
- DUTIES** : Assist in administrative duties and manage basic stock control. Overall neatness of the centre and infrastructure. Control over general assistants, motivation and management of subordinates. Practice and promote a positive team spirit. Promotion of appropriate training to subordinates' in terms of policy and technical aspects. Build own intellectual capacity and that of colleagues. Practice good public and internal ethical standards. Effective planning, organising and execution of work schedules, keeping of time register, have to work overtime when necessary. Management of nursery and gardens at the centre. Coordinate and liaise with communities. Assist in all cleaning operations like stores, centre, machinery, clean-up campaigns, residential centre, dormitories, etc.
- ENQUIRIES** : Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030
- POST 13/295** : **FARM AID II REF NO: DARDLEA/ 2026/04/13 (X5 POSTS)**
- SALARY** : R163 680 per annum  
**CENTRE** : Athole Research Farm  
**REQUIREMENTS** : Grade 10 or equivalent Skills And Competencies: Basic reading and writing skills. Good interpersonal relations. Ability to work independently and as part of a team. Ability to execute physical and manual tasks. Ability to operate cleaning and gardening equipment and machinery. Basic equipment maintenance skills.
- DUTIES** : Physical, manual execution of various tasks such as: fencing, maintenance of infrastructure, implements, gardens, preparation of lands, haymaking, etc. Assist in loading, offloading and stacking of feeds, fertilizers and hay. Assist in maintenance of fences. Assist in making fire breaks. Assist in firefighting when necessary. Work overtime when required. Assist in milling and mixing licks and feeds. Have to work weekends when required. Assist in lying on water to drinking troughs. Assist in moving of livestock between camps.
- ENQUIRIES** : Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030
- POST 13/296** : **FARM AID II REF NO: DARDLEA/ 2026/04/14 (X5 POSTS)**
- SALARY** : R163 680 per annum  
**CENTRE** : Nooitgedacht ADC  
**REQUIREMENTS** : Grade 10 or equivalent Skills And Competencies: Basic reading and writing skills. Good interpersonal relations. Ability to work independently and as part of a team. Ability to execute physical and manual tasks. Ability to operate cleaning and gardening equipment and machinery. Basic equipment maintenance skills.
- DUTIES** : Physical, manual execution of various tasks such as: fencing, maintenance of infrastructure, implements, gardens, preparation of lands, haymaking, etc. Assist in loading, offloading and stacking of feeds, fertilizers and hay. Assist in maintenance of fences. Assist in making fire breaks. Assist in firefighting when necessary. Work overtime when required. Assist in milling and mixing licks and feeds. Have to work weekends when required. Assist in lying on water to drinking troughs. Assist in moving of livestock between camps.
- ENQUIRIES** : Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030
- POST 13/297** : **GENERAL ASSISTANTS (FOOD SERVICE AID) REF NO: DARDLEA/ 2026/04/15 (X2 POSTS)**
- SALARY** : R138 486 per annum  
**CENTRE** : Amsterdam Environmental Centre  
**REQUIREMENTS** : Grade 10 or Abet level 4 Skills And Competencies: Basic skills in using kitchen equipment. Knowledge of hygiene and food preparation as an added advantage. Ability to read and follow recipes and quantities. Ability to work independently and part of a team.
- DUTIES** : Food preparation according to recipes. Food handling and distribution. Cleaning all utensils, equipment and residential facilities. Follow prescribed safety measures and standards. Washing and ironing of linen.
- ENQUIRIES** : Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030

**POST 13/298** : **GENERAL ASSISTANTS (GENERAL WORKERS) REF NO: DARDLEA/2026/04/16 (X2 POSTS)**

**SALARY** : R138 486 per annum  
**CENTRE** : Amsterdam Environmental Centre  
**REQUIREMENTS** : Grade 10 or ABET level 4 Skills And Competencies: Ability to work independently and part of a team, Knowledge of garden services. Basic skills on the use of lawnmowers. Skills in plumbing and basic electrical works, and mechanical skills in lawnmower repairs will serve as an added advantage.

**DUTIES** : Perform general worker related duties, repairs and maintenance, de-bushing of trees, slashing of grass and cutting of edges. Keep working area clean and tidy. General cleaning of facilities and premises. General gardening services. Support environmental programmes and activities. Report faulty or defective equipment.

**ENQUIRIES** : Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030

**POST 13/299** : **CLEANER REF NO: DARDLEA/ 2026/04/17 (X4 POSTS)**

**SALARY** : R138 486 per annum  
**CENTRE** : Gert Sibande District Office (Corporate Services)  
**REQUIREMENTS** : Grade 10/ABET or equivalent. Ability for physical execution of manual tasks. Experience in cleaning will be an added advantage. Skills And Competencies: Must be physically fit to lift heavy objects. Ability to operate cleaning machinery and equipment such as vaccum cleaners, polishers and pressure cleaners. Basic knowledge of cleaning chemicals, cleaning equipments and ablution hygienic principles. Good personal and organisational skills. Communication and problem solving skills. Ability to work in a team and independently. Knowledge of Batho Pele Principles.

**DUTIES** : Provision of routine cleaning services and any other cleaning services as required in different areas within the working environment. Keep and maintain cleaning materials and equipment. Advise supervisor of any other area needing special attention in their working area. Perform cleaning related duties in the centre/building and/or offices, including but not limited to sweeping, scrubbing and cleaning of offices. Hallways, toilet and other buildings within the District office. Emptying of dustbins. Request cleaning materials from the stores when required. Report defects in the workplace to immediate supervisor. Perform other duties assigned by the supervisor.

**ENQUIRIES** : Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030

**POST 13/300** : **GROUNDSMAN REF NO: DARDLEA/ 2026/04/18**

**SALARY** : R138 486 per annum  
**CENTRE** : Gert Sibande District Office (Corporate Services)  
**REQUIREMENTS** : Grade 10/ ABET or equivalent. Skills And Competencies: Good interpersonal relations. Knowledge of working equipment and materials. Must be prepared to work extended hours. Should be able to read and write. Ability to work independently and part of a team.

**DUTIES** : Perform Groundsman related duties in the District Office, including but not limited to rendering gardening and maintenance services. Maintenance and cleaning of premises and surroundings. Planting of seedlings, mowing of lawn and cutting of edges. Keep parking areas, ditches and gutters clean and tidy. Empty refuse bins. Assist with the on/off load of deliveries. Perform general work as delegated by supervisor from time to time.

**ENQUIRIES** : Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
DEPARTMENT OF AGRICULTURE, ENVIRONMENTAL AFFAIRS, RURAL DEVELOPMENT AND LAND  
REFORM**

- APPLICATIONS** : Post Name and quote the relevant reference number. The applications can be posted to: Department of Agriculture, Environmental Affairs, Rural Development and Land Reform, Private Bag X5018, Kimberley, 8301 or Email to: [blommiejacobs@ncpg.gov.za](mailto:blommiejacobs@ncpg.gov.za) or [tpika@ncpg.gov.za](mailto:tpika@ncpg.gov.za) or Hand delivered applications may be submitted at reception, Temothuo House, Old Kimberlite Hotel, 162 George Street, Kimberley.
- FOR ATTENTION** : Mrs. L. Phayane
- CLOSING DATE** : 05 May 2026
- NOTE** : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Failure to do so, your application will be disqualified. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

## OTHER POSTS

**POST 13/301** : **ADMINISTRATIVE SUPPORT AND COORDINATION OFFICER IN THE OFFICE OF THE MEMBER OF THE EXECUTIVE COUNCIL: DIRECTORATE: OFFICE OF THE HEAD OF DEPARTMENT REF NO: DAERL/04/01/26**

**SALARY** : R896 436 per annum (Level 11), (all-inclusive package)  
**CENTRE** : Kimberley  
**REQUIREMENTS** : Bachelor's degree in Administration / Public Administration and / or equivalent qualification at NQF level 6 three (3) years' experience applicable to the relevant discipline at Assistant Director Level. Valid driver's license. Knowledge: Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio, Proven management competencies, Working knowledge of the political and parliamentary processes in South Africa. Computer literacy, Flexibility, Verbal and written communication skills and Interpersonal relations. Analytical thinking, Leadership, Teamwork, Ability to work under pressure, proven management competencies, Understanding of administrative procedure and knowledge of relevant policies and regulations.

**DUTIES** : Develop, implement and maintain system, registers and database to monitor and manage the flow of documents to, from and within the office of the Executive Authority. Compile correspondence, submissions and cabinet memoranda as required. Manage the procurement and maintenance of equipment and administer to budget in the office of the Executive Authority. Manage logistical support in the office of the Executive Authority. Ensure that documents are classified in accordance with the MISS prescripts and are handled in accordance with their classifications. Liaise with internal and external role-players with regard to matters relating to the portfolio of the Executive Authority. Brief the Head of Office on matters regarding the Executive Authority portfolio on the agenda of Cabinet/Executive council; Manage the distribution of memoranda to Cabinet/Executive Council member; Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of Cabinet/ Executive Council and alert the Head of Office and Executive Authority of actions to be taken and due dates. General supervision of the employees in the office of the Executive Authority; Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

**ENQUIRIES** : Mr K. Mohibidu at 082 509 9374

**POST 13/302** : **ENGINEER PRODUCTION GRADE A REF NO: DAERL/04/05/26**

**SALARY** : R879 342 per annum, all-inclusive package, (OSD)  
**CENTRE** : Uptington  
**REQUIREMENTS** : Applicants must be in possession of an appropriate degree in Agricultural/Civil Engineering (B Eng/BSc) or relevant equivalent qualification at NQF level 7 with minimum 2 years post qualification experience in agricultural/civil engineering and registered as a professional engineer. Compulsory registration with ECSA. Problem solving and analysis, client orientation and customer focus. Service delivery innovation and good communication skills. Technical competencies and in-depth knowledge of engineering design principles. Engineering and professional judgment. Contract management and knowledge of legal and operational compliance. Valid drivers' license is compulsory – minimum code 8.

**DUTIES** : The successful candidate will perform the following duties: Design, construction and contract management of irrigation systems, crop processing plants, packaging facilities, animal housing, green houses, farm mechanization (tractors and relevant planters and implements) and other farm structures. Knowledge of Model Maker design program, AUTOCAD, surveying with Trimble GPS and processing with Trimble Business Centre survey programs will be an advantage. Good written and verbal communication skills. Computer literate, be able to work on the following software programs, Microsoft Office and Power Point. Excellent interpersonal relation skills, ability to handle tasks of a multi-faceted nature, sound communication skills both verbal, working under pressure with deadlines and written, problem solving. Technical and

engineering skills would be expected in agricultural development support programs, i.e. CASP, ILLIMA LETSEMA and Land Care. Travel and working in other remote areas in Northern Cape would be expected from the successful candidate.

**ENQUIRIES** : Mr WJJ. De Bruyn at 083 292 0386

**POST 13/303** : **SCIENTIST PRODUCTION GRADE A REF NO: DAERL/04/03/26**

**SALARY** : R761 157 per annum, all-inclusive package, (OSD)

**CENTRE** : Koopmansfontein Research Station

**REQUIREMENTS** : The applicant must be in possession of a BSc Hons in Agriculture, Animal Science with a five years' research experience. Knowledge, experience and skills in basic concepts of and the latest developments in animal production technology, together with the ability to manage a scientific research unit is highly recommended. Preference will also be given to candidates with sound communication skills and experience in budgeting, expenditure control and human resource management. Proven statistical skills and computer literacy is required for the execution of most tasks and a valid driver's license is essential.

**DUTIES** : The incumbent will be required to render expert and needs based research, development and technology transfer services impacting on development objectives. Develop and implement methodologies, policies, systems and procedures; Identify gaps and develop appropriate interventions; monitor and evaluate programme performance; Provide scientific support and advice; To provide scientific analysis and regulatory functions; Conduct analysis of scientific data; Formulate proposals and compile reports; develop and customize scientific models and techniques. Continuous research and development of studies to improve expertise; Human Capital development – Mentor, train and develop candidate scientists and others to promote skills / knowledge transfer and adherence to sound scientific principles.

**ENQUIRIES** : Mr T. Sedumedi at 083 401 8023

**POST 13/304** : **SCIENTIST PRODUCTION GRADE A REF NO: DAERL/04/04/26**

**SALARY** : R761 157 per annum, all-inclusive package, (OSD)

**CENTRE** : Vaalharts Research Station

**REQUIREMENTS** : The applicant must be in possession of a BSc Hons in Agriculture, Animal Science with a five years' research experience. Knowledge, experience and skills in basic concepts of and the latest developments in animal production technology, together with the ability to manage a scientific research unit is highly recommended. Preference will also be given to candidates with sound communication skills and experience in budgeting, expenditure control and human resource management. Proven statistical skills and computer literacy is required for the execution of most tasks and a valid driver's license is essential.

**DUTIES** : The incumbent will be required to render expert and needs based research, development and technology transfer services impacting on development objectives. Develop and implement methodologies, policies, systems and procedures; Identify gaps and develop appropriate interventions; monitor and evaluate programme performance; Provide scientific support and advice; To provide scientific analysis and regulatory functions; Conduct analysis of scientific data; Formulate proposals and compile reports; develop and customize scientific models and techniques. Continuous research and development of studies to improve expertise; Human Capital development – Mentor, train and develop candidate scientists and others to promote skills / knowledge transfer and adherence to sound scientific principles.

**ENQUIRIES** : Mr T. Sedumedi at 083 401 8023

**POST 13/305** : **CANDIDATE ENGINEER REF NO: DAERL/04/06/26**  
(5-Year Contract)

**SALARY** : R761 157 per annum, (OSD)

**CENTRE** : Kimberley

**REQUIREMENTS** : Applicants must be in possession of an appropriate 3-4 years' National Higher diploma or BTECH degree in Civil Engineering or Relevant qualification. Compulsory registration with ECSA Relevant Experience in the field of the Engineering Sector will be an advantage. Good written and verbal communication skills. Computer literate, be able to work on the following software's, Microsoft Office, Power point. Excellent interpersonal relation skills,

		Ability to handle tasks of a multi-faceted nature, Sound communication skills both verbal and written, Problem solving skills. Valid drivers' license – minimum code 8.
<b><u>DUTIES</u></b>	:	Design and construction contract management of irrigation, sub-surface, drainage, water run-off control, soil conservation structures and stock water systems. Design and construction contract management of other on-farm infrastructure i.e. fences, animal handling and housing facilities, dams, buildings. Technical and engineering skills in agricultural development support programs, i.e. CASP, ILLIMA, and LETSEMA.
<b><u>ENQUIRIES</u></b>	:	Mr WJJ De Bruyn at 083 292 0386
<b><u>POST 13/306</u></b>	:	<b><u>CONTROL ENVIRONMENTAL OFFICER GRADE A – COMMUNICATION AND AWARENESS RAISING REF NO: DAERL/04/02/26</u></b>
<b><u>SALARY</u></b>	:	R612 480 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	An Undergraduate (NQF 7) in Environmental Sciences, Communication Science/ Social Sciences or Educational qualifications or relevant equivalent qualification. Five years' experience at a middle management level would be regard as an added advantage in the relevant field. Knowledge of government prescripts and protocols, administrative procedures, financial management, project management, educational systems and protocols, extensive administrative experience, quality control with regard to meeting procedures & minute taking, extensive administrative experience and HR Practices. Communication skills (written and spoken), leadership and management skills, coordination skills, planning and organizational skills, decision-making skills and report writing skills.
<b><u>DUTIES</u></b>	:	Manage the development and implementation of stakeholder engagement plan. Develop, implement and manage the Department's Environmental education and awareness campaigns strategies and plans. Manage the development and implementation of community outreach and Eco - school's engagement programs. Engage the district offices in the development of issue / locally based stakeholder engagement programs. Provide leadership in measuring the effectiveness of environmental education approaches employed by the department. Develop projects and action plans. Develop educational tools to promote environmental action within the communities of the Northern Cape.
<b><u>ENQUIRIES</u></b>	:	Mr B. Fisher at 082 563 0224
<b><u>POST 13/307</u></b>	:	<b><u>ASSISTANT MANAGER: ACQUISITION MANAGEMENT REF NO: DAERL/04/19/26</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF level 6 as recognized by SAQA) in Supply Chain Management or Public Administration or Public Management or Financial Management coupled with at least 3 years' relevant experience at supervisory level or SL 7/8 within a SCM environment. A good understanding of the relevant government regulatory framework. Good knowledge of Transversal Systems, PFMA and Establishment. Proven leadership, strategic management, Conflict Management, financial management, problem -solving, people management skills. Excellent in administrative, coordination and organizational skills. Good written and verbal communication skills. Computer skills. Ability to work under pressure and independently. A valid code 08 driving license.
<b><u>DUTIES</u></b>	:	Monitor the implementation of demand, and acquisition processes: Coordinate the invitation, evaluation and adjudication of quotations. Investigate the availability of the required source in the market. Assess the needs of the end users. Compile Demand Management Plan and Procurement Plan. Promote and ensure compliance with the Broad-Based Black Economic Empowerment Act (BBBEE) and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) (PPPFA) in the Department. Ensure that optimal sourcing strategies and techniques are used. Establish and maintain a database of suppliers when obtaining quotations. Co-ordinate and facilitate Procurement Committee meetings Demand and Acquisition Management including overseeing secretariat function of Bid Committees i.e. Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee.

Maintenance of up-to-date asset register: Ensure that all assets are recorded in the asset register. Ensure that new acquisitions are recorded in the asset register. Reconcile asset register with BAS. Ensure that asset reconciliation through physical verification is being conducted quarterly. Efficient management of assets: Ensure that assets are marked and bar coded. Manage the movement of assets and the signing of transfer forms. Review asset description. Management of disposal: Championing of disposal of assets to NGOs for districts. Ensure that all assets identified for disposal are bar-coded and listed correctly. Ensure proper keeping of all assets that have been disposed of. Consolidate asset register for all districts. Performance of logistics management: Ensure that stock counting is done quarterly. Produce status report on the findings of stock taking. Monitoring of the ordering, receipt and storing of stationery and printing consumables. Implementation of policies to minimize risk of losses: Ensure that all stock items are reported and follow-up is done. Ensure that all officials are aware of the loss control policies. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Sub directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES**

:

Mr R.O. Enele at 072 632 9673

**POST 13/308**

:

**ENVIRONMENTAL OFFICER PRODUCTION GRADE A: IMPACT MANAGEMENT REF NO: DAERL/04/07/26**

**SALARY CENTRE REQUIREMENTS**

:  
:  
:

R343 842 per annum, (OSD)

Kuruman

An appropriate 3-year tertiary qualification (National Diploma / B-Degree) in the Natural Sciences or Environmental Sciences / Management / equivalent Science Degree with at least 2 years post qualification experience in EIAs, Environmental Management or related field. A valid driver's licence. Broad knowledge in EIA Regulations and administration in terms of NEMA (Act 107 of 1998) and other related environmental regulations governing the environment. Knowledge on Integrated Environmental Management. Good verbal and written communication and report writing skills are essential. Basic knowledge of: public administration; presentation skills; computer literacy; interpersonal skills; ability to work independently and in a team and good facilitation skills.

**DUTIES**

:

Process EIA applications, provide technical advice and procedural advice to stakeholders and applicants. Attend Environmental Management Committee meetings as required for project presentations and technical advice. Conduct site inspections, draft and recommend environmental authorisation for submission and decision-making by relevant delegated authority. Disseminate relevant information on State of the Environment reporting, provide information to internal clients to enable effective and efficient cross-functioning of integrated environmental management, etc. Perform all administrative and procedure required for the effective and efficient operation Impact Assessment.

**ENQUIRIES**

:

Mr B. Fisher at 082 563 0224

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 04 May 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POSTS**

- POST 13/309** : **DEPUTY DIRECTOR: ACCOUNTS AND FINANCIAL REPORTING (ELSENBURG) REF NO: AGR 18/2026**

- SALARY** : R896 436 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree at NQF level 7 (equivalent or higher qualification) in Financial Accounting / Management; A minimum of 3 years relevant experience in financial accounting at supervisory/ management level (ASD). Competencies: Knowledge of the following: Financial background specifically in Public Sector Finance; Personal and Salary Administration (PERSAL) and Basic Accounting System (BAS); Relevant legislation, directions and procedures with regard to financial administration and more specifically of: PFMA, NTR'S, PTI'S and SCOA; How to do basic research/gather information/analysing; Interpretation of policies and procedures; Record keeping procedures; Updating and compiling Standard Operating Procedures for the Department in accordance with relevant legislation; Accounting - To provide financial administration and accounting services (ledgers/journals, accounting and reporting (interim and annual financial statements). Skills in the following: Good planning and organisational; Problem solving and decision making within the field of work; Good communication skills (speaking, writing and reading); Maintain discipline and dealing with conflict; Routine verbal exchange of information requiring helpfulness and politeness; Computer literacy in MS Office Package (Word, Excel, PowerPoint, Internet, Outlook); Ability to solve financial problems; Ability to work independently and as part of a team.

- DUTIES** : Manage the alignment of accounts management and financial reporting policies and procedures; Undertake revenue expenditure management and accounting work as required; Undertake Financial Planning, budget and reporting work as required. Manage the sub- directorate Accounts and financial reporting.

- ENQUIRIES** : Mr M Jacobsz at Tel No: (021) 808 5032

- POST 13/310** : **SENIOR AGRICULTURAL ADVISOR: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (CAPE WINELANDS- STELLENBOSCH) REF NO: AGR 19/2026**

- SALARY** : R468 459 - R561 894 per annum (Level 09)
- CENTRE** : Department of Agriculture, Western Cape Government

- REQUIREMENTS** : An appropriate 4 year BSc Agric degree majoring in Agricultural Economics or BAgri Honours degree majoring in Agricultural Economics on NQF level 8 or equivalent; Registered with SACNASP or any other recognised professional body (Proof to be submitted); A minimum of 3 years experience in agricultural extension; A valid code B driving licence. Competencies: Knowledge of the following: Agricultural production economics and agricultural economics; Production of crops and livestock produced in the specific area, also markets and value adding; Project management practices; Good research skills; Excellent written and verbal communication and report; Sound organizational and leadership abilities; Good understanding of the land reform, programme and project implementation; Excellent communication (written and verbal skills); Proven computer literacy in MS Office; (MS Word, MS Excel, MS Outlook, MS Power Point).
- DUTIES** : Compilation of enterprise budgets and cashflow statements within fruit, livestock vegetables and wine commodities; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building and food security; Assist with research and demonstration trials; Provide information on markets; Facilitate workshops and planning sessions to determine needs and progress; Promote sustainable production systems; Write reports regarding economical progress; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant recordkeeping and economical training as well as support to projects; Participate as a member of the project team by giving economical input and for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to Implementing Agencies and relevant Commodity Project Allocation Committees in the delivery and implementation of projects lead, guide and provide support to lower level extension staff.
- ENQUIRIES** : Mr. D Chitepo Tel No: (021) 808 5100
- POST 13/311** : **LECTURER: AGRONOMY (ELSENBURG) REF NO: AGR 20/2026**
- SALARY** : R397 116 - R467 790 per annum (Level 08)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate 4-year BSc degree (equivalent or higher qualification); A minimum of 3 years appropriate experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Proven knowledge of the following: Agronomy Production; Vegetable crops produced and alternative crops produced in the Western Cape; Presentation; Verbal and Written communication skills; Computer literacy; Leadership, Planning and Organising skills; Formal training and presentation.
- DUTIES** : Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students through compilation of question papers and memorandums for examination; Administrative responsibilities; Keep abreast of applicable prescripts, policies, procedures, technologies and new developments in the subject field.
- ENQUIRIES** : Ms B Abrahams Tel No: (021) 808 5480
- POST 13/312** : **ADMINISTRATIVE OFFICER: ADMIN SUPPORT FACILITIES MAINTENANCE (ELSENBURG) REF NO: AGR 04/2026**
- SALARY** : R325 101 – R382 959 per annum (Level 07)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year relevant experience; A valid (Code EB) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge and understanding of the following: Relevant legislation/ policies/ prescripts and procedures; Financial regulations and instructions to ensure smooth administrative functioning of the financial administration and procurement; Working procedures in terms of the working environment; Disciplinary code and procedures; OHS procedures; People management.

- Skills in the following: Written and Verbal communication; Planning and organising; Computer literacy (MS Office Package); Analytical; Report writing and problem-solving skills.
- DUTIES** : Oversee supply chain support services within the Sub-Directorate; Administrative and related functions; Oversee personnel administration support services within the component; Oversee financial administration support services in the component; People management.
- ENQUIRIES** : Mr V Govender Tel No: (021) 808 5422

#### **DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 04 May 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POST**

- POST 13/313** : **DEPUTY DIRECTOR: INFRASTRUCTURE, RESEARCH AND EVENT SUPPORT SERVICES REF NO: CAS 02/2026**
- SALARY CENTRE REQUIREMENTS** : R896 436 per annum (Level 11), (all-inclusive salary package)  
: Department of Cultural Affairs and Sport, Western Cape Government  
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years middle management experience. Competencies: Knowledge of the following: Financial Management; Human Resources; Knowledge in Infrastructure, Research, major events and sport tourism. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Communication skills (written and verbal); Ability to work independently and as part of a team.
- DUTIES** : Managing staff; Managing budgets; Ensuring smooth operations of the component; Leadership; Human resources.
- ENQUIRIES** : Mr T Tutu Tel No: (021) 483 9621

#### **DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 04 May 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online

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

**OTHER POSTS**

**POST 13/314** : **ASSISTANT DIRECTOR (INTERNAL CONTROL): ASSURANCE SERVICES REF NO: DEDAT 09/2026**

**SALARY CENTRE** : R468 459 - R561 894 per annum (Level 09)  
: Department of Economic Development and Tourism, Western Cape Government.

**REQUIREMENTS** : An appropriate Bachelor's Degree (NQF Level 7) equivalent or higher qualification in Internal Auditing (Majors in Auditing and Financial Accounting); A minimum of 3 years relevant experience in an internal control and governance environment. Competencies: Knowledge of the following: Policy development; Budgeting processes; Financial norms and standards (Public Financial Management Act, National Treasury Regulations, Provincial Treasury directives/instructions); Public Service Anti-Corruption Strategy and Fraud Prevention Measures; Principles and Practices of Financial Accounting; Internal Control Tools and Techniques; Government Accounting Standards (GRAP); Economic Reporting Framework including Standard Charts of Accounts; Risk Management Frameworks; Government Financial Systems; Human Resource Management. Skills in the following: Report writing; Interpersonal relations; Flexibility; Teamwork; Accuracy; Aptitude of figures; Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Ability to work independently and as part of a team.

**DUTIES** : Provide Assurance Services; Management of irregular, fruitless and wasteful expenditure and investigations; Report to key stakeholders on the financial governance and compliance environment; Co-ordination of internal and external auditors; Policy formulation, drafting of internal control policy and training; Provide fraud and losses management services; Manage and undertake all administrative functions required with regard to financial and HR management.

**ENQUIRIES** : Ms B Mott Tel No: (021) 483 9088

**POST 13/315** : **ASSISTANT DIRECTOR: MUNICIPAL ECONOMIC SUPPORT REF NO: DEDAT 10/2026**

**SALARY CENTRE** : R468 459 - R561 894 per annum (Level 09)  
: Department of Economic Development and Tourism, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Economics; A minimum of 3 years administrative experience in project management; 3 years' experience in data analysis. Competencies: Knowledge of the following: Economic development (refers to a practical understanding of the processes, programs, and policies that improve a community's economic well-being and quality of life); Development economics (refers to a technical, academic understanding of the theories, models, and methods used to analyse the economic issues of developing nations); Project Management; Relationship and stakeholder management; Monitoring and evaluation methods, tools and techniques; Skills in the following: Planning and Organising; Working with People; Analysing; Relating and Networking; Following Instructions and Procedures; Writing and Reporting; Delivering Results and Meeting Customer Expectations; Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Ability to work independently and as part of a team.

**DUTIES** : Facilitate capacity building of municipalities in the regions; Support the building of partnerships, IGR, cross-cutting and area-specific initiatives that promotes alignment of economic activities in region; Support the implementation of spatial economic growth initiatives in regions; Support the building of business partnerships for growth opportunities across regions; Support the coordination of municipal-level data and intelligence.

**ENQUIRIES** : Ms F Dharsey Tel No: (021) 483 7508

**POST 13/316** : **OFFICE MANAGER: STRATEGIC ECONOMIC ACCELERATORS AND DEVELOPMENT REF NO: DEDAT 11/2026**

**SALARY CENTRE** : R468 459 - R561 894 per annum (Level 09)  
: Department of Economic Development and Tourism, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years experience in rendering executive support functions to top management. Competencies: Knowledge of the following: Administrative and HR administration; Systems and knowledge management administration; Communication and marketing project management; Public Service Regulatory Framework; Financial and people management; Information and records management; Relevant software packages; Intergovernmental and international relations. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Basic research; Project planning; Financial management; Ability to work independently and as part of a team.

**DUTIES** : Render line administrative support services; Execute research, analyse information and compile complex documents for the DDG; Manage resources of the Office of the DDG, including office budgets, asset control & petty cash; Developing and managing systems within the branch to improve administrative efficiencies; Providing project support to the Office of the DDG; Remain abreast of policies and procedures; Communication & Digital Content Management.

**ENQUIRIES** : Ms Ilse van Schalkwyk Tel No: (021) 483 9494

**POST 13/317** : **PERSONAL ASSISTANT: STRATEGIC AND OPERATIONAL SUPPORT REF NO: DEDAT 13/2026**

**SALARY CENTRE** : R325 101 - R382 959 per annum (Level 07)  
: Department of Economic Development and Tourism, Western Cape Government

**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years' experience in rendering a support service to management/ senior management. Competencies: Knowledge of the following: Relevant legislation/ policies/ prescripts and procedures; Basic financial administration; Ability to run and maintain a record management system; Procurement of goods and services; Ability to properly record minutes and decisions at meetings; Advanced knowledge of relevant software packages. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Report writing, Organising and planning; Time management; Recording of minutes; Communication skills (written and verbally); Research; Analytical skills; Ability to work independently and as part of a team.

**DUTIES** : Provide a secretarial/ receptionist support service to the manager; Render administrative support services, inclusive of: Scrutinising routine submissions/ reports and make notes and/or recommendations for the manager; Collects, analyses and collates information requested by the manager; Provide support to the manager regarding meetings, inclusive of: Scrutinising documents to determine actions/information/ other documents required for meetings; Collecting and compilation of all necessary documents for the manager to inform him/her on the contents; Recording of minutes/ decisions and communicating to relevant role-players, follow-up on progress made; Preparation of briefing notes for the manager as required; Support the manager with the administration of the manager's budget; Study the relevant Public Service and departmental prescripts/ policies and other documents and ensures that the application.

**ENQUIRIES** : Ms Julies Tel No: (021) 483 9000

#### **DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

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

**CLOSING DATE** : 04 May 2026

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

#### **OTHER POSTS**

**POST 13/318** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): AIR QUALITY PLANNING AND INFORMATION MANAGEMENT REF NO: EADP 05/2026**

**SALARY CENTRE** : R498 916 per annum, (OSD as prescribed)  
: Department of Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS** : An appropriate Honours Degree in Environmental Management or Physical / Natural Sciences or Engineering (or an equivalent qualification); A valid (Code B) driving license. Competencies: Working knowledge and relevant experience of the following: Environmental Management, Integrated Environmental Management, particularly Air Quality Management; Air Quality Monitoring; Environmental Legislation; Compliance and Enforcement and Project Management / Planning; Environmental Management (air quality management, integrated environmental management; pollution management); Air Quality Management Systems (e.g., atmospheric emission licensing, air quality management planning, etc.); Compliance Monitoring and Enforcement, with respect to statutory obligations (e.g. NEMA; NEM:AQA); Environmental legislation, particularly as it relates to air quality management (e.g., NEMA, NEM:AQA). Skills in the following: General Office / Administration in respect of Budgeting and Financial Management; Human Resource Management (Supervisory and Mentoring); Research and report writing skills, including the ability to analyse, interpret and respond to scientific and technical reports; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Communication skills (written and verbal).

**DUTIES** : Provide specialised advice and technical expertise towards the development and administration of Air Quality Management systems legislation and policies; Provide specialised support, guidance and technical advice on the development and implementation of specific projects (e.g. Atmospheric Emissions Licensing, Emissions Inventory, Dispersion Modelling, Air Quality Management Planning, information management and capacity building); Contribute towards the development and implementation of air quality management planning and governance, and reporting; Provide specialised inputs on compliance monitoring and enforcement with respect to statutory obligations (NEMA and NEM: AQA); Provide support and input to all financial management, human resource management, administrative and strategic planning and related functions.

**ENQUIRIES** : Dr Joy Leaner at ([joy.leaner@westerncape.gov.za](mailto:joy.leaner@westerncape.gov.za)) / Tel No: (021) 483 2798

**POST 13/319** : **ENVIRONMENTAL SUPPORT OFFICER: ENVIRONMENTAL LAW ENFORCEMENT REF NO: EADP 06/2026**

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

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant administrative experience; A valid

code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Financial and administrative prescripts governing the public sector, the Western Cape Government and the Department; Legislation, regulations, policies and prescripts that are relevant to the Department and the component; General office administration processes; Database and information management processes; Project administration processes; Record-keeping legislation, regulations, policies, prescripts and processes; People management prescripts, policies and processes; Supply Chain Management. Skills needed: Computer Literacy (MS Office: Word, Excel, PowerPoint etc.); Accounting, Finance and Audit; Ability to work independently and as part of a team; Must be able to meet strict deadlines.

**DUTIES** : Facilitate procedural and administrative functions aligned with operational compliance; Coordinate and maintain environmental data systems to support policy implementation and regulatory reporting; Provide logistics and secretariat services to relevant stakeholders within the component; Administer financial processes to support environmentally aligned procurement, budgeting, and reporting functions.

**ENQUIRIES** : Mr A Bassier Tel No: (021) 483 3506

**POST 13/320** : **ENVIRONMENTAL SUPPORT OFFICER: WASTE POLICY AND MINIMISATION REF NO: EADP 07/2026**

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

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant administrative experience; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Financial and administrative prescripts governing the public sector, the Western Cape Government and the Department; Legislation, regulations, policies, and prescripts that are relevant to the Department and the component; General office administration processes; Database and information management processes; Project administration processes; Record-keeping legislation, regulations, policies, prescripts and processes; People management prescripts, policies and processes; Supply Chain Management Skills needed: Computer Literacy (MS Office: Word, Excel, PowerPoint etc.); Accounting, Finance and Audit; Ability to work independently and as part of a team; Must be able to meet strict deadlines.

**DUTIES** : Facilitate procedural and administrative functions aligned with operational compliance; Coordinate and maintain environmental data systems to support policy implementation and regulatory reporting; Provide logistics and secretariat services to relevant stakeholders within the component; Administer financial processes to support environmentally aligned procurement, budgeting and reporting functions; Asset management; Perform supervisory functions.

**ENQUIRIES** : Ms E Boonzaaier Tel No: (021) 483 8321

**DEPARTMENT OF HEALTH AND WELLNESS**

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

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

**CLOSING DATE** : 05 May 2026, 17:00 PM

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

**ERRATUM:** Kindly note that the advert for the POST12/165: Operational Manager Nursing (Specialty Unit: Psychiatry), Salary R693 096 per annum,

Centre: Valkenberg Hospital, advertised in the Public Service Vacancy Circular 12 dated 10 April 2026, with Ref No: 12/165: Post has been cancelled.

#### OTHER POSTS

- POST 13/321** : **CLINICAL MANAGER (MEDICAL) GRADE 1**  
Garden Route District
- SALARY** : R1 422 810 per annum, (A portion of the package can be structured according to the individual's personal needs.), (Plus non- pensionable rural allowance of 18% of your annual basic salary).
- CENTRE REQUIREMENTS** : Oudtshoorn Hospital, Oudtshoorn Sub-district  
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: A minimum of 3 years of appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) Management experience at a Health Facility. A commuted overtime contract is compulsory, as well as the ability to work after-hours.
- DUTIES** : Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise-, Support -, transfer of knowledge to-, training- and mentoring of the clinical staff and auxiliary staff. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at the clinical level with regard to laboratory services, blood, medicine, consumables and equipment. Willingness to travel throughout the district.
- ENQUIRIES NOTE** : Dr CA Dreyer Tel No: (044) 203-7204  
No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment.
- POST 13/322** : **MEDICAL SPECIALIST GRADE 1 TO 3 (INTERNAL MEDICINE)**  
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R1 341 855 per annum  
Grade 2: R1 531 032 per annum  
Grade 3: R1 773 222 per annum  
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Victoria Hospital  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as 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 (Code B/EB) driver's licence, willingness and ability to travel. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime within the Metro Health Services. Competencies (knowledge/skills): Ability to work as a specialist physician at a Large District Hospital attached to a teaching institution. Verbal and written communication skills. Knowledge and understanding of relevant legislation, hospital procedures and policies.
- DUTIES** : Provision of specialist care to outpatients and inpatients (including ICU and high care). Clinical service leadership and oversight at Victoria hospital. Clinical link and between the Community Health Centres and Victoria and Groote Schuur and False Bay. Outreach to western subdistrict. Training and teaching

of students, interns, medical officers and registrars. Clinical governance and management for the Department of Internal Medicine including handling medico-legal enquires.

**ENQUIRIES** : Dr GL Dunbar Tel No: (021) 799-1211: [Graeme.Dunbar@westerncape.gov.za](mailto:Graeme.Dunbar@westerncape.gov.za)  
**NOTE** : No payment of any kind is required when applying for this post.

**POST 13/323** : **REGISTRAR (MEDICAL) (RADIATION ONCOLOGY)**  
(4-Year Contract)

**SALARY** : R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs.)

**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner (Independent Practice). Inherent requirement of the job: Participation in commuted overtime (after-hours emergency service) is compulsory. Valid driver's license. Competencies (knowledge/skills): Post-community service clinical experience in an appropriate field of medicine (Internal medicine, surgery, emergency medicine, oncology, anaesthetics). Appropriate post-community service clinical experience, under on-site supervision of a registered Clinical Oncologist. Proven dedication to patient care and to maintaining professional integrity. Current ACLS certification. Computer literacy in MS Word, TEAMS and Excel or similar, including the ability to use online resources relevant to the discipline. Excellent communication skills. Good interpersonal and organisational skills and proven ability to function well within a team and to communicate effectively with all categories of staff as well as students. Palliative Care qualification (short course, diploma or Master's level. Research skills.

**DUTIES** : Provide a high-quality clinical oncology service to cancer patients and their families including radiotherapy, chemotherapy, and palliative and supportive care under the supervision of specialist Clinical Oncologists and the Head of Division. Supervision of junior medical staff to ensure quality of care and good clinical outcomes. Informal teaching and training of junior staff in the course of clinical work. Teaching (formal and informal) of undergraduate medical students. Achieve success in the FC Rad Onc Part I exam after 6 months and FC Rad Onc Part II exam of the CMSA prior to the end of the four-year contract. Graduation with an MMed (Rad Therapy) degree prior to the end of the four-year contract after completion of the required research project.

**ENQUIRIES** : Dr H Burger Tel No: (021) 938-4727, email. [henrietteburger@sun.ac.za](mailto:henrietteburger@sun.ac.za)  
**NOTE** : No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. -The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category

with the relevant council (including individuals who must apply for a change in registration status)".

- POST 13/324** : **REGISTRAR (MEDICAL) (OPHTHALMOLOGY) (X2 POSTS)**  
(5-Year Contract)
- SALARY** : R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner (Independent Practice). Inherent requirement of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after hour call cover. Applicants must have a FCOphth part 1 (all 3 modules). Competencies (knowledge/skills): Post-internship experience in Ophthalmology (under onsite supervision of a registered ophthalmologist). Diploma in Ophthalmology. Ability to work in a professional team. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Excellent report, clinical note and referral writing skills. Sound verbal and written communication skills. Experience with teamwork, planning, organizing and coordination. Excellent administrative, communication, analytical and problem-solving skills. Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management. Knowledge and practical skills for safe cataract surgery and management of ophthalmic emergencies. Knowledge and appropriate use of equipment. Minimum of 50 complete cataract surgeries performed.
- DUTIES** : Provision of safe eye care to patients. Pre-op assessment of patients, operative management of ophthalmic conditions and post-operative care of patients. Out-patient management of chronic eye conditions. Management of patients admitted to the Eye ward. After hours management of emergency eye conditions and eye trauma. Learning the art and science of eye care medicine and surgery. Attending tutorials and assisting with the training of medical students, nursing staff and ophthalmic assistants. Involvement in research/audits relating to ophthalmology. Administration of registrar rosters and the teaching program. Improving professional competence by regular self-learning and reflection with the application of current evidence.
- ENQUIRIES** : Prof L Visser Tel No: (021) 938-5519
- NOTE** : No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. -"Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".

- POST 13/325** : **REGISTRAR (SURGERY: GENERAL)**  
(5-Year Contract)
- SALARY** : R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent practice). Inherent requirement of the job: Commuted overtime is compulsory. Emergency and after hour call cover. FCS (SA) primary examination. Competencies (knowledge/skills): Knowledge, expertise and experience with regards to providing medical services in General Surgery. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Previous research experience (publication/conference presentation). Post community service experience in General Surgery.
- DUTIES** : Leadership. Innovation and Research. Teaching. Clinical Service: Operative. Clinical Service: Patient care. Clinical Governance.
- ENQUIRIES** : Prof L Cairncross Tel No: (021) 406-6229 or email: [melissa.mohamed@uct.ac.za](mailto:melissa.mohamed@uct.ac.za)
- 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 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. -The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of the Western Cape according to the yearbook and guidelines. -Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- POST 13/326** : **MEDICAL OFFICER GRADE 1 TO 3 (ANESTHESIOLOGY) (DENTAL MAXILLO FACIAL AND ORAL SURGERY)**  
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** : Oral Health Centre, Tygerberg/Mitchell's Plain
- REQUIREMENTS** : Minimum educational qualification: A 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 Health Professions Council of South Africa as a Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional council in respect of foreign qualified employees, of who is not required to perform community service as required in South Africa. **Grade 2:** A minimum of five 5 years' appropriate experience after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. A minimum of six 6 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional council in respect of foreign qualified employees, of who is not required to perform community service as required in South Africa. **Grade 3:** A minimum of ten 10 years' experience as a Medical Practitioner with the HPCSA in respect of SA qualified employees. A minimum of eleven 11-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional council in respect of foreign qualified employees, of who is not required to perform community service as required in South Africa. Inherent requirement of the job: A valid (code B/EB) driver's licence. Willingness to work across the Oral Health Platform. Competencies (knowledge/skills): Ability to work independently and in a multi-disciplinary team. Interest in developing an academic career. Good computer literacy (MS Word, Excel and Outlook). Diploma in Anaesthesia (DA)SA from the Colleges of Medicine of South Africa (CMSA) Appropriate experience in Anaesthesia.

**DUTIES** : To deliver comprehensive anaesthesia to patients within the Department of Health and Wellness healthcare facilities of the Cape metro healthcare ecosystem. Pre-operative, intraoperative and post-operative anaesthetic management of surgical patients. Teaching, training and supervision of junior staff, post-graduate and undergraduate medical and dental students. Administrative duties such as resource management, statistics, presentations and research.

**ENQUIRIES** : Dr M Meyer Tel No: (021) 937-3086 or Dr N Behardien Tel No: (021) 937-3081  
**NOTE** : No payment of any kind is required when applying for this post.

**POST 13/327** : **OPERATIONAL MANAGER NURSING (SPECIALTY UNIT: TRAUMA AND OPD)**  
 West Coast District

**SALARY** : R693 096 per annum  
**CENTRE** : Vredenburg 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 Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency 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. A post graduate diploma (R635) accredited in Emergency Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Hospital and Emergency Centre Triage Information System (HECTIS) and South African Triage System (Basic knowledge and experience in human resource management, labour relations, financial and supply chain procurement processes. Experience in the use of clinical equipment and control of budget levels. The ability to promote quality patient care through the setting, implementation, and monitoring of standards. Effective communication, interpretation, leadership, execute discipline, decision-making and conflict resolution skills.

**DUTIES** : Coordination of optimal, holistic specialised nursing care within set standards and within a professional /legal framework. Manage effectively the utilisation and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth/ethical standards and self-development.

**ENQUIRIES** : Dr. JM Van Schalkwyk Tel No: (022) 709-7287

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

**POST 13/328** : **ASSISTANT MANAGER NURSING: (GENERAL NURSING)**  
Chief Directorate: Metro Health Services

**SALARY** : R693 096 per annum

**CENTRE** : New Somerset Hospital

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (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 Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Willingness to work overtime should the need arise, day or night. Perform after-hour and weekend duties in order to assist the matron or night manager as the need arises. Competencies (knowledge/skills): Excellent conflict management skills. Excellent writing and communication skills. Ability to work effectively and amicably, at management level with people of diverse backgrounds and beliefs. Basic computer literacy. Knowledge of legislation relative to the Health Care Service and policies of the Department of Health. Ability to manage own work, and that of the units which report to the post, and to ensure appropriate interventions to enhance the nursing service at the institution. Skilled nurse clinician able to lead the nursing service within the scope of practice and accepted nursing standards.

**DUTIES** : Co-ordinate, supervise and delegate the provision of effective and efficient patient care through quality nursing care within set standards and legal framework. Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor the cost-effective utilization of human, financial and physical resources. Coordinate the provision of effective training and research. Provide effective support to Nursing Services and maintain professional self-development.

**ENQUIRIES** : Ms. S Basardien Tel No: (021) 402-6485

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

**POST 13/329** : **OPERATIONAL MANAGER NURSING (SPECIALTY UNIT: PSYCHIATRY) (PRE DISCHARGE)**  
Chief Directorate: Metro Health Services

**SALARY** : R693 096 per annum

**CENTRE** : Valkenberg Hospital

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. 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'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 Mental Health Nursing. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Advanced Psychiatric Nursing Science after obtaining the one-year post-basic qualification in Advanced Psychiatric

Nursing Science (R212) or a post-graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Inherent requirements of the job: Work night duty on a planned schedule to relieve the night manager. A Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of legal framework and regulations regarding nursing practice. Good leadership and people management skills, maintain constructive relationships with members of the multi-disciplinary team. Computer literacy. Basic financial management skills. The ability to communicate (verbal and written).

**DUTIES** : Ensure adherence to MHCA prescripts and other legislation. Effective management of the ward, hospital after hours, over weekends and public holidays on a planned basis and maintain good working relationship amongst all members of staff Manage and monitor the effective utilisation of human, financial and physical resources as per departmental policies. Co-ordinate and actively participate in focused training and development of permanent staff and nursing students according to development plan. Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.

**ENQUIRIES** : Mr. V Nel Tel No: (021) 826-5801

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

**POST 13/330** : **DENTIST GRADE 1 TO 3 (5/8TH)**  
Garden Route District

**SALARY** : Grade 1: R607 884 (5/8th) per annum  
Grade 2: R714 096 (5/8th) per annum  
Grade 3: R826 470 (5/8th) per annum  
A portion of the package can be structured according to the individual's personal needs.)

**CENTRE REQUIREMENTS** : PHC Support and Outreach Knysna/Bitou Sub-district  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Experience: **Grade 1:** None after registration as Dentist with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. **Grade 2:** Minimum of 7 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 8 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. **Grade 3:** Minimum of 12 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 13 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willingness to travel throughout the Knysna/Bitou Sub-district. Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Excellent report writing, clinical documentation, recording keeping and referral writing skills. Sound verbal and written communication skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards and or ideal facility/clinic requirements as applicable and good time management. Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed. Ability to be flexible and innovative in response to differing client needs.

**DUTIES** : Provide clinical primary and secondary dental treatment to children on the wellness bus and inpatients and outpatients as applicable to the designated work areas. Provide dental care support in dental clinics in the different sub-districts within Knysna/Bitou Sub District. Provide a holistic dental service independently and as part of a team in a hospital and primary health care setting. Diagnose and appropriate management of patients. Daily collection and monthly submission of data as per departmental protocols. Effective, efficient and optimal use of resources including facilitating the repair and maintenance of dental equipment. Stock taking and ordering of consumables

as required within departmental norms. Relevant in-service training and skills transfer. Provide relevant relief duty within Knysna/Bitou Sub District in absence of a peer colleague.

**ENQUIRIES** : Dr FR Potgieter Tel No: (044) 302 - 8400  
**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

**POST 13/331** : **CHIEF ARTISAN GRADE A (ELECTRICAL/MECHANICAL) (X2 POSTS)**  
Cape Winelands District

**SALARY** : R480 261 per annum  
**CENTRE** : Cape Winelands District Office (X1 Post)  
Overberg District Office (X1 Post)

**REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Certificate in Electrical/Mechanical Artisanship. Experience: 10 years' appropriate post-qualification experience in the post of Artisan/Artisan Foreman. Inherent requirement of the job: Willingness to work overtime and attend to unplanned callouts and emergency maintenance. Valid driver's license (Code B/EB) and willing to travel when needed. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Computer literacy in Ms Word, Excel, Outlook and Web-based systems. Appropriate knowledge and skills to lead infrastructure and maintenance coordination in the district. Excellent report writing skills.

**DUTIES** : Lead the implementation of the workshop hub and spoke model within the ecosystem. Coordinate the strategic planning and management of health facility maintenance needs across the district. Manage risks, quality, assets, stock and finances as they relate to infrastructure and maintenance projects. Human resource management and development, including providing support to workshop staff across the district.

**ENQUIRIES** : Mr O Motshweneng Tel No: (023) 348-8120/8104 (Cape Winelands District)  
Ms R Zondo Tel No: (028) 214-5800 (Overberg District)

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

**POST 13/332** : **ASSITANT DIRECTOR: INFORMATION MANAGEMENT (SYSTEM MANAGER: CLINICAL SYSTEMS)**  
Directorate: Health Information Technology (HIS Application Support Centre)

**SALARY** : R468 459 per annum  
**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma or Degree in Information Technology. Experience: Appropriate experience of hospital administrative and clinical processes. Appropriate experience working on Electronic Health Record systems/modules. Appropriate working experience and knowledge of Electronic Health Record systems / modules. Appropriate experience in training and supporting system users. Appropriate experience of Hospital Fees and patient administration policies. Inherent requirement of the job: Valid driver's license. Willingness to travel to WCDHW health institutions. Willingness to work overtime. Competencies (knowledge/skills): Good communication and interpersonal skills. Ability to provide user training and support. Accurate data capturing skills. Computer literacy, including MS Office and MS Project. Knowledge of Clinicom, HECTIS, eCCR and other HIS modules. Understanding of Business Process Re-engineering. Understanding of system maintenance and enhancement process flow. Understanding and developing quality control processes. Proven ability to work in a team environment.

**DUTIES** : Manage and control the Clinical systems / modules at all hospitals and clinics in the Western Cape. Maintain and update master files, documentation, access control and print management. Manage and ensure update of annual or adhoc regulatory changes. Liaise with HIS management, hospital IT, and other stakeholders on clinical system matters. Provide end-user support and resolve

system problems. Update and maintain user manuals and clinical system procedures. Develop quality control script for system changes and manage test process with formal outcome reporting. Develop system release notice for system changes and ensure user awareness. Assist with data quality assurance. Manage compliance of system release logs and exception reports Drive business process re-engineering in clinical system -related areas across hospitals. Support development and administration of new clinical system modules. Manage Integrated Health Solution System Controllers. Collaborate with the Finance and clinical documentation team to ensure compliance of Clinical systems.to hospital fee and patient administration policy and manage new enhancement requests to deployment where accepted. Provide ad hoc support to the Deputy Director: eHealth Systems. Identify training needs and provide training to users and core trainers.

**ENQUIRIES**  
**NOTE**

: Mr J Maharaj Tel No: (021) 938-6513  
: No payment of any kind is required when applying for this post. Shortlisted candidates will be required to undergo competency assessments/proficiency tests.

**POST 13/333**

: **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY AND NEONATAL WARD)**  
Chief Directorate: Rural Health Services

**SALARY**

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

**CENTRE**  
**REQUIREMENTS**

: New Somerset Hospital  
: 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. Proof of annual registration with the SANC. 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 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): Computer literacy in Microsoft package. Effective communication skills and interpersonal skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organize and coordinate the service by analyzing, problem solving and decision-making. Leadership towards the realization of strategic goals and objectives of the Obstetric and Neonatology department.

**DUTIES**

: Provide optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Assist in managing the utilization and supervision of all resources effectively. Assist in effective management and utilization of human and financial resources to ensure optimal operational functions. To assist in the planning and co-ordination of training and research effectively. Assist to organize a cost-effective service daily and provide support to supervisor and management.

**ENQUIRIES**  
**NOTE**

: Ms. S Basardien Tel No: (021) 402-6485  
: 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 or post-graduate diploma in the relevant specialty.

**POST 13/334** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ADVANCED MIDWIFERY)**  
Overberg District

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

**CENTRE** : Grabouw CHC

**REQUIREMENTS** : Minimum Education qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus 254) that allows registration with the SANC as a Professional Nurse. A post-basic qualification 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's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the SANC as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC 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 with the SANC as Professional Nurse 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 requirements of the job: Work within a shift system. Willing to work public holidays, after-hours, night duty and weekend cover for nursing. Assist with relief duties and partake in overall specialised area functions, i.e. team building, supervision, training, workshops and updates. Competencies (knowledge/skills): Computer literacy. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organisational skills.

**DUTIES** : Provide optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Assist in managing the utilization and supervision of all resources effectively. Assist in effective management and utilisation of human and financial resources to ensure optimal operational functions. To assist in the planning and co-ordination of training and research effectively. Assist to organise a cost-effective service daily and provide support to supervisor and management.

**ENQUIRIES** : Ms V Maqhina Tel No: (028) 212-1048

**NOTE** : No payment of any kind is required when applying for this post. Candidate will be subjected to a practical. Candidates who are not in possession of the 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 Midwifery.

**POST 13/335** : **ASSISTANT DIRECTOR: ASSET MANAGEMENT**

**SALARY** : R468 459 per annum

**CENTRE** : Groote Schuur Hospital, Observatory

**REQUIREMENTS** : Minimum educational qualification: Appropriate three year National Diploma/ Degree in Accounting, Financial Management, Supply Chain Management (with Accounting/Finance modules). Experience: Appropriate experience in asset management, with a proven track record in: Financial reporting and compliance with the Modified Cash Standard, Managing government movable assets, including reconciliations, disposals, and audit processes, Leading teams and implementing asset management controls. Inherent requirement of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Strong leadership, conflict resolution, and project management skills. Expertise

- in government asset management systems (e.g., LOGIS, Syspro) and advanced Excel. Proficiency in financial reporting, reconciliations, and audit processes. Advanced knowledge of Public Finance Management Act (PFMA), Treasury Regulations, and Modified Cash Standard.
- DUTIES** : Collaborate with finance, procurement, and clinical teams to align asset management with budgetary and operational needs. Prepare and reconcile monthly/quarterly financial reports, including inputs for the Annual Financial Statements (AFS) and asset disclosure notes. Ensure accurate accounting for assets in compliance with the Modified Cash Standard and PFMA/Treasury Regulations, including ensuring that asset valuations align with GRAP (Generally Recognised Accounting Practice) standards for departmental reporting. -Manage the moveable asset management component, including staff performance, training, and HR matters. Oversee real-time capturing of acquisitions, transfers, disposals, and barcoding on the institutional asset register. Plan and conduct the annual asset verification and reconcile discrepancies between the asset register and BAS systems.
- ENQUIRIES** : Mr R Schroeder Tel No: (021) 404-3248
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
- POST 13/336** : **QUALITY ASSURANCE COORDINATOR**  
West Coast District
- SALARY** : R468 459 per annum
- CENTRE** : Vredenburg Hospital, Saldanha Bay Sub-district
- REQUIREMENTS** : Minimum educational qualification: Appropriate 4-year Health related Diploma/degree that is registrable with any of the statutory bodies of South Africa. Experience: Appropriate experience in Quality Assurance (QA), Infection Prevention Control (IPC) and Occupational Health & Safety (OH&S). Appropriate management experience. Inherent requirement of the job: Valid driver's licence and willingness to travel extensively within the rural districts. Competencies (knowledge/skills): Ability to analyse and interpret Health Systems information, compile reports and present the data to direct planning. Have Knowledge of Project and Financial Management. Good organisational, interpersonal, creative problem solving and research skills. Computer literacy (Ms Office: Word, Excel, PowerPoint and Outlook) Ability to communicate effectively (verbal and written).
- DUTIES** : Support the Health Establishment, staff & Sub District Management Team, with the implementation of the Ideal Hospital/Clinic Realisation and Maintenance and Promulgated Norms & Standards requirements. Ensure the maintenance of the Infection Prevention and Control (IPC) standards. Establish measures that will ensure Health and Safety of staff & users. Help build the competency of staff by identifying, planning and addressing Quality Improvement (OI), Infection Prevention and Control (IPC) and Occupational Health & Safety training needs. Monitor data quality in the Health Establishment and update the Health Establishment Training data base.
- ENQUIRIES** : Ms E Van Ster Tel No: (022) 487-9269
- NOTE** : No payment of any kind is required when applying for this post. Applicants may be subjected to competency assessments.
- POST 13/337** : **SENIOR PERSONNEL PRACTITIONER: (EMPLOYEE SOURCING)**  
Chief Directorate: Metro Health Services
- SALARY** : R397 116 per annum
- CENTRE** : Northern/Tygerberg Sub-structure Office
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree in Human Resource Management. Experience: Appropriate experience and in-dept knowledge in Recruitment & Selection. Appropriate experience on the Scube Online system. Inherent requirements of the job: Valid Code (B/EB) driver's license. Willingness to travel. Willingness to work after hours. Competencies (knowledge/skills): Computer literate in MS Office (Excel, Word and Power point) Outlook and PERSAL. Good verbal and written communication skills to ensure effective presentation of submissions and policies. Knowledge of Employment Equity and Recruitment and Selection Policy and prescripts. Knowledge of all relevant PM policies and policies.
- DUTIES** : Responsible for downloading of CV's and capturing of adverts on the Scube online system and DOTS 360 for verifications and the Biometric machine to

host fingerprints. Arrange and co-ordinate the logistics for the Recruitment & Selection processes, responsible for regular update of statistical appointments/transfers and exists on share drive. Act as HR scribe and advisory to the panel members, optimal support to supervisor and colleagues. Responsible to draft and scrutinize motivations for procedural correctness and fairness, effective handling of the Approved post list (APL) and the establishments related matters within the Sub-structure. Keep abreast with the Recruitment & Selection Policy and PM amendments within Circulars/Policy Frameworks, Regulations and EE stats. Responsible for salary determinations for all disciplines and effective control of internal and external transfers.

**ENQUIRIES** : Ms. P Petersen Tel No: (021) 815-8567  
**NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.

**POST 13/338** : **PHYSIOTHERAPIST GRADE 1 TO 3**  
 Garden Route District  
 (Contract until 31 March 2027)

**SALARY** : Grade 1: R397 233 per annum  
 Grade 2: R463 941 per annum  
 Grade 3: R543 099 per annum  
 (Annual salary plus 37% in lieu of service benefits.)

**CENTRE** : Knysna/Bitou Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the 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 a 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 SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Excellent report, clinical note and referral writing skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards and or ideal facility/clinic requirements as applicable. Knowledge of prescription and issuing of assistive devices including mobility. Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed. Basic to intermediate wheelchair seating assessments, prescription, fitting and issuing and other relevant assistive devices and therapeutic knowledge and skills within the field of physiotherapy and rehabilitation.

**DUTIES** : Provide clinical physiotherapy service delivery to inpatients and outpatients as applicable to the designated work areas. Provide clinical physiotherapy service delivery to patients at a primary healthcare level, including transitional care facilities/ intermediate care facilities, and relevant NGO's applicable to the designated work areas. Oversee physiotherapy students and support their learning in designated clinical areas. Participate in ward rounds, multidisciplinary meetings, and support to specialist outreaches as applicable to the designated work area. Participate in personal, district, sub district and hospital in-service and training programs as applicable to the designated work area including transitional care facilities/intermediate care facilities, and relevant' s. Daily collection and monthly submission of data as per departmental protocols. Effective, efficient and optimal use of resources including facilitating the repair and maintenance of assistive devices. Stock taking and ordering of consumables and assistive devices as required within departmental norms. Relevant in-service training and skills transfer, clinical

		facilitation, and mentorship of placed students. Provide relevant relief duty in absence of a peer colleague and provide support to supervisor.
<b><u>ENQUIRIES</u></b>	:	Dr FR Potgieter Tel No: (044) 302 - 8400
<b><u>NOTE</u></b>	:	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).
<b><u>POST 13/339</u></b>	:	<b><u>SOCIAL WORKER GRADE 1 TO 4 (PRODUCTION)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R325 200 per annum Grade 2: R397 119 per annum Grade 3: R477 564 per annum Grade 4: R585 441 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Victoria Hospital Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with a Professional Council: Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. Experience: <b>Grade 1:</b> None after registration. <b>Grade 2:</b> A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP. <b>Grade 3:</b> A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP. <b>Grade 4:</b> A minimum of 30 years appropriate experience in social work after registration as a social worker with the SACSSP. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Strong leadership, problem solving, decision making and conflict resolution skills. Computer literacy (MS Office package: Word, Excel, PowerPoint, Outlook email). Knowledge and insight of relevant legislation and policy related to social work service in the public sector. Good report writing, interpersonal, leadership and planning skills. Ability to work independently and within an interdisciplinary team to achieve functional outcomes for clients. Knowledge and understanding of illness and disease, human behaviour, and social systems within a health environment setting.
<b><u>DUTIES</u></b>	:	Provision of comprehensive, client centred clinical social work services to adults and children in a district hospital. Ensure safe discharge plans, support and protection of vulnerable individuals and families. Conduct psychosocial assessments aimed at identifying conditions within individuals that justify relevant interventions. Implementation of applicable social work interventions. Effective engagement and networking with the multidisciplinary team as well as all relevant external stakeholders. Keep up to date with new developments in social work. Utilize and manage resources. Support social workers, social auxiliary workers, volunteers and students. Assist with the achievement of department and organisational goals. Perform all administrative functions required of the job. Deliver an accountable social work service through the appropriate implementation of social work processes.
<b><u>ENQUIRIES</u></b>	:	Dr G Dunbar Tel No: (021) 799-1211, email: <a href="mailto:graeme.dunbar@westerncape.gov.za">graeme.dunbar@westerncape.gov.za</a>
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointments on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

**POST 13/340** : **ADMINISTRATIVE OFFICER: FINANCE ADMIN (HOSPITAL FEES AND ADMISSIONS)**  
West Coast District

**SALARY** : R325 101 per annum  
**CENTRE** : Vredendal Hospital, Matzikama Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject. Experience: Appropriate experience and knowledge in Patient Administration, Medical Records, archive in a Healthcare environment, administration of Hospital Memorandum Chapter 18 and UPFS. Appropriate practical experience in Clinicom, AR, JAC, HIS, BAS, HECTIS and LOGIS systems. Inherent requirement of the job: Willingness to work after hours (weekends, public holidays) and overtime at short notice. Willingness to rotate and/or relief staff within the admissions, archive and hospital fees department within the facility. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to execute duties accurately and working under pressure and meet strict deadlines. Appropriate supervisory experience to ensure that sound people management and labour practices are implemented in a Hospital Fees and/or Patient Administration environment. Computer Literate (Microsoft Excel, Word, Outlook, Internet). Good communication skills (verbal and written), analytical and problem-solving skills. Appropriate knowledge and understanding of Hospital Fees, Hospital Information Systems (Clinicom, Account Receivable, UPFS, Cashiers Functions, Electronic Data Interchange, JAC, Medical Records and BAS) as well knowledge of Hospital Memorandum Chapter 18, PFMA, handling of state money, patient valuables (Chapter 6), applicable policies and prescripts in respect of revenue generation, reception and medical records, and all circulars, instructions, policies and procedures related to the above.

**DUTIES** : Patient Administration/Reception Services: Maintain a 24-hour reception service, management of medical records, medico-legal admin unit. Revenue Management: ensuring there is a Revenue Generation Plan in place per Financial Year with specific Monitoring Controls for Optimum Revenue Collection, System Control, Data Quality and Monitoring of the Revenue Unit, ensuring processes are in place for cash management in line with the relevant prescripts, ensuring that Management Accounting functions are done within prescribed timeframes. Reporting, Internal Control and Risk Management: Management of routine and mandatory reporting on all Outputs of the Patient Admin/Revenue units, Implementation and maintenance of effective Internal Control in all sections, management of various Audit processes. People management: Ensure efficient management of staffing resources in all sections, Maintaining Organisational Structure, People Development, Wellness and Organisational Culture, Performance Management & Review Process.

**ENQUIRIES** : Ms C Davids Tel No: (027) 213-2039

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

**POST 13/341** : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**  
Chief Directorate: Metro Health Services

**SALARY** : R325 101 per annum  
**CENTRE** : Eerste River 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 focus on the Key performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain. Appropriate Experience in Supervisory. Appropriate experience in Contract Management. Inherent requirement of the job: A valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Knowledge of Logis, EPS system. Knowledge and exposure to the Public Financial Management (PFMA), National Treasury Regulations and SCM Instructions. Computer Literacy (MS Office: Word, Excel, Outlook).

**DUTIES** : Ensure effective demand planning, procurement planning and asset register management. Manage acquisition of goods, services and assets through EPS, transversal contracts and other SCM processes in line with AOS and delegations. Provide system approvals and implement processes to prevent late payments. Compile and submit relevant monthly and quarterly SCM

reports. Maintain effective record keeping for all SCM activities and processes. Provide regular and credible feedback to management. Oversee Asset Management and Warehouse Management functions. Manage staff within the relevant SCM components. Serve as a member of the Vetting and Quotation Committee. Provide procurement support to clinics and assist other SCM components when required.

**ENQUIRIES** : Ms C Solomons Tel No: (021) 902-8058  
**NOTE** : No payment of any kind is required when applying for this post.

**POST 13/342** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**  
 Chief Directorate: Metro Health Services

**SALARY** : R325 101 per annum  
**CENTRE** : Eerste River Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Support Services experience. Appropriate Supervisory experience. Maintenance of buildings, equipment, and machinery experience. Inherent requirement of the job: Valid driver's licence (Code B/EB). Willingness to do standby and work overtime. Competencies (knowledge/skills): Ability to draft service level agreements/contracts and implement standard operating procedures. Extensive knowledge of the Treasury Regulations and Contract Management, PFMA, OHS, and Public Service Acts. Computer skills (MS Office, Excel, and Word). Extensive knowledge of Western Cape Government maintenance protocols. Working knowledge of support services management or facilities management.

**DUTIES** : Promote and maintain acceptable standards of quality of services delivered by the Support Service components (Transport, Linen, Porters, Switchboard, Cleaning, Waste, Grounds, Parking, Security). Effective support of maintenance and capital works of buildings and equipment of institution. Ensure effective and efficient contract management. Ensure relevant policy implementation and compliance (Occupational Health & Safety, Ideal Hospital Framework, regulated norms & standards, etc.) at the Hospital. Support to ASD Facility Management, Staff and Support Services section. Optimum utilisation and supervision of human and other resources within Support Services.

**ENQUIRIES** : Mr J Levy Tel No: (021) 902-8077  
**NOTE** : No payment of any kind is required when applying for this post.

**POST 13/343** : **ADMINISTRATION CLERK: ADMISSIONS**  
 Garden Route District

**SALARY** : R228 321 per annum  
**CENTRE** : Knysna Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in patient administration / admissions at a hospital Experience of working on Clinicom system. Inherent requirement of the job: Willingness to work 12-hour shifts (i.e. night duty, weekends, public holidays) and work overtime when needed. Competencies (knowledge/skills): Good communication (verbal and written) skills, with internal and external clients. Cash management – receipt and safe keeping. Appropriate knowledge of electronic patient administration system Clinicom. Computer literacy in Microsoft (Word, Excel and Outlook). Appropriate knowledge of uniform patient fee schedule (UPFS).

**DUTIES** : Assessment of patients according to the means test when admitting patients, update patient information and ensure availability of patient folders. Responsible for sound cash management for revenue control which includes the receipt of money, issue of accounts, receipt and safekeeping of money. Open and maintain patient folders and loan of patient folders to relevant departments on the Clinicom system. Responsible for handling of patient enquiries. Filing of patient folders and documents on a daily basis. Record keeping, trace old folders, compile new folders and destruction of folders.

**ENQUIRIES** : Mr E Harker Tel No: (044) 302-8400  
**NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment.

- POST 13/344** : **ADMINISTRATION CLERK: ADMISSIONS**  
Chief Directorate: Metro Health Services
- SALARY** : R228 321 per annum  
**CENTRE** : Eerste River Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Administration in the Health environment. Inherent requirement of the job: Willingness to work overtime when required, and 12-hour shifts (including night duty, weekends, and public holidays). Competencies (knowledge/skills): Good interpersonal skills. Knowledge of Hospital Fees Memorandum Chapter 18, PFMA, Hectis, UPFS, Clinicom and Finance instructions.
- DUTIES** : Render administrative support service to patients, the public, supervisor, and staff. Record and capture all patient information and activities (admission and discharge of patient) accurately and promptly on Clinicom. Responsible for effective revenue collection which includes receipt of money, issue of receipts, and account queries. Capture all charge entries, Update Hectis. Drawing of medical records. Relieve duties to que marshal/Helpdesk.
- ENQUIRIES** : Ms C Solomons Tel No: (021) 902-8058  
**NOTE** : No payment of any kind is required when applying for this post.
- POST 13/345** : **ADMINISTRATION CLERK: SUPPORT (WARDS)**  
Overberg District
- SALARY** : R228 321 per annum  
**CENTRE** : Caledon Hospital, Theewaterskloof Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a hospital setting. Inherent requirement of the job: Willingness to work shifts (overtime, weekends, public holidays, and night duty). Willingness to rotate. Competencies (knowledge/skills): Good communication skills verbally and written. Computer literacy in Microsoft Office package (i.e., MS Word, Excel, PowerPoint and Outlook). Experience in ordering of stock and supply chain management processes in a hospital setting. Effective leadership, interpersonal, problem solving, decision making, and conflict resolution skills. Good organisational skills. Ability to function independently as well as part of a multi-disciplinary team. Knowledge of patient administration functions, e.g., Admission, discharge, and transfers on Clinicom/ Tier.Net.
- DUTIES** : Provide an effective administrative service to the Operational Manager, nurses, and doctors in the wards. Order ward stock and responsible to manage ward storeroom. Provide helpdesk functions to patients and visitors. Effective utilisation of resources to assist in achieving the objectives of the ward. Relief services when needed. Deliver effective support to the Nursing Department as a whole.
- ENQUIRIES** : Mr S Roman Tel No: (028) 212-3702  
**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test.
- POST 13/346** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**  
Chief Directorate: Emergency and Clinical Support Services
- SALARY** : R228 321 per annum  
**CENTRE** : Emergency Medical Services, Central Karoo  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate with experience/competencies that focus on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain or Asset Management. Inherent requirement of the job: A valid driver's license. Willingness to travel. Competencies (knowledge/skills): Knowledge and exposure to the Public Finance Management Act (PFMA) and Regulations and SCM instructions. Knowledge of LOGIS (Logistical Information System) would be advantageous. Computer literacy (MS Office package).
- DUTIES** : Responsible for supply chain management at the district office, focusing of Asset Management and Warehouse Management. Ensure Audit Compliance and file source documents. Handle telephonic and written enquiries from user departments. Assist with the asset disposal and acquisition planning. Report

		on asset findings to relevant components. Assist with maintaining registers and repairs.
<b><u>ENQUIRIES</u></b>	:	Mr J Stuart Tel No: (021) 830-1159
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>POST 13/347</u></b>	:	<b><u>PRINCIPAL FOOD SERVICES SUPERVISOR</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Grade 9 (Std. 7) / General Education and Training Certificate (GETC). Experience: Appropriate experience in a Large-Scale Food Service Unit. Inherent requirements of the job: This is a straight-shift position within a 24/7 service. The successful candidate will be required to work after hours and weekends (one in six), be on call, and night shifts in line with service requirements. Competencies (knowledge/skills): Have a knowledge and understanding of the basic food groups, normal and therapeutic diets and cooking methods and Hygiene and Safety standard. Good leadership and interpersonal skills and ability to work under pressure. The Ability to handle industrial equipment. Dress according to Departmental specifications.
<b><u>DUTIES</u></b>	:	Assist the Manager with Human and Financial Resource Management (Responsible for subordinates quarterly SPMS reporting, training allocation, leave, discipline and stock control of the Recon Kitchen). Communicate with patients and ward staff and feedback any problems and recommendations to the food service manager. Supervise FSA's in the running of a reconstitution/kitchen and the night duty food service aid's in the Main Kitchen from 18h30-06h30. Supervising and assisting with service of 3 meals and 4 beverages daily to the Patients, and with the cleaning and maintenance of the kitchen area and equipment and adhere to hygiene and safety standards. Supervising service of the 20h00 tea and snack and the 05h00 coffee to the Patients on the wards, collect and cleaning of cups afterwards and supervise the cooking of the porridge for breakfast. To supervise FSA's in the unloading and cleaning of supper trolleys and the washing of the crockery, lids, trays etc.
<b><u>ENQUIRIES</u></b>	:	Ms K Mapekula Tel No: (021) 404-4002
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>POST 13/348</u></b>	:	<b><u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Lentegeur Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management. Appropriate PERSAL experience. Competencies (knowledge/skills): Sound knowledge of HRM Policies and Practices, Public Regulations, Collective. Agreements regarding personnel and salary administration. Computer literacy (MS Office package and Outlook). Ability to maintain confidentiality. Ability to work under pressure and meet deadlines. Ability to work independently and in a team. Appropriate knowledge and experience of PERSAL.
<b><u>DUTIES</u></b>	:	Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, debt management, verify documents, qualifications, etc. Handle personnel inquiries and correspondence (written and verbal) and filing of personnel data. Responsible for capturing transactions on PERSAL. Maintain registers (PILIR, RWOEE, Appointments and Service Terminations). Auditing of Personnel and Leave records. Assist with Recruitment and Selection Process and SPMS/PERMIS. Assist staff, supervisor and management with regard to Human Resource and Personnel matters. Provide an effective support to supervisor.
<b><u>ENQUIRIES</u></b>	:	Mr P Pieters Tel No: (021) 370 1419
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>POST 13/349</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u></b> Chief Directorate: Emergency and Clinical Support Services
<b><u>SALARY</u></b>	:	R228 321 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	Emergency Medical Services
	:	Minimum educational qualification: Senior Certificate with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate with experience/competencies that focus on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain. Inherent requirement of the job: Valid Driver's Licence. Willingness to Treasury Regulations and SCM instructions. Knowledge of LOGIS and/or SYSPRO, ESL and EPS system. Computer literacy (MS travel. Competencies (knowledge/skills): Knowledge of and exposure to the Public Finance Management Act (PFMA) National Office): Word, Excel, Outlook.
<b><u>DUTIES</u></b>	:	Adequate demand planning for warehousing. Ensure proper inventory verifications are performed. Storage and safekeeping of stock. Proper record keeping is maintained. Forms part of IFS and AFS reporting. Assisting in other components within SCM. Monthly reporting.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms S Overmeyer Tel No: (021) 830-1160
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>POST 13/350</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum
	:	Eerste River Hospital
	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or Senior Certificate with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in stock handling. Appropriate working experience in LOGIS. Knowledge and appropriate experience in Supply Chain Management and Warehouse Management. Inherent requirement of the job: Ability to lift and move heavy boxes and stock. Willingness to work overtime. Competencies (knowledge/skills): Computer literacy in MS Word, MS Excel and Outlook. Good verbal and written communication skills. Good organizational and time management skills. The ability to function independently. Ability to think creatively and apply ideas.
<b><u>DUTIES</u></b>	:	Completion and capturing of requisitions, receipt voucher and issue voucher on LOGIS. Receiving of goods and updating of Bin cards. Update monthly consumption report. Rotation within the SCM department. Packing and removing of stock from storage areas and shelves and delivering to end users. Ensure accurate stock and compliance controls i.e. applying FIFO principle, etc. Maintain stock levels and ordering of stock i.e. completion of PA, etc. Regular reporting i.e. monthly Inventory reporting, stock takes, etc.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms C Solomons Tel No: (021) 902-8058
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>POST 13/351</u></b>	:	<b><u>FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2</u></b> Chief Directorate: Emergency and Clinical Support Services
<b><u>SALARY</u></b>	:	Grade 1: R217 092 per annum Grade 2: R252 840 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Forensic Pathology Service
	:	Minimum educational qualification: Senior Certificate with having achieved English, mathematics, Life Science and / or Biology as passed subjects. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> 10 year's appropriate Forensic Pathology Service experience. Inherent requirement of the job: A valid (code B/EB) driver's licence. Ability to work under pressure. Willingness to be trained in Forensic Investigation and Dissection. Ability to work with and lift corpses, (mutilated, decomposed, infectious viruses, obese). Be willing on travelling long distances and working standby duties / overtime. Competencies (knowledge/skills): Computer and software literacy in at least MS Word and Excel. Ability to be trained in 4x4 Vehicle handling. Ability to be trained in photography. Ability to communicate clearly and discreetly in person and in writing. Willingness to assist with duties in an X-ray room. Ability to achieve and maintain good interpersonal and working relations with staff and clients. Ability to interpret and apply policies. Will be required to deliver testimony in court proceedings.
<b><u>DUTIES</u></b>	:	Effective and efficient recovery, storage and processing of deceased. An effective identification process and release of the deceased, including management of property. An effective forensic autopsy process and specimen

management rendered in accordance with set standards and guidelines. Optimal control of reports and statements during and after the Forensic Mortuary process. An efficient support service to the Manager with regard to Corporate and Clinical Governance functions of the Forensic Pathology Laboratory.

**ENQUIRIES** : Ms D Ontong Tel No: (021) 862-2047 or email: [Dawn.Ontong@westerncape.gov.za](mailto:Dawn.Ontong@westerncape.gov.za)

**NOTE** : No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a practical test. Candidates will be subjected to security clearance prior to appointment. The pool of applications will be considered for vacancies within Paarl Forensic Pathology Laboratory, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

**POST 13/352** : **ORTHOPADIC & PROSTHETIC ASSISTANT GRADE 1 TO 2 (TECHNICAL SERVICES)**  
Chief Directorate: Metro Health Services

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

**CENTRE** : Western Cape Rehabilitation Centre (Orthotic and Prosthetic Centre, Pinelands)

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification or prescribed in service training (with duration of less than two years) that allows for the required registration with the Health Professions Council of South Africa. Registration with a Professional Council: Registration with the Health Professional Council of South Africa (HPCSA) as an Orthotics and Prosthetics Assistant. Inherent requirements of the job: Ability to lift patients. Competencies (knowledge/skills): Technical abilities, computer literacy skills. Good communication and interpersonal skills. Ability to work independently. Understanding of orthotic and prosthetic devices, including types, components, and functions. Knowledge of human anatomy and physiology, including musculoskeletal and nervous system.

**DUTIES** : Assist the Medical Orthotist Prosthetist clinicians to prepare material and tools for measuring patients. Assist the Medical Orthotist Prosthetist clinicians to modify or correct patient measurements. Assist the Medical Orthotist Prosthetist clinicians to mould orthoses or laminate prosthetic sockets or bend metal bars for callipers. Assist the Medical Orthotist Prosthetist clinicians to cut and assemble the Orthotic and prosthetic device. Assist the Medical Orthotist Prosthetist clinicians to clean each area involved in stages of production. Assist the Medical Orthotist Prosthetist clinicians to adjust and repair Orthotist and Prosthetist devices. Assist the Medical Orthotist Prosthetist clinicians to perform administrative duties service including collection of statistics for production work and completing job cards. Assist to Maintain machinery and other equipment used in the Medical Orthotist Prosthetist Centre. Participate in general cleaning of the Medical Orthotist Prosthetist Centre. Leather work and sewing of straps or belts for use in appliances. Adhere to HPCSA regulations and attend staff development programs within the Medical Orthotist Prosthetist field. Perform any other reasonable duties delegated by supervisor from time to time within the Medical Orthotist Prosthetist assistant's scope of practice.

**ENQUIRIES** : Ms M Brink Tel No: (021) 531-5300/5218

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

**POST 13/353** : **STAFF NURSE GRADE 1 TO 3 (FEMALE/CHILDRENS'S WARD AND MATERNITY/NEONATAL) (X3 POSTS)**  
West Coast Health District

**SALARY** : Grade 1: R220 614 per annum

		Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Vredendal Hospital, Matzikama Sub-district 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 the SANC as an Enrolled Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as an Enrolled Nurse. <b>Grade 3:</b> A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC as Enrolled Nurse. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays and night duty as well as overtime when necessary. Ability to work in a high stress environment. Willingness to rotate between Wards. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Basic computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<b><u>DUTIES</u></b>	:	Development and implementation of basic patient care plans, carried out under the supervision of the Professional Nurse, to deliver adequate patient care. Provide basic clinical nursing care to patients under the supervision of the Professional Nurse. Effective utilization of resources, including stock and equipment and proper maintaining thereof. Maintain professional growth and ethical standards and self-development.
<b><u>ENQUIRIES NOTE</u></b>	:	Mr LK Wagenaar Tel No: (027) 213-2039 No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<b><u>POST 13/354</u></b>	:	<b><u>STAFF NURSE GRADE 1 TO 3 (NURSING SERVICES)</u></b> West Coast Health District
<b><u>SALARY</u></b>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Citrusdal Hospital, Cederburg Sub-district Minimum educational qualification: Qualification that allows registration with SANC as an Enrolled Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as an Enrolled Nurse. <b>Grade 3:</b> A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC as Enrolled Nurse. Registration with a Professional Council: Registration with the South African Nursing Council as an Enrolled Nurse. Inherent requirements of the job: Willingness to work shifts, including night duty, weekends, and public holidays. Ability to work under supervision of a Professional Nurse. Willingness to rotate between wards within hospital. Work as part of a multi-disciplinary team and support managers to ensure quality nursing care. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team and to function effectively within a multidisciplinary team. Good communication and interpersonal relationships. Basic computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<b><u>DUTIES</u></b>	:	Development and implementation of basic patient care to all patients. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms. L. van Geems-Wolmarans Tel No: (022) 921-2153 No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such

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

- POST 13/355** : **LAUNDRY SUPERVISOR**  
Central Karoo District
- SALARY** : R193 359 per annum  
**CENTRE** : Beaufort West Hospital  
**REQUIREMENTS** : Minimum educational qualification: General education and Training Certificate (GETC) Grade 9 (Std 7). Experience: Appropriate experience in laundry / linen services in a hospital environment. Inherent requirement of the job: Valid Code B/EB drivers' licence. Willingness to travel work weekends, public holidays and overtime. Competencies (knowledge/skills): Appropriate knowledge of Laundry and Linen Services Good communication skills (written and verbal). Ability to work under pressure, perform heavy physically demanding tasks and to handle heavy objects. Ability to achieve and maintaining good interpersonal relations with staff and the service provider. Good numerical skills and sewing skills. Knowledge of and the ability to interpret the Western Cape Linen Management Policy. Computer literacy (MS Word and Excel). Ability to maintain confidentially. Knowledge and understanding laundry and linen policies and Hygiene and Safety standards.
- DUTIES** : Supervise Effective Laundry and Linen Services Ensure effective utilization of resources i.e. financial assets, consumables and Equipment. Implementation of infection control and waste management in the laundry and linen unit. Ensure effective Control and effective management of data/stats in the laundry and linen unit Ensuring high standards of cleanliness and- proper linen handling Ensure effective & efficient support to supervisor. Assist the Manager with Human and Financial Resource Management (Responsible for subordinates quarterly SPMS/PERMIS reporting, training allocation, leave, discipline and stock control of the Recon Laundry/Linen). Communicate with ward staff to provide feedback of any problems and recommendations. Ensure effective and efficient processing of linen within the Hospital. Effective quality control of the outsourced laundering and supervision of the internal linen services. Perform pre-condemning of linen and report irregularities to your supervisor.
- ENQUIRIES** : Ms MJ De koker Tel No: (023) 414 - 8200  
**NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.
- POST 13/356** : **NURSING ASSISTANT GRADE 1 TO 3 (INTERNAL MEDICINE)**  
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R174 261 per annum  
Grade 2: R203 271 per annum  
Grade 3: R239 559 per annum
- CENTRE** : Paarl Hospital  
**REQUIREMENTS** : Minimum educational qualification: Qualification that allows for registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council: Registered with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 3:** A minimum of 20 years appropriate/recognisable experience after registration with the SANC as a Nursing Assistant. **Grade 2:** A minimum of 10 years appropriate/recognisable experience after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, night duty, public holidays, after-hours, and weekend cover for nursing. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Good communication, planning and interpersonal skills. Ability to work in a multidisciplinary team-context. Enhance patient care through the implementation of SOP's, policies and guidelines.

- DUTIES** : Effective utilization of physical and financial resources. Assist patients with activities of daily living (physical care) To provide elementary clinical nursing care Maintain professional growth/ ethical standards and self-development.
- ENQUIRIES** : Ms B Fourie: [Bernice.Fourie@westerncape.gov.za](mailto:Bernice.Fourie@westerncape.gov.za)
- NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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)". "Preference will be given to Grade 1 and/or Grade 2 candidates, should they be found appointable."
- POST 13/357** : **NURSING ASSISTANT GRADE 1 TO 2 (WARD 15 & 16)**  
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R174 261 per annum  
Grade 2: R203 271 per annum
- CENTRE** : Alexandra Hospital
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication and Interpersonal skills. Appropriate knowledge and experience of basic nursing care in a hospital setting.
- DUTIES** : Assist patients with activities of daily living (Physical care). Provide elementary clinical nursing care. Maintain efficient records of all health care activities. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Ms B. Wiener Tel No: (021) 503 5000 ext. 5030
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). Short listed candidates will be subjected to a written and oral assessment.
- POST 13/358** : **OPERATOR: TUBE FEED ROOM (DIETETICS: INFANT MILK KITCHEN)**
- 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 a foodservice, tube feed service or milk kitchen. Inherent requirements of the job: Physically able to perform physical tasks such as lifting, packing, and pushing heavy trolleys. Willingness to work overtime on public holiday and weekends. Competencies (knowledge/skills): Ability to read and write. Basic numerical skills with an ability to adapt feed recipes. Good communication skills (verbal and written). Basic knowledge of infant feed products. Knowledge of milk kitchen hygiene practices. Basic knowledge of store keeping and stock management. Knowledge of pasteurisation of human breast milk.
- DUTIES** : Production and distribution of infant formula. Processing of human milk including pasteurisation. Maintain optimal hygiene standards in the milk kitchen and store area. Basic stock taking and stock control. Perform basic administrative tasks as required within the department.
- ENQUIRIES** : Ms A Du Toit Tel No: (021) 404-4471

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

**POST 13/359** : **OPERATOR (TUBE FEED ROOM)**

**SALARY** : R163 680 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training certificate (GETC) /Grade 9 (Std 7). Experience: Appropriate experience in foodservice/milk kitchen/tube feed room and cleaning procedures. Inherent requirement of the job: Required to work shifts and overtime. Required to stand in for colleagues during leave or when ill. The ability to handle heavy equipment and perform heavy duty functions, e.g. lift heavy boxes or operate heavy trollies. Competencies (knowledge/skills): Good verbal and written communication skills. Ability to work effectively as part of multi-disciplinary team. Ability to read a recipe, weigh and mix products. Good numerical skills. The ability to work under supervision. The ability to function independently as well as in a team.

**DUTIES** : Correct weighing, mixing, decanting and labelling of formulae, tube feeds and special drinks. Delivery of tube feeds and special drinks with a heavy-duty trolley to the correct wards within time constraints. Daily cleaning of equipment, tube feed and supplementary drink bottles and all work areas in the unit. Delivery of nutritional products to various clinics and storage areas in the hospital. Delivery of tube feed products and agar samples to Department of Microbiology. Collection of ordered tube feed products from the stores and pharmacy. Monitor, control and maintain stock levels. FIFO. Perform and support Supervisor with work related tasks as well as administrative duties. Maintain a high standard of personal hygiene. Completion of any other work-related tasks given to the employee.

**ENQUIRIES** : Ms C Schubl Tel No: (021) 938-4351

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

**POST 13/360** : **GENERAL WORKER (ENVIRONMENTAL HEALTH AND HYGIENE SERVICE)**

**SALARY** : R138 486 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate general cleaning experience. Inherent requirement of the job: Required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Good communication skills.

**DUTIES** : Collection of healthcare risk waste within the hospital and at any other outside areas at external pick-up points. Effectively operate equipment to perform cleaning functions within the waste area spaces. Provide effective support to the General Foreman with regards to the Environmental Health and Hygiene Services in the hospital. Ensure compliance to waste trolley hygiene and waste collection policies.

**ENQUIRIES** : Ms L White Tel No: (021) 938-4121

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

**POST 13/361** : **LINEN STORES ASSISTANT (LINEN CONTROL)**

**SALARY** : R138 486 per annum  
**CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch  
**REQUIREMENTS** : Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate experience in Laundry and linen management. Inherent requirements of the job: Ability to do physically hard work. Ability to stand for long hours. Competencies (knowledge/skills): A basic understanding of maintaining a safe and hygienically clean environment. Good interpersonal relations with supervisor, colleagues, and the public. Ability to read, speak and write. Basic knowledge of safe use of laundry machinery and equipment. Sound knowledge of infection control.

**DUTIES** : Provide a professional linen and clothing service to the institution. Ensure effective and efficient stock control. Sort, count and pack Theatre linen/CSSD, Emergency Bank linen. Unpack the linen bags, count the linen, record all the

clean linen and pack out the linen onto the Linen Bank shelves. Handling of soiled and infectious linen. Follow and maintain hygiene and safety regulation standards. Provide support to supervisor, wards, and other departments.

**ENQUIRIES** : Mr E Hefke Tel No: (021) 685-5034  
**NOTE** : No payment of any kind is required when applying for this post.

**POST 13/362** : **FOOD SERVICES AID**  
Central Karoo District

**SALARY** : R138 486 per annum  
**CENTRE** : Beaufort West Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in an Industrial Food Service Unit, within a hospital environment. Inherent requirement of the job: The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Willingness to work overtime, shifts (weekends and public holidays). Competencies (knowledge/skills): Good communicate efficiently (verbal and written). Knowledge of hygiene, occupational health, HACCP and safety principles. The ability to prepare meals according to standardized recipes.

**DUTIES** : Perform all tasks emanating from preparation and serving of food. Maintain general hygiene and safety standards in the Food Service Unit. Assist in the receiving, safe storage and stock control of food supplies. Assist with the informal in-service training of new employees.

**ENQUIRIES** : Ms De koker Tel No: (023) 414 - 8283  
**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.

**POST 13/363** : **DRIVER (LIGHT DUTY VEHICLE)**  
Overberg District

**SALARY** : R138 486 per annum  
**CENTRE** : Hermanus Hospital, Overstrand Sub-district  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate driving experience including transportation of employees and delivery of goods. Inherent requirement of the job: A valid driver's license code (B/EB). Good physical health. Must be prepared to work overtime and perform standby duties on short notice (after hours, weekends and public holidays). Competencies (knowledge/skills): Ability to accept accountability and responsibility and to work independently and unsupervised. Good interpersonal and safe driving skills.

**DUTIES** : Transport of goods, post and Personnel. Maintenance of prescribed logbooks, trip authorities and administrative duties of driving. Inspection, storage, maintenance, and safe handling of vehicle. Support to supervisor.

**ENQUIRIES** : Mr T De Wet Tel No: (028) 312-1166  
**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.

**POST 13/364** : **MEDICAL OFFICER GRADE 3 (ENT AND UROLOGY) (SESSIONAL) (20 HOURS PER WEEK)**  
Chief Directorate: Metro Health Services

**SALARY** : Grade 3: R636.per hour  
**CENTRE** : Victoria Hospital  
**REQUIREMENTS** : Minimum Education 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 3:** A minimum of 10 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills): Appropriate knowledge & surgical technical skills to manage an inpatient & outpatient ENT & urology surgical service at a district-level hospital. Good communication skills. Ability to work in a team and with all levels of staff. Good organizational skills & ability to perform tasks efficiently with a resource-limited

		environment. Understanding medico-legal requirements of the position. At least 10-years experience (Grade 3 MO) working within an ENT & urology surgical service of a district-/secondary-/tertiary-level hospital.
<b><u>DUTIES</u></b>	:	To deliver safe, cost-effective and high-quality surgical care at all times and promote comprehensive peri-operative care of patients in the discipline of general surgery. This would include the following roles: Pre-operative assessment and resuscitation of surgical patients (ENT & urology) presenting to the EC and planning appropriate operative management. Involvement in daily ward rounds, outpatient clinics & elective theatre lists (ENT & urology). Post-operative inpatient assessment & care, with appropriate investigation & management of possible complications. -Teaching and training of junior medical officers, community service medical officers, interns, students and nurses providing an appropriate level of care and knowledge. Planning & triaging (supervised) of efficient emergency & elective theatre lists, involving communication and discussion with anaesthetic & theatre nursing staff. Completion of medicolegal documents. Participation in research, audits and quality improvement programs.
<b><u>ENQUIRIES</u></b>	:	Dr J. Plaskett Tel No: (021) 799-1200, email: <a href="mailto:Jeremy.Plaskett@westerncape.gov.za">Jeremy.Plaskett@westerncape.gov.za</a>
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>POST 13/365</u></b>	:	<b><u>DENTIST GRADE 1 TO 3 (SESSIONAL) (DENTAL TRAINING) (20 HOURS PER WEEK)</u></b> Chief Directorate: Metro Health Services (Contract until 31 May 2029)
<b><u>SALARY</u></b>	:	Grade 1: R468 per hour Grade 2: R550 per hour Grade 3: R636 per hour
<b><u>CENTRE REQUIREMENTS</u></b>	:	Oral Health Centre, Tygerberg/Mitchell's Plain
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a Professional Council: Registration with the HPCSA as a Dentist. Experience: <b>Grade 1:</b> None after registration as Dentist with the HPCSA in respect of SA-qualified employees 1-year relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. <b>Grade 2:</b> Minimum of 7 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees Minimum of 8 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. <b>Grade 3:</b> Minimum of 12 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees Minimum of 13 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Inherent requirements of the job: Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate experience in management of trauma, pain and sepsis.
<b><u>DUTIES</u></b>	:	Screening of patients on arrival and those referred to the Academic Oral Health Centre. Record patient details. Liaising with the multidisciplinary team when required. Assess, diagnose and treat patients in a holistic manner. Treating patients under general anaesthetic and being familiar with general anaesthetic protocols. Record keeping. Responsible for compiling stats.
<b><u>ENQUIRIES</u></b>	:	Dr CCA Cloete Tel No: (021) 937-3092
<b><u>NOTE</u></b>	:	"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)".

## DEPARTMENT OF INFRASTRUCTURE

**CLOSING DATE** : 04 May 2026  
**NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

### OTHER POSTS

**POST 13/366** : **ASSISTANT DIRECTOR (FINANCE): MANAGEMENT AND FINANCIAL ACCOUNTING (OUDTSHOORN) REF NO: DOI 37/2026**

**SALARY** : R468 459 – R561 894 per annum (Level 09)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Management; A minimum of 3 years relevant supervisory experience; A valid Code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Financial Systems BAS, LOGIS, IMMS (Costing System), Electronic Purchasing System (EPS) or related systems; National and Provincial government rules, regulations and legislation pertaining to management and financial accounting; Management and financial accounting; Public Service administration and/ or Standard Chart of accounts and/or government accounting standards (GRAP); Labour relations and Public Service procedures. Skills in the following: Written and verbal communication; Proven computer literacy; Report writing and formulations skills; Well-developed interpersonal skills; Project management; Team and people orientated; Technical proficiency; Problem-solving and data analysis.

**DUTIES** : Supervision, performance management and discipline of subordinates; Coordinate an effective budget administration; Financial accounting function inclusive of revenue and expenditure control, payment voucher control, creditors, LOGIS Payments, journal transactions, cash and banking, revenue and receivables, form control and knowledge; Maintain a sound control environment with appropriate segregation of duties; Execute a wide variety of administrative functions related to the line functions in Finance; Perform leadership functions by advising and guiding subordinates, interpreting and application of Directives and policy, planning, budgeting and exercising control and supervision over all activities in the finance Section; Perform quality control and risk management functions; Ensure compliance with the PFMA, Treasury, Financial and SCM rules and Instructions; Plan, implement and maintain financial control and handling of audit queries.

**ENQUIRIES** : Ms A. Matthews Tel No: (044) 272 6071  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 13/367** : **PROGRAMME MANAGEMENT ADMINISTRATOR: PROJECT ADMIN OFFICE REF NO: DOI 40/2026**

**SALARY** : R468 459 – R561 894 per annum (Level 09)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant administrative experience. Competencies: Knowledge and understanding of the following: Public Service

- Regulatory Framework; Programme management; Labour relations; Public Financial Management Act (PFMA); Project management; Public finance, human resources and operational management prescripts and processes; Labour Relations legislation and regulations; Performance management in general; Stakeholder management; Monitoring and evaluation systems. Skills in the following: Written and Verbal communication; Computer literacy; Attention to detail; Process-driven; Problem analysis; Technical proficiency and quick to learn; Problem-solving and decision making; Applying technology; Communication and information management; Planning and organising.
- DUTIES** : Oversee the administration of the projects/programmes of the Chief Directorate; Monitor, evaluate and report on project and programme performance; Provide technical and user support in respect of the project information system; People Management.
- ENQUIRIES** : Ms A Campbell Tel No: (021) 483 8868
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 13/368** : **GEO TECHNICAL ASSISTANT: MATERIALS LABORATORY (2 POSTS AVAILABLE IN OUDTSHOORN) REF NO: DOI 07/2026**
- SALARY** : R228 321 - R268 950 per annum (Level 05)
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification) with Mathematics/ Mathematical Literacy; Accreditation with SANAS (South African National Accreditation System) in laboratory tests; A minimum of 1 year experience in construction or laboratory environment or road building materials; A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Laboratory testing / Sampling / Road Construction materials; Knowledge of laboratory and field work; Knowledge of road maintenance and road construction; Knowledge of road related materials; Knowledge of internal audits Operating laboratory testing equipment including nuclear density apparatus; Operating equipment (jackhammer, compactors) that relates to sampling; Communication skills (verbal and written); Planning and organising; Problem solving; People management.
- DUTIES** : Performs laboratory field work, verification and validation of equipment; Handle, prepare and test samples in the laboratory; Responsible for administrative tasks on Material Testing System (MTS); Assist in the training of officials , supervision and monitoring.
- ENQUIRIES** : Mr C Malgas Tel No: (044) 272 6071
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 13/369** : **ADMINISTRATION CLERK: CLEANING AND FOOD AID SUPPORT SERVICES REF NO: DOI 34/2026**
- SALARY** : R228 321 - R268 950 per annum (Level 05)
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A valid (code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Record management; Relevant systems; PCS, E-Works, BAS (Basic Accounting System) and My Content; Contract management; Procurement procedures; Applicable legislations. Skills in the following: Proven computer literacy (MS Excel, Word, Outlook & PowerPoint); Written and verbal communication; Record keeping; Ability to work under pressure; Ability to work independently and in a team.
- DUTIES** : Assist with project and contract management of cleaning services contracts; Compiling and processing of claims and payments; Assist with the copying, filing, and scanning of documentation within the component; Draft and type submissions, default letters, arrange meetings, agenda's, taking of minutes and general correspondence; Manage and prepare spreadsheets for statistics to produce reports on projects; Liaising with service providers, Storeroom control, distribution and tracking of documents; Coordination of training and

liaison with service providers; Data capturing; Arrange dates for site visits and conduct inspection; Maintenance of filing system opening of files

**ENQUIRIES** : Ms C Ngamlana-Jara Tel No: (021) 483 5785

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

**POST 13/370** : **ADMINISTRATION CLERK: HR AND GENERAL OFFICE SUPPORT SERVICES (OUDTSHOORN) REF NO: DOI 36/2026**

**SALARY** : R228 321 - R268 950 per annum (Level 05)

**CENTRE** : Department of Infrastructure, Western Cape Government

**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Legislation, Regulations & Public Service rules regarding human resource related matters; Human Resource in accordance with National, provincial and Departmental Policies; Working knowledge and understanding of the legislative framework governing the Public Service; Appropriate in-service training courses in HR related matters. Skills in the following: Problem solving; Proven Computer Literacy (MS Office); Planning and organising; Interpersonal skills; Good verbal and written communication; Self-motivated; Ability to work independently and as part of a team.

**DUTIES** : Undertake all PERSAL related functions and capturing of data; Provide support with all human resource support functions which includes application of leave policy, injuries on duty, collection and distribution of quarterly IPDP's; Appointments and service terminations maintenance of registers and statistics selection, recruitment and placement; Undertake filing handling of HR related queries; Provide secretariat functions; Support the Chief Clerk: HR and General Office Support other related duties in support of the District Roads Engineer.

**ENQUIRIES** : Mr C Kennedy Tel No: (044) 272 2992

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

**POST 13/371** : **STORES CLERK: SCM REGION 2 (OUDTSHOORN) REF NO: DOI 39/2026**

**SALARY** : R228 321 - R268 950 per annum (Level 05)

**CENTRE** : Department of Infrastructure, Western Cape Government

**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification); A valid (code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Supply Chain Management; Inventory Management, i.e. store procedures and stocktaking procedures; Obtaining quotations, telephonically or via the Electronic Purchasing System (ePS); Applicable legislative and regulatory requirements, policies and standards within government; LOGIS, ePS or related systems and provisioning procedures. Skills in the following: Verbal and written communication; Good interpersonal relations with supervisor and colleagues; Organisational ability; Problem solving abilities; Computer Literacy (MS office environment); Ability to work under pressure; Ability to work independently.

**DUTIES** : Utilise the Logistical Information System (LOGIS) effectively for the provisioning functions; Placing and follow-up of orders by communicating with suppliers and contractors; Payment and administering of various accounts for goods and services rendered; Performing effective warehouse management through the receipt, issuing and control of stocks; Rendering of a general office administration function; Safeguarding and record-keeping of inventory, bin cards i.e. stock verification, shortages, surpluses; Assist with stocktaking, inventory control, stores issues and a general administrative (help) function to users and chief users.

**ENQUIRIES** : Mr. M. Kolose Tel No: (044) 272 6071

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

**POST 13/372** : **CLEANER: CLEANING AND FOOD AID SUPPORT SERVICES REF NO. DOI 33/2026 (X2 POSTS AVAILABLE IN CAPE TOWN)**

**SALARY** : R138 486 - R163 131 per annum (Level 02)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : ABET (below Grade 10). Competencies: General knowledge of the following: Occupational Health and Safety Act and relevant regulations; Understanding of how to handle cleaning products safely, including harsh chemicals; Ability to operate cleaning tools, such as steam cleaners, vacuum cleaners and floor buffers; Ability to deal with variety of clients with a broad range of needs and requests; Ability to work under pressure, independently as well as in a team; Ability to handle routine work and follow instructions; Good verbal and written communication skills.

**DUTIES** : Responsible for cleaning duties i.e. sweeping, dusting, emptying bins, moping, scrubbing and polishing, cleaning windows, deep cleaning of toilets, removal of refuse; Maintenance and safekeeping of supplies and equipment and cost-effective use of resource/consumables; Attend Inservice training and render support to the supervisor with regards to general cleaning duties.

**ENQUIRIES** : Ms C Jacobs Tel No: (021) 483 8921  
**APPLICATIONS** : To apply, please complete an application form (Z83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);  
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,  
Or 3. Email your application to, [westerncape@respond.co.za](mailto:westerncape@respond.co.za) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**NOTE** : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

#### **DEPARTMENT OF LOCAL GOVERNMENT**

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

**CLOSING DATE** : 04 May 2026

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

#### **OTHER POSTS**

**POST 13/373** : **DEPUTY DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 43/2025 R1**

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

<b><u>CENTRE REQUIREMENTS</u></b>	: Department of Local Government, Western Cape Government. : An appropriate 3-year B-Degree at NQF Level 7 (equivalent or higher qualification) in Town Planning / Development Studies / Public Management or related field; A minimum of 3 years middle management experience in Integrated Development Planning / Town Planning / Development studies or Local Government Planning. Competencies: Knowledge of the following: Integrated development planning (IDP) policy, legislation and guiding manuals; Municipal integrated development planning; People-centered development, community-based participation processes; Strategic management processes, including strategic planning and performance management within government - including inter-sphere and cross-sector planning; Constitutional, institutional and developmental circumstances of municipalities; Project management and performance management; Public service procedures and regulations; Human Resource Management; Labour relations legislation; Skills Development Act; White Paper on Employment Equity; Financial Management regulations. Skills in the following: Ability to analyse, promote, facilitate and implement strategic planning; Presentation skills; Implementation and monitoring skills; Project management skills; Interpretation of legislation; Effective communication (verbal & written); Dispute resolution, facilitation in groups (within the community) and conflict management; Problem solving; Basic Accounting; Basic budgeting skills; Computer skills in report writing.
<b><u>DUTIES</u></b>	: Ensure integrated development planning support to municipalities with the drafting and review of integrated development plans; Assessment of the quality of municipal integrated development plans; Provide support regarding national and provincial planning alignment with municipal integrated development plans; Integrated development planning (IDP) training and capacity building to municipalities and related stakeholders; Monitor and report on municipal Integrated development planning (IDP) review progress and implementation; Plan and manage the work of and account for the overall performance of the Sub directorate; People Management; Financial Management.
<b><u>ENQUIRIES</u></b>	: Mr P.C Jansen van Vuren Tel No: (021) 483 9077
<b><u>POST 13/374</u></b>	: <b><u>ASSISTANT DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 42/2025 R1</u></b>
<b><u>SALARY</u></b>	: R468 459 - R561 894 per annum (Level 09)
<b><u>CENTRE REQUIREMENTS</u></b>	: Department of Local Government, Western Cape Government : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Town Planning or Development studies or Public Management; A minimum of 3 years relevant experience in Integrated Development Planning / Town Planning / Development studies or Local Government Planning. Competencies: Knowledge of the following: Integrated development planning (IDP) legislation, regulatory frameworks, policies and good practices; Municipal integrated development planning (IDP), people-centered development, community-based participation processes; Strategic management processes including strategic planning and performance management within government including inter-sphere and cross sector planning; Constitutional, institutional and developmental circumstances of municipalities; Project management and performance management; Public service procedures and regulations; Information systems that aid in the management of knowledge and information pertaining to the line function; Operational management practices; Procurement and tendering processes. Skills in the following: Ability to analyse, promote, facilitate and implement strategic planning; Presentation skills; Implementation and monitoring skills; Project management skills; Interpretation of legislation; Effective communication (verbal and written); Dispute resolution, facilitation in groups (within community) and conflict management; Problem solving; Basic accounting; Basic budgeting skills; Computer skills in report writing.
<b><u>DUTIES</u></b>	: Provide integrated development planning (IDP) support to municipalities with the drafting and review of integrated development plans; Coordinate municipal integrated development planning (IDP) support across municipalities including sector planning support initiatives; Monitor the process and credibility of municipal integrated development planning; Research and develop integrated development planning good practices; Promote the institutionalisation of integrated development planning sector departments; Maintain an integrated development planning (IDP) document database that is accessible to all three spheres of government.

**ENQUIRIES** : Mr Ivan Meyer Tel No: (021) 483 5528

**POST 13/375** : **PERSONAL ASSISTANT REF NO: LG 07/2026 (X2 POSTS)**

**SALARY** : R325 101 – R382 959 per annum (Level 07)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years' experience in rendering a support service to management/ senior management. Competencies: Knowledge of the following: Relevant legislation / policies / prescripts and procedures; Basic knowledge of financial administration. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Interpersonal and decision-making skills; Customer service orientation; Organising and planning; Ability to work independently and as part of a team.

**DUTIES** : Provide a secretarial/receptionist support service to the Manager; Renders administrative support services; Provide support to the Manager regarding meetings; Support the Manager with the administration of the manager's budget; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES** : Ms Nozuko Zamxaka Tel No: (021) 483 4449

#### **DEPARTMENT OF THE PREMIER**

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

**CLOSING DATE** : 04 May 2026

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

#### **OTHER POSTS**

**POST 13/376** : **STATE LAW ADVISOR: LEGAL GOVERNANCE REF NO: DOTP 26/2026**

**SALARY** : LP 7: R932 904 per annum; (all-inclusive salary package), (OSD as prescribed).  
LP 8: R1 094 901 per annum, (all-inclusive salary package), (OSD as prescribed).

**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : LLB-Degree with admission as an Advocate or Attorney; **LP 7:** A minimum of 5 years' appropriate practical post qualification legal experience; **LP 8:** A minimum of 9 years' appropriate practical post qualification legal experience; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Constitutional, legal and institutional arrangements governing the South African public sector; Constitutional Law, PAJA, PAIA, POPIA, Interpretation of Statutes; Procurement and tendering processes; Relevant legislation, case law litigation trends as well as thorough understanding of the regulatory framework, policies and best practices that influence line functions. Skills in the following:

- Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Exceptional communication skills (written and verbal); Presentation and facilitation skills; Project Management.
- DUTIES** : Render legal training to departments, public entities and municipalities; Render legal research and advisory services on governance matters, including proactive counsel to the executive and departments; Render legal governance assessments and reporting services to provincial departments and entities; Render transversal legal governance service in respect of the Promotion of Access to Information Act (PAIA), Promotion of Administrative Justice Act (PAJA), Protection of Personal Information Act (POPIA) and other constitutional legislation; Review and maintain delegations for members of the executive and departments.
- ENQUIRIES** : Ms S van Aarde Tel No: (021) 483 8433
- POST 13/377** : **TECHNOLOGY MANAGER: DIRECTORY SECURITY AND COLLABORATION SERVICES REF NO: DOTP 23/2026**
- SALARY** : R896 436 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' experience on a middle management level. Competencies: Knowledge of the following: Expert-level competency across the Microsoft Office Suite, with advanced mastery of Microsoft Azure (AZ) and particularly strong, expert-level skills in Microsoft Excel; Working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Understanding of project management; Operational management practices; Mentoring and coaching practices; National and provincial instruments and legislation pertaining to human resources management, financial management and supply chain management; Policies of the government of the day (national and provincial); Provincial government functions and services; Statutory framework governing the broad management of the public service; Staff performance management system; Disciplinary and grievance procedure. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting Finance and Audit; Analysing; Leading and Supervising; Persuading and Influencing; Deciding and Initiating Action; Working with People; Delivering Results and Meeting Customer Expectations; Relating and Networking; Presenting and Communicating Information; Adhering to Principles and Values; Writing and Reporting; Following Instructions and Procedures.
- DUTIES** : Manage a team that is necessary to perform and deliver services relating to business and technology planning, development, implementation and maintenance; Render infrastructure and architectural services; Plan and manage the work of and account for the overall performance of the Subdirectorate; People Management; Financial Management.
- ENQUIRIES** : Ms C Ruiters Tel No: (021) 850 4760
- POST 13/378** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DOTP 29/2026**
- SALARY** : R896 436 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification) majoring in Accounting and/or Auditing; Registration as a Certified Internal Auditor plus 3 year internal audit supervisory/management experience (ASD); or (Certification in Control Self-Assessment (CCSA), Certified Government Auditing Professional (CGAP). Competencies: Knowledge of the following: Audit practices: Strategic Planning and Management; Audit practices: Engagement Planning and Execution; Audit practices: Reporting and Progress Monitoring; International Standards for the Professional Practice of Internal Audit; Governance Principles; Risk Management Principles; Internal Control Systems. Skills needed: Analytical thinking; Project management; Information gathering; Client focus; Ability to work independently and as part of a team; Communication skills (written and verbal); Continuous learning; Developing others; Computer literacy in MS Office Package (Word, Excel, PowerPoint).

**DUTIES** : Develop an Internal audit plan for the department, consulted with appropriate client management and approved by the Audit Committee; Issue 100% of internal audit reports in accordance with the approved IA plans, per quarter; Conduct planning and project management on internal audit engagements; Conduct execution and reporting on internal audit engagements; Implement systems to ensure objectives are achieved, quality is assured, and staff are developed; Clear, concise, factual, and informative reporting quarterly to the Audit Committee and to client executive management on a monthly basis; Consistently comply with the relevant service standards measures in the Department's service schedules for Internal Audit.

**ENQUIRIES** : Morne Williams Tel No: (021) 483 3724 or via email [morne.williams@westerncape.gov.za](mailto:morne.williams@westerncape.gov.za)

**POST 13/379** : **ASSISTANT DIRECTOR: DEPARTMENTAL WORK ORGANISATION CAPACITY DEVELOPMENT REF NO: DOTP 13/2026 (X3 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R468 459 - R561 894 per annum (Level 09)  
: Department of the Premier, Western Cape Government  
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Social Sciences / Humanities / Industrial Engineering / Industrial Psychology / Public and Business Management Science or related; A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Organisational performance as they relate to the field of organisation development; Appropriate job evaluation system; Organisation development theory, practice, and techniques regarding organisation design, process development and improvement and behaviour; Appreciative inquiry; Research methods / statistics (action research, quantitative and qualitative); Project management; Mentoring and coaching practices; National and provincial instruments and legislation pertaining to human resources management, financial management and supply chain management; Policies of the government of the day (national and provincial); Provincial government functions and services; Statutory framework governing the broad management of the public service; Staff performance management system (SPMS); Disciplinary and grievance procedure; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Functioning of the Province and the activities of sister departments/related functional areas. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting finance and audit; Research; Benchmarking; Conceptual, interpretive and formulation; Diagnostic and intervention design; Facilitation and process consultation; Innovative problem-solving; Interviewing and listening; Motivation and negotiation; Mentoring and coaching; Team building and strong inter-personal; Data analysis and interpretation; ICT systems awareness.

**DUTIES** : Deliver departmental work organisation capacity services; Deliver transversal job design services; Deliver on transversal organisation design and alignment; Deliver on transversal service delivery initiatives; Deliver a practice enablement and development service; Managerial Functions.

**ENQUIRIES** : Ms F Raybin at [fagmieda.raybin@westerncape.gov.za](mailto:fagmieda.raybin@westerncape.gov.za)

**POST 13/380** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DOTP 14/2026 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R468 459 - R561 894 per annum (Level 09)  
: Department of the Premier, Western Cape Government  
: A 3-year B-Degree (equivalent or higher qualification) majoring in Accounting and Auditing; Completion of the General Internal Auditing (including IAT learnership – (three years)) learnership from the IIA plus 2 year internal audit experience. Competencies: Knowledge and understanding of the following: International Standards and Professional Practice of Internal Auditing (Standards); The flow of the audit process and its link to strategic planning; Monitoring processes in place to deliver qualitative results on the plan. Skills needed: Information Gathering; Client Focus; Analytical Thinking; Communication (written and verbal); Computer literacy. Ability to work independently and as part of a team.

- DUTIES** : Perform engagement planning to acquire an understanding of the audit area and to determine the audit focus; Document comprehensive and accurate systems description using relevant tools to gain a better understanding of the process and perform walk-through to confirm the process is implemented as documented; Develop adequately motivated engagement objectives, based on the correct analysis of the control objectives, cognisant of the risk demonstrating a comprehensive understanding of how risks ought to be mitigated; Compile an Audit Planning Memorandum extracting information from the relevant steps of the engagement planning phase; Capture the risks, engagement objectives and key controls ensuring logical flow of the Engagement Work Programme (EWP) and assist with the control adequacy assessment / evaluation; Execute all audit procedures as per the engagement program ensuring that audit working papers are complete and accurate accompanied by useful, relevant, sufficient, and reliable evidence delivered and coaching noted are signed off; Draft audit findings ensuring the elements of audit findings are appropriately aligned and distribute draft report to management.
- ENQUIRIES** : Mr S Malan Tel No: (021) 483 9962
- POST 13/381** : **ASSISTANT DIRECTOR: TRANSVERSAL WORK ORGANISATION CAPACITY ENABLEMENT REF NO: DOTP 15/2026 (VARIOUS POSTS AVAILABLE)**
- SALARY CENTRE REQUIREMENTS** : R468 459 - R561 894 per annum (Level 09)  
 : Department of the Premier, Western Cape Government  
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Social Sciences, Humanities, Industrial Psychology, Public and Business Management Science or related; A minimum of 3 years relevant experience; A valid (Code B or higher) driving licence; NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Organisational performance as they relate to the field of organisation development; Appropriate job evaluation system; Organisation development theory, practice, and techniques regarding organisation design, process development and improvement and behaviour; Appreciative inquiry; Research methods/statistics (action research, quantitative and qualitative); Project management; Mentoring and coaching practices; National and provincial instruments and legislation pertaining to human resources management, financial management and supply chain management; Policies of the government of the day (national and provincial); Provincial government functions and services; Statutory framework governing the broad management of the public service; Staff performance management system (SPMS); Disciplinary and grievance procedure; Working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Operational management practices; Understanding of the functioning of the Province and the activities of sister departments/related functional areas. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting Finance and Audit; Analytical; Data analysis and interpretation; ICT Systems Awareness; Benchmarking; Conceptual, interpretive and formulation; Diagnostic; Facilitation and process consultation; Innovative problem-solving skills; Interviewing and listening skills; Motivation and negotiation skills; Mentoring and coaching skills; Team building and strong inter-personal skills; Data analysis and interpretation; ICT systems awareness.
- DUTIES** : Deliver departmental work organisation capacity services. (Diagnosing organisational challenges and supporting improvement through organisation design, job design, process improvement and change interventions); Deliver transversal job design services. (Designing and evaluation jobs, applying the prescribed job evaluation system, and ensuring consistent job grading practices across government); Managerial Functions (Planning and managing work, supervising staff, monitoring performance and managing resources in line with governance requirements); Deliver on transversal organisation design and alignment (Designing and aligning organisational structures, mandates and operating models to support strategic priorities and effective service delivery); Deliver on transversal service delivery initiatives (Supporting and

coordinating service delivery improvement initiatives, assessments, and reporting linked to provincial and national frameworks); Deliver a practice enablement and development service (Developing and enabling organisation development practice through OD policies, frameworks, methodologies, tools, systems and capability building).

**ENQUIRIES** : Ms N Smith Tel No: (021) 466 9542

**POST 13/382** : **CHIEF NETWORK TECHNOLOGIST (PAARL) REF NO: DOTP 21/2026**

**SALARY** : R468 459 - R561 894 per annum (Level 09)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Information Technology; A Minimum of 3 years' experience in information technology; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Understanding of project management; Operational management practices; Mentoring and coaching practices; National and provincial instruments and legislation pertaining to human resources management, financial management and supply chain management; Policies of the government of the day (national and provincial); Provincial government functions and services; Statutory framework governing the broad management of the public service; Staff performance management system; Disciplinary and grievance procedure. Skills needed: Data Analytics; Numeracy; Literacy; Computer Literacy; Written and verbal communication skills; Performance Management; Reporting; Information and Data Technology; Formal Training; Economic, financial analysis; Strategic and performance planning.

**DUTIES** : Develop network infrastructure and end-user computing, architectures and security; Maintain network infrastructure and end-user computing, architectures and security; Liaise with relevant stakeholders and clients; Financial, people and project management.

**ENQUIRIES** : Mr B De Wee Tel No: (021) 348 4600

**POST 13/383** : **CHIEF NETWORK TECHNOLOGIST: DIRECTORY SECURITY AND COLLABORATION SERVICES REF NO: DOTP 22/2026**

**SALARY** : R468 459 - R561 894 per annum (Level 09)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Information Technology; A Minimum of 3 years experience in information technology; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Understanding of project management; Operational management practices; Mentoring and coaching practices; National and provincial instruments and legislation pertaining to human resources management, financial management and supply chain management; Policies of the government of the day (national and provincial); Provincial government functions and services; Statutory framework governing the broad management of the public service; Staff performance management system; Disciplinary and grievance procedure. Skills needed: Data Analytics; Numeracy; Literacy; Computer Literacy; Written and verbal communication skills; Performance Management; Reporting; Information and Data Technology; Formal Training; Economic, financial analysis; Strategic and performance planning.

**DUTIES** : Develop network infrastructure and end-user computing, architectures and security; Maintain network infrastructure and end-user computing, architectures and security; Liaise with relevant stakeholders and clients; Financial, people and project management.

**ENQUIRIES** : Mr. C.De Wet Tel No: (021) 938 3195

**POST 13/384** : **ORGANISATIONAL DEVELOPMENT PRACTITIONER: DEPARTMENTAL WORK ORGANISATION CAPACITY DEVELOPMENT REF NO: DOTP 16/2026**

**SALARY CENTRE REQUIREMENTS** : R397 116 - R467 790 per annum (Level 08)  
: Department of the Premier, Western Cape Government  
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Organisational performance as they relate to the field of organisation development; Organisation development theory, practice, and techniques regarding organisation design, process development and improvement and behaviour; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Analytical skills; Benchmarking skills; Conceptual, interpretive and formulation skills; Diagnostic and intervention design skills; Facilitation and presentation skills; Influencing, negotiation and motivation skills; Innovative problem-solving skills; Interviewing and listening skills; Mentoring and coaching skills.

**DUTIES** : Provide and support departmental work organisation capacity improvements; Provide a job design service; Provide transversal organisation design and alignment services; Provide and facilitate transversal service delivery and Batho Pele initiatives; Provide input and support with practice enablement and development.

**ENQUIRIES** : Ms T Assure at [Theresa.Assure@westerncape.gov.za](mailto:Theresa.Assure@westerncape.gov.za)

**POST 13/385** : **ORGANISATIONAL DEVELOPMENT PRACTITIONER: TRANSVERSAL WORK ORGANISATION CAPACITY ENABLEMENT REF NO: DOTP 33/2026 (VARIOUS POSTS AVAILABLE)**

**SALARY CENTRE REQUIREMENTS** : R397 116 - R467 790 per annum (Level 08)  
: Department of the Premier, Western Cape Government  
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge and understanding of the following: Organisational performance as they relate to the field of organisation development; Organisation development theory, practice and techniques regarding organisation design, process development and improvement and behaviour; Understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Understanding of project management; Working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Operational management practices; Understanding of procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Policies of the government of the

day; Labour Relations legislation and regulations; Performance management in general. Skills needed: Numeracy; Literacy; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Written and verbal communication skills; Project Management; Analytical skills; Benchmarking skills; Conceptual, interpretive and formulation skills; Diagnostic and intervention design skills; Facilitation and presentation skills; Influencing, negotiation and motivation skills; Innovative problem-solving skills; Interviewing and listening skills; Mentoring and coaching skills.

**DUTIES** : Provide and support departmental work organisation capacity improvements (Supporting organisational diagnostics and implementing organisation design, business process improvement and OD interventions); Provide a job design service (Supporting job design and job evaluation processes, including developing competency-based job descriptions and assisting with job evaluation activities); Provide transversal organisation design and alignment services (Supporting organisation design work and alignment of structures, mandates and processes across departments); Provide and facilitate transversal service delivery and Batho Pele initiatives (Supporting the implementation of service delivery improvement initiatives, including Batho Pele-related activities and reporting); Provide input and support with practice enablement and development (Contributing to the development, maintenance and application of OD tools, methodologies, systems and information management).

**ENQUIRIES** : Mr B Opperman at [Brian.Opperman@westerncape.gov.za](mailto:Brian.Opperman@westerncape.gov.za)

**POST 13/386** : **PERSONAL ASSISTANT REF NO: DOTP 27/2026 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R325 101 - R382 959 per annum (Level 07)  
 : Department of the Premier, Western Cape Government  
 : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided); A minimum of 3 years' experience in rendering secretarial/ administrative support services to management/ senior management. Competencies: Knowledge of the following: General Support; Financial Support; Record keeping; Relevant policies and procedures. Skills in the following: Computer literacy in MS Office Package Word, Excel, PowerPoint); Communication skills (written and verbal); Good interpersonal and decision-making skills; Planning and Organising; Ability to work independently and as part of a team.

**DUTIES** : Provide a secretarial/receptionist support service to the manager; Render an administrative support service; Provide support to the senior manager regarding meetings; Support the senior manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES** : Mr H Jacobs Tel No: (021) 483 869

**POST 13/387** : **CHIEF REGISTRY CLERK: RECORDS MANAGEMENT AND REGISTRY SERVICES REF NO: DOTP 31/2026**

**SALARY CENTRE REQUIREMENTS** : R325 101 - R382 959 per annum (Level 07)  
 : Department of the Premier, Western Cape Government  
 : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Filing systems, records classification, records disposal programmes and archiving procedures including electronic scanning and archiving of documents; Storage and retrieval procedures in terms of the working environment; National Archives and Record Management Act, Protection of Personal Information Act (POPIA), and the Minimum Information Security Standard (MISS). Skills needed: Computer literacy in MS Office Package; Communication skills (written and verbal); Planning and organisation; Report Writing; Ability to work independently and as part of a team; Supervisory and Leadership Skills; Records Management Expertise; Communication and Interpersonal Skills; Administrative accuracy.

**DUTIES** : Supervise and provide Records Management and Registry Services; Coordinate the implementation of all Records Management policies and Registry Procedures; Supervise the Messenger Services; Coordinate the

		implementation of systematic disposal programmes; Manage and maintain all registers; Supervise and support staff performances and development.
<b><u>ENQUIRIES</u></b>	:	Ms D Beukes Tel No: (021) 483 9663
<b><u>POST 13/388</u></b>	:	<b><u>ASSESSMENT CENTRE COORDINATOR: TRANSVERSAL PEOPLE CAPACITY ENABLEMENT REF NO: DOTP 39/2026</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 - R382 959 per annum (Level 07)
	:	Department of the Premier, Western Cape Government
	:	Grade 12 (equivalent or higher qualification); A minimum of 6 years appropriate experience in a Human Resource/OD or assessment related environment; A valid code B or higher driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Broad range of test batteries and psychological assessments; Health Professions Act, 1974; Competency Assessment Policy; Office administration and management; Basic Accounting System; LOGIS Procurement System; Contract management; Registry and archives legislation Skills needed: Analytical thinking; Attention to detail (accuracy); Computer literacy and proficiency in using software such as MS Office Package (Word, Excel, Power-point, Outlook); Coordination and prioritising; Good written and verbal communication; Interpersonal and relationship-building; Problem solving; Submission writing; Time Management; Leading and Supervising; Delivering Results and Meeting Customer Expectations; Following Instructions and Procedures; Adhering to Principles and Values; Writing and Reporting; Working with People; Deciding and Initiating Action; Achieving Personal Goals and Objectives.
<b><u>DUTIES</u></b>	:	Provide general administrative and operational support to the PAC; Scheduling and stakeholder coordination for client related engagements or project related sessions; Correspondence and document management (non-assessment specific); Handle all incoming and outgoing correspondence; PAC administrative processes and workflow support: Contribute to the development, enhancement and implementation of PAC administrative processes (e.g. booking flows, candidate confirmations, equipment checklists); Guide and support users in adhering to updated administrative processes; Arrange travel logistics as needed (GG vehicles, accommodation, flights, advances, etc.); Coordinate end-to-end competency assessment logistics; End-to-end assessment logistics to support assessment related sessions and engagements; PAC team availability and resource alignment; Manage PAC information systems, databases and records; Provide inputs into the development and enhancement of PAC information systems, databases and digital record structures; Conduct routine quality assurance checks on captured information to ensure data accuracy, completeness and integrity; Collate and analyse basic statistics for internal and external reporting requirements (e.g. Monthly dashboards, operational summaries); Sensitise relevant stakeholders to reporting due dates and data-submission (e.g. monthly dashboards, quarterly updates); Provide financial and SCM administration for PAC; Procurement and Sourcing Support the procurement of PAC tools, materials and assessment-related services in accordance with SCM prescripts; Financial Administration and Payments; Contract and Supplier Administration; Stock, Asset, and Resource Control Supervise PAC administrative staff and workflow; Participate in the recruitment and selection of employees; Motivate train and guide employees; Manage the performance, evaluation and rewarding of employees; Monitor information capacity building; Promote sound labour relations; Maintain discipline; Give direction to and manage policy issues with regard to the functions of the component under his / her command; Allocate duties to employees, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards.
<b><u>ENQUIRIES</u></b>	:	Ms J Roux Tel No: (021) 466 9713
<b><u>POST 13/389</u></b>	:	<b><u>HUMAN RESOURCE CLERK: TALENT SOURCING REF NO: DOTP 19/2026</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 - R268 950 per annum (Level 05)
	:	Department of the Premier, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the e-recruitment system and the Human Resource/Recruitment environment; Proven computer literacy in MS Word and Excel; Good planning

and organising skills; Communication (written and verbal) skills; Interpersonal skills; Ability to work under pressure and meet deadlines.

**DUTIES** : Liaise with relevant stakeholders; General HR administration; Database Management; Capture and update expenditure in component; Recruitment and Selection Policies and Procedures.

**ENQUIRIES** : Ms S Faku Tel No: (021) 483 6369

**POST 13/390** : **HUMAN RESOURCE CLERK: SERVICE CONDITIONS REF NO: DOTP 28/2026 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R228 321 - R268 950 per annum (Level 05)  
 : Department of the Premier, Western Cape Government  
 : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Good understanding of the following: Legislative framework that governs Human Resource; Service Conditions; Ability to work well under pressure with strict confidentiality requirements; Meet deadlines; Skills in the following: Computer literacy in MS Office Package; Ability to work independently and as part of a team; Communication skills (written and verbal); Human resource management experience; PERSAL Introduction certificate.

**DUTIES** : Administer various service conditions and service benefits (i.e Pension administration allowance payments, Injury on duty, long service recognition, Housing allowance and salary administration); Responsible for updating of databases; Liaison with call centre and Customer Relations Unit (CRU) managers and other departments; Drafting of formal correspondence and letters, (i.e. memorandums, e-mails).

**ENQUIRIES** : Ms N Makies Tel No: (021) 483 8704

**POST 13/391** : **HUMAN RESOURCE DEVELOPMENT CLERK: SKILLS DEVELOPMENT FACILITATION REF NO: DOTP 40/2026**

**SALARY CENTRE REQUIREMENTS** : R228 321 - R268 950 per annum (Level 05)  
 : Department of the Premier, Western Cape Government  
 : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Good understanding of the following: National and provincial legislation and instruments pertaining to human resource management, with reference to the Public Service Act, Public Service Regulations, Labour Relations Act etc; National and provincial skills development facilitation legislation, policies, strategies and prescripts, e.g. Skills Development Act, Skills Development Levies Act, Sectoral Skills Plans (relevant to PSETA), Human Resource Development Strategy etc; HRD Compliance reporting frameworks. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Communication skills (written and verbal); Analytical Skills; Ability to analyse and conceptualise; Monitoring and reporting; Problem solving; Innovation; Project management skills.

**DUTIES** : Render administrative support to the Sub-directorate: Skills Development Facilitation e.g. filing, keeping of records, including electronic records (e.g. MyContent), compilation of letters and emails and distribution of circulars, minutes and other documents and perform general administrative duties; Gather relevant statistics on learning and development and maintain databases on learning and development interventions, service providers, etc., capture data on systems and analyse data; Provide support at meetings – logistical arrangements, compile agenda and minutes; Liaise with role-players in the human resource development field; Assist with training needs identification and analysis processes, training impact assessment processes and HRD compliance reporting processes; Provide inputs to and evidence for reports.

**ENQUIRIES** : Mr A Hlanganiso Tel No: (021) 483 0912

**DEPARTMENT OF PROVINCIAL TREASURY**

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

**CLOSING DATE** : 04 May 2026

**NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification

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

**OTHER POST**

- POST 13/392** : **ADMINISTRATION CLERK: PROVISIONING AND ASSET MANAGEMENT REF NO: PT 08/2026**
- SALARY** : R228 321 - R268 950 per annum (Level 05)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Competencies: Basic knowledge of the following: Supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; Understanding of the legislative framework governing the Public Service; Work procedures in terms of the working environment; Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service. Skills needed: Written and verbal communication; Interpersonal relations; Flexibility; Teamwork; Planning and Organising; Computer Literacy; Working with People; Following Instructions and Procedures; Writing and Reporting; Delivering Results and Meeting Customer Expectations; Learning and Researching; Relating and Networking; Presenting and Communicating Information.
- DUTIES** : Support the delivery of fleet and auxiliary services through administrative functions; Assist in Logistical Management Processes (Ordering, Delivery & Payments); Provide Support in Asset Management; Maintain records and information management in the Division.
- ENQUIRIES** : Mr N Rhapale Tel No: (021) 483 5841

**WESTERN CAPE MOBILITY DEPARTMENT**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 04 May 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

## OTHER POST

**POST 13/393** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: WCMD 05/2026**

**SALARY** : R468 459 - R561 894 per annum (Level 09)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Management; A minimum of 3 years experience in management accounting at supervisory/management level. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Enforcement of revenue and expenditure control; Coordinate, review, analyse and quality assure the financial supporting information; Coordinate, review, analyse and quality assure the management accounting reporting processes; Operational management practices; public service procedures, processes and systems; Public finance, human resources and discourse management processes; Public Finance Management Act (PFMA), 1999, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; Project Management. Skills needed: Numeracy; Literacy; Computer Literacy; Project Management; Accounting, Finance and Audit; Verbal and Written Communication; Planning; Organising; Basic Research; Monitoring; Report-writing; Leadership; Problem-solving; Conceptual, Interpretative and Formulation; Analytical; Networking; Economic, Financial and Statistical Analysis; Conflict Management; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.

**DUTIES** : Monitoring Revenue and Expenditure - Monitor, review, analyse and quality assure revenue and expenditure; Maintaining Revenue and Expenditure control – Analyse, maintain and quality assure revenue and expenditure control; Reporting – Coordinate, review, analyse and quality assure the management accounting; Reporting processes; Managerial functions.

**ENQUIRIES** : Mr K Jones at Tel No: (021) 483 3752.

## DEPARTMENT OF SOCIAL DEVELOPMENT

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

**CLOSING DATE** : 04 May 2026

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

## OTHER POSTS

**POST 13/394** : **COMMUNITY DEVELOPMENT MANAGER: YOUTH DEVELOPMENT REF NO: DSD 16/2026**

**SALARY** : Grade 1: R970 686 – R1 109 877 per annum, (OSD prescribed)

Grade 2: R1 154 706 – R1 360 185 per annum, (OSD prescribed)

**CENTRE** : Department of Social Development, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 10 years' appropriate experience in Community Development work after obtaining the required tertiary qualification.

		Competencies: Knowledge of the following: Economics; Enterprise development; Research applications in economics; Financial management; Stakeholder management; Management principles; Project management; Public service procedure; Applicable policies and procedures; Relationship management. Skills in the following: Computer literacy in MS Office package (Word, Excel, PowerPoint); Analytical skills; Policy analysis; Financial management; Problem solving; Planning and organising; Influencing; Presentation; Conflict management; Communication (written and verbal); Relationship management; Networking and linking; People management; Motivational skills.
<b><u>DUTIES</u></b>	:	To manage the identification, facilitation and implementation of integrated development interventions in partnership with the community and other relevant stakeholders through the efficient, effective and economical utilisation of resources by the unit/sub directorate; Monitor, interpret and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts and policies and develop new policies where required; Manage a community development unit/sub-directorate to ensure that an efficient and effective community development service is delivered through the proper utilization of human, financial and physical resources; Keep up to date with new developments in the community development and management fields to enhance service delivery; Plan and ensure that research on community development is undertaken. Undertake/facilitate complex community development research.
<b><u>ENQUIRIES</u></b>	:	Mr M Hewu Tel No: (021) 483 3054
<b><u>POST 13/395</u></b>	:	<b><u>CENTRE MANAGER: FACILITY MANAGEMENT (KRAAIFONTEIN ROAR AND TREATMENT CENTRE) REF NO: DSD 15/2026</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Appropriate 3-year National Diploma/B- Degree (equivalent or higher qualification); A minimum of 3 years middle management level experience in a secure or substance treatment residential care or related environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Worker); Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics. Skills needed: Organising and planning; Project planning; Psychosocial intervention; Communication and language; People management practices; Conflict management; Interpersonal; Report-writing; Computer literacy; Presentation and facilitation; Problem solving and analytical; Client orientation and customer focus.
<b><u>DUTIES</u></b>	:	Effective service delivery in terms of National, Provincial frameworks and international accords / models of residential care standard operating procedures; Ensure effective, efficient and economic use of appropriate funds and physical resources; Effective people management; Operational management of the facility.
<b><u>ENQUIRIES</u></b>	:	Ms L Goosen Tel No: (021) 202 9251
<b><u>POST 13/396</u></b>	:	<b><u>COMMUNITY DEVELOPMENT POLICY DEVELOPER: YOUTH DEVELOPMENT REF NO: DSD 14/2026</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R388 110 – R436 110 per annum, (OSD as prescribed) Grade 2: R453 201– R514 470 per annum, (OSD as prescribed) Grade 3: R535 095 – R725 754 per annum, (OSD as prescribed)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); <b>Grade 1:</b> A minimum of 8 years recognisable experience in Community Development after obtaining the required qualification; <b>Grade 2:</b> A minimum of 18 years recognisable experience in Community Development after obtaining the required qualification; <b>Grade 3:</b> A minimum of 28 years recognisable experience in Community Development after obtaining the required qualification. Competencies: Knowledge and understanding of the

following: Policy Analysis and development; Community development; Legislation of local government; Integrated Development Planning; Legislation, policies and procedures governing Non-Profit Organisations (NPO) Management of, as well as types of programmes relevant to NPOs; Skills needed: Mentoring and training; Facilitation; Project Management ; Planning and organising; Networking; Communication (written and verbal); Professional counselling; Financial management; Presentation; Monitoring and evaluation; Inter-sectoral collaboration and partnership; Intergovernmental relations; Ability to compile complex reports; Contract Management.

**DUTIES** : Develop, implement and maintain community development policies; Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements; Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the policies; Develop, implement and monitor youth development programmes; Manage youth development projects; Keep up to date with new developments in the community development field. This would, inter alia, entail the following: Study relevant journals and publications to ensure that cognisance is taken of new developments; Monitor and study the social services legal and policy framework continuously; Liaise/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognisance of the latest developments in the relevant fields; Engage in continuous development activities; Research and development related to youth development programmes: Perform the administrative functions required in the unit; Stakeholder engagements.

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

**POST 13/397** : **STAFF NURSE: PROFESSIONAL SERVICES REF NO: DSD 18/2026 (VARIOUS POSTS AVAILABLE AT SIVUYILE RESIDENTIAL)**

**SALARY** : Grade 1: R220 614 - R250 500 per annum, (OSD as prescribed)  
Grade 2: R262 287 - R298 932 per annum, (OSD as prescribed)  
Grade 3: R306 798 - R382 107 per annum, (OSD as prescribed)

**CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government  
: **Grade 1:** Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse. **Grade 2:** Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. **Grade 3:** Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Competencies: Knowledge of the following: Nursing care processes and procedures, nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act; Written and verbal communication skills; Elementary facilitation skills; Responsiveness.

**DUTIES** : Development and implementation of basic patient care plans: Ensure maintenance of patient hygiene; Sustain nutritional status of patients; Facilitate the mobility of patients; Facilitate the elimination processes; Provide basic clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of intramuscular injections); Preparation of patients for diagnostic and surgical procedures; Effective utilisation of resources: Order stock and equipment in a cost-effective manner; Report loss or damage immediately; Maintain professional growth/ethical standards and self-development: To maintain the code of conduct as required in the Public Service and by the Professional Body; Seek learning opportunities, i.e. in-service training, courses.

**ENQUIRIES** : Ms Siebritz Tel No: (021) 482 1902

**POST 13/398** : **CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES REF NO: DSD 17/2026 (POSTS AVAILABLE AT VARIOUS FACILITIES)**

**SALARY** : Grade 1: R184 320 – R206 802 per annum, (OSD as prescribed)  
Grade 2: R215 181 – R243 750 per annum, (OSD as prescribed)

- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government  
 : A Grade 12 qualification (Senior Certificate or equivalent qualification)  
 Experience: **Grade 1:** No experience; **Grade 2:** Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Developmental programmes; Clerical/Administrative procedures; Rules and procedures of care centres / facilities; Professional norms and standards; Professional ethics; Ability to intervene and resolve conflict; Work effectively with social workers and members of multi-sectoral teams in social service delivery; Communication and language; Ability to work with children in conflict with the law; Report – writing; Computer literacy; Presentation and facilitation; Problem solving; Client orientation and customer focus; Planning and organising.
- DUTIES** : Receive children and youth to the care facility after admission; This would include the following actions: Engagement; Assessment / Plan of Action; Implementation of Developmental and Recreational Programs; Monitor and evaluation of developmental and recreational programs; Referral of professional services (e.g. appointment register, observation book, occurrence book); Enhance participation of the learners at the Facility in sport, recreation, arts and culture programmes and services; Continuous Professional Development; Perform administrative work and clerical functions as required.
- ENQUIRIES** : Ms D Baugaard Tel No: (021) 826 5972

#### **WESTERN CAPE EDUCATION DEPARTMENT (WCED)**

- APPLICATIONS** : Applications must be submitted by using the following URL <https://www.westerncape.gov.za/education> via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.
- CLOSING DATE** : 15 May 2026
- NOTE** : Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae; applicants are therefore required to ensure that their profiles are fully completed. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

#### **MANAGEMENT ECHELON**

- POST 13/399** : **DIRECTOR: POLICY COORDINATION REF NO: 171**  
 Directorate: Policy Co ordination
- SALARY** : R1 266 714 per annum (Level 13). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
- CENTRE REQUIREMENTS** : Cape Town  
 : An undergraduate qualification (NQF level 7) as recognised by SAQA in policy analysis and research methodology. At least 5 years' experience at a middle/senior managerial level within a policy development environment.

Successful completion of the Certificate for entry into the Senior Management Service (SMS). Valid driver's license. Successful completion of the Certificate for entry into the Senior Management Service (SMS). Knowledge of: Advanced knowledge of public policy analysis and public policy development processes advanced knowledge of strategy development, strategy management and strategy monitoring and review processes advanced knowledge of modern systems of governance and administration advanced knowledge of public finance, people management advanced knowledge of public communication, public education, public participation and public discourse management processes knowledge of public management theory and practice knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape knowledge of Constitutional, legal and institutional arrangements governing the South African public sector. Skills: Strong conceptual and formulation skills strong leadership skills in complex situations team building and strong interpersonal skills excellent verbal and written communication skills outstanding planning, organising and people management skills computer literacy. Personal attributes: A highly developed interpretative and conceptualisation/ formulation ability the ability to render advice and guidance in an objective and dedicated manner the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances the ability to persuade and influence the ability to lead and direct teams of professionals and service providers.

**DUTIES** : Line Management Function: Strategic management, advice and guidance in respect of the following functional areas: Initiate and evaluate request for policy development Facilitate policy alignment within the department Manage the policy register Facilitate the policy communication process Provide expert advice and support on policy development Facilitate the legislative process of primary and secondary statutory policy Strategic Management( including Change Management). People Management. Financial Management.

**ENQUIRIES** : Mr I de Vega Tel No: (021) 467 9323

**POST 13/400** : **DIRECTOR: INSTITUTIONAL RESOURCE SUPPORT REF NO: 172**  
Directorate: Institutional Resource Support

**SALARY** : R1 266 714 per annum (Level 13). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

**CENTRE** : Cape Town  
**REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years' experience at a middle/senior managerial level, valid driver's license. Successful completion of the Certificate for entry into the Senior Management Service (SMS). Knowledge of: Advanced knowledge of public policy analysis and public policy development processes advanced knowledge of strategy development, strategy management and strategy monitoring and review processes advanced knowledge of modern systems of governance and administration advanced knowledge of public finance, people management advanced knowledge of public communication, public education, public participation and public discourse management processes knowledge of public management theory and practice knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape knowledge of Constitutional, legal and institutional arrangements governing the South African public sector. Skills: Strong conceptual and formulation skills strong leadership skills in complex situations team building and strong interpersonal skills excellent verbal and written communication skills outstanding planning, organising and people management skills computer literacy. Personal attributes: A highly developed interpretative and conceptualisation/ formulation ability the ability to render advice and guidance in an objective and dedicated manner the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances the ability to persuade and influence the ability to lead and direct teams of professionals and service providers.

**DUTIES** : Strategic management, advice and guidance in respect of the following functional areas: Manage the planning and delivery of LTSM to learning sites Manage the planning and coordination of LTSM in line with future infrastructure needs Facilitate the delivery of LTSM Monitor and evaluate LTSM Manage the planning and implementation of LTS Manage the planning and coordination of the LTS Ensure the delivery of LTS Monitor and evaluate LTS Manage the

**ENQUIRIES**

planning and delivery of equipment to learning sites Manage the planning and coordination of equipment in line with future infrastructure needs Facilitate the delivery of equipment in line with infrastructure requirements Monitor the delivery of equipment to learning sites Strategic Management (including change management). People Management. Financial Management  
: Ms L Mc Glenatendolf Tel No: (021) 467 2021