



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 15 OF 2026

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **PROVINCIAL ADMINISTRATION: KWA-ZULU NATAL: DEPARTMENT OF HEALTH:** Kindly note that the following posts that were advertised in Public Service Vacancy Circular 14 dated 24 April 2026, for Director: Infrastructure Programme Delivery Level 13 Ref No.G29/2026, Director Legal Advisory Services Level 13 Ref No G31/2026, Chief Director: Health Service Planning, Monitoring and Evaluation Level 14 Ref No G32/2026, Director: Audit and Internal Control: Financial Management Level 13 Ref No. G33/2026, Director: Engineering and Technical Services Level 13 Ref No G34/2026: Director: Hospital Services: Hospital Management Services Level 13 Ref No. G35/2026, Director: ICT Governance and Project Management: Information Technology Level 13 Ref No. G36/2026: Head Office: Pietermaritzburg the posts have been withdrawn.

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**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ENVIRONMENT**

<u>APPLICATIONS</u>	:	Applications should be e-mailed to GDEnvInternship@gauteng.gov.za quoting the relevant reference number on the e-mail subject line.
<u>CLOSING DATE</u>	:	22 May 2026
<u>NOTE</u>	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only, in PDF and as one (1) document or attachment. JPEG (picture/snapshot) application will not be accepted. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews and must be available for interviews, at a date and time determined by the Department. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. Personnel suitability checks will also be administered as a part of the selection process. Personnel suitability checks will also be administered as a part of the selection process. 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. If you have not been contacted within a three month after the closing date of the advertisement, please accept that your application was unsuccessful. The applicants must not have previously participated in an internship programme in the Public Service. The qualifications must be from an accredited institutions of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.

INTERNSHIP PROGRAMME 2026 – 2028

The Gauteng Department of Environment invites unemployed South African graduates to apply for the 2026 to 2028 Internship Programme. Graduates must be in possession of a completed National Diploma / Bachelor's degree/ Honour's degree in the below-mentioned disciplines/ fields. The Programme will be for non-renewable contract period of twenty-four (24) months.

OTHER POSTS

<u>POST 15/73</u>	:	<u>AIR QUALITY REF NO: AQ2026 (X1 POST)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Head Office: Johannesburg
<u>REQUIREMENTS</u>	:	Diploma/Degree in Environmental Science/Management/Chemistry/Chemical Engineering/Earth Science/Natural Science.
<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Mr. Livhuwani Mutswana Tel No: (011) 240 2590
<u>APPLICATIONS</u>	:	GDEnvInternship@gauteng.gov.za
<u>POST 15/74</u>	:	<u>POLLUTION & WASTE MANAGEMENT REF NO: PWM2026 (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Head Office: Johannesburg
<u>REQUIREMENTS</u>	:	Diploma/Degree in Environmental Science/Management/Natural Science/ Geography.
<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Mr. Livhuwani Mutswana Tel No: (011) 240 2590
<u>APPLICATIONS</u>	:	GDEnvInternship@gauteng.gov.za

<u>POST 15/75</u>	:	<u>ENVIRONMENTAL & IMPACT MANAGEMENT REF NO: EIM2026 (X1 POST)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Head Office: Johannesburg
<u>REQUIREMENTS</u>	:	Diploma/Degree in Environmental Science/Management
<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Mr. Livhuwani Mutswana Tel No: (011) 240 2590
<u>APPLICATIONS</u>	:	GDEnvInternship@gauteng.gov.za
<u>POST 15/76</u>	:	<u>ENVIRONMENTAL POLICY, PLANNING & CORDINATION REF NO: EPPC2026 (X1 POST)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Pretoria (Council for Scientific & Industrial Research)
<u>REQUIREMENTS</u>	:	Diploma/Degree in Environmental Science/Management.
<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Mr. Livhuwani Mutswana Tel No: (011) 240 2590
<u>APPLICATIONS</u>	:	GDEnvInternship@gauteng.gov.za
<u>POST 15/77</u>	:	<u>COMPLIANCE & ENFORCEMENT REF NO: CE2026 (X4 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Head Office: Johannesburg
<u>REQUIREMENTS</u>	:	Diploma/Degree in Environmental Science/Management/ Natural Science.
<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Mr. Livhuwani Mutswana Tel No: (011) 240 2590
<u>APPLICATIONS</u>	:	GDEnvInternship@gauteng.gov.za
<u>POST 15/78</u>	:	<u>OFFICE OF THE HEAD OF DEPARTMENT REF NO: HOD2026 (X1 POST)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Head Office: Johannesburg
<u>REQUIREMENTS</u>	:	Diploma/Degree in Public Management/Administration/ Office & Technology Management.
<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Mr. Livhuwani Mutswana Tel No: (011) 240 2590
<u>APPLICATIONS</u>	:	GDEnvInternship@gauteng.gov.za
<u>POST 15/79</u>	:	<u>FINANCIAL MANAGEMENT REF NO: FM2026 (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Head Office: Johannesburg
<u>REQUIREMENTS</u>	:	N6/Diploma/Degree in Financial Management/Accounting Science.
<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Mr. Livhuwani Mutswana Tel No: (011) 240 2590
<u>APPLICATIONS</u>	:	GDEnvInternship@gauteng.gov.za
<u>POST 15/80</u>	:	<u>ORGANISATIONAL DEVELOPMENT REF NO: OD2026 (X1 POST)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Head Office: Johannesburg
<u>REQUIREMENTS</u>	:	Diploma/Degree in Work-study / Operations Management/ Management Services/ Production Management.

<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Mr. Livhuwani Mutswana Tel No: (011) 240 2590
<u>APPLICATIONS</u>	:	GDEnvInternship@gauteng.gov.za
<u>POST 15/81</u>	:	<u>INFORMATION COMMUNICATION TECHNOLOGY REF NO: ICT2026 (X1 POST)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Head Office: Johannesburg
<u>REQUIREMENTS</u>	:	Degree/Diploma in Computer Science/Information Technology/Business Informatics.
<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Mr. Livhuwani Mutswana Tel No: (011) 240 2590
<u>APPLICATIONS</u>	:	GDEnvInternship@gauteng.gov.za
<u>POST 15/82</u>	:	<u>COMMUNICATIONS REF NO: COM2026 (X1 POST)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Head Office: Johannesburg
<u>REQUIREMENTS</u>	:	Diploma/Degree in Media Studies or related qualifications.
<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Mr. Livhuwani Mutswana Tel No: (011) 240 2590
<u>APPLICATIONS</u>	:	GDEnvInternship@gauteng.gov.za
<u>POST 15/83</u>	:	<u>GRAPHIC DESIGN REF NO: GD2026 (X1 POST)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Head Office: Johannesburg
<u>REQUIREMENTS</u>	:	Diploma/Degree in Graphic Design or related qualifications.
<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Mr. Livhuwani Mutswana Tel No: (011) 240 2590
<u>APPLICATIONS</u>	:	GDEnvInternship@gauteng.gov.za
<u>POST 15/84</u>	:	<u>PLANNING, MONITORING & EVALUATION REF NO: ICT2026 (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Head Office: Johannesburg
<u>REQUIREMENTS</u>	:	Diploma/Degree in Social Science/Public Management & Governance/ Monitoring & Evaluation.
<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Mr. Livhuwani Mutswana Tel No: (011) 240 2590
<u>APPLICATIONS</u>	:	GDEnvInternship@gauteng.gov.za

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

The Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer and is committed to the promotion of diversity and equity in employment. Women and people living with disabilities are highly encouraged to apply. The Department of Agriculture and Rural Development reserves the right not to fill any advertised post. Invited candidates will attend interviews at their own cost due to budgetary constraints.

- APPLICATIONS** : Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement.
All applications must be addressed to the Acting Head of Department and for reference numbers starting with SSC may be hand delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245.
All applications for reference numbers starting with NSC may be hand delivered or couriered to Lot no. 11634, Corner of Via Verbena and Loop Street, Veldenvlei, Richards Bay, 3900. Applicants may also submit their completed and signed Z83 application forms and CV's directly to the following email addresses: kznjobssouth@kzndard.gov.za for reference numbers starting with SSC OR kznjobsnorth@kzndard.gov.za for reference numbers starting with NSC.
- CLOSING DATE** : 22 May 2026
- NOTE** : Applicants using the manual application process must submit their applications on the prescribed form Z83 (Please use the New Z83 form which is effective from 01 January 2021) obtainable from any Public Service Department or at www.dpsa.gov.za and all applications must be accompanied by a comprehensive CV. Applicants must ensure that the Z83 application form is completed in full, duly signed and initialled, as failure to do so may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified copies of qualifications and other related/supporting documents on or before the day of the interview following the communication from Human Resources. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No late applications will be accepted. Failure to comply with the above instructions will result in the disqualification of your application. 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. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 15/85** : **SCIENTIFIC MANAGER GRADE A NATURAL RESOURCES REF NO: SSC02/2026**
- SALARY** : R1 143 468 per annum, (all-inclusive salary OSD package)
- CENTRE** : Head Office - Cedara
- REQUIREMENTS** : An M.Sc degree (NQF level 9) in Natural Resource Management / Ecological Science / Environmental Science / Soil Science. Compulsory registration with SACNASP as a Professional Natural Scientist and a valid driver's licence. Experience: 6 years' post qualification (M.Sc) experience in an Agricultural Scientific Environment. Knowledge: Knowledge of Occupational Health and Safety Standards. Sound and broad knowledge of Geo-Information System (GIS), programming, and modelling of geodata information and satellite data interrogation. Excellent knowledge of climate change and plant-soil-climate interactions. Strong and broad knowledge in managing large-scale soil surveys, soil mapping, data interpretation and analysis, land use planning, and enterprise management. Knowledge of management of natural resources, environmental management, land and soil management and farm plan management. Knowledge of the Preservation and Development of Agricultural

		Land Act (PDALA), Climate Change Act (CCA), Conservation of Agricultural Resource Act (CARA) and National Environmental Act. Knowledge of Labour Relations Act, Public Service Regulations, Basic Conditions of Employment Act, Departmental HRM and HRD Policies. Sound understanding of agricultural research methodologies and application of practices and techniques. Knowledge of scientific research methodology and models. Skills: Technical: Programme and project management, scientific methodologies and models, research and development, computer-aided scientific applications, knowledge of legal compliance, technical report writing, creating high performance culture, professional judgement, data analysis, policy development and analysis, scientific presentation and mentoring. Generic: Strategic capability and leadership, decision making, team leadership, creativity, financial management, customer focus and responsiveness, communication, computer literacy, networking, planning, organizing and execution, conflict management, people management, change management, problem solving and analysis.
<u>DUTIES</u>	:	Provide strategic leadership, direction and ensure the development and implementation of policies, systems and procedures. Manage Research and Development. Manage the provision of advice and ensure governance. Manage Financial Resources. Manage Human Resources.
<u>ENQUIRIES</u>	:	Mrs NZQ Pakkies Tel No: (033) 355 9148
<u>POST 15/86</u>	:	<u>PROFESSIONAL ENGINEER GRADE A/B/C REF NO: SSC03/2026</u>
<u>SALARY</u>	:	Grade A: R914 517 per annum, (all-inclusive OSD remuneration package) Grade B: R1 030 296 per annum, (all-inclusive OSD remuneration package) Grade C: R1 172 184 per annum, (all-inclusive OSD remuneration package)
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Cedara
	:	A B. Engineering / BSc. Engineering degree in Agricultural Engineering or Civil Engineering, compulsory registration with ECSA as a Professional Engineer and a valid driver's licence. Experience: 3 years' post qualification Agricultural Engineering or Civil Engineering experience. Knowledge: Programme and project management, engineering design and analysis knowledge, research and development, computer-aided engineering applications, legal compliance, technical report writing, creating a high-performance culture, professional judgement, networking, Occupational Health and Safety Standards, Labour Relations Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Departmental HRM and HRD Policies. Skills: Decision making, team leadership, analytical, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, planning and organising, conflict management, problem solving and analysis, people management, change management, innovation and writing.
<u>DUTIES</u>	:	Develop and design engineering infrastructure plans. Conduct project inspections and provide progress reports. Conduct research and development. Promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Perform administrative and related duties.
<u>ENQUIRIES</u>	:	Ms SE Ndlela Tel No: (033) 343 8024
<u>POST 15/87</u>	:	<u>PROFESSIONAL SCIENTIST GRADE A/B/C – GRASSLAND / PASTURE SCIENCE REF NO: SSC04/2026</u>
<u>SALARY</u>	:	Grade A: R791 604 per annum, (all-inclusive OSD remuneration package) Grade B: R900 957 per annum, (all-inclusive OSD remuneration package) Grade C: R1 015 071 per annum, (all-inclusive OSD remuneration package)
<u>CENTRE REQUIREMENTS</u>	:	Cedara Research Station
	:	A B.Sc in Agriculture degree (NQF level 8) majoring in Pasture Science and/or Plant Breeding, compulsory registration with SACNASP as a Professional Natural Scientist and a valid driver's licence. Experience: 3 years' post qualification relevant experience. Knowledge: Sound understanding of agricultural research methodologies and application of practices and techniques in the field of pasture science and/or plant breeding. Skills: Technical: Programme and project management, scientific methodologies and models, research and development, computer-aided scientific applications, legal compliance, technical report writing, creating high performance culture, professional judgement, data analysis, policy development and analysis, presentation skills, mentoring, pastures and livestock husbandry. Generic: Decision making, team leadership, analytical skills, creativity, financial management, customer focus and responsiveness, communication, networking, computer literacy, people management, planning and organising, conflict management, change management, problem solving and analysis.

DUTIES : Develop and implement methodologies, policies, systems and procedures with regards to pasture science or plant breeding. Perform scientific analysis and regulatory functions. Conduct research and development in pasture science or plant breeding. Human capital development. Perform administrative and related functions.

ENQUIRIES : Mr M Magawana Tel No: (033) 355 9258

POST 15/88 : **PROFESSIONAL SCIENTIST GRADE A/B/C – RANGELAND/PASTURE SCIENCE) REF NO: NSC01/2026**

SALARY : Grade A: R791 604 per annum, (all-inclusive OSD remuneration package)
Grade B: R900 957 per annum, (all-inclusive OSD remuneration package)
Grade C: R1 015 071 per annum, (all-inclusive OSD remuneration package)

CENTRE : Dundee Research Station

REQUIREMENTS : A B.Sc in Agriculture degree (NQF level 8) majoring in Veld Science, compulsory registration with SACNASP as a Professional Natural Scientist and a valid driver's licence. Experience: 3 years' post qualification relevant experience. Knowledge: Sound understanding of agricultural research methodologies and application of practices and techniques in the field of veld science. Skills: Technical: Programme and project management, scientific methodologies and models, research and development, computer-aided scientific applications, legal compliance, technical report writing, creating high performance culture, professional judgement, data analysis, policy development and analysis, presentation skills, mentoring, veld management and livestock husbandry. Generic: Decision making, team leadership, analytical skills, creativity, financial management, customer focus and responsiveness, communication, networking, computer literacy, people management, planning and organising, conflict management, change management, problem solving and analysis.

DUTIES : Develop and implement methodologies, policies, systems and procedures with regards to pasture science or plant breeding. Perform scientific analysis and regulatory functions. Conduct research and development in pasture science or plant breeding. Human capital development. Perform administrative and related functions.

ENQUIRIES : Mr M Magawana Tel No: (033) 355 9258

POST 15/89 : **PROFESSIONAL SCIENTIST GRADE A/B/C (BIOCHEMISTRY) REF NO: SSC05/2026**

SALARY : Grade A: R791 604 per annum, (all-inclusive OSD remuneration package)
Grade B: R900 957 per annum, (all-inclusive OSD remuneration package)
Grade C: R1 015 071 per annum, (all-inclusive OSD remuneration package)

CENTRE : Cedara Research Station

REQUIREMENTS : An NQF level 08 four-year Science degree (B.Sc and Honours) in Biochemistry/Chemistry, compulsory registration with SACNASP as a Professional Natural Scientist in the field of Agriculture or Chemical Science and a valid driver's licence. Experience: 3 years' relevant post qualification experience. Knowledge: Occupational Health and Safety Standards, laboratory management and flow, laboratory instrumentation maintenance, calibration and troubleshooting, biochemistry and chemistry, Labour Relations Act, Public Service Regulations, Basic Conditions of Employment Act, Departmental HRM and HRD Policies, agricultural research methodologies and application of practices and techniques, Scientific methodology and models. Skills: Technical: Analytical skills and data analysis, scientific methodology and models, research and development, writing of scientific papers, technical reports and popular articles, scientific editing and reviewing, communication at a scientific, technical and informative level, programme and project management, presentation, computer aided scientific applications, professional judgement, policy development and analysis, and crop and livestock husbandry. Generic: Leadership, mentorship, conflict management, financial management, planning and organising, analytical, problem solving and analysis, creativity, decision making, change management, customer focus and responsiveness, communication, innovation, computer literacy, networking, creating high performance culture.

DUTIES : Conduct research and development. Perform agricultural scientific analysis and regulatory functions. Develop and implement methodologies, policies, systems and procedures. Human Capital development. Perform administrative functions.

ENQUIRIES : Dr. SR Bezuidenhout Tel No: (033) 355 9657

<u>POST 15/90</u>	:	<u>PROFESSIONAL SCIENTIST GRADE A/B/C (HORTICULTURE) REF NO: SSC06/2026</u>
<u>SALARY</u>	:	Grade A: R791 604 per annum, (all-inclusive OSD remuneration package) Grade B: R900 957 per annum, (all-inclusive OSD remuneration package) Grade C: R1 015 071 per annum, (all-inclusive OSD remuneration package)
<u>CENTRE REQUIREMENTS</u>	:	Cedara Research Station An NQF level 08 four-year B.Sc in Agriculture degree majoring in Horticulture, compulsory registration with SACNASP as a Professional Natural Scientist and a valid driver's licence. Experience: 3 years' relevant post qualification experience. Knowledge: Sound understanding of agricultural research methodologies and application of practices and techniques in horticulture. Skills: Technical: Analytical skills and data analysis, scientific methodology and models, research and development, writing of scientific papers, technical reports and popular articles, scientific editing and reviewing, communication at a scientific, technical and informative level, programme and project management, presentation and computer aided scientific applications. Generic: Leadership, mentorship, conflict management, financial management, planning and organizing, problem solving and analysis, creativity, decision making, change management, customer focus and responsiveness, communication, innovation, computer literacy, networking, creating high performance culture.
<u>DUTIES</u>	:	Develop and implement methodologies, policies, systems and procedures with particular reference to horticultural research. Perform agricultural scientific analysis and regulatory functions. Conduct research and development. Human Capital development. Perform administrative functions.
<u>ENQUIRIES</u>	:	Dr. SR Bezuidenhout Tel No: (033) 355 9657
<u>POST 15/91</u>	:	<u>ASSISTANT DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: NSC02/2026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE REQUIREMENTS</u>	:	North Service Centre – Richards Bay An Advanced Diploma / Bachelor's Degree (NQF level 7) qualification in Property Management / Financial Management / Project Management / Public Administration / Public Management and a valid driver's licence. Experience: 3 – 5 years' supervisory experience or 3 – 5 years' experience at the level of an Administrative Officer in the field of Infrastructure Management. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, EPMDS, Project management principles, National and Provincial Practice Notes, SCM Practices and Procedures, National Development Plan, Provincial Growth and Development Plan, Treasury Regulations, Batho Pele Principles, Government Immovable Assets Management Act, State Housing Policy, Land Administration Act, Extension of Security Tenure Act. Skills: Language, listening, presentation, analytical thinking, interpersonal relations, computer, strategic planning, organizational, research, analytical, leadership, financial management, time management, report writing, problem solving, communication, conflict management, change management, self-disciplined and have the ability to work under pressure with minimum supervision, supervisory, project management, people management, relationship management, decision making.
<u>DUTIES</u>	:	Coordinate the management of state-owned properties including the effective implementation of construction projects. Oversee office accommodation leasing requirements of the Service Centre. Oversee state housing management in the Service Centre. Provide advice, guidance and input into Infrastructure Management policies. Manage resources of the division.
<u>ENQUIRIES</u>	:	Ms GN Ndlovu Tel No: (033) 355 9411
<u>POST 15/92</u>	:	<u>ASSISTANT DIRECTOR: MOVABLE ASSET MANAGEMENT REF NO: NSC03/2026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE REQUIREMENTS</u>	:	North Service Centre – Richards Bay An Advanced Diploma / Degree (NQF level 7) qualification in Financial Management / Project Management / Public Administration and a valid driver's license. Experience: 3 – 5 years' supervisory experience or 3 – 5 years' experience at the level of an Administrative Officer in Asset Management. Knowledge: Public Service Act, Public Service Regulations, PFMA, EPMDS,

Basic Conditions of Employment Act, Project Management principles, National and Provincial Practice Notes, SCM Practices and Procedures, Treasury Regulations, Movable Asset Management Framework, Asset Management Policies for general and biological assets, Livestock Policies, Financial Systems e.g. BAS. Skills: Language, listening, presentation, analytical thinking, interpersonal relations, computer, organizational, supervisory, financial management, time management, report writing, problem solving, communication, conflict management, change management, self-disciplined and have the ability to work under pressure with minimum supervision, project management, people management, decision making.

DUTIES : Provide and coordinate movable asset acquisition processes at the service centre. Facilitate the operation and maintenance of all movable assets at the service centre. Coordinate the disposal process in respect of movable assets at the service centre. Provide advice, guidance and input into Movable Asset Management policies. Manage resources of the division.

ENQUIRIES : Ms GN Ndlovu Tel No: (033) 355 9411

POST 15/93 : **SCIENTIFIC TECHNICIAN GRADE A/B/C (NATURAL RESOURCES) REF NO: SSC07/2026**

SALARY : Grade A: R407 337 per annum, (OSD)
Grade B: R460 086 per annum, (OSD)
Grade C: R518 769 per annum, (OSD)

CENTRE : Head Office - Cedara

REQUIREMENTS : An NQF Level 06 Diploma in Agricultural Science / Natural Sciences / Environmental Sciences. Compulsory registration with SACNASP as a Certificated Natural Scientist and a valid driver's licence. Experience: 3 years' post qualification relevant experience. Knowledge: Sound understanding of agricultural research methodologies and application of practices and techniques in the field of land and soil management and farm planning. Skills: Technical: Analytical and data analysis. Scientific methodology and models. Research and development. Technical report writing. Programme and project management. Computer-aided scientific applications. Professional judgement. Data analysis. Policy development and analysis. Crop and husbandry. Creating a high-performance culture. Legal compliance. Generic: Planning and organizing, team leadership, self-management, analytical, problem-solving and analysis, creativity, decision making, change management, customer focus and responsiveness, communication, innovation, computer literacy and networking.

DUTIES : Implement methodologies and provide scientific and technical advice. Perform technical scientific analysis and research functions. Research and Development. Human Capital Development. Perform administrative and related duties.

ENQUIRIES : Mrs NZQ Pakkies Tel No: (033) 355 9148

POST 15/94 : **SCIENTIFIC TECHNICIAN GRADE A/B/C (JUNCAO MUSHROOM SECTION) REF NO: SSC08/2026**

SALARY : R407 337 per annum, (OSD)
R460 086 per annum, (OSD)
R518 769 per annum, (OSD)

CENTRE : Cedara Research Station

REQUIREMENTS : An NQF Level 06 Diploma in Agricultural Sciences. Compulsory registration with SACNASP as a Certificated Natural Scientist in the field of Agricultural Sciences and a valid driver's licence. Experience: 3 years' post qualification experience in an agricultural scientific environment. Knowledge: Knowledge of Occupational Health and Safety Standards. Sound and broad knowledge of laboratory management and flow. Sound and broad knowledge of laboratory instrumentation maintenance, calibration and troubleshooting. Knowledge of microbiology. Labour Relations Act. Public Service Regulations. Basic Conditions of Employment Act. Departmental HRM and HRD Policies. Sound understanding of agricultural research methodologies and application of practices and techniques. Scientific methodology and models. Skills: Programme and project management, scientific methodologies, research and development, computer-aided scientific applications, analytical skills and data analysis, legal compliance, technical report writing, creating a high performance culture, professional judgement, mentorship, decision making, team leadership, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy,

		networking, people management, planning and organizing, conflict management, problem solving and analysis.
<u>DUTIES</u>	:	To conduct research and development. To perform technical scientific analysis and regulatory functions. To develop and implement methodologies, policies, systems and procedures. Human capital development. To manage the resources of the division.
<u>ENQUIRIES</u>	:	Dr. SR Bezuidenhout Tel No: (033) 355 9657
<u>POST 15/95</u>	:	<u>PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: RURAL ENTERPRISE AND INDUSTRY DEVELOPMENT REF NO: SSC09/2026</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Head Office - Cedara
<u>REQUIREMENTS</u>	:	A Secretarial Diploma or relevant equivalent qualification (one year qualification) and a valid driver's license. Experience: 3 years' experience in rendering support service to senior management. Knowledge: Public Service Act, Public Service Regulations, Public Systems and Procedures, knowledge on the relevant legislation, policies, prescripts and procedures, Financial Administration and Office Administration. Skills: language, good verbal and written communication, good telephone etiquette, computer literacy, organisational, people, high level of reliability, ability to act with tact and discretion, ability to do research and analyse documents and situations, good grooming and presentation, self-management and motivation.
<u>DUTIES</u>	:	Provide a secretarial and receptionist support service to the Chief Director. Render administrative support duties. Provide support to the Chief Director during meetings. Support the Chief Director with the administration of the budget. Study the relevant Public Service and Departmental prescripts, policies and other documents to ensure the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Mr S Gumede at 082 892 0731
<u>POST 15/96</u>	:	<u>ARTISAN GRADE A/B/C (DIESEL MECHANIC) REF NO: SSC10/2026</u>
<u>SALARY</u>	:	R253 341 per annum, (OSD) R297 249 per annum, (OSD) R345 342 per annum, (OSD)
<u>CENTRE</u>	:	Cedara Research Farm
<u>REQUIREMENTS</u>	:	A suitable Trade Test Certificate (Diesel Mechanics) and a valid driver's licence. Experience: Completion of trade test and apprenticeship. Knowledge: Technical analysis. Knowledge of safety and legal requirements. Production process and specifications. Public Service Regulations. Labour Relations Act. Occupational Health and Safety Act. Skills: Technical: Technical analysis, computer-aided technical applications, legal compliance, technical report writing, production, process knowledge and skills. Generic: Problem solving and analysis, decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer, planning and organizing.
<u>DUTIES</u>	:	Produce designs. Render production services. Conduct repairs and maintenance. Perform administrative and related functions. Maintain expertise relevant to the field of work.
<u>ENQUIRIES</u>	:	Mr AJ Kent Tel No: (033) 355 9192
<u>POST 15/97</u>	:	<u>GENERAL ADMINISTRATION CLERK (X3 POSTS)</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Harry Gwala District, UGu District and Zululand District: Ref No: SSC11/2026 (Harry Gwala and UGu Districts) Ref No: NSC04/2026 (Zululand District)
<u>REQUIREMENTS</u>	:	A Senior Certificate/National Senior Certificate (Matric) and a valid driver's licence. Experience: No experience required. Knowledge: Office administration. Batho Pele principles. Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations. Departmental HRM and HRD Policies. Skills: Time management, decision making, planning, organising, communication (written and verbal), interpersonal relations, computer, report writing, analytical, telephone etiquette, innovative.
<u>DUTIES</u>	:	Render general clerical support services. Provide stores administration services. Provide Human Resource support services. Provide financial administration support services. Provide transport and asset support services.
<u>ENQUIRIES</u>	:	Ms DDS Zulu Tel No: (039) 834 7600 (Harry Gwala District)

Ms MP Gwala Tel No: (039) 682 2045 (UGu District)
Mr MD Dlamini Tel No: (035) 874 9006 (Zululand District)

- POST 15/98** : **FINANCE CLERK (REVENUE CONTROL) REF NO: SSC12/2026**
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Head Office – Cedara
REQUIREMENTS : A Senior Certificate/National Senior Certificate (Matric). Experience: No experience required. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, knowledge of Basic Accounting System (BAS), Public Finance Management Act, Treasury Regulations, Financial Regulations, Batho Pele Principles, Basic Conditions of Employment Act, Departmental Policies and SOP's. Skills: Financial Management, computer literacy (MS Office), communication (written and verbal), leadership, problem solving, change management, presentation, interpersonal relations.
- DUTIES** : Receive and deposit state money. Maintain revenue registers. Batch receipts. Render petty cash services. Perform administrative and related functions.
- ENQUIRIES** : Ms M Seethal Tel No: (033) 355 9127
- POST 15/99** : **SUPPLY CHAIN MANAGEMENT CLERK (BIDS ADMINISTRATION SERVICES REF NO: SSC13/2026**
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Head Office - Cedara
REQUIREMENTS : A Senior Certificate/National Senior Certificate (Matric). Experience: No experience required. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Employee and Performance Management System, Basic Conditions of Employment Act, KZN Provincial Supply Chain Policy Framework, SCM Practices and Procedures, Promotion of Access to Information Act, National Treasury Regulations and Provincial Treasury Practices Notes. Skills: language, presentation, analytical thinking, interpersonal relations, computer, planning and organising, financial management, time management, report writing, problem solving, communication, project management, people management, relationship management, decision making, self-disciplined and the ability to work under pressure with minimum supervision.
- DUTIES** : Provide administrative support services. Coordinate and attend site briefing meetings. Facilitate the closing and pre-screening of BIDS. Safekeeping of documents. Attend to general enquiries.
- ENQUIRIES** : Mr BR Dube Tel No: (033) 355 9185
- POST 15/100** : **DRIVER/MESSENGER REF NO: NSC05/2026**
- SALARY** : R201 093 per annum (Level 04)
CENTRES : Owen Sithole College of Agriculture - Empangeni
REQUIREMENTS : A Grade 10 qualification or 7 – 12 months' relevant experience and a valid driver's licence. Knowledge: Knowledge of the procedures to operate a vehicle, knowledge of the prescripts for the correct utilization of a motor vehicle, knowledge of the procedures to ensure that the vehicle is maintained properly, knowledge of cities/towns in which the function will be performed, knowledge of the procedures to perform messenger functions and routine office support functions like registry functions and making photocopies. Skills: Communication, good inter-personal relations, planning, organising and time management.
- DUTIES** : Render driving services. Conduct routine maintenance on allocated vehicle. Render clerical support / messenger service. Render auxiliary services.
- ENQUIRIES** : Mr MK Shakwane Tel No: (035) 795 1345

DEPARTMENT OF HEALTH

- APPLICATIONS** : All applications must be addressed to Mrs R Erasmus, Human Resource Management Services, Registrar Programme, Department of Health, Private Bag X9051, Pietermaritzburg, 3200 or hand deliver to Human Resource Management Services, 330 Langalibalele Street, Natalia Building, Room 6-106 South Tower. Applications can also be submitted through the online e-Recruitment system at www.kznonline.gov.za/kznjobs
- FOR ATTENTION** : Mrs R Erasmus, Human Resources, Tel No: (033) 395 2742/3347/2669
CLOSING DATE : 29 May 2026

NOTE

: Training will take place at various sites for each Discipline. The site for training and subsequent rotations will be determined by the Academic Head of Discipline/Head Clinical Unit. Sub-speciality training will be a contract appointment for 3/4 years, depending on the Discipline. For a 3 year contract, 2 years will be for training and 1 year for service. For a 4 year contract, 3 years will be for training and 1 year for service. All trainees will be expected to register with the University at their own expense. All trainees will be required to sign a contract which includes training and service responsibilities. Trainees will be required to complete Performance Agreements and assessments as stipulated by the Department. Sub-specialty trainees will be required to complete Clinical and Academic assessments as stipulated by the Department. Please note that the formal offer of a Sub-specialty training will be dependent upon proof of successful completion of the required examinations. 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. The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website - www.kznhealth.gov.za and a comprehensive CV (with detailed experience), confirming current and appropriate work experience related to the requirements and recommendations of the advert with full record of service, stating duties performed/performing and years of experience. Copies of Qualifications, Registration Certificates and driver's license must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Non- SA Citizens/ Permanent Residents / Work permit holders must provide documentary proof on or before the day of the interview. Failure to comply may result in the application not being considered. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Persons with disabilities should feel free to apply for the post/s. Failure to comply with the above instructions will disqualify applicants. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. This Department is an equal opportunity, affirmative action employer, whose aim is to promote presentively in all levels of all occupational categories in the Department. Department reserves the right not to fill this post. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful.

OTHER POST

POST 15/101

: **MEDICAL SPECIALIST REF NO: S01/2026**
Sub-Specialty Training: Clinical Haematology
(3 Year fixed term)

SALARY

: R1 395 528 per annum. Applicants to note: Salary package is subject to OSD determination plus commuted overtime depending on needs of the Discipline/Institution.

CENTRE REQUIREMENTS

: Various (KZN)
: Tertiary qualification (MBCHB) or equivalent; Plus current registration for Independent Practice as a Medical Specialist with the Health Professions Council of South Africa with FCP, a Valid driver's license. Preference will be given to candidates with at least two (2) years' experience as a specialist. Basic knowledge of Medical Practice Ethics, ability to manage patients

independently, ability to learn, innovate and be prepared to work overtime, good interpersonal skills, an interest in conducting research, knowledge and respect of the Patients' Rights Charter and Batho Pele Principles.

DUTIES

: Participation in academic and teaching programmes and meetings in the respective Departments, responsibility for care of patients at designated levels/sites, e.g. Outpatients, Wards, Theatres, ICUs etc., management of patients under supervision, attendance at ward rounds and/or tutorials, supervision and teaching of undergraduates, provision of after-hours care for emergency services, clerking and keeping of comprehensive records of patients in the hospital file, outreach activities as deemed necessary by the Clinical Supervisor. The Department reserves the right not to fill these post (s).

ENQUIRIES

: Mrs R Erasmus Tel No: (033) 395 2742/2669

**PROVINCIAL ADMINISTRATION: LIMPOPO
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications, quoting relevant reference and name of Department, should be forwarded as follows: Director: HRM Coordination, Office of the Premier, Private Bag X9483, Polokwane, 0600 or Hand delivered to the Office of the Premier, No. 40 Hans Van Rensburg Street, Mowaneng Building, Office No. A013, General Records (Registry), Ground Floor. Applicants should apply through the following website <https://erecruitment.limpopo.gov.za>. The application on eRecruitment system should be accompanied by recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates). Failure to attach updated CV will result in the application not being considered/disqualification.
- FOR ATTENTION** : Mr. Junior Maboya / Ms. Moipone Mathole / Ms. Maria Mashitola
- CLOSING DATE** : 29 May 2026
- NOTE** : Applications must be submitted on new Z83 form, (updated version that come into effect on 1 January 2021), obtainable from any Public Service Department or on the internet at www.labour.gov.za / www.gov.za/documents and must only be accompanied by a detailed Curriculum Vitae (CV), applicants are requested to complete the Z83 form properly and in full. Only shortlisted candidates will be required to submit certified copies of qualification(s) and other related documents on, or before the day of the interview following an invitation from The Office to attend an interview, such as qualification(s) and other related document(s) should be in line with the requirements of the advertisement. For advertised Senior Management Services (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 Governance (NSG) which can be accessed via following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. 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. Qualification certificates MUST not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted, or hand delivered timeously. Candidates who possess foreign qualifications and/or short course certificate must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates will be appointed on a probation period of 12 months. The successful candidate will be subjected to a security clearance. The successful candidate must be willing to sign an oath of secrecy with the Department. The successful candidate will be expected to enter into a performance agreement with the Director General. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts. The Office reserves the right not to make appointment on the advertised post. Applicants who previously applied for the re-advertised post they are encouraged to re-apply if still interested.

MANAGEMENT ECHELON

- POST 15/102** : **DEPUTY DIRECTOR GENERAL: CORPORATE MANAGEMENT REF NO: OTP/26/26/01**
Re-advert
- SALARY** : R1 813 182 per annum (Level 15)
- CENTRE** : Polokwane: Head Office
- REQUIREMENTS** : A National Senior Certificate / Grafe 12 Certificate (NQF level 4) plus NQF level 8 in Public Management / Business Management or equivalent qualification as recognised by South African Qualification Authority (SAQA). Eight (8) years of experience at a senior management level. Valid driver's licence (with the exemption of applicants with disabilities); Core and Process Competencies-

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Skills & Knowledge: Sound an in-depth knowledge of relevant prescripts, application of Human Resources as well as an understanding of the Legislative Framework governing the Public Service such as; the Public Service Amendment Act, Public Service Regulation, Public Service Administration Act, Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations, various Bargaining Council Resolutions, Skills Levy Act, Occupational Health & Safety Act, Human Resource Development Strategy, Public Finance Management Act and its regulations, Treasury Regulations, PSCBC resolutions. Negotiation Skills, Planning and Organizing, Time Management, Policy Analysis and Development, Good Communication Skills, Group Dynamics, Diversity Management, Facilitation Skills, Coordinating Skills, Computer literacy.

DUTIES

: The successful candidate will be responsible for:- Ensure effective administration support by providing Human Resource Management (HRM), Human Resource Development (HRD), Performance Management Development System (PMDS), and Employee Health and Wellness Programmes (EHW); Manage Records and Facilities; Provide Departmental Information and Communication Technology Services; Manage and coordinate the implementation of Strategic Management support; Oversee the development of management effectiveness and leadership strategy; Manage and facilitate the provision of organisational risk, security and integrity management services; Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance in line with legislation services; Manage Protocol, Events, Premier and DG Support Service by ensuring events are well managed, oversee the management of the Official Order of Procedure; Oversee the management of Corporate Gifts and Flag Bank; Manage and facilitate the provision of Labour Relations Services and ensure that the implementation of grievance rules, Disciplinary Code and Procedure, Dispute Resolution Procedure Council and Chambers Resolutions in the office are coordinated and evaluated; Ensure that grievance, misconduct cases, dispute resolution and capacity building in the office of the premier are handled and facilitated; Monitor the coordination of public service industrial action and oversee the provision of departmental training on all labour relation matters; Ensure effective Financial Management Services.

ENQUIRIES

: Ms. Moipone Mathole Tel No: (015) 287 6360 or Mr. Junior Maboya Tel No: (015) 287 6290

DEPARTMENT OF SOCIAL DEVELOPMENT

Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer. Designed race groups, females and People with disabilities remain our target and are encouraged to apply.



APPLICATIONS

: Applicants are hereby invited to apply for the funded vacant posts as advertised. Applicants who previously applied for the re-advertised posts they are encouraged to re-apply if still interested. Applicants are encouraged to register and submit their applications through the e-Recruitment website at <https://erecruitment.limpopo.gov.za>, however, hand delivery applications are acceptable Applications should be addressed to various institution as per the applicant's need.

Head Office, Seshego Treatment Centre, Mavambe Secure Care Centre and Polokwane Welfare Complex: Applications should be directed to Head of Department, Private Bag X9710, Polokwane, 0700 or submitted at: 21 Biccard Street, Olympic Towers Building, Ground Floor, Office no 30.

Capricorn District/Sekutupu Old Age Home: The District Director, Private Bag X9709, Polokwane, 0700 or hand delivered at 34 Hans Van Rensburg Polowane.

Sekhukhune District: The District Director, Private Bag X80, Lebowakgomo, 0737 or hand delivered at Old Parliament Building Lebowakgomo.

Vhembe District: The District Director, Private Bag X5040, Thohoyandou, 0950 or hand delivered at Thohoyandou Child and Youth Care Centre, Thohoyandou Block F Punda Maria Road, Thohoyandou.

Waterberg District: The District Director, Private Bag X1051, Modimolle, 0510 or hand delivered at Cnr Elias Motswaledi & Thabo Mbeki Street, Modimolle.

Mopani District: The District Director, Private Bag X9689, Giyani, 0826 or should be hand delivered at Department of Social Development Unigaza Road Giyani Section A, 0826.

CLOSING DATE
NOTE

: 22 May 2026
:
: Applications must be submitted on the new Z83 application form obtained from all Government Departments or can be downloaded from www.gov.za / www.dpsa.gov.za / www.labour.gov.za. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded “No” to the question “Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? Then it is acceptable for an applicant to indicate not applicable or leave blank to the question. If yes (provide detail), “In the event that you are employed in the Public Service, will you immediately relinquish such business interest?”. Applicants may leave the following question blank if they are not in possession of such: “If your profession or occupation requires official registration, provide date and particulars of registration”. Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Applicants are not required to submit certified copies of educational qualifications, academic records, current registration with the relevant statutory body, Identity documents and a valid motor vehicle driver’s license (where required) but must submit a duly completed Z83 application for employment form, and a detailed CV. Shortlisted candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications, current registration with the relevant statutory body, copy of ID and a valid motor vehicle driver’s license (where required) must be submitted. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise and the other shall be an Integrity [Ethical Conduct], an Assessment as per Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. The successful candidate will be subjected to security clearance [Vetting] as per the Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. NB: Applicants are encouraged to comply with Practice note on the Z83 application for employment DPSA Circular 19 of 2022, Clarification regarding the completion of Z83 application DPSA circular 3 of 2025 and other related matters. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall among other determination be informed by the Employment Equity Plan of the Department. The closing date for applications is 22 May 2026. The Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer. Designed race groups, females and People with disabilities remain our target and are encouraged to apply. Correspondence will be entered into with short-listed candidates only due to a large number of applications we envisage to receive, if you have not heard from the Department within ninety (90) day from the closing date, consider your application unsuccessful. However, Faxed applications will not be considered. Recognition of experience on appointment will be considered for Social Service Professions in line with Occupational Dispensation prescripts. The contents of this circular will also be posted on the following websites www.dsd.limpopo.gov.za / www.limpopo.gov.za / www.dpsa.gov.za, Provincial Departments website and social media. Please note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

MANAGEMENT ECHELON

<u>POST 15/103</u>	:	<u>DISTRICT DIRECTOR (X2 POSTS)</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Waterberg District Ref No: DSD/2026/66 (X1 Post) Vhembe District Ref No: DSD/2026/67 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF 7 as recognised by SAQA. A minimum of five (05) years of proven experience at Middle / senior Managerial level. Proof of completion of SMS pre-entry programme must be submitted before appointment. Valid motor vehicle driver's license (with exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, Communication. Knowledge And Skills: Knowledge and understanding of the legislative framework governing the Public Service. Public Service Knowledge, Negotiation, Policy formulation and Analytic thinking. Report writing skills; Facilitation skills, Co-ordination skills, Liaison skills, Networking, Interpersonal skills, Leadership skills, Analytical skills.
<u>DUTIES</u>	:	Provide leadership and strategic direction in the district. Develop business plan in line with the strategic objective of the department. Develop and ensure the implementation of policies, norms and standards. Promote partnership for the delivery of primary social service. Manage Integrated Community Development Services in the District. Provide Population and Information Development Services at the District. Implement and monitor provision of Developmental Social Welfare Services at the District. Strengthen the technical capacity of the NGO's to ensure effective implementation of the programmes. Provide financial support services in accordance with the relevant directives and legislation. Manage and utilize resources in accordance with the relevant directives and legislation. Overall management of services and administration of the district. Coordination with the relevant stakeholders for provision of integrated services.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 15/104</u>	:	<u>DIRECTOR: NON-INSTITUTIONALISED HIV/AIDS AND SOCIAL RELIEF REF NO: DSD/2026/68 (X1 POST)</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Bachelor of Social Work at NQF level 7 as recognised by SAQA. Current registration with the South African Council for Social Service Professions [SACSSP]. A minimum experience of five (05) years of proven experience at Middle / Senior Managerial level. Proof of completion of SMS pre-entry programme must be submitted before appointment. Valid motor vehicle driver's license (with exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, communication. Knowledge and Skills: Experience in Social Welfare Services Programmes (HIV/AIDS, Services to Older Persons, Services to Persons with disabilities and SSP adherence to Service Standards and Norms). Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant prescripts in Social Work. In-depth knowledge of social work service delivery model. Excellent verbal and written communication skills. Knowledge of, and familiarity with various computer platforms for information, data and records management. Knowledge and understanding of Social Development mandates. Team building and strong interpersonal skills, planning, organising and people management skills and computer literacy.
<u>DUTIES</u>	:	Ensure the alignment of programmes to National and priorities policies. Monitor and ensure the implementation of the strategic plans. Set performance standards and benchmarks against which to measure achievement of programs. Align individual performance to the strategic business objectives as outlined in the Component's balance scorecard. Implement and report on strategic frameworks in the area of functional responsibility. Ensure adherence

to policies and procedures. Promote an intergraded service delivery and ensure that service delivery is in line with the strategic objectives of the Department. Oversee the development of operational plans and Standard Operating Procedures. Promote compliance to ethical social work practice and professionalism.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 15/105 : **DIRECTOR: FINANCIAL PLANNING, BUDGETING & REPORTING REF NO: DSD/2026/69 (X1 POST)**

SALARY : R1 266 714 per annum (Level 13), (all-inclusive package)

CENTRE : Head Office

REQUIREMENTS : An appropriate qualification at NQF level 7 or equivalent qualification in Financial Management / Financial Accounting / Commerce / Cost & Management Accounting/Internal Auditing or equivalent qualification as recognised by SAQA. A minimum of five (05) years of proven relevant experience at Middle/senior Managerial level. Proof of completion of SMS pre-entry programme must be submitted before appointment. Valid motor vehicle driver's license (with exception of persons with disabilities Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, Communication. Knowledge and Skills: Knowledge of PFMA & Treasury Regulations. Knowledge of public service acts and regulations. Knowledge of public sector budgeting processes and frameworks. Knowledge of public service financial management systems (BAS, PERSAL and Vulindlela). Knowledge of transfer payment regulations. Knowledge of GAAP and GRAP. Strategic financial planning. Financial reporting and analysis. Report writing. Risk management. Financial Management. Change Management.

DUTIES : Manage financial planning and budgeting processes. Manage the development and implementation of the departmental Medium-Term Expenditure Framework (MTEF) budget. Provide strategic directions on financial planning, budgeting, and reporting processes. Align financial plans with departmental strategic objectives and Annual Performance Plans (APP). Advise management on financial sustainability and fiscal risks. Manage and control budget implementation, expenditure monitoring and resource allocation. Manage the compilation of annual and adjustment budgets. Oversee the preparation of cash flow projections and revenue estimates. Coordinate budget hearings and engagements with Provincial Treasury and oversight bodies. Manage financial reporting and compliance services. Oversee the preparation of monthly, quarterly, and annual financial reports. Ensure accurate and timely submission of In-Year Monitoring (IYM) reports). Manage NGO financial support and transfer payments. Develop frameworks and guidelines for NGO financial support services. Oversee the evaluation and allocation of financial transfers to NGOs. Ensure compliance of NGOs with funding agreements and financial reporting requirements. Manage financial capacity-building initiatives for funded NGOs. Monitor revenue management and financial risk control systems. Oversee revenue management processes and reporting. Monitor revenue collection performance and implement improvement strategies. Identify and mitigate financial risks affecting the department.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

OTHER POSTS

POST 15/106 : **MANAGER: COMMUNITY DEVELOPMENT POLICY: NPO CAPACITY BUILDING & SUPPORT REF NO: DSD/2026/70 (X1 POST)**

SALARY : R1 009 512 per annum (Level: CD – B4), (all-inclusive package)

CENTRE : Head Office

REQUIREMENTS : An appropriate qualification at NQF 6 or equivalent qualification in Development Studies / Diaconiology / Social Sciences / Community Development / Sociology / Anthropology / Population Studies / Demography as recognized by SAQA. A minimum of 10 years' recognizable experience in Community Development after obtaining the required qualification. Valid motor

vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Extensive knowledge of theories and systems, skills, attitudes and values in community development to guide employees on its application. Knowledge and understanding of individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions. NPO Act and related legislation. Knowledge of Public service regulations and policies. NPO governance and compliance requirements. Departmental programmes and policies. Data management systems. Presentation and facilitation skills. Communication. Report writing. Stakeholder coordination. Monitoring and evaluation. Problem solving skills. The ability to undertake complex research. Financial management. Project Management. Policy formulation and implementation. Integrity. Professionalism. Accountability. Initiative. Teamwork.

DUTIES : Develop annual capacity building plans aligned with departmental community development priorities. Identify training needs within communities and NPOs through assessments and stakeholder consultations. Monitor and evaluate the effectiveness of training programmes and recommend improvements. Facilitate internal departmental training on community development policies and NPO sector regulations. Provide mentorship and technical support to NPOs to improve service delivery. Evaluate training outcomes and implement improvements to training methodologies. Provide guidance and support to organizations applying for NPO registration. Conduct awareness campaigns on the requirements of the Nonprofit Organizations Act, 1997. Assist organizations with amendments, renewals, and regulatory compliance requirements. Mobilise community stakeholders and NPOs to participate in special programmes and campaigns. Monitor the progress and impact of special programmes within communities. Ensure implementation of departmental policies, procedures, and regulatory frameworks.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 15/107 : **MANAGER COMMUNITY DEVELOPMENT: DEVELOPMENT & RESEARCH REF NO: DSD/2026/71 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R1 009 512 per annum (Level: CD – A11), (all-inclusive package)
: Mopani District
: An appropriate qualification at NQF 6 or equivalent in Development Studies Development Studies / Diaconiology/ Social Sciences / Community Development / Sociology / Anthropology / Population Studies / Demography as recognized by SAQA. A minimum of ten (10) years' experience in community development after obtaining the required qualification. Valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Extensive knowledge on theories and systems, skills, attitudes and values in community development to guide employees on its application. Knowledge and understanding of individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions. The ability and competence to manage community development structures and projects. The ability to influence individuals and groups to participate in their own self-empowerment venture. Presentation skills. Problem solving skills. The ability to undertake complex research. Financial management. Project Management. Computer literacy. Written and verbal communication skills. Staff management. Policy formulation and implementation. Knowledge of the Public Service Management Framework. PFMA, Labour Relation Act, etc.

DUTIES : Develop the business plan in line with the strategic objectives of the department. Manage and coordinate activities of community development. Manage & Monitor activities of service providers. Manage sustainable livelihood information. Promote inter-sectoral collaboration to ensure integrated services. Formulate and manage the component's budget against its strategic objectives. Develop, implement and maintain community development policies. Design and implement integrated development programmes that facilitate empowerment of communities towards sustainable livelihood. Manage physical, financial and human resources.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

- POST 15/108** : **ASSISTANT COMMUNITY DEVELOPMENT MANAGER GRADE 1: YOUTH & WOMEN DEVELOPMENT REF NO: DSD/2026/72 (X1 POST)**
- SALARY** : R626 454 per annum (Level CD – A9)
CENTRE : Waterberg District
REQUIREMENTS : An appropriate qualification at NQF 6 or equivalent qualification in Development Studies / Diaconiology / Social Sciences / Community Development / Sociology / Anthropology / Population Studies / Demography as recognized by SAQA. A minimum of eight (08) years' appropriate experience in Community Development after obtaining the required qualification. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge and understanding of individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions. Knowledge of community development principles. The ability and competence to manage community development structures and projects. The ability to influence individuals and groups to participate in self-empowerment ventures. The ability to undertake complex research. Problem solving and conflict resolution skills. Computer literacy. Written and verbal communication skills. Financial management. Presentation skills. Project management. Human Resource Management. Policy formulation and implementation. Knowledge of the Public Service Management Framework, e.g. PFMA, Labour Relations Act, etc.
- DUTIES** : Coordinate and develop youth empowerment programs (NYS). Provide outreach programmes for youth. Management of youth and women NPO's. development policies and strategies for youth and women empowerment.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
- POST 15/109** : **ASSISTANT COMMUNITY DEVELOPMENT MANAGER GRADE 1: NPO CAPACITY BUILDING AND SUPPORT REF NO: DSD/2026/74 (X1 POST)**
- SALARY** : R626 454 per annum (Level CD – A9)
CENTRE : Mopani District
REQUIREMENTS : An appropriate qualification at NQF 6 or equivalent qualification in Development Studies / Diaconiology / Social Sciences / Community Development / Sociology / Anthropology / Population Studies / Demography as recognized by SAQA. A minimum of eight (08) years' appropriate experience in Community Development after obtaining the required qualification. Valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge and understanding of individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions. Knowledge of community development principles. The ability and competence to manage community development structures and projects. The ability to influence individuals and groups to participate in self-empowerment ventures. The ability to undertake complex research. Problem solving and conflict resolution skills. Computer literacy. Written and verbal communication skills. Financial management. Presentation skills. Project management. Human Resource Management. Policy formulation and implementation. Knowledge of the Public Service Management Framework, e.g. PFMA, Labour Relations Act, etc.
- DUTIES** : Conduct capacity building on NPO's and internal sector specific training programmes. Facilitate NPO's registrations in line with NPO's Act. Facilitate departmental special programmes. Monitor compliance with relevant prescripts. Monitor and update district database of NPO's.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
- POST 15/110** : **SOCIAL WORK SUPERVISOR GRADE 1: VICTIM EMPOWERMENT REF NO: DSD/2026/76 (X1 POST)**
- SALARY** : R496 668 per annum (Level: SW-A8)
CENTRE : Waterberg District
REQUIREMENTS : Bachelor of Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). A minimum experience of seven (07) years in social work after registration with the SACSSP. Valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge and Skills: Competence in Computer programs like

- excel, PowerPoint, Microsoft Teams. Knowledge and competence in implementation of SORMA, DVA, TIP ACT, and National Strategy on GBV. Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment. Knowledge of NPO Governance.
- DUTIES** : Coordinate victim empowerment program. Coordinate Social welfare professional compliance and quality control. Coordinate human trafficking programmes. Supervise and advise social workers and social auxiliary workers. Conduct capacity building and skills development and enhancement.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
- POST 15/111** : **SOCIAL WORK SUPERVISOR GRADE 1: NON-INSTITUTIONALISED HIV/AIDS & SOCIAL RELIEF (X2 POSTS)**
- SALARY CENTRE** : R496 668 per annum (Level: SW-A8)
: Capricorn District Ref No: DSD/2026/77 (X1 Post)
: Mopani District Ref No: DSD/2026/78 (X1 Post)
- REQUIREMENTS** : Bachelor of Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). A minimum experience of seven (07) years in social work after registration with the SACSSP. Valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge And Skills: Competence in Computer programs like excel, PowerPoint, Microsoft Teams. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment. Knowledge of NPO Governance.
- DUTIES** : Facilitate community Home-Based care. Facilitate capacity building programmes for relevant stakeholders. Facilitate HIV/AIDS programmes. Facilitate social relief of distress. Conduct capacity building and skills development and enhancement for social workers.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
- POST 15/112** : **SOCIAL WORK SUPERVISOR GRADE 1: CARE & SUPPORT TO FAMILIES REF NO: DSD/2025/79 (X1 POST)**
Re-advert
- SALARY CENTRE** : R496 668 per annum (Level SW-A8)
: Waterberg District
- REQUIREMENTS** : Bachelor of Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). A minimum experience of seven (07) years in social work after registration with the SACSSP. Valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge and Skills: Competence in Computer programs like excel, PowerPoint, Microsoft Teams. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment. Knowledge of NPO Governance.
- DUTIES** : Coordinate family preservation services. Monitor and evaluate services to families. Facilitate and assess dysfunctional families.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
- POST 15/113** : **SOCIAL WORK SUPERVISOR GRADE 1 (X3 POSTS)**
- SALARY CENTRE** : R496 668 per annum, (Level: SW-A4)
: **Mopani District:**
: Lebaka One Stop Centre Ref No: DSD/2026/80 (X1 Post)
: Namakgale Local Office Ref No: DSD/2026/81 (X1 Post)
: **Vhembe District:**
: Thohoyandou One Stop Centre Ref No: DSD/2026/82 (X1 Post)

- REQUIREMENTS** : Bachelor of Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). A minimum experience of seven (07) years in social work after registration with the SACSSP. Valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge And Skills: Competence in Computer programs like excel, PowerPoint, Microsoft Teams. Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment. Knowledge of NPO Governance.
- DUTIES** : Ensure that social work services are rendered with regard to the care, support, protection and development of vulnerable individual, groups, families and communities through the relevant programmes. Ensure service compliance to norms and standards. Ensure social worker's compliance with South African Council for Social Service Professions [SACSSP] projects. Supervise and advise social workers and social auxiliary workers. Coordinate and manage all programmes including transformation of social welfare services. Rendering support and mentoring social workers. Rendering counselling to clients. Monitoring and evaluation of non-profit organisations.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
- POST 15/114** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DSD/2026/75 (X1 POST)**
- SALARY** : R487 197 per annum (Level 09)
CENTRE : Mopani District
REQUIREMENTS : Qualifications and Competencies: An appropriate undergraduate qualification at NQF level 6 in Financial Management / Supply Chain Management or equivalent qualification as recognised by SAQA. 3 - 5 years relevant experience on lower management / Supervisory level in Supply Chain Management. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Knowledge of The White Paper on the Transformation of the Public Service of 1997. Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skill. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Logis literacy.
- DUTIES** : Develop the business plan in line with the strategic objectives of the department. Manage demand and acquisition. Ensure effective assets management. Provide purchasing and stores management. Provide transport management services within the institutions. Manage financial, administrative and related functions.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434
- POST 15/115** : **COMMUNITY DEVELOPMENT SUPERVISOR GRADE 1 (X4 POSTS)**
- SALARY** : R471 330 per annum (Level:CD-A7)
CENTRE : **Waterberg District:**
Mapela Ref No: DSD/2026/83 (X1 Post)
Sekhukhune District:
Tubatse-Praktiseer One Stop Centre Ref No: DSD/2026/84 (X1 Post)
Mopani District (Re-advert):
Lebaka One Stop Centre Ref No: DSD/2016/85 (X1 Post)
Dzumeri Office Ref No: DSD/2026/86 (X1 Post)
- REQUIREMENTS** : An appropriate qualification at NQF 6 or equivalent qualification in Development Studies / Diaconiology / Social Sciences / Community Development / Sociology / Anthropology / Population Studies / Demography as recognized by SAQA. A minimum of seven (07) years' appropriate experience in Community Development after obtaining the required qualification. Valid motor vehicle driver's licence (with the exception of persons with disabilities) Knowledge and Skills: Knowledge and understanding of individual and group behaviour, inter relations within community structures, dynamics of the

community and current legislation to enable interventions. The ability and competence to manage community development structures and projects. The ability to influence individuals and groups to participate in their own self-empowerment ventures. Research and report writing skills. Problem solving and conflict resolution skills. Computer literacy. Financial management. Presentation skills. Project management. People Management. Knowledge of the Public Service Management Framework, e.g. PFMA, Labour Relations Act, etc.

DUTIES : Manage community development structures and projects. Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Supervise and support community development practitioners to ensure that there are communication and coordination with all the relevant role players, internal and external. Perform administrative support on community development and related activities. Keep up to date with the new developments in the community development field to enhance service delivery.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 15/116 : **SENIOR PROVISIONING ADMINISTRATIVE OFFICER: DEMAND & ACQUISITION MANAGEMENT REF NO: DSD/2025/87 (X1 POST)**
Re-advert

SALARY : R413 001 per annum (Level 08)

CENTRE : Head Office

REQUIREMENTS : An appropriate qualification at NQF 6 or equivalent qualifications in Financial Management / SCM / Procurement Management as recognised by SAQA. 2–3 years relevant experience. Valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Government financial systems (e.g., BAS, LOGIS). Ability to handle pressure. Conflict management. Policy analysis and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Logis literacy.

DUTIES : Facilitate the requisition of quotations. Receive approved specifications/Terms of References (TORs) for advertisement of bids and invitation of quotations. Issue out requests for quotations. Closing of the bids and price quotations. Record bids & quotations in the receipt registers and compilation of the checklists. Facilitate bid specification and evaluation processes. Compile the appointment letters for bid evaluation and specification committee members. Serve as the secretariat of the bid evaluation and specification committees. Facilitate compliance with SCM prescripts. Facilitate departmental supplier database or CSD (Central Supplier Database) interface. Request quotations from suppliers. Receive, evaluate and adjudicate quotations. Supervise the subordinates.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 15/117 : **SOCIAL WORKER GRADE 1 (X11 POSTS)**

SALARY : R338 208 per annum (Level: SW-A4)

CENTRE : **Capricorn District (X2 Posts):**

Sekutupu Old Age Home Ref No: DSD/2026/88 (X1 Post)

Lepelle-Nkumpi: Slyphsteen Clinic Ref No: DSD/2026/89 (X1 Post)

Waterberg District (X4 Posts):

Lephalale-Steenbokpan Ref No: DSD/2026/90 (X1 Post)

Alma Ref No: DSD/2026/91 (X1 Post)

Rooiberg Ref No: DSD/2026/92 (X1 Post)

Thabaleshoba Ref No: DSD/2026/93 (X1 Post)

Sekhukhune District (X2 Posts):

Tubatse-Praktiseer One Stop Centre Ref No: DSD/2026/94 (X1 Post)

Makhuduthamaga-Schoonoord Ref No: DSD/2026/95 (X1 Post)

Mopani District:

Giyani Local Office Ref No: DSD/2026/96 (X1 Post)

Vhembe District (X2 Posts):

		Tshaulu One Stop Centre Ref No: DSD/2026/97 (X1 Post) Mavambe Clinic Ref No: DSD/2026/98 (X1 Post)
<u>REQUIREMENTS</u>	:	Bachelor of Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). Valid motor vehicle driver's license (with exception of persons with disabilities). Knowledge: Skills And Competencies: Knowledge and understanding of human behaviour, social system and skills to intervene at a point where people interact with their environmental environment in order to promote their well-being. Knowledge of programme and project management skills. Information and knowledge management skills. People management and empowerment skills. Communication and coordination skills. Computer literacy.
<u>DUTIES</u>	:	Render social work services with regard to care, protection and development of vulnerable individuals, group, families and communities. Provide individual and group counselling. Conduct advance and specialized assessment aimed at identifying condition and justify relevant intervention. Implement the recommendations on the appropriate intervention required to address the needs and provide continuous support. Produce and maintain records of social work interventions, processes and outcomes. Undertake social work research and development, contribute to and assist with the development of policies. Perform all the administrative functions required of the job.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 15/118</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER: PURCHASING & STORES MANAGEMENT REF NO: DSD/2026/99 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07) Mopani District An appropriate qualification at NQF level 6 or equivalent qualification in Financial Management/SCM /Procurement Management as recognized by SAQA as recognised by SAQA. 1 - 2 years' relevant experience. Valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analysis and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Logis literacy.
<u>DUTIES</u>	:	Develop a purchasing plan or strategy. Purchase goods and services that meet user's requirements. Ensure that contractual obligations are met. Administer the flow of orders as well as ensuring that all orders are invoiced. Receive and process requisition. Ensure that the service level agreements are met. Monitor and make quality assurance of the incoming and outgoing requisition. Ensure that requisitions are in line with the BEE as well as the South African Vendor Market Perform purchasing management services. Provide stores management services. Maintain record keeping in issuing and receiving of stock. Monitor stock-taking. Identify needs and prepare request to purchase. Ensure that stocktaking and stock counting is done appropriately. Ensure the stock take report is signed by the district head / Institution Head and all committee members and thereafter submit the report to the provincial office. Receive stock from the suppliers. Issuing of stock to customers. Coordinate disposal of damaged stock. Ensure alignment of physical stock against LOGIS.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 15/119</u>	:	<u>CHIEF REGISTRY CLERK: PERSONNEL RECORD REF NO: DSD/2026/100 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07) Vhembe District An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. Qualifications/Certificate in Records and Archives will be an added advantage. A minimum of 3-5 years' experience in Records/Registry. A valid motor vehicle driver's licence. (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the

- DUTIES** : Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management service. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing and process documents for archiving and/disposal. Supervise human resources/staff.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
- POST 15/120** : **COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 (X6 POSTS)**
- SALARY CENTRE** : R289 296 per annum (Level CD- A4)
: **Capricorn District:**
Ratshatsha Ref No: DSD/2026/101 (X2 Posts)
Waterberg District (X3 Posts):
Northam Ref No: DSD/2026/102 (X1 Post)
Bela-Bela Ref No: DSD/2026/103 (X1 Post)
Modimolle-Phagameng Ref No: DSD/2026/104 (X1 Post)
Mopani District:
Mavele Clinic Ref No: DSD/2026/105 (X1 Post)
Sekhukhune District:
ATOK (MPCC) Ref No: DSD/2026/106 (X1 Post)
- REQUIREMENTS** : An appropriate qualification at NQF 6 or equivalent qualification in Development Studies / Diaconiology / Social Sciences / Community Development / Sociology / Anthropology / Population Studies / Demography as recognized by SAQA. Valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of community development work, skills, attitudes and values of communities. Knowledge and understanding of human behaviour, social systems and relevant legislations. The ability and competence to co-ordinate community development structures. The ability to influence individuals and group to participate in self-empowerment ventures. Understanding of social dynamics of communities. Knowledge and understanding of basic financial management. Presentation skills. Computer literacy. Written and verbal communication skills. Facilitation skills. Research skills. Project management.
- DUTIES** : Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Collaborate and liaise with pertinent role players and stakeholders to establish partnerships to ensure the sustainability of development actions within the community. Support communities and perform administrative support on community development and related activities. Keep abreast of new developments in the community development field to enhance service delivery.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
- POST 15/121** : **ARTISAN (PRODUCTION) REF NO: DSD/2026/107 (X1 POST)**
- SALARY CENTRE** : Grade A: R253 341 per annum
: Vhembe District
- REQUIREMENTS** : An appropriate recognized Trade Test Certificate as recognised by SAQA. A valid motor vehicle driver's license (with exception of people with disabilities). Knowledge And Skills: Knowledge of relevant Acts and regulations. Electrical maintenance Manual. Health and safety measures. Technical analysis. Computer aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity. Self-Management. Customer focus and responsiveness. Good Communication Skills. Computer skills. Planning and organizing.
- DUTIES** : Maintain and repair of electricals in the facility. Identification of minor electrical faults. Construction of all minor electrical projects. Attend to job cards. Perform electrical related duties. Do electrical faults finding.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

<u>POST 15/122</u>	:	<u>ACCOUNTING CLERK: EXPENDITURE & ACCOUNTS REF NO: DSD/2026/108 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Waterberg District An appropriate qualification at NQF level 4(Grade 12) or equivalent qualification as recognized by SAQA. Knowledge and Skills: Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analysis and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.
<u>DUTIES</u>	:	Archiving of payment vouchers. Process and handle payment enquiries. Attend to client's queries on payments Assist in performing creditor's reconciliation. Receive goods on the system after they have been received manually. Maintain payment register. Update the register on daily basis.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 15/123</u>	:	<u>ADMINISTRATIVE CLERK: ADMIN SUPPORT (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Capricorn District: Lepelle-Nkumpi: Mafefe Ref No: DSD/2026/109 (X1 Post) Mopani District Office: Maphutha Local Office Ref No: DSD/2026/110 (X1 Post) An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. Valid motor vehicle drivers' licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Report writing skills. Honesty and confidentiality, customer care skills.
<u>DUTIES</u>	:	Render general clerical support services. Provide SCM clerical services. Provide financial admin support. Assist in collecting statistics. Intake client information. Filling of records. Distribute food parcels. Updating client register.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 15/124</u>	:	<u>HUMAN RESOURCE CLERK: HUMAN RESOURCE PRACTICE & ADMINISTRATION REF NO: DSD/2026/111 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Head Office An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Knowledge of PERSAL.
<u>DUTIES</u>	:	Facilitate Recruitment and Selection of Employees (Appointments, Security Background Checks, verification of qualifications, secretariat functions at interviews/shortlisting, probationary periods etc.). Administration of condition of service. Administration of Service Benefit. Facilitation of Transfers.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 15/125</u>	:	<u>REGISTRY CLERK (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05) Sekhukhune District Ref No: DSD/2026/112 (X1 Post) Mopani District Ref No: DSD/2026/113 (X1 Post)

<u>REQUIREMENTS</u>	:	An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. Knowledge and Skills: Knowledge of registry duties, practices as well as the ability to capture data. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures. Computer literacy skills. Planning and organisation skills. Good verbal and written communication skills.
<u>DUTIES</u>	:	Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and/ disposal.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 15/126</u>	:	<u>SOCIAL AUXILIARY WORKER GRADE 1 REF NO: DSD/2026/114 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R200 691 per annum (Level: SW – A1) Waterberg District: Elizabeth Kgosana One Stop Centre
<u>REQUIREMENTS</u>	:	An appropriate recognized NQF level 4 (Grade 12) or equivalent qualification and Social Auxiliary Certificate. Current registration with the South African Council for Social Service Professions (SACSSP). Knowledge and Skills: Demonstrate basic understanding of the South African social welfare context, the policy and practice of development social welfare services also the role of social auxiliary worker within this context. Define and demonstrate understanding of the purpose of social auxiliary work also with the role and functions of a social auxiliary worker in relation to a social worker within South African context. Consistently reflect the values and principles contained in the Bill of Rights, and social work profession's Code of Ethics in service delivery as a social auxiliary worker. Demonstrate a basic understanding of the South African judicial system, the legislations governing and impacting on social auxiliary work and social work. Demonstrate a basic understanding of human behaviour, relationship system and social issues. Implement appropriate social auxiliary work methods and techniques to address the social needs of client system. Use appropriate resources in service delivery to client systems. Work effectively with social workers and members of multi-sectoral teams in social service delivery. Work effectively as a social auxiliary worker to address the special needs and problems experienced by at least 3 of the priority focus groups in the social welfare. Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately. Provide an efficient research and administrative support services to the social worker. Demonstrate basic knowledge of financial matters related to social auxiliary work. Demonstrate self-awareness regarding personal capacities, attitudes skills and willingness to develop them further under the supervision of a social worker.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes. Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form. Keep abreast with new developments in the social work and social services field. Perform administrative support functions in support of social workers as required of the job.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 15/127</u>	:	<u>CLEANER (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R144 024 per annum (Level 02) Capricorn District: Andrew Mehlahe One Stop Centre Ref No: DSD/2026/115 (X1 Post) Seshego Treatment Centre Ref No: DSD/2026/116 (X1 Post) Vhembe District (X3 Posts): Tshaulu One Stop Centre Ref No: DSD/2026/117 (X1 Post) Thohoyandou Children's home Ref No: DSD/2026/118 (X1 Post) Makwarela Ref No: DSD/2026/119 (X1 Post)
<u>REQUIREMENTS</u>	:	Junior Certificate or STD 8/Grade 10/AET/ABET, or equivalent qualification. Knowledge and Skills: Knowledge of Batho Pele Principles. Knowledge of

- basic safety and hygiene practices. Knowledge of infection control and hazard monitoring. Interpersonal skills. Communication skills. Time management.
- DUTIES** : Provide cleaning services. Keep and maintain cleaning materials and equipment. Request and manage the supply of cleaning materials and equipment. Implement and maintain hygiene and infection prevention measures.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
- POST 15/128** : **GROUNDSMAN REF NO: DSD/2026/120 (X1 POST)**
- SALARY** : R144 024 per annum (Level 02)
- CENTRE** : Sekhukhune District: Tubatse-Leboeng
- REQUIREMENTS** : Junior Certificate or STD 08/Grade 10/ AET / ABET or equivalent qualification. Knowledge and Skills: Knowledge of Batho Pele Principles. Infection control. Garden materials. Occupational health and safety act. White paper on transformation in the public services. Good communication skills. Interpersonal skills. Ability to read and write.
- DUTIES** : Maintain premises and surrounding. Clean premises and surrounding. Empty dirty bins. Maintain the garden. Watering the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipments and tools. Repair minor defects of gardening equipment and tools.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

**PROVINCIAL ADMINISTRATION: MPUMALANGA
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications should only be submitted online through the link: erecruitment.mpg.gov.za. If no correspondence is received within two months of the closing date, applicants must accept that their applications have been unsuccessful.
- CLOSING DATE** : 22 May 2026
- NOTE** : The Office of the Premier is looking for dynamic, innovative, experienced and suitable candidates to fill the posts of Head of Department (Superintendent-General): Public Works, Roads and Transport; and Deputy Director-General: Institutional Development Support and Integrity Management in the Office of the Premier. The Office of the Premier is an equal opportunity employer. It is the Office's intention to promote representativity in respect of race, youth, gender and disability through the filling of these positions - and the candidature of persons, whose transfer/promotion/appointment will promote representativeness, will receive preference. The minimum entry requirement for these posts, i.e. Senior Management Services (SMS) posts is a Pre-entry Certificate that is obtainable through a course named Certificate for entry into SMS submitted prior to appointment – and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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 appointment of the successful candidates is subject to security clearance, security vetting, employment reference checks, qualifications' verification and signing of performance agreements. The recommended candidates for these posts shall be subjected to competency assessments. The successful candidates will be required to disclose their financial interests. Applications should only be submitted online through the link: erecruitment.mpg.gov.za on the new Z83 form and should be accompanied by a comprehensive CV. Only short-listed candidates will be required to submit certified copies of qualifications.

MANAGEMENT ECHELON

- POST 15/129** : **HEAD OF DEPARTMENT (SUPERINTENDENT-GENERAL): PUBLIC WORKS, ROADS AND TRANSPORT REF NO: HOD/PWRT/2026**
- SALARY** : R2 352 642 per annum (Level 16), (all-inclusive package). In addition, a 10% Allowance is payable as Head of Department
- CENTRE** : Mbombela
- REQUIREMENTS** : An appropriate postgraduate qualification (NQF level 8), as recognized by SAQA. 10 years' experience at a senior management level. A qualification in the built environment will be given preference. Core and Process Competencies include Strategic Capability and Leadership, People Management and Empowerment, Programme Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovations, Client Orientation and Customer Focus and Communication. In addition, the incumbent will have to be sensitive to the political and strategic objectives of government. The ideal candidate should have the following qualities: Strong thinking capability. Ability to lead and align teams of senior professionals and analysts. Strong research, sound networking and interpersonal skills. Sound people management capabilities. Good exposure to knowledge management ethos and practices. Proven record of honesty and integrity as a professional/ manager. Good exposure to project management practices and systems. Sensitivity to the political-administrative interface, and appreciation of the policy support role within a politically led executive decision-making process.
- DUTIES** : As an Accounting Officer for the Department of Public Works, Roads and Transport, the incumbent will be responsible to perform the following functions: Ensure efficient and effective management of public works, roads and transport matters. Provide strategic leadership to the delivery of public works, roads and transport programmes. Provide, maintain and manage provincial government building infrastructure, roads infrastructure, transport and expanded public works programme. Oversee the implementation and management of the

provisions of the Public Finance Management Act and enforce relevant legislation with regard to the Public Works, Roads and Transport sector. Manage the provision of risk management services. Manage the provision of internal audit services. Ensure compliance with the provisions of the Public Service Act and Regulations, collective agreements and other statutory obligations by the staff of the Department. Manage financial, human and physical resources of the Department efficiently and in accordance with government policies. This is a contract post and the successful candidate will be required to enter into a five-years' employment contract and a performance agreement with the Executive Authority. Short-listed candidates will be subjected to a competency assessment and security clearance.

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

POST 15/130 : **DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL DEVELOPMENT SUPPORT AND INTEGRITY MANAGEMENT REF NO: DDG/OTP/2026**

SALARY CENTRE REQUIREMENTS : R1 813 182 per annum (Level 15), (all-inclusive package)
: Mbombela
: An appropriate postgraduate qualification (NQF level 8), as recognized by SAQA. 08 years' experience at a Senior Managerial level. Core and Process Competencies include Strategic Capability and Leadership, People Management and Empowerment, Programme Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovations, Client Orientation and Customer Focus and Communication. In addition, the incumbent will have to be sensitive to the political and strategic objectives of government. The ideal candidate should have the following qualities: Strong thinking capability. Ability to lead and align teams of senior professionals and analysts. Strong research, sound networking and interpersonal skills. Sound people management capabilities. Good exposure to knowledge management ethos and practices. Proven record of honesty and integrity as a professional/ manager. Good exposure to project management practices and systems. Sensitivity to the political-administrative interface, and appreciation of the policy support role within a politically led executive decision-making process.

DUTIES : Provide strategic leadership and overall management of the Institutional Development Support and Integrity Management Branch to ensure alignment with the Office's objectives and legislative mandate. Support the Director-General in the effective administration, governance, and management of the Office to enhance service delivery excellence and operational efficiency in the province. Provide guidance and support to departments on the development, review, and implementation of human resource policy frameworks and guidelines. Oversee the provision of provincial government communication and information services. Facilitate and provide guidance on the provision of legal support services. Provide direction on the implementation of human rights transformation policy imperatives in the province. Monitor the provision of provincial government information and communication technology services. Monitor the implementation of integrity management, forensic investigations and security management services. Ensure the sound management, monitoring, and optimal utilization of the Branch's human, financial, and operational resources in accordance with applicable legislation and best practice. This is a permanent post and the successful candidate will be required to enter into a performance agreement with the Director-General (Accounting Officer): Office of the Premier of Mpumalanga. The Short-listed and recommended candidates will be subjected to a competency assessment and security clearance.

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

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
PROVINCIAL TREASURY**

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

- APPLICATIONS** : Applications quoting the relevant reference number, should be forwarded as follows: The Deputy Director: Human Resource Management, Post To: Department of Northern Cape Provincial Treasury, Private Bag X5054, Kimberley, 8300 or Hand Deliver to: Metlife Towers Building, Cnr Knight & Stead, 7th Floor, Post Office Building, Kimberley, or Email Online applications should be emailed to specific e-mail addresses under each post. E-mail: Ncpt-HR@ncpg.gov.za
- FOR ATTENTION** : Ms. SB. Louw
- CLOSING DATE** : 29 May 2026
- NOTE** : For SMS Posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name "Certificate for entry into SMS" and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS posts will be subjected to a technical exercise and a compulsory competency-based assessment. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Applications submitted using the incorrect (old) Z83 form will not be considered. Further note that the new Z83 form must be completed in full and signed in order for the applicant to be considered. The new employment (Z83) form can be downloaded at www.dpsa.gov.za-vacancies or obtained at any government department. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application but must submit the new (Z83) form and detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit a copy of their Permanent Residence Permits only if shortlisted. In instances where applicants are in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and only submit proof of such evaluation upon being shortlisted for a post. Correspondence will be limited to successful candidates only. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other

must be an integrity (ethical conduct) assessment. 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

<u>POST 15/131</u>	:	<u>CHIEF FINANCIAL OFFICER (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R1 494 900 – R1 787 328 per annum (Level 14), (TCE package) Kimberley Ref No: NCPT/2026/20 (Department of Roads and Public Works) (DRPW) Ref No: NCPT/2026/21 (Department of Transport, Safety and Liaison) (DTSL) Ref No: NCPT/2026/22 (Department of Agriculture, Environmental and Land Reform) (DAERL)
<u>REQUIREMENTS</u>	:	NQF 7 tertiary qualification in Finance / Accounting or equivalent. Post graduate qualification in Finance / Accounting or equivalent will be added advantage. Minimum 5 year's relevant senior management experience dealing with financial matters. A valid driver's license. Skills & Knowledge: Constitution of the Republic of South Africa. Public Finance Management Act. Financial Norms and Standard (PFMA, MFMA, Treasury Regulations, Provincial Treasury Directives). Knowledge of the Medium-Term Expenditure Framework budget. Knowledge of legislation, Directives and procedures with regards to Financial Management (PFMA, MFMA, Treasury regulations, Directives, Division of Revenue act, Appropriation Act, Intergovernmental Fiscal Relations Act. B.B.B.E.E Policy framework. Knowledge of the Department's constitutional mandate. Auditing practices. Business partnering. Labour relations Act. Research Methodology. Employee Performance Management and Development System. Employment Equity Act. Policy analysis and development. Planning and Organizing skills. Strategist. Analytical. Decision-making skills. Problem solving skills. Facilitation skills and Conflict management. Computer literacy (Word, Excel and PowerPoint).
<u>DUTIES</u>	:	Support and advice the Department on effective utilization of resources and implementation of strategies: Provide advice on financial related matters for the fulfilment of the Department's mandate. Development of financial management and procedures. Monthly reporting on implementation of projects and related finances. Oversee and manage the provision of accounting management services to the department: Develop management accounting policies, processes and procedures. Conduct medium and long term financial planning in line with the MTEF processes. Compile budget estimates, monthly forecast, project planning and produce adjusted cash flow. Advice program and responsibility managers with regards to allocation, re-allocation, approval of budget and other budgetary matters. Monitor and report on expenditure trends and compile appropriation statements. Oversee and manage the provision of financial accounting, administration and salary administration services: Ensure the provision of financial accounting and administration services. Ensure the provision of salary administration processes. Oversee the provision of internal control services: Ensure the implementation of internal audit recommendations. Ensure and manage Financial System Controls within financial management. Ensure compliance in relation of policies, process and procedures. Ensure financial information and service assurance. Liaise and manage relations with the Auditor General and other stakeholders. Oversee the provision of Supply Chain and Asset management services: Ensure and manage the provision of supply chain (demand, acquisition and logistics) management services. Ensure and manage the provision of assets and disposal management services. Oversee and Manage Resources within the Chief directorate personnel: Training and development of officials. Performance Management. Work allocation. Asset Management. Ensure maintenance of discipline.
<u>ENQUIRIES</u>	:	SB. Louw at 066 210 3891

**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** : 25 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 15/132** : **STATE VETERINARIAN: ANIMAL HEALTH REF NO: AGR 23/2026 (X2 POSTS AVAILABLE IN WORCESTER AND GEORGE)**

- SALARY** : R932 292 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Agriculture, Western Cape Government.
- REQUIREMENTS** : An appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Compulsory registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification experience; A valid (Code B or higher) driving license. Competencies: Knowledge of the following: Animal Disease Act, 1984 (Act 35 of 1 984), Meat Safety Act, 2000 (Act 40 of 2000) and the regulations and policy pertaining to this act; Animal disease control or epidemiology; Operational competence in surveillance and outbreak response; Working knowledge of veterinary legislation; Strong stakeholder engagement capability; Asset management; Personnel management. Skills in the following: Computer literacy (MS Word, MS Excel, MS Outlook, MS Access, MS Teams); Proven communication (written and verbal) skills; Ability to work independently in a team; Ability to work accurately and precisely; Ability to work under stressful conditions.

- DUTIES** : Management of the State Veterinary area according to all the relevant legislation, policies and prescripts; Manage the prevention of the introduction and spread of controlled and non-controlled diseases according to Act 35 of 1984; Ensure provision of primary animal health care to owners of animals with specific emphasis on owners of designated groups; Facilitate and control exports of animals and animal products according to national and international requirements; Implementation of remedial and control actions if export requirements are not met; Provision of training, development and awareness programs (extension and outreach services) to communities with regards to Veterinary Services, Record keeping and reporting of activities and export data as required.

- ENQUIRIES** : Dr N Magadla Tel No: (021) 808 5250

- POST 15/133** : **SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL): NUTRITION AND PRODUCT QUALITY (STELLENBOSCH) REF NO: AGR 22/2026**

- SALARY** : Grade A: R407 337 – Grade C: R610 131 per annum, (OSD as prescribed).
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma in Animal Production or equivalent qualification; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Certificated Natural Scientist in the appropriate field of practice; 3 years post qualification technical scientific

experience; A valid driving licence. Competencies: Working knowledge of the following: Wool sheep and beef cattle production systems, feedlot management and planted pastures; Programme and project management; Scientific methodologies and models; Computer-aided scientific applications; Technical report writing; Data analysis; Policy development and analysis. Skills in the following: Presentation; Mentoring; Team leadership (work); Analytical skills; Written and verbal communication; Networking; People management; Planning and organising; Problem solving and analysis; Change management; Innovation; Computer literacy; Ability to work independently.

DUTIES : Develop and implement methodologies, policies, systems and procedures
Provide technical support and advice; Perform technical scientific analysis and regulatory functions; Research and development; Human capital development.

ENQUIRIES : Ms M Mulaudzi Tel No: (021) 808 5220

POST 15/134 : **AGRICULTURAL ADVISOR: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (WELLINGTON) REF NO: AGR 29/2025 R1**

SALARY CENTRE REQUIREMENTS : R413 001 - R586 501 per annum (Level 08)
: Department of Agriculture, Western Cape Government
: An appropriate 4-year qualification (NQF level 8) in Agriculture or equivalent qualification within Agricultural field as recognised by SAQA; Registered with SACNASP or any other recognised professional body; 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; Crop and animal production in the specific area, also markets and value adding; Practical research; Land reform programme and project implementation; Communication (written and verbal), leadership and presentation skills; Proven computer literacy in MS Office (Excel, Word, PowerPoint and Outlook); Problem solving (research skills; Good time management and the ability to work under pressure (project implementation); Ability to work in a team; Prepare and deliver good presentations.

DUTIES : Compilation of project submissions and project implementation; Conduct relevant project evaluation with in 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 of food security; Assist with research and demonstration trials under supervision; Provide information on markets; Facilitate workshops and planning sessions to determine the needs and progress; Write reports regarding technical progress; Promote sustainable production systems; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as to support projects; Participate as the member of the project team by giving sound and technical input 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 (CPAC's) in the delivery and implementation of projects; Practise Batho Pele principles; Uphold the Core Values of the Western Cape Government.

ENQUIRIES : Mr D Chitepo Tel No: (021) 808 5100

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 : 25 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 15/135 : **DEPUTY DIRECTOR: DEPARTMENTAL PLANNING REF NO: CAS 09/2026**

SALARY : R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS :

An appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher); A minimum of 3 years relevant middle management level experience. Competencies: Knowledge of the following: Policy formulation and analysis skills; Facilitation and presentation skills; Problem-solving skills; People management planning skills; Dispute resolution/conflict management skills; Interpersonal skills, research skills, and the ability to interpret and apply relevant policies and procedures.50023934, including report writing/writing skills, analytical skills, understanding of Strategic Planning tools, i.e SWOT analysis, theory of change, etc. Skills: Numeracy | Literacy |Computer Literacy | Language skills | Project Management |Accounting/Finance/Audit |Strategic Planning.

DUTIES : Plan and manage the departmental strategic and operational planning processes for the department and public entities, including the Strategic Plan (SP), Annual Performance Plan (APP), and input into the Provincial Strategic Plan (PSP), including MTEC. Coordinate and facilitate the compilation of quarterly performance reports and annual performance reports. Facilitate the departmental Batho Pele and service delivery improvement initiatives; plan and manage the work of and account for the overall performance of the sub directorate: people management and financial management.

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

POST 15/136 : **OFFICE MANAGER, OFFICE OF THE CHIEF DIRECTOR: SPORT AND RECREATION REF NO: CAS 10/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS :

An appropriate 3-year tertiary qualification (National Diploma/B- Degree) or higher; a minimum of 5 years relevant experience. Competencies: Knowledge of the following: 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; Knowledge and understanding of project management. Operational management, procurement, and tendering Policy development, and operational management, monitoring and review; 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; Public finance, human resources and discourse management processes; the Public Finance Management Act; National and provincial treasury regulations; and other financial policies, prescripts, directives and collective Knowledge and understanding of the functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labor relations legislation and regulations; knowledge and understanding of performance management in general.

DUTIES : Manage engagements: Develop and maintain systems in the office of the chief director that will contribute towards improving efficiency in the office. Oversee and provide effective guidance and advice on the flow of information and documents to and from the office of the chief director. Ensure the safekeeping of all documentation in the Chief Directorate's Office; Verify responses drafted on matters received from internal and external stakeholders; Prepare documentation with regard to matters of a complex transverse nature within the Chief Directorate's office and advise/sensitize the Chief Director. Coordinate and report on matters of a transverse nature to the chief director. Ensure a coordinated secretarial/administrative support service within the Chief Directorate. Follow up on matters to be submitted (for example, by provincial departments, municipalities, components,); Prepare a presentation

and briefing for the chief director. Assist with the rolling out of projects by departmental units in terms of follow-up, feedback, and early warning.

ENQUIRIES : Dr. L Bouah at Lyndon.Bouah@westerncape.gov.za

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 : 25 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 15/137 : **DEPUTY DIRECTOR: CAPE CATALYST REF NO: DEDAT 15/2026**

SALARY CENTRE : R932 292 per annum (Level 11), (all-inclusive salary package)
: Department of Economic Development and Tourism, Western Cape Government.

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Development Studies / Political Science / Economics or Town and Regional Planning; A minimum of 3 years management experience; 3 years economic development experience; 5 years public sector project management 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: Working knowledge of the following: Public sector – policy and strategy development and public service procedures; International experience; Innovations and research outputs relating to economic catalytic projects; Applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Public service regulatory frameworks; People management processes; Project management; Public Financial Management Act and its regulation; Stakeholder management; Public sector economic development projects. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Interpersonal skills; Analytical skills; Planning and organising; Communication skills (written and verbal); Presentation skills to present to different audiences; Research skills; Ability to work independently and as part of a team.

DUTIES : Facilitate catalytic infrastructure projects and programmes aligned to the strategy and plans; Facilitate and co-ordinate stakeholder engagements, i.e. Establish fora, steering committees and task teams as relevant and as per the Cape Catalyst methodology for projects and programmes; Develop, co-ordinate and manage catalytic infrastructure intervention strategies; Manage and oversee work of professional service providers; People Management; Financial Management.

ENQUIRIES : Mr J Bezuidenhout Tel No: (021) 483 3522

POST 15/138 : **SUPPLY CHAIN MANAGEMENT OFFICER: ASSET MANAGEMENT REF NO: DEDAT 17/2026**

SALARY CENTRE : R338 106 – R398 277 per annum (Level 07)
: 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 1 year asset management and administrative experience. Competencies: Knowledge of the following: PFMA; Supply Chain Management; Procurement Prescripts; LOGIS system or similar; Skills in the following: Proven Computer literacy in MSOffice Package (Word, Excel, PowerPoint); Communication(written and verbal); Excellent report writing; Problem Solving; Analytical; Organising and Planning; Ability to work independently and as part of a team.
- DUTIES** : Assist with the following: The development, revising and implementation of asset management policies and procedures; Monitoring, evaluating, and reporting on compliance with asset management policies and procedures; Execution and implementation of asset-acquisition, -maintenance and -disposal plans; Maintaining, monitoring, and reviewing the capturing of all movable assets in the Asset Register; Receipting and capturing of all movable assets in the asset register; Developing, implementing, and managing mechanisms to safeguard assets; Implementing of a system of movement of assets between locations; Planning and executing the asset verification process; Investigating and reporting on variances (shortages/surpluses);Ensuring that the disposal of departmental assets occurs within the regulated framework; Initiating the disposal of redundant/obsolete assets; Preparation of monthly reconciliations with supporting schedules of the Asset Register to the relevant accounting records.
- ENQUIRIES** : Ms. J Hendricks Tel No: (021) 483 9413

POST 15/139 : **PROCUREMENT CLERK: SUPPLY CHAIN MANAGEMENT REF NO: DEDAT 18/2026 (X4 POSTS)**

SALARY CENTRE : R237 453 – R279 708 per annum (Level 05)
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Supply chain duties, practices as well as the ability to capture data, operate computer and collect statistics; Understanding of the legislative framework governing the Public Service and Work procedures in terms of the working environment; Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team and Communication skills (written and verbal).

DUTIES : Register suppliers on Logistal Information System (Logis) or similar system; Request and receive quotations; Place orders; Identify redundant, non-serviceable and obsolete equipment for disposal; Verify asset register and Compile and maintain records.

ENQUIRIES : Ms J Davids Tel No: (021) 483 9148

DEPARTMENT OF HEALTH AND WELLNESS

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

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

CLOSING DATE : 22 May 2026, 17:00PM

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

ERRATUM: Kindly note that the advert for the Post 14/162: Works Inspector: Occupational & Equipment Safety And Health Care Waste Officer, Directorate: Facilities Management (Sub-directorate: Occupational and Equipment Safety), Salary R280 278 per annum, Centre: Head Office, Cape Town advertised in the Public Service Vacancy 14 dated 12 May 2026, with reference number: 14/162. Post has been cancelled.

OTHER POSTS

- POST 15/140** : **HEAD CLINICAL UNIT (DENTAL) GRADE 1 (MAXILLO FACIAL AND ORAL SURGERY)**
Chief Directorate: Metro Health Services
- SALARY** : R2 168 145 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Oral Health Centre, Tygerberg/Mitchells Plain/Gugulethu/Mitchells Plain Day Hospital Platforms/Groote Schuur Hospital/Red Cross Hospital/Tygerberg Hospital
- REQUIREMENTS** : Minimum education qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Dental Specialist in the speciality Maxillofacial and Oral Surgery. Registration with a Professional Council: Registration with the HPCSA as Dental Specialist in the speciality Maxillofacial and Oral Surgery. Experience: A minimum of 3 years appropriate experience as Dental Specialist after registration with the HPCSA as a Dental Specialist in Maxillofacial and Oral Surgery. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge / skills): Proven record of strong leadership abilities. Sound knowledge of the governance structures and operational frameworks of joint academic-health service platforms involving universities and provincial Departments of Health. Knowledge of clinical governance, service delivery models, and regulatory requirements within public sector maxillofacial and oral surgery services. Proven ability to conduct and supervise research activities. Good communication as well as analytical and problem-solving skills. Appropriate experience in research and clinical supervision and training of staff and students at under-graduate and post-graduate levels. Demonstrate an ability to participate effectively in multidisciplinary patient management within a joint tertiary academic health platform, collaborating with specialties including ENT, Oncology, Radiology, Orthodontics, Oral Medicine and Pathology, Anaesthesia, and other relevant disciplines. Good computer literacy (MS Word, Excel and Outlook. Appropriate experience in Quality assurance and clinical audits.
- DUTIES** : Provide a comprehensive Maxillofacial and Oral Surgery (MFOS) clinical service across the combined academic and service platform, including Tygerberg and Mitchells Plain Oral Health Centres, Groote Schuur Academic Hospital, Tygerberg Hospital, Red Cross War Memorial Children's Hospital, and designated secondary hospitals. This includes participation in normal working hours and after-hours duties in accordance with the departmental roster. Perform administrative activities related to the implementation, monitoring and evaluation of specialist MFOS services. Exercise appropriate leadership and oversight of staff under their supervision, ensuring discipline, accountability, and service excellence. Supervision and leadership role with regards to teaching, training and education of post-graduate and under-graduate students. Operational and clinical research. Render general and specialist dental services at the Oral Health Teaching platform.
- ENQUIRIES** : Dr N Behardien Tel No: (021) 937-3081/3087
- NOTE** : No payment of any kind is required when applying for this post.
- POST 15/141** : **MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHESIOLOGY)**
- SALARY** : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 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 Specialist in Anaesthesiology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Anaesthesiology. Experience: **Grade 1**: None after registration with the HPCSA as a Medical Specialist in Anaesthesiology. **Grade 2**: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Anaesthesiology. **Grade 3**: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of

a foreign qualified employee) as a Medical Specialist in Anaesthesiology. Inherent requirements of the job: Valid driver's license and willingness to travel as part of the outreach program. Willingness to work after-hours to meet operational requirements. Competencies (knowledge/skills): Evidence of cross-disciplinary teamwork and excellent interpersonal relationships. Evidence of planning and execution of clinically relevant and impactful research projects as a Medical Specialist in Anaesthesiology. Evidence of ability to supervise registrars in Anaesthesiology, including preparation for their Fellowship examination in Anaesthesiology. Excellent communication skills.

DUTIES : Provide Perioperative Patient Care in the operating rooms and critical care units at the standards required of a Specialist Anaesthesiologist. Teaching and Lecturing of Anaesthesiology and Critical Care to Undergraduate students, Postgraduate students and Peers. Evaluation of students and peers. Staying abreast of latest developments in the field of Anaesthesiology and Critical Care. Administration: Hospital and University related administrative tasks. Research related to Anaesthesiology and Critical care, and related topics, which includes facilitating the research component required by registrars by the HPCSA for specialty registration and publishing in peer reviewed, accredited journals.

ENQUIRIES : Prof S Chetty, email: seanchetty@sun.ac.za
NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time registration as Medical Specialist in Anaesthesiology with the relevant council (including individuals who must apply for change in registration status)".

POST 15/142 : **MEDICAL SPECIALIST GRADE 1 TO 3 (FORENSIC PATHOLOGY)**
Chief Directorate: Emergency and Clinical Services Support

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Forensic Pathology Services, (Forensic Medicine, Stellenbosch University)
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology. Registration with a Professional Council: Appropriate registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Forensic Pathology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in in Forensic Pathology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in in Forensic Pathology. Inherent requirements of the job: Valid driver's license (Code B/EB). Will be required to perform routine service autopsies. Will be required to deliver expert testimony in court proceedings. Will be required to perform work duties outside normal working hours and away from the base of employment. Availability to travel to regional facilities to offer a service for limited periods. Competencies (knowledge / skills): Ability to communicate clearly and discreetly in person and in writing. Knowledge of the functioning of a Forensic Pathology Department. Ability to teach and train medical students, Forensic Pathology Officers and Medical staff. Good interpersonal skills including effective service delivery within a group situation at all levels of authority. Working knowledge of the legislation, policies and code of conduct pertaining to Forensic Pathology Practice in the Republic of South Africa. Research ability. Exposure to post-mortems, autopsy work and dissection. Creativity and openness to new ideas. Above-average Computer and software literacy.

DUTIES : Provide full-time medico-legal death investigative service within the Division of Forensic Medicine by performance of post-mortems of natural and unnatural deaths. Provide full-time medico-legal death investigative service within the Division of Forensic Medicine by compiling and completing reports, including

all ancillary investigations. Expert testimony in court as well as expert opinion on inquest dockets or the relevant cases as requested by the Department of Justice. Academic teaching and training, research, clinical governance and quality assurance. Support to the Head: Clinical Unit with all administrative functions of the Division.

- ENQUIRIES** : Dr J Verster, email: (iverster@sun.ac.za)
- NOTE** : No payment of any kind is required when applying for this post. Candidates may be subjected to a profiling assessment prior to appointment. 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 15/143** : **MEDICAL SPECIALIST: GRADE 1 TO 3 (RADIOLOGY) (X2 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum
(A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Victoria Hospital (X1 Post)
New Somerset Hospital (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Radiology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Radiology. **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 Radiology. **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 Radiology. 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 oversee and report on radiological procedures, primarily CT-scanning services at a Large District Hospital. Work with a team of hospital clinicians to optimise use of CT-scanning facilities. Verbal and written communication. Knowledge and understanding of relevant legislation, hospital procedures and policies.
- DUTIES** : Clinical service provision, primarily manage, administer and co-ordinate the implementation of a comprehensive CT scanning service. X-ray reporting, provide statistics and strategic planning and assistance for ultra-sound services. Ensure the maintenance of quality care standards in the radiology services together with Chief Radiographer and Clinical Manager. Guide staff, teaching, training and supervision of staff. Efficient use of resources, manage assets, consumables, and services effectively.
- ENQUIRIES** : Victoria Hospital: Dr GL Dunbar Tel No: (021) 799-1211: Graeme.Dunbar@westerncape.gov.za
New Somerset Hospital" Dr J Hendricks Tel No: (021) 402- 6180: jacques.hendricks@westerncape.gov.za
- NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

<u>POST 15/144</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (ORTHOPAEDICS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 395 528 per annum Grade 2: R1 592 274 per annum Grade 3: R1 844 151 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	New Somerset Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedics. Registration with a Professional Council: Registration as a Medical Specialist in Orthopaedics with the Health Professions Council of South Africa. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Orthopaedics. 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 Orthopaedics. 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 Orthopaedics. Inherent requirements of the job: Valid Driver's licence. Willingness to perform commuted overtime and standby duties, when required. Competencies (knowledge / skills): Appropriate and relevant experience in orthopaedics as a Medical Specialist. Computer literacy. Appropriate experience in rendering a comprehensive orthopaedic specialist clinical service at New Somerset hospital as well as peripheral to outreach hospitals. Ability to successfully provide an independent orthopaedics specialist service on a regional hospital level Sound clinical knowledge and experience in general orthopaedics. Understanding of current health and public service legislation, regulations and policy including medical ethics, epidemiology and statistics. Good communication, leadership, decision making and clinical skills. Ability to teach junior doctors and allied staff. Ability to participate in continuing professional development.
<u>DUTIES</u>	:	Provide safe, ethical and high quality of care through the development of standards and risk assessments in the area clinical setting of Orthopaedics. Provide a full package of services including after hour service. Develop, maintain and audit the correct implementation of clinical protocols and guidelines. Implement and maintain an efficient effective and seamless service delivery process within the hospital and referring facilities. Plan and provide continuous medical education to multidisciplinary team members. Manage and direct performance of junior staff within the area of control. Align clinical service delivery plans with hospital plans and priorities. Provide specialist services and support to the clinical head of unit. Ensure compliance with national core standards. Participate in the continued medical education programme at the institution. Participate in the extended management activities. Develop, implement and monitor quality improvement programs. Develop and participate in outreach programmes. Support a functional referral system that ensures a seamless health service.
<u>ENQUIRIES</u>	:	Dr Stewart Mears Tel No: (021) 402-6197 or email: Stewart.Mears@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".
<u>POST 15/145</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHETICS)</u>
<u>SALARY</u>	:	Grade 1: R1 395 528 per annum Grade 2: R1 592 274 per annum Grade 3: R1 844 151 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory

- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Registration with a professional council: Registration with HPCSA as Medical Specialist in Anaesthesiology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Anaesthesiology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Anaesthesiology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Anaesthesiology. Inherent requirements of the job: Commuted overtime is compulsory. Competencies (knowledge / skills): Proven record of effective leadership and organisational ability in clinical Anaesthesia and Perioperative Medicine. Comprehensive skills and experience in leadership, administration and management related to anaesthesia and peri-operative medicine. Computer literacy, good communication, analytic and problem-solving skills. Insight into challenges in Health Care in South Africa and Africa, and diversity, transformation and equity. Ability to function well in a team environment and a team player, with good inter-personal skills. Strong moral and ethical record in anaesthetic practice. Strong educational or teaching experience background in both the under and post-graduate domains. Willingness to participate in the CMSA exams. MMed in Anaesthesia. Research experience.
- DUTIES** : The management of specialist anaesthetic patients within the Department and at related hospitals to Groote Schuur, Red Cross War Memorial Children's, New Somerset and Mowbray Maternity Hospitals. Provide comprehensive clinical services. Provide academic leadership in the areas of under - and postgraduate teaching, training and research. Provide comprehensive clinical services. Organise and contribute to the anaesthetic skills training courses. Manage and provide leadership to colleagues and contribute significantly to the administrative duties of the combined department including, assessments and performance management. Contribute to the administration and management of the department and provide outreach and support to referring institutions. Build and maintain Departmental team spirit and development.
- ENQUIRIES** : Ms C Wyngaard Tel No: (021) 404-5004
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Please ensure that you attach an updated CV.
- POST 15/146** : **REGISTRAR (MEDICAL) (PSYCHIATRY) (X6 POSTS)**
Chief Directorate: Metro Health Services
(4-Year Contract)
- SALARY** : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Rotation through the UCT training platform – which can include Groote Schuur Hospital, Valkenberg Hospital, Red Cross Children Hospital and Lentegeur Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Profession 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: A valid driver's licence. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime. Willingness to perform emergency and after-hour call cover. Completed FC Psych Part I Colleges of Medicine South Africa qualification. Competencies (knowledge/skills): Medical research capabilities. Appropriate knowledge and skills in Psychiatry. Good communication and administrative skills. Computer literacy.
- DUTIES** : Clinical and corporate governance duties as pertain to services provided at current placement. Contribute to the teaching and training of Health Sciences

undergraduate students. Fully participate in the academic activities of the designated university as required per regulations to achieve the MMed (Psych) / FC Psych qualification. To provide psychiatric services to in-and outpatients of designated service areas where placement as well as assigned district and primary level clinical duties. To provide supervision and in-service training to junior colleagues and other staff. Appropriate clinical experience in psychiatry after registration as a medical practitioner. Academic teaching, training and research.

ENQUIRIES
NOTE

: Dr R Ori (University of Cape Town, UCT) Tel No: (021) 826-5863
 : 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 University of Cape Town according to the yearbook and guidelines. "Candidates who are not in possession of the stipulated registration requirements may also apply. -Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 15/147

: **REGISTRAR (MEDICAL) (PAEDIATRICS) (X8 POSTS)**
(4-Year Contract)

SALARY

: R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE

: Tygerberg Hospital, Parow Valley (Karl Bremer Hospital, Paarl Hospital, Khayelitsha Hospital and Worcester Hospital)

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: Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training hospital but may be required to work across the distributed training platform. Competencies (knowledge/skills): Experience in general paediatrics and/or neonatology. Ability to function independently at a level of general practitioner. Diploma in Child Health (or equivalent). FCPaed part 1. Good communication skills.

DUTIES

: To render a comprehensive clinical service in Paediatrics and Neonatology covering day-time work and after-hours. To provide inpatient and/or outpatient care, including clinical teaching, administration, management and research.

ENQUIRIES
NOTE

: Dr LG Lloyd Tel No: (021) 938-9842
 : 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 15/148** : **MEDICAL OFFICER GRADE 1 TO 3 (PAEDIATRIC MEDICINE)**
(12-Month Contract) (4 Posts)
- SALARY** : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Red Cross War Memorial Children's Hospital
: 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 a Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Applicants must have a valid APLS/ PALS certificate. Must provide after-hours emergency services and participate in commuted overtime at 16-hours per week. Competencies (knowledge/skills): Ability to work in a professional team. Post-internship experience in general paediatrics under onsite supervision of a registered paediatrician. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Must assist with the provision of a comprehensive paediatric service. Completion of /or exemption from South African Community Service Excellent report, clinical note and referral writing skills. Experience with teamwork, planning, organizing and coordination. Excellent interpersonal, administrative, communication, analytical and problem-solving skills Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management.
- DUTIES** : Provide a high-quality clinical service to patients and their families. Supervision of junior medical staff to ensure quality of care and good clinical outcomes. Interaction with (and supervision of where necessary) nursing staff, allied professionals, and students. Informal teaching and training of junior staff in the course of clinical work. Teaching (formal and informal) of undergraduate

medical students. Effective and efficient administration of clinical services. Clinical leadership in the workplace. Administration of the HECTIS patient management system and other WCG health applications. Improve professional competence by regular self-learning and reflection with the application of current evidence.

ENQUIRIES : Dr M Salie Tel No: (021) 658-5430 or email: Moegamad.salie@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 change in registration status).

POST 15/149 : **ASSISTANT MANAGER NURSING: GENERAL (NIGHT DUTY)**
Chief Directorate: Rural Health Services

SALARY : R720 819 per annum
CENTRE : Paarl 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 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a 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: Valid Code (B/EB) driver's licence. Willingness to work shifts, public holidays, after-hours, standby and weekend cover for nursing and travel to attend official meetings and/or trainings. Deputising for the Deputy Manager Nursing: Head of Nursing and willingness to act for another member of the Nurse Management team. Competencies (knowledge / skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery in a rural regional hospital environment. Demonstrates a clear understanding of Infection Prevention Control, Occupational Health and Safety and Risk Management – including Ideal Facility and the Office of Health Standard Compliance. Ensure that clinical nursing practice are rendered by the nursing team and promote quality of nursing care as directed by scope of practice and standards. Managerial and leadership skills and values: integrity, innovative visionary, catalyst for change, self-awareness and confidence, delegation, accountability, problem solving & decision making, conflict resolution, interpersonal and communication skills. Very knowledgeable and demonstrates a good understanding of People Management (Human Resource Management). Demonstrates a good understanding of financial policies and practices. Knowledgeable about relevant legislation pertaining to labour relations, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols. Computer Literacy in MS Word, Excel, PowerPoint and Outlook.

DUTIES : Overall coordination, implementation and monitoring of the strategic objectives of nursing, the facility and the Department of Health. Effective management and coordination of quality nursing care within set standards and within legal and professional frameworks. Manage and facilitate both human resources and financial aspects related to the area being managed. Management of information through the collection and analysis of data, report writing and development and implementation of relevant interventions. Policy development and implementation.

ENQUIRIES : Ms PT Moleko and/ or Nthabiseng.Ngogela@westerncape.gov.za
NOTE : No payment of any kind is required when applying for this post.

POST 15/150 : **CHIEF CLINICAL TECHNOLOGISTS GRADE 1 (CRITICAL CARE)**

SALARY : Grade 1: R598 260 per annum

<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley
	:	Minimum education qualification: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as a Clinical Technologist: Critical Care. Registration with a Professional Council: Registration with the Health Professions Council of South Africa as a Clinical Technologist: Critical Care. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as a Clinical Technologist: Critical Care. Inherent requirements of the job: After- hour's service is compulsory. Valid driver's license. Competencies (knowledge/skills): Good communication skills (verbal and written). Ability to work within a group at all levels of authority. Must be able to work under pressure. Capable of maintaining confidentiality. Good computer skills in MS Word and Excel.
<u>DUTIES</u>	:	Optimal patient care. Equipment Resource Management. Human Resource Management. Troubleshooting of equipment. Maintenance of equipment. Training of staff.
<u>ENQUIRIES NOTE</u>	:	Dr K Moodley Tel No: (021) 938-4141
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
<u>POST 15/151</u>	:	<u>OPERATIONAL MANAGER NURSING (GENERAL) (FEMALE WARD)</u> Garden Route District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R571 161 per annum, (Plus a 8% rural allowance of your annual basic salary)
	:	Oudtshoorn 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. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration with SANC as Professional Nurse in General Nursing. Inherent requirements of the job: A valid (Code B / EB) driver's licence and willingness to travel. Willingness to perform overtime, after-hour and weekend standby duties for the hospital. Willingness to relief the Deputy Manager Nursing and Operational Managers when needed. Competencies (knowledge / skills): Knowledge and understanding of Nursing legislation, related legal ethical nursing practices and framework, as well as labour legislation and relevant public sector policies, guidelines and protocols. Computer literacy (MS Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	Manage the clinical services and rostering of staff. Responsible for planning, managing, coordinating and maintaining an optimal quality Nursing Service as an Operational Manager in a hospital setting. Participative management and utilization of Human Resources, to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources, consumables and equipment of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service Department and the institution. Maintain ethical standards and promote professional growth and self-development.
<u>ENQUIRIES NOTE</u>	:	Mr CB Olivier Tel No: (044) 604-6104
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.
<u>POST 15/152</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE REQUIREMENTS</u>	:	Otto du Plessis Hospital
	:	Minimum educational 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 SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic Nursing qualification or post-graduate diploma in the relevant speciality. Inherent requirement of the job: Willingness to work shifts, day/night duty, weekends and public holidays. Be prepared to assist in other nursing units as the operational needs require. Competencies (knowledge / skills): Good communication and interpersonal skills. Planning and organisational skills. Knowledge of Legislation and Policies of the Department of Health relevant to clinical practice.

DUTIES : Provide optimal, holistic specialized nursing care with set standards and within a professional/legal framework. 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 N Adams Tel No: (028) 424 -1167

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification or post-graduate qualification in the relevant speciality.

POST 15/153 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH) (X4 POSTS)**

Chief Directorate: Metro Health Service

SALARY : Grade 1: R495 423 per annum

Grade 2: R607 350 per annum

CENTRE : Lentegour 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 Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above or a post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge / skills): Effective communication skills and interpersonal skills. Knowledge of relevant legislation and policies of the Department of Health and Wellness Skills to plan, organize and coordinate the service by analysing, problem solving and decision-making. Leadership towards the realization of strategic goals and objectives of the Mental health unit. Computer literacy in MS packages (Word, Excel and PowerPoint).

DUTIES : Provide optimal, holistic specialized psychiatric nursing care within set standards and professional/legal framework. Effective utilization of human, financial and physical resources (equipment and consumables). Participation in appropriate personal /professional development activities: Self, students, other categories of staff. Ensure efficient and accurate documentation,

		statistical data collection capturing and participation in research activities. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures.
<u>ENQUIRIES NOTE</u>	:	Mr MM Banzi Tel No: (021) 370 1248
	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 15/154</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY) (X5 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley 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 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 with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, day & night duty, weekends and public holidays to meet the operational requirements. Willingness to rotate through the emergency platform. Competencies (knowledge / skills): Knowledge and insight of relevant legislation and policy related to nursing within the Department of Health Western Cape. Plan, Organize, & Coordinate the service by analysing, problem solving, and decision making. Leadership towards the realization of strategic goals and objective of the speciality clinical department. Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service.
<u>DUTIES</u>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilize human, material and physical resources and development of self and others.
<u>ENQUIRIES NOTE</u>	:	Ms V Dubase Tel No: (021) 938-4000
	:	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.

<u>POST 15/155</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY) (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	u Noon CHC (X1 Post) Retreat CHC (X1 Post) Vanguard CHC (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. 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: 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 and after hours (weekends, public holidays and night duty). Must be willing to assist at other facilities within the Ecosystem. Competencies (knowledge / skills): Communication skills. Sound knowledge and understanding of nursing and health service-related acts, legislation and policies. Leadership and sound interpersonal and motivational skills. Computer literacy (MS Word, Outlook and Excel). Ability to facilitate and promote training. Analytical thinking, independent decision making and problem-solving skills.
<u>DUTIES</u>	:	Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Render support to Nursing Services i.e. relief duties and act as junior shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.
<u>ENQUIRIES</u>	:	Ms U Van Ster Tel No: (021) 713-9754 (Retreat CHC) Mr S Bomvana Tel No: (021) 200-4500 (Du Noon CHC) Mr K Welkom Tel No: (021) 695-8202 (Vanguard CHC)
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical/written and oral assessment. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post-graduate diploma in the relevant specialty.
<u>POST 15/156</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ORTHOPAEDICS) (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS

: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Orthopaedic Nursing. (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 postgraduate diploma (R635) accredited with the SANC in Orthopaedic Nursing. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience 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, public holidays, after-hours, night duty, and weekend cover for nursing. Deputising for the Operational Manager: Nursing. Competencies (knowledge / skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and management (ability to work collaboratively within FBUs).

DUTIES

: Provide comprehensive specialized nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care. provide good documentation, care, planning and health education. Support and participate in clinical practice development initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.

**ENQUIRIES
NOTE**

: Ms M Franken Tel No: (021) 658-5187
: 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 15/157

: **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA & EMERGENCY)**
West Coast District

SALARY

: Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE

: Swartland 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 Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the

		period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Competencies (knowledge/skills): Sound scientific knowledge of Trauma & Emergency nursing. Good interpersonal skills. Computer literacy & report writing skills– able to capture and interpret relevant data. Ability to work independently and in a multi-disciplinary team.
<u>DUTIES</u>	:	Provision of optimal, holistic nursing care with set standards with a professional/legal framework. Effective utilization of resources. Participation in research activities. Provision of support to Nursing Services. Maintain professional growth/ethical standards and self-development. Provide effective trauma and emergency nursing care to patients.
<u>ENQUIRIES</u>	:	Mr WB Smeda Tel No: (022) 487-9200
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post-graduate diploma in the relevant specialty.
<u>POST 15/158</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 TO 3</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R413 121 per annum Grade 2: R482 499 per annum Grade 3: R564 822 per annum
<u>CENTRE REQUIREMENTS</u>	:	Drakenstein Sub-district
	:	Minimum education qualification: Appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: Grade 1: None after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 3: A Minimum of 20 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign- qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirements of the job: Valid driver’s licence. Willingness to travel within the Sub district. Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Provide a holistic occupational therapy service independently and as part of a multidisciplinary team in a hospital and primary healthcare setting. Excellent report writing, clinical documentation, recording keeping and referral writing skills. Sound verbal and written communication skills. Good computer skills (MS Word, Excel and PowerPoint) Comply with National Core Standards and or ideal facility/clinic requirements as applicable. Knowledge of prescription and issuing of assistive devices including mobility assistive device. 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 and in line with the BOD within that area. Basic to intermediate wheelchair seating assessments, prescription, fitting and issuing of wheelchairs and other relevant assistive devices/technology. Splinting skills. Applicable therapeutic knowledge and skills within the field of occupational therapy and rehabilitation.
<u>DUTIES</u>	:	Provide clinical occupational therapy 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. Conduct basic to intermediate wheelchair seating assessments, prescription, fitting and issuing of wheelchairs to wheelchair users. Fabrication and prescription of various upper and lower limb splints. Prescribing assistive technology for relevant medical conditions. 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 NGO'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. Provide relevant relief duty in absence of a peer colleague within the ecosystem.

ENQUIRIES
NOTE

: Dr R Gaffoor Tel No: (021) 877- 6400
 : No payment of any kind is required when applying for this post. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status".

POST 15/159

: **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)**
 Central Karoo District

SALARY

: Grade 1: R413 121 per annum
 Grade 2: R482 499 per annum
 Grade 3: R564 822 per annum
 (Plus non pensionable rural allowance of 17% of your annual basic salary).

CENTRE
REQUIREMENTS

: Beaufort West Hospital
 : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1:** None after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as Diagnostic Radiographer 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 Diagnostic Radiographer in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as Diagnostic Radiographer 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 Diagnostic Radiographer in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: A valid driver's licence (Code B/EB) and willing to drive to District Hospitals and Clinics. Willingness to work overtime when necessary. Competencies (knowledge/skills): Demonstrate a high level of technical proficiency with advanced imaging technologies, ensuring the accurate and timely execution of diagnostic procedures. Strong ethical standards, effective communication, and teamwork are essential, as the radiographer will work closely with multidisciplinary teams to provide optimal patient care. The ability to adapt and work efficiently in a resource-constrained environment is critical, as is a thorough understanding of radiation protection, patient safety, and quality management protocols. A commitment to continuous professional development and a proactive approach to solving challenges within the healthcare system are also key competencies required for this role.

DUTIES

: The Diagnostic Radiographer at Beaufort West Hospital will be responsible for delivering a full range of imaging services within the hospital, including routine, trauma, theatre, and mobile radiography. This role extends to providing outreach radiography services across the district, ensuring underserved areas

receive necessary diagnostic support. The radiographer will also maintain imaging equipment, ensure compliance with safety protocols, and manage the accurate documentation and reporting of radiographic procedures. In addition, the radiographer will assist the Chief Radiographer and Clinical Manager in administrative tasks and contribute to quality assurance and risk management efforts. Regular participation in training and self-development opportunities is also expected to maintain a high standard of clinical service delivery.

ENQUIRIES
NOTE

: Ms M Soldaat Tel No: (023) 414 - 8200
: No payment of any kind is required when applying for this post.

POST 15/160

CHIEF FOOD SERVICE MANAGER (CATERING)
Chief Directorate: Rural Health Services

SALARY
CENTRE
REQUIREMENTS

: R413 001 per annum
: Worcester Regional Hospital
: Minimum Education qualification: Appropriate 3-year National Diploma/Degree in Food Service Management (or equivalent qualification). Experience: Appropriate experience in managing a large-scale Hospital Food Service unit. Inherent requirements of the job: Willingness to work shifts, weekends, and public holidays if it is required. Competencies (knowledge/skills): Knowledge of hygiene and safety procedures in an industrial Food Service Unit. Problem solving, decision making and time management skills. Computer literacy and the ability to create spreadsheets, word documents and presentations in Microsoft Office. Knowledge and skills regarding managing the operation of an industrial Food Service Unit.

DUTIES

: Overall management and control of the Food Service Unit. Plan and develop the strategic management of the Food Services Unit. Manage risks and quality assurance within the Food Service Unit. Manage all related Human Resource Management matters of the Food Services Unit. Financial Management and stock control of the Food Services Unit.

ENQUIRIES
NOTE

: Mr G Piet Tel No: (023) 348 1125
: No payment of any kind is required when applying for this post.

POST 15/161

SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS
Chief Directorate: Rural Health Services

SALARY
CENTRE
REQUIREMENTS

: R413 001 per annum
: Worcester Regional Hospital
: Minimum educational qualification: Appropriate 3-year National Diploma/ Degree in Human Resource Management, Labour Relations or equivalent qualification. Experience: Appropriate labour relations experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel as required in line with the responsibilities of the job. Competencies (knowledge/skills): Computer Literacy in Ms Office Skills. Ability to work under pressure, meet deadlines and maintain confidentiality. Knowledge of Labour Relations prescripts. Presentation and Facilitation Skills.

DUTIES

: Effective and efficient advice and support of the institution on matters of labour relations. Facilitation, development, implementation and evaluation of LR training. Efficient administration, monitoring and reporting of all labour relations matters. Effective and efficient administration and handling of misconduct, grievance and dispute cases. Render an effective administrative support service to the Labour Relations component.

ENQUIRIES
NOTE

: Ms Z Kwinana Tel No: (023) 348-1277
: No payment of any kind is required when applying for this post.

POST 15/162

SENIOR STATE ACCOUNTANT: FINANCE (DICU) (X14 POSTS)
Directorate: Financial Accounting

SALARY
CENTRE
REQUIREMENTS

: R413 001 per annum
: Head Office, Cape Town, Based at Stikland Nursing College (X10 Posts)
: Garden Route District (X1 Post)
: Overberg (X1 Post)
: West Coast District (X1 Post)
: Cape Winelands District (X1 Post)
: Minimum educational qualification: An appropriate 3-year National Diploma/Degree in SCM, Finance, Accounting, Auditing, or related field with experience in the key performance areas of the job. Experience: Appropriate experience in Internal Control, Finance and Supply Chain Management environment. Inherent requirements of the job: Valid (Code B/EB) manual

		driver's licence. Willingness to travel across the province. Competencies (knowledge/ skills): The ability to interpret and apply financial and SCM policies, procedures, and prescripts. Ability to compile reports and presentation thereof. Knowledge of inventory, assets, irregular expenditure, commitments, and accruals. Knowledge of transfer payments Computer literacy (Microsoft Excel, Word, PowerPoint).
<u>DUTIES</u>	:	Evaluate Accounting and Supply Chain transactions for correctness and compliance with the legislative framework and financial prescripts. Evaluate inventory within the institutions and ensure that all inventory/warehouse items reconcile on the Accounting Systems of the department. Evaluate the use and management of all assets in the institution and ensure that all assets are correctly accounted for on accounting systems of the department. Report any discrepancies found and assist Institutional management to implement corrective measures.
<u>ENQUIRIES</u>	:	Mr A Moya, email: Anele.Moya@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 15/163</u>	:	<u>ADMINISTRATIVE OFFICER: FINANCE</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Western Cape College of Nursing, Central Administration office, Stikland
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Expenditure, Revenue, Debtors' management, Administration of petty cash and Ledger account maintenance is required. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Sound knowledge of BAS and Logis as well as the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Accounting Officer's System of the department of Health. Knowledge of the Accounting Officer's System of the Department. Sound knowledge of all financial management systems and regulations: BAS, Logis, Financial and treasury instructions, PFMA, BMI. Advanced computer literacy (MS Word, Excel and Outlook). Good communication skills.
<u>DUTIES</u>	:	Authorise payments on BAS and Logis systems. Manage Asset and Liability Accounts. Manage staff performance of Sub-ordinates. Check and ensure compliance of payment batches Compilation and Reporting on IYM, A&L accounts, Leases, IFS and AFS, Expenditure Claims against other departments Managing of revenue and petty cash expenditure. Assistance with Year-end and In-Year Monitoring and monthly reporting and compliance controls.
<u>ENQUIRIES</u>	:	Ms A van der Berg Tel No: (021) 831-5822
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and competency test as part of the interview process.
<u>POST 15/164</u>	:	<u>ADMINISTRATIVE OFFICER: FINANCE/ADMIN</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Khayelitsha/Eastern Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or Equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate recognizable experience. Inherent requirements of the job: Valid code B/EB driver's licence. Willingness to work overtime. Competencies (knowledge/skills): The ability to interpret and apply financial policies, procedures and prescripts. Extensive knowledge of financial management in the public service, including the legislative framework. Computer skills and in-depth knowledge of transaction codes and reports on the following systems: BAS, LOGIS processes.
<u>DUTIES</u>	:	Identify and correct erroneous expenditure and address a need for training if/when required. Timeous clearance of Asset and Liabilities accounts. Effective monitoring of Transfer payments and support to NPO finance and Programme staff. Ensure effective and efficient compliance with sundry payment regulations. Provide documented information pertaining to budget related matters on request from the ASD & SAO.
<u>ENQUIRIES</u>	:	Mr M Dzanibe at (073) 649-0804

- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written and oral assessment. Bring along recent certified copies of required documents- not older than 3 months.
- POST 15/165** : **PROFESSIONAL NURSE GRADE 1 TO 3 (MIXED SURGERY, THEATRE AND PAEDIATRICS) (X3 POSTS)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum
- CENTRE REQUIREMENTS** : George Regional 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. 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 South African Nursing Council (SANC) as Professional Nurse. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, including day and night duty, weekends and public holidays. Standby duties, overtime, and to rotate within departments as required, in line with operational needs. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively verbally and written. Knowledge of the nursing processes & procedures as outlined in Nursing Act and SANC regulations. Professionalism, good Interpersonal communication skills, leadership skills and flexibility. Skills to plan, organize & coordinate the service by analysing, problem solving and decision making.
- DUTIES** : Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care and the education of nursing & other personnel. Render advanced clinical nursing care and support clinical staff with surgical & medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self- development. Display of core values of the Department of Health WCG in the execution of duties.
- ENQUIRIES** : Ms LA Campbell Tel No: (044) 802-4371
- NOTE** : No payment of any kind is required when applying for this post. Candidates may be subject to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- POST 15/166** : **PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3 (RX SOLUTIONS)**
West Coast District
- SALARY** : Grade 1: R275 340 per annum
Grade 2: R318 666 per annum
Grade 3: R343 761 per annum
- CENTRE REQUIREMENTS** : Clanwilliam Hospital, Cederberg Sub-district
Minimum education qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus a Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Registration with a Professional Council: Registration with the SAPC as a Pharmacist Assistant (Post-basic) or Pharmacist Assistant (Post-basic) (Institutional). Experience: **Grade 1:** None, after registration with the SAPC as a Pharmacist Assistant (Post -basic) with

the SAPC. **Grade 2:** A minimum of 5 years' appropriate experience as a Pharmacist Assistant after registration as a Pharmacist Assistant (Post-basic), with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as a Pharmacist Assistant after registration as a Pharmacist Assistant (Post-basic), with the SAPC. Inherent requirements of the job: Valid driver's license. Willingness to work overtime and as a relief in clinics within the Cederberg Sub-district. Competencies (knowledge/skills): Computer literacy. Knowledge of Drug Supply Management Principles. Good knowledge of pharmacy practices and procedures. Good numeric skills, meticulousness and attention to detail.

DUTIES : Medicine supply. Safe and rational medicine use of medicines and medical devices. Pharmaceutical care. Financial management. Service delivery.

ENQUIRIES : Sr M Sandt Tel No: (027) 482-1484

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 15/167 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3 (5/8TH)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R258 201 per annum
Grade 2: R301 563 per annum
Grade 3: R353 013 per annum

CENTRE : Western Cape Rehabilitation Centre

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

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

ENQUIRIES : Ms C van Genderen Tel No: (021) 370-2441

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also

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

POST 15/168 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (TRANSPORT)**

Chief Directorate: Metro Health Service

SALARY CENTRE REQUIREMENTS

: R237 453 per annum
 : Khayelitsha/Eastern Substructure Office
 : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with extensive experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience. Inherent requirement of the job: Valid code (B/EB) driver's licence.

DUTIES

: Administer the transport needs of Khayelitsha/Eastern Sub-structure (KESS); which include the transport of documents, goods and suppliers, transporting of staff for training courses and meetings. Distribution and utilisation of GG vehicles in Khayelitsha Sub-Structure area. Communication of vehicle maintenance, incidents and reporting Administrative support services, including filling, copying, control of vehicles and updating of registers. Assist with the procurement of goods and services and asset management. Willingness to travel to all Facilities in Khayelitsha/Eastern Sub-Structure.

ENQUIRIES NOTE

: Mr M Lee Tel No: (021) 360-4649
 : No payment of any kind is required when applying for this post.

POST 15/169

: **ADMINISTRATION CLERK: FINANCE**

Directorate: Engineering and Technical Support

SALARY CENTRE REQUIREMENTS

: R237 453 per annum
 : Head Office, Cape Town (Premises of Karl Bremer Hospital, Bellville)
 : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or Equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a finance environment. Appropriate experience in LOGIS and BAS. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate knowledge skills and experience in finance, procedures, prescripts and legislative framework, PFMA, NTTTR and PTI, and the Accounting Officer's System of the Department of Health, including delegations. In-depth knowledge of SCOA codes. Computer literacy skills (MS Office: Word and Excel). A proven ability to analyse data. Excellent interpersonal and communication skills (written and verbal). Ability to work co-operatively with colleagues and stakeholders at all levels knowledge, skills and PERSAL knowledge.

DUTIES

: Capture BAS and LOGIS payments and ensure that all payments are processed within 30 days. Capture S&T claims on PERSAL and ensure that the matching report is cleared monthly. Control, verify, capture journals and report Assets and Liability accounts to supervisor. Management, verify and follow up on debt accounts according to prescripts. File and safeguard financial documents and ensure registers are updated regularly. Perform effective monthly reconciliation of supplier statements. Prepare monthly reporting on Assets and Liabilities. Management and replenishment of Petty Cash.

ENQUIRIES NOTE

: Ms K Tshangela Tel No: (021) 918 1502
 : No payment of any kind is required when applying for this post. It will be expected from shortlisted candidates to do a practical test.

POST 15/170

: **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (PEOPLE MANAGEMENT)**

SALARY CENTRE REQUIREMENTS

: R237 453 per annum
 : Western Cape College of Nursing, Central Administration office, Stikland
 : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate People Management experience. Appropriate PERSAL experience as well as experience in Recruitment and Selection.

- Inherent requirement of the job: Prepared to work overtime when required. Valid (Code B / EB) driver's licence. Competencies (knowledge/skills): Good interpersonal, decision making and problem-solving skills. Good communication skills. Ability to work in a team as well as independently. Ability to work under pressure.
- DUTIES** : Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, debt management and verification of documents. Responsible for capturing transactions on PERSAL and audit personnel- and leave records. Handle all personnel enquiries and correspondence (written and verbal) and file personnel data, policies, regulations and circulars. Maintain registers, i.e. PILIR, RWOPS, appointment and service terminations. Recruitment and selection.
- ENQUIRIES** : Mr DP Bending Tel No: (021) 831-5829
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and competency test as part of the interview process.
- POST 15/171** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ECO SYSTEM SUPPORT)**
Directorate: Supply Chain Management
(9 Months Contract)
- SALARY** : R237 453 per annum, plus 37% in lieu of service benefits
- CENTRE** : Head Office (based at Belville)
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Accounting or Mathematics as a passed subject or Senior Certificate (or equivalent) with experience that focuses on the Key Performance Area (KPA'S) of the post. Experience: Appropriate experience in Supply Chain Management practices or system management/implementation, asset verification, inventory management or consumables support. Inherent requirement of the job: Willing to travel with the Western Cape and stay in nurse homes where applicable. Valid driver's licence. Competencies (knowledge/skills): Ability to communicate effectively (written and spoken). Computer Literacy particularly in Word and Excel. Knowledge of asset verification scanning, inventory management and consumables processes. Conversant with the Department's procurement prescripts. Excellent human relations abilities and telephone skills.
- DUTIES** : Ensure all assets (new and existing) are barcoded as well as barcoding locations for identification purposes. Scan all assets per location using the scanning application and support inventory and consumables review activities at facility level. Using the BI tools, identify assets not verified as well as no-moving or slow-moving inventory and consumables for investigation. Capture all movements, balance adjustments, additions, transfers and donations in respect of assets, and assist with inventory and consumables data clean-up where required. Perform thorough asset verification, inventory spot checks and reviews of stockholding points in each directorate as well as spot checks. Ensure that assets/equipment identified as unserviceable are confirmed for further follow-up and processing. Roll out and maintain asset and inventory applications designed for the Department. Perform an effective Helpdesk service.
- ENQUIRIES** : Mr J Ruiters, email: Jovan.Ruiters@westerncape.gov.za
- NOTE** : No payment of any kind is required when applying for this post.
- POST 15/172** : **ADMINISTRATION CLERK: REGISTRY (MEDICAL RECORDS)**
- SALARY** : R237 453 per annum
- CENTRE** : Red Cross War Memorial Children's Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate medical records experience in the duties of this post in a medical records registry at a hospital. Inherent requirements of the job: Willingness to work irregular hours (i.e. shifts/weekends), when required. High ethical standards as incumbent will have access to confidential files. Ability to lift loads, be on your feet and concentrate for long periods. Competencies (knowledge/skills): In-depth knowledge of the HIS Clinicom Tracking system, proven knowledge of medical records processes and procedures. Knowledge of National/Provincial Archiving Act. Ability to work independently with minimum supervision and effectively within a team. Ability to work with a high degree of accuracy and care under pressure. Computer literacy.

- DUTIES** : Render an effective and efficient medical records service and folder management. Complete relevant Clinicom Case Note Tracking system transactions. Create and maintain an effective filing system. Accurately and timeously file and retrieve all requested patient folders or case notes. Maintain filing banks and patient folder covers.
- ENQUIRIES NOTE** : Mr M Crawford Tel No: (021) 658-5495
: No payment of any kind is required when applying for this post.
- POST 15/173** : **ADMINISTRATION CLERK: ADMISSIONS**
Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
: Tygerberg Hospital, Parow Valley
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Reception Services. Inherent requirements of the job: Must be willing to work 12-hour shifts. Comply with internal rotation schedules within the component to ensure continued development and growth for future opportunities and also performing relief duties as required. Competencies (knowledge/skills): Computer literacy in terms of collating, interpreting and inserting data into a spreadsheet. Computer Literacy (Microsoft Word, Microsoft Excel, CLINICOM). Good communication skills (written and verbal). Ability to work under pressure with set deadlines. Excellent interpersonal skills / Client care skills. Ability to execute duties accurately and thoroughly. Must be able to work independently or in a team and under supervision. Working knowledge of CLINICOM.
- DUTIES** : Handling of state monies and the safeguarding thereof. Perform all duties associated with collating data onto CLINICOM and rendering of an invoice. Ensure correctness of patient invoices and estimations. All reception, clinic, ward duties as well as special offices. Collection of valid documents in order to classify patients into correct tariff category. Ensuring all appointments are captured and admitted daily. Maintaining correct filing system for patient reception services.
- ENQUIRIES NOTE** : Mr D Pietersen Tel No: (021) 938-6253
: No payment of any kind is required when applying for this post. All shortlisted candidates will be subjected to a practical assessment.
- POST 15/174** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)**
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
: Groote Schuur Hospital, Observatory
: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and /or Senior Certificate with experience / competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate asset management experience. Competencies (knowledge/skills): Computer literacy (MS Office: Excel, word and PowerPoint). Good interpersonal and communication skills. Knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury regulations and Policies.
- DUTIES** : Partake in the annual asset count and adhoc inspections. Disposal of redundant, obsolete and unserviceable items in accordance with policies. Barcoding and tracking of all assets. Updating and maintenance of the asset register with regard to equipment purchased, donated, transfers and disposals. Assist with the implementation of relevant asset management policies.
- ENQUIRIES NOTE** : Ms N Kula, email: nyameka.kula@westerncape.gov.za
: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
- POST 15/175** : **CENTRAL STERILIZATION AND SUPPLY SUPERVISOR (CSSD SUPERVISOR)**
Chief Directorate: Metro Health Service
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
: Helderberg Hospital
: Minimum educational qualification: General Education and Training Certificate (GETC/Grade 9 (Std 7). Experience: Appropriate experience in Sterilisation and Decontamination Services as an Operator. Inherent requirement of the job: Appropriate experience as a CSSD operator. Be willing to work overtime, which may include weekends. The ability to handle heavy equipment and perform

heavy duty functions, e.g. transport of heavy stock trolleys. Supervise service in terms of control, cleaning, sterilizing, packing, and collecting of instruments and distribution of sterile instruments. Ensure continuous monitoring and evaluation of staff reporting to you. Supervise and implement the cleaning control and testing of washing machines, autoclaves and other equipment in the department. The ability to report defects (test data), to do elementary stock control. Competencies (knowledge/skills): Appropriate Supervisory experience. Must have numeracy Skills and should be able to think analytically. Be able to supervise and be assertive. -Sound knowledge of steam sterilisation practices and Decontamination processes. Strong leadership, strategic, interpersonal, negotiation, facilitation, counselling, operational contingency planning, and organisational skills. Computer literacy (MS Word, Excel, PowerPoint). Independent effective decision making and problem-solving skills within the limits of the Public Sector policy framework.

DUTIES : Manage, organise and control Central of Central Sterile Services Department (CSSD). Human resource management of the CSSD. Financial resource management of CSSD. -Infrastructure management of CSSD. Maintain Quality Assurance within the Department.

ENQUIRIES : Sr L Pasquallie Tel No: (021) 850-4747

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

POST 15/176 : **STAFF NURSE GRADE 1 TO 3 (VARIOUS WARDS) (X10 POSTS)**

SALARY : Grade 1: R229 440 per annum
Grade 2: R272 778 per annum
Grade 3: R319 071 per annum

CENTRE REQUIREMENTS : Red Cross War Memorial Children's Hospital, Rondebosch
Minimum educational qualifications: Qualification that allows registration with the SANC as an Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognisable nursing experience after registration with the SANC as Enrolled Nurse. **Grade 3:** A minimum of 20 years' appropriate/recognisable nursing experience after registration with the SANC as Enrolled Nurse. Inherent requirements of the job: Willingness to work shifts, night duty and public holidays. Annual receipt and licence to practice. Willingness to rotate within the hospital as per operational requirements. Competencies (knowledge/skills): Basic communication skills (both verbal and written. Ability to function effectively as part of a team. Good human relationships. The ability to render nursing care of an acceptable and safe standard.

DUTIES : Provide basic clinical nursing care under the supervision of a Professional Nurse. Development and implementation of basic patient care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development. Commitment to, and engagement with, the Western Cape DoH & Wellness values, and a people centered approach to care. Leadership and good governance.

ENQUIRIES : Ms M Franken Tel No: (021) 658-5187

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 15/177 : **STAFF NURSE GRADE 1 TO 3**
Garden Route District

SALARY : Grade 1: R229 440 per annum
Grade 2: R272 778 per annum
Grade 3: R319 071 per annum

CENTRE REQUIREMENTS : Uniondale Hospital
Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a Professional Council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years' appropriate/recognisable experience in

nursing after registration as Staff Nurse with the SANC. **Grade 3:** A minimum of 20 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willingness to work shifts, night duty, including weekends, public holidays as well as overtime. Willingness to rotate to all wards in the hospital and to assist at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication and interpersonal relationships. Self-discipline and motivation. Ability to work in a team across the service platforms.

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

ENQUIRIES NOTE : Mr R Lewis-Peters Tel No: (044) 814 - 1117
 : No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.

POST 15/178 : **DENTAL ASSISTANT GRADE 1 TO 2**
 Central Karoo District

SALARY : Grade 1: R225 777 per annum
 Grade 2: R262 953 per annum

CENTRE : Beaufort West Sub-district PHC Outreach and Support (Stationed at Laingsburg Clinic)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Experience: **Grade 1:** None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. **Grade 2:** A minimum of 10 years' appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Inherent requirement of the job: Valid driver's licence (Code B/EB). Willingness to travel between outreach clinics within the Central Karoo District. Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Sound verbal and written communication skills. Good computer skills (MS Word, Excel and PowerPoint). Appropriate inoculation. Knowledge of patient preparations and dental instruments. Knowledge of the National Oral Health Policy, National Norms, Standards and Practice. Guidelines for Primary Oral Health Care, Occupational Health & Safety Act.

DUTIES : Assisting Clinician, maintaining hygienic environment and maintaining infection control. Planning and packing for outside clinics, marathon sessions and outreach sessions. Clinical patient care. Stock control, stocking surgery and maintenance of equipment. Maintain appropriate database of work done. Waste management and practical patient flow management. Responsible for own continuous Professional Development.

ENQUIRIES NOTE : Ms V Arendse Tel No: (023) 414 - 8200
 : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a competency test as part of the interview process. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 15/179 : **TELKOM OPERATOR**
 Overberg District

SALARY : R201 093 per annum

<u>CENTRE REQUIREMENTS</u>	:	Hermanus Hospital
	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in operating and electronic switchboard, PA system, copy machines and computer applications. Inherent requirements of the job: Willing to work shifts (i.e. night duty, weekends, public holidays) and work overtime when required by operational needs. Ability to work in a very physical environment. Physically able to hear and speak clearly, professional etiquette. Ability to handle and transport parcels, patient folders, and boxes of paper and push a trolley between offices. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and professional telephone etiquette. Excellent communication and people skills, with internal and external clients (verbal and written). Numerical skills and the ability to maintain confidentiality. Computer literacy in Microsoft (Word, Excel and Outlook). Ability to work under pressure, independently and unsupervised. Good recordkeeping and organizing skills.
<u>DUTIES</u>	:	Effectively manage the reception desk. Greet, welcome and give directions to patients and public professionally. Manage Switchboard, PA system, copy machines and any other related equipment in Reception area. Manage mobile and handset phones by reporting faults and requesting replacements, keeping operator's directory up to date. Recordkeeping of telephone accounts, PA system requests, and other related documents. Capture information on computer applications. Provide administrative support to colleagues and supervisor.
<u>ENQUIRIES NOTE</u>	:	Ms CL Langley Tel No: (028) 312-1166
	:	No payment of any kind is required when applying for this post.
<u>POST 15/180</u>	:	<u>LINEN SUPERVISOR</u> Chief directorate: Metro health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R201 093 per annum
	:	Wesfleur Hospital
	:	Minimum educational qualification: General Education and Training Certificate (GETC) / Grade 9 (Std 7). Experience: Appropriate experience in laundry services. Inherent requirements of the job: Willingness to do manual labour (heavy linen bags) and assist in other departments when required. Able to handle heavily soiled linen containing human excretions and blood. Competencies (knowledge/skills): Good communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Laundry Services.
<u>DUTIES</u>	:	Monitoring of contracted Hospital Linen service Provider. Monitoring of Hospital Linen. Supervise hygiene, occupational health and safety. Supervise the maintenance and control of apparatus and equipment. Management and administrative function.
<u>ENQUIRIES NOTE</u>	:	Ms C Matthews Tel No: (021) 816-8557
	:	No payment of any kind is required when applying for this post.
<u>POST 15/181</u>	:	<u>ARTISAN ASSISTANT</u> West Coast District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R201 093 per annum
	:	Swartland Hospital, Swartland Sub-district
	:	Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience in facility management, welding, painting, carpentry, and plumbing with general electrical knowledge. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work overtime and to perform standby duties, including weekends and public holidays. Physically fit to handle heavy equipment and objects. Competencies (knowledge/skills): Knowledge and apply the requirements of the Machinery and Occupational Health and Safety Act. Ability to read and write. Ability to follow written instructions, including manuals and written procedures. Ability to optimally utilise allocated resources such as tools and materials and be skilled in the usage of a variety of tools. Ability to work independently and as part of a team. Ability to adhere to safety standards. Ability to use a conventional lathe or milling machine. Must be able to work on heights i.e. on ladders and scaffolding.
<u>DUTIES</u>	:	Provide an effective and efficient maintenance and technical support service to the institutions. Maintenance of installations, machinery, equipment as well as the workshop and garden tools. Render a support function in the workshop as

		well as standby duties. Maintain professional growth / ethical and self-development.
<u>ENQUIRIES</u>	:	Mr L Kortje Tel No: (022) 487-9202
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 15/182</u>	:	<u>ARTISAN ASSISTANT (TECHNICAL SERVICES)</u> West Coast District
<u>SALARY</u>	:	R201 093 per annum
<u>CENTRE</u>	:	West Coast TB Centre (Based at Sonstraal Hospital, Paarl)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience in workshop related tasks. Inherent requirements of the job: Valid (Code B/EB/C) driver's license. Physically fit to perform duties, work at heights and in confined spaces. Must be prepared to work overtime and perform standby duties after hours, including weekends and Public Holidays, and be willing to travel and do outreach at ID Hospital, Malmesbury. Competencies (knowledge/skills): Appropriate experience in repairs and maintenance of hospital equipment, infrastructure, painting, air-conditioning, refrigeration, plumbing, electrical, carpentry.
<u>DUTIES</u>	:	Carry out ad-hoc maintenance and repair requests, perform or arrange preventative maintenance on plant and equipment, follow emergency maintenance protocols, at the hospital and health facilities within the sub-district. Carry out daily checks on generator, oxygen, and other machinery, adhere to the maintenance schedule for all facilities, and do regular facility inspections. Provide specifications for service provider jobs, attend site meetings, manage contractors. Ensure an organised and neat workshop, efficient and effective management and control of stock, tools and equipment, and perform administrative duties and ensure excellent record keeping. Assist with the management and supervision of the maintenance team reporting to the Artisan Assistant. Provide assistance and support to managers, supervisor and colleagues.
<u>ENQUIRIES</u>	:	Mr HL Siegelaar Tel No: (021) 837-8097
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 15/183</u>	:	<u>TELKOM OPERATOR</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R201 093 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in operating a switchboard software programme. Inherent requirements of the job: Ability to do shift work (day, night, weekends and public holidays) and be willing to work overtime when operational needs require. Physically able to hear and speak clearly. Competencies (knowledge/skills): Listening skills and telephone etiquette. Computer literacy in MS Office.
<u>DUTIES</u>	:	Delivering an effective and prompt telephone service to the public, client and personnel of the hospital. Making announcements, conveying urgent messages, and locating staff. Support the management of equipment and systems. Support the efficient HR and financial management of the component.
<u>ENQUIRIES</u>	:	Ms G Piet Tel No: (023) 348 1125
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 15/184</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (X3 POSTS)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R181 230 per annum Grade 2: R211 401 per annum Grade 3: R249 141 per annum
<u>CENTRE</u>	:	Vredendal Hospital, Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with South African Nursing Council (SANC) as Nursing Assistant. Registration with a Professional Council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Nursing Assistant. Grade 3: A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC as Nursing Assistant. 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. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
- DUTIES** : Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Effective functioning within a multi-disciplinary team. Effective utilisation of resources.
- ENQUIRIES** : Mr LK Wagenaar Tel No: (027) 213-2039
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- POST 15/185** : **DRIVER (HEAVY DUTY VEHICLE)**
- SALARY** : R170 226 per annum
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate driving experience. Inherent requirement of the job: Valid code C1 (Code 10) manual driver's license. Valid Public Driving Permit (PDP). Willingness to work overtime, perform standby duties after hours, including weekends and public holidays. Competencies (knowledge/skills): Good communication skills (verbal and written). Computer literacy. Ability to accept accountability, responsibility to work independently, good interpersonal skills and sober habits. Knowledge of Transport Regulations and Circular no 4 of 2000. Knowledge of routine, maintenance, inspections for defects on vehicles and safe driving skills. Applied knowledge of the Transport Handbook 1 of 2019. Working knowledge and understanding of the legislative framework governing the Public Service.
- DUTIES** : Ensure an efficient and effective transport service for Tygerberg Hospital, including transport of personnel, goods and services. Ensure routine maintenance, inspecting of vehicles and timely reporting of defects. Ensure vehicles are kept clean, tidy and roadworthy condition. Ensure correct collection and delivery of bloods and specimens. Assisting with vehicle deliveries and collections as required on time.
- ENQUIRIES** : MD Mentor Tel No: (021) 938-4243 or Mr S Rhooode Tel No: (021) 938-5471
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
- POST 15/186** : **TRADESMAN AID**
Cape Winelands Health District
- SALARY** : R170 226 per annum
- CENTRE** : Witzenberg Sub-district
- REQUIREMENTS** : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience in building, air-conditioning, refrigeration, plumbing, painting, electrical, carpentry, maintenance, and repairs. Appropriate experience in workshop-related tasks. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability to do stand-by duties. Willingness to assist in all facilities in the sub-district within the workshop set-up. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to operate industrial machinery and perform welding tasks. Ability to handle heavy equipment, heights, and narrow spaces.
- DUTIES** : Assist with the execution of engineering/projects/repairs and internal maintenance regarding plumbing, carpentry, electrical, glazing, and building works. Maintain, repair, and clean drains on a regular basis. Maintain and repair general kitchen and laundry equipment. Strict adherence to the Occupational Health and Safety Act. Assist Artisans in the performance of their duties. Control over tools, equipment, and materials.

ENQUIRIES : Mr C Gabriels Tel No: (023) 316-9623
NOTE : No payment of any kind is required when applying for this post.

POST 15/187 : **GENERAL WORKER STORES (CART STORE: PHARMACY)**

SALARY : R144 024 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in a hospital environment. Inherent requirements of the job: Must be physically fit, able to lift heavy boxes and able to be on your feet for long periods. Competencies (knowledge/skills): Good communication skills (verbal and written). Basic computer literature. Sound knowledge and experience in handling of stock.

DUTIES : Render general messenger service. Answering telephones and delivering messages. Deliver finished, final and packaged pharmaceutical items to designated areas within Tygerberg Hospital Complex. Uplift packages from wards and other areas if need be. Check external appearance for damage and accuracy. Uphold the cold chain. Report all deviations and discrepancies.

ENQUIRIES : Mr W Isaacs Tel No: (021) 938-4798
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

POST 15/188 : **PORTER**

SALARY : R144 024 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical abilities. Experience: Appropriate experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts including nightshifts, weekends and public holiday. Willingness to handle bodies (corpses). Ability to handle heavy objects.

DUTIES : Accompany walking patients and transport sitting/non-walking patients per wheelchair/trolley from reception to the wards or from the wards to the treatment centres. Direct or accompany visitors to various destinations. Assist with the loading of patients in/out of ambulances/vehicles and transfer of patients to beds/trolleys and vice versa. Carry medical and other documentation (patient files, reports, etc.) to wards/treatment areas. Assist with shifting of medical equipment to and from rooms. Responsible for the cleanliness and reporting of defects of trolleys and wheelchairs. Assist with the transportation of corpses from wards. Transport of Blood and Specimen.

ENQUIRIES : Mr F Snyders Tel No: (021) 658-5457
NOTE : No payment of any kind is required when applying for this post.

POST 15/189 : **CLEANER**
West Coast Health District

SALARY : R144 024 per annum
CENTRE : Citrusdal Hospital, Cederberg Sub-District
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate cleaning experience in a health environment or hospital setting. Inherent requirements of the job: Must be physically fit to lift heavy objects. Willingness to work shifts including night duty, overtime, weekends, public holidays as well as relief in other departments within the hospital. Competencies (knowledge/skills): Basic knowledge of cleaning procedures and the use of cleaning equipment (electronic and otherwise). Ability to communicate.

DUTIES : Renders effective, efficient and safe hygiene and domestic services in Nursing Component. Renders support services to Household supervisor. Contributes to effective management of domestic responsibilities. Contributes to effective utilisation and functioning of apparatus and equipment.

ENQUIRIES : Mr RH Layman Tel No: (022) 921-2153
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.

POST 15/190 : **LAUNDRY AID**
Chief Directorate: Metro Health Services

SALARY : R144 024 per annum
CENTRE : Wesfleur Hospital

<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in laundry services. Inherent requirements of the job: Willingness to do manual labour (heavy linen bags) and assist in other departments when required. Able to handle heavily soiled linen containing human excretions and blood. Competencies (knowledge/skills): Good communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Laundry Services.
<u>DUTIES</u>	:	Collecting, Sorting and Weighing of dirty, soiled linen. Machine and Equipment operation, sluicing of linen. Linen Stock Control and management of Linen Room. Execution of Occupational Health and Safety prescripts and general environmental safety and hygiene. Support to supervisor and willingness to rotate in other departments.
<u>ENQUIRIES NOTE</u>	:	Ms C Matthews Tel No: (021) 571 8040
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 15/191</u>	:	<u>SESSIONAL MEDICAL SPECIALIST GRADE 1 TO 3: PSYCHIATRY (4 HOURS PER WEEK)</u> (Contract until 31 March 2027)
<u>SALARY</u>	:	Grade 1: R671 per hour Grade 2: R766 per hour Grade 3: R887 per hour
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Psychiatry. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Psychiatry. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Psychiatry. Grade 3: A minimum of 10 years' appropriate experience as a Medical Specialist after registration with HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Psychiatry. Competencies (knowledge/skills): Technical skills appropriate for investigation. MMED in Psychiatry and/or FC Psychiatry (SA) qualifications. Facilitation of management system. Effective and efficient administration. Communication including report generation, letter writing, consultation. Clinical skills required of a Medical Specialist Psychiatrist, including assessment, diagnosis and treatment in a psychiatry outpatient setting.
<u>DUTIES</u>	:	Clinical Service Provision. Clinical Governance and Administration. Teaching and Training/Supervision of Junior Staff.
<u>ENQUIRIES NOTE</u>	:	Prof J Joska, email john.joska@uct.ac.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Please ensure that you attached an updated CV. Shortlisted candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<u>POST 15/192</u>	:	<u>MEDICAL SPECIALIST: GRADE 1 TO 3 (PAEDIATRIC RHEUMATOLOGY) (8 SESSIONS)</u> Chief Directorate: Metro Health Services (Contract until 30 June 2027)
<u>SALARY</u>	:	Grade 1: R671 per hour Grade 2: R766 per hour Grade 3: R887 per hour
<u>CENTRE REQUIREMENTS</u>	:	Red Cross War Memorial Children's Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist (Paediatrics). Registration with a professional council: Registration with the HPCSA as Medical Specialist in Paediatric. Experience: Grade 1: None after registration with the HPCSA as Medical specialist in

Paediatrics. **Grade 2:** A minimum of 5 years' appropriate experience as Medical specialist after registration with the HPCSA as Medical specialist in Paediatric (or recognised foreign Health Professional Council in respect of foreign qualified employees). **Grade 3:** A minimum of 10 years' appropriate experience as Medical specialist after registration with the HPCSA as Medical Specialist in Paediatric (or recognised foreign Health Professional Council in respect of foreign qualified employees). Inherent requirements of the job: Applicants must be willing to be flexible with workdays based on service requirements. Willingness to provide two outpatient paediatric rheumatology clinics per week. Willingness to provide occasional inpatient support when required. Competencies (knowledge/skills): Ability to work in a professional team. Experience in Paediatric Rheumatology. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Must assist with the provision of a comprehensive paediatric rheumatology service. Excellent report, clinical note and referral writing skills. Experience with teamwork, planning, organizing and coordination. Excellent interpersonal, administrative, communication, analytical and problem-solving skills. Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management. Good teaching and mentoring ability.

DUTIES : Provide a high-quality clinical paediatric rheumatology service both inpatient and outpatient to patients and their families. Supervision of junior medical staff to ensure quality of care and good clinical outcomes. Interaction with (and supervision of where necessary) nursing staff, allied professionals, and students. Informal teaching and training of junior staff in the course of clinical work. Teaching (formal and informal) of undergraduate medical students and post graduate students. Effective and efficient administration of clinical services. Improve professional competence by regular self-learning and reflection with the application of current evidence.

ENQUIRIES : A/Prof K Webb Tel No: (021) 658-5415, or email: Kate.Webb@uct.ac.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 change in registration status).

DEPARTMENT OF INFRASTRUCTURE

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

CLOSING DATE : 25 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 15/193 : **CHIEF ENGINEER (GRADE A): MATERIALS REF NO: DOI 41/2026**

SALARY : Grade A: R1 317 108 per annum, (all-inclusive salary package), (OSD as prescribed).

CENTRE : Department of Infrastructure, Western Cape Government.

<u>REQUIREMENTS</u>	:	An appropriate Engineering degree (B Eng/BSC (Eng)) or relevant qualification); Six years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving license. Competencies: Technical: Programme and project management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Ensure material design standards, specifications and quality control processes are applied and continuously improved; Lead innovation and improvements in road materials; Support asset management through the use of materials performance data; Provide technical advice on materials for development applications, abnormal loads and impacts on the road network; Guide laboratory testing, field investigations and material monitoring to support sound decision-making. Generic: Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Communication; Computer skills; People management; Planning and organising; Conflict management; Negotiation skills; Change management.
<u>DUTIES</u>	:	Engineering design and analysis effectiveness; Maintain engineering operational effectiveness: Governance: Allocate, control, monitor and report on all resources; Financial Management; People management.
<u>ENQUIRIES</u>	:	mughtar.petersen@westerncape.gov.za
<u>POST 15/194</u>	:	<u>CONTROL ENGINEERING TECHNOLOGIST: MATERIALS LABORATORY REF NO: DOI 46/2026</u>
<u>SALARY</u>	:	Grade A: R958 776 per annum, (all-inclusive salary package), (OSD as prescribed).
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Bachelor of Technology in Engineering (B Tech) or relevant qualification; Six years post qualification Engineering Technologist experience required; Compulsory registration with ECSA as a Professional Engineering Technologist; A valid code B driving license. Competencies: Technical: Project management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Knowledge of road construction materials and testing methods; Understanding of applicable standards and laboratory accreditation systems; Materials data analysis and interpretation; Laboratory quality management. Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Change management; Financial management; Customer focus and responsiveness; Communication; Computer skills; Planning and organising; People management.
<u>DUTIES</u>	:	Manage technological advisory services: Plan technological support to Engineers and associate professionals in the field; Ensure the adherence and promotion of safety standards in line with statutory and regulatory requirements; Solve broadly defined technological challenges through application of proven techniques and procedures; and Develop, maintain and manage current technologies; Monitoring and evaluation of technological designs; Evaluate and monitor existing technical manuals, standard drawings and procedures to incorporate new technology; Ensure quality assurance of technical designs with specifications and make recommendations for approval by the relevant authority; and Identify and optimize technical solutions by applying engineering principles; Manage administrative and related functions: Provide inputs into the budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technological/engineering operational plan; Ensure the development, implementation and maintenance databases; and Manage and supervise technological and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; To liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Mr M Petersen Tel No: (021) 483 2216

<u>POST 15/195</u>	:	<u>PROFESSIONAL ELECTRICAL ENGINEER (PRODUCTION LEVEL): ENGINEERING SERVICES REF NO: DOI 66/2025 R2</u>
<u>SALARY</u>	:	Grade A: R914 517 - Grade C: R1 376 199 per annum, (Salary will be determined based on post registration experience as per OSD prescript).
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government. An appropriate Electrical Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence. Competencies: Knowledge of the following: Contract documentation and administration; Occupational Health and Safety (OHS) Act and regulations; National Building Regulations and all relevant built environment legislation; Decision-making and team leadership; Financial Management; Programme and Project Management; Built environment experience especially regarding electrical engineering design and analysis in the construction of office and general buildings and facilities; Computer-aided design of buildings and services; Design of different electrical systems; Knowledge of access control and CCTV Camera systems; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of procurement processes; Proven computer literacy (MS Office/Projects/Revit/ AutoCAD, Communication (written and verbal) skills; People Management skills; Technical report writing skills; Leadership, communication, organising skills; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team.
<u>DUTIES</u>	:	Planning for success (Initiative, planning and execution); Serving proudly together (Communications, management of human resources and quality of work); Financial sustainability and accountability (Acceptance of responsibility and management of financial resources); Knowledge management for effective service delivery (Technical skills).
<u>ENQUIRIES</u>	:	Ms C Skillicorn Tel No: (021) 483 4605
<u>POST 15/196</u>	:	<u>PROFESSIONAL MECHANICAL ENGINEER (PRODUCTION LEVEL) PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY REF NO: DOI 80/2025 R1</u>
<u>SALARY</u>	:	Grade A: R914 517 - Grade C: R1 376 199 per annum, (Salary will be determined based on post registration experience as per OSD prescript).
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government. An appropriate Mechanical Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer (Mechanical); A valid code B driving licence. Competencies: Contract documentation and administration; Occupational Health and Safety (OHS) Act and regulations; National Building Regulations and all relevant built environment legislation; Decision-making and team leadership; Financial Management; Programme and Project Management; Built environment especially regarding mechanical engineering design and analysis in the construction of office and general buildings and facilities; Computer supported design of buildings and services; Design of different mechanical systems, including but not limited to, HVAC, wet services and fire engineering; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Problem-solving and analysis; Knowledge of procurement processes; Proven computer literacy (MS Office, MS Project, Revit, AutoCAD, engineering applications); Written and verbal communication skills; People Management skills; Technical report writing skills; Leadership, communication, organising and teamwork; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team.
<u>DUTIES</u>	:	Planning for success (Initiative, planning and execution); Serving proudly together (Communications, Management of human resources and quality of work); Financial sustainability and accountability (Acceptance of responsibility and management of financial resources); Knowledge management for effective service delivery (Technical skills).
<u>ENQUIRIES</u>	:	Ms C Skillicorn Tel No: (021) 483 4605
<u>POST 15/197</u>	:	<u>ENGINEERING TECHNICIAN (PRODUCTION LEVEL): ROAD SYSTEM DEVELOPMENT REF NO: DOI 44/2026 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade A: R407 337 - Grade C: R610 131 per annum, (Salary will be determined based on post registration experience as per OSD prescribed).

<u>CENTRE REQUIREMENTS</u>	: Department of Infrastructure, Western Cape Government. : An appropriate 3-year National Diploma in Civil Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (Civil engineering) experience; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Geotechnical and pavement design of roads; Road infrastructure material; Technical support service knowledge in respect of material quality control and management for road and bridge construction; Legal compliance; As-built and standard specifications; Ability to solve broadly defined technological challenges through application of proven techniques and procedures; Communication (written and verbal); Interpersonal skills; People Management; Planning and organising; Record keeping; Problem solving; Change management; Knowledge or experience in the condition assessments of surfaced and gravel roads; Efficient skills in report writing and presenting; Willing to travel to sites and workaway from home; Efficient computer literacy and good knowledge of MS Office suite; Team player.
<u>DUTIES</u>	: Render technical services in line with qualification; Assist engineers, technologists and associates in the field; Provide and consolidate inputs to the technical / engineering operational plan; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Compile and submit reports as required; Develop, implement and maintain system databases; Liaise with relevant stakeholders on engineering related matters; The following will be advantageous: Working knowledge or experience in the condition assessments of surfaced and gravel roads; Efficient skills in report writing and presenting; Willing to travel to sites and work away from home; Efficient computer literacy and good working knowledge of MS Office suite.
<u>ENQUIRIES</u>	: Mr NJ van Gass Tel No: (021) 483 5160
<u>POST 15/198</u>	: <u>ENGINEERING TECHNOLOGIST: ELECTRICAL (PRODUCTION LEVEL)</u> <u>REF NO: DOI 66/2024 R4</u>
<u>SALARY</u>	: Grade A: R471 720 - Grace C: R717 846 per annum, (Salary will be determined based on post registration experience as per OSD prescript)
<u>CENTRE REQUIREMENTS</u>	: Department of Infrastructure, Western Cape Government : Bachelor of Technology in Electrical Engineering (B Tech) or relevant qualification; Three years post qualification Engineering Technologist (Electrical) experience; Compulsory registration with ECSA as a Professional Engineering Technologist; A valid code B driving license. Competencies: Knowledge of the following: Project management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Skills needed: Decision making; Team leadership; Creativity; Change management; Financial management; Customer focus and responsiveness; Communication (written and verbal); Computer skills; Planning and organising; People management. Problem solving and analysis.
<u>DUTIES</u>	: Provide technological advisory services: Support Engineers, Technicians and associates in field, workshop and office activities; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; and to liaise with relevant boards/councils on engineering-related matters.
<u>ENQUIRIES</u>	: Abubakr.Manack@westerncape.gov.za

POST 15/199 : **PERSONAL ASSISTANT: STRATEGIC MANAGEMENT AND OPERATIONAL SUPPORT REF NO: DOI 45/2026**

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Department of Infrastructure, 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: 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 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 there of is understood properly.

ENQUIRIES : Mr R Maharaj Tel No: (021) 483 4123

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 : 25 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 15/200 : **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: WCMD 14/2025 R1**

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-degree (equivalent or higher qualification); a minimum of 3 years of middle management-level experience in an internal control working environment; a valid code B (or higher) driving license. Note: Or alternative mode of transport for people with disabilities. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Departmental internal control systems, functions, processes and procedures; Compilation, implementation and maintenance of an Anti-fraud Strategic Plan for departmental fraud management; Compilation, implementation and maintenance of a Fraud Implementation and Operational Plan; Compilation, implementation and maintenance of Departmental Fraud and Corruption Prevention Plan; Compilation, implementation and maintenance of a departmental Corporate Governance Implementation Plan; Public Service Act, 1994, as amended (establishing norms and standards related to Integrity, Ethics, Conduct and Anti-Corruption in the Public Service); Public Service Regulations, 2016 (Chapter 2 related to Conduct, Financial Disclosure, Anti-Corruption and Ethics Management); Public Finance Management Act

(PFMA), 1999, National Treasury Regulations and Provincial Treasury Instructions (promote the objective of good financial management in order to maximize service delivery through the effective and efficient use of limited resources); Prevention and Combating of Corrupt Activities Act, 2004 (provides for measures to prevent and combat corrupt activities); Protected Disclosure Act, 2000 (promotes disclosure of unethical conduct that could potentially lead to corruption); Determination and Financial Disclosure Framework issued by DPSA; Directive on Other Remunerative Work Outside the employee's employment in the relevant department issued by the Minister for Public Service and Administration; Western Cape Mobility Department's Policy and Standard Operating Procedures for the Declaration and Acceptance of Gifts by Employees; Procurement and tendering processes; Public service procedures, processes and systems; Skills needed: Proven computer literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Presentation; Interpretation; Observation; Planning; Organising; Monitoring; Decision-making; Results and Quality Management; Problem-solving; Writing and Reporting; Analytical; Innovation; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from the office.

DUTIES : Ensure proper governance, losses and fraud management services; Render assurance services; Plan and manage the work of and account for the overall performance of the Sub-directorate; People Management; Financial Management.

ENQUIRIES : Mr. R Wiggill Tel No: (021) 483 0600

POST 15/201 : **PERSONAL ASSISTANT: TRANSPORT REGULATIONS REF NO: WCMD 06/2026**

SALARY : R338 108 - R398 277 per annum (Level 07)
CENTRE : Western Cape Mobility Department, 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 a relevant higher tertiary qualification; a minimum of 3 years of experience in rendering a support service to management/senior management. Competencies: Knowledge of the following: Relevant legislation / policies / prescripts and procedures. Office Administration, Database Management, Information and Records Management, Procurement processes, Basic financial administration; Understand the functioning, systems and processes of government. General information support systems such as BAS and MYTRACK. Skills in the following: Language; computer literacy, sound organizational skills, and good people. Written Communication; Client Liaison and Networking; Report Writing, Research; Problem Solving; Good telephone etiquette; High level of reliability; Ability to communicate well with people at different levels and from different backgrounds; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Good grooming and presentation; self-management and motivation.

DUTIES : Provides a secretarial/receptionist support service to the Chief Director; Renders administrative support services. Provides support to Chief Director regarding meetings; Supports the Chief Director with the administration of the Chief Director's budget; Studies the relevant public service and departmental prescripts/policies and other documents and ensures that the application thereof is understood properly.

ENQUIRIES : Mr M Striker Tel No: (021) 483 0258

POST 15/202 : **ADMINISTRATIVE OFFICER: LAND TRANSPORT SAFETY OPERATIONS REF NO: WCMD 07/2026**

SALARY : R338 108 - R398 277 per annum (Level 07)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); a minimum of 1–2 years relevant administrative support experience. Experience within a road safety environment will be an advantage. A valid driver's license or alternative mode of transport for people with disabilities. Competencies: Knowledge of the following: Transport-related regulatory legislation, policies and frameworks; Public Finance Management Act (PFMA), 1999; National Treasury Regulations; Provincial Treasury Instructions; and other financial policies, prescripts, directives and collective agreements. Project management; Operational management practices;

procurement and tendering processes; Public service procedures, processes and systems; General office administration and database management; general support systems. Information and Record Management / Administration; administrative procedures and processes; Computer-based information systems, people management legislation, prescripts, and regulations. Skills needed: Numeracy, literacy, computer literacy, project management, accounting, finance, and audit, economic, financial, and statistical analysis, legal administration, basic research, analytical, organizing, planning, time management, and problem-solving.

- DUTIES** : Render line administrative support services to the sub-directorate. Provide support services to meetings, planning sessions and workshops. Render research support services. Render financial support services.
- ENQUIRIES** : Mr M Haupt Tel No: (021) 483 0999

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 : 25 May 2026

- NOTE** : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates 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. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of 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 (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 15/203 : **DIRECTOR: ICT SCHOOLS SUPPORT REF NO: DOTP 47/2026**

SALARY : R1 266 714 per annum (Level 13), (all-inclusive salary package). The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund.

CENTRE REQUIREMENTS : Department of the Premier, Western Cape Government
: An appropriate qualification at NQF level 7 as recognised by SAQA. A minimum of 5 years' experience at a middle/senior managerial level. Successful completion of the Certificate for entry into the SMS (Senior Management Service) prior to appointment: The nominated candidate will be required to complete the Senior Management Pre-entry Programme (Nyukela) before the candidate can be appointed into this post. Competencies: Knowledge of the following: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions. Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function. Proven knowledge and understanding of programme and project management. Proven knowledge and understanding of procurement and tendering processes. Proven knowledge and understanding of modern

systems of governance and administration. Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector. Proven knowledge and understanding of public finance, human resources and discourse management processes. Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Proven knowledge and understanding of the policies of the government of the day. Proven knowledge and understanding of Labour Relations legislation and regulations. Skills in the following: Strategic and conceptual thinking in complex environments. Executive-level advisory and communication skills. Project and programme management. Ability to translate business requirements into technical solutions. Strong leadership, planning, organising, and people management skills. High-level computer literacy and digital workplace expertise.

DUTIES

: Line Management: Provide Strategic management, advice and guidance in respect of the following functional areas: Roll-out, support and maintain LAN infrastructure and services at WCG schools. Roll-out, support and maintain end-user devices and services at WCG Schools and regional corporate sites. Provide a service desk for WCG schools. Provide user access management and collaboration services for WCG schools. Research and develop ICT solutions for WCG Schools. Provide ICT advisory services to WCG schools and regional corporate sites. Strategic Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Drive the Directorate's strategic planning process. Drive the development and management of the strategic and business plans for the Directorate. Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. Report to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance relating to operational management support. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it. Foster and promote a culture of innovation within the Directorate, and the Department. Diligently perform all duties assigned to the post of Director. People Management and Empowerment: Recruit, develop, and retain staff in appropriate numbers and grades to achieve the Directorate's objectives. Motivate, train, and guide employees to achieve excellence in service delivery. Manage performance, evaluation, and development of staff. Oversee workforce planning, capacity building, and service delivery improvement initiatives. Promote sound labour relations and maintain discipline within the Directorate. Financial Management: Manage participation in the budgeting process at Directorate level. Ensure the preparation of the Annual and Adjustment Budgets for the Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure. Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate. Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Directorate. Ensure that all spending is aligned with the strategic objectives of the Directorate and Department. Report to the Chief Director and relevant oversight role players/committees on all aspects of the Directorate's finances. Assume overall accountability for the management, maintenance and safekeeping of the Directorate's assets. Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to for the Directorate. Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES

: Mr. E Alexander - Evan.Alexander@westerncape.gov.za

POST 15/204

: **DIRECTOR: DEPARTMENTAL STRATEGY REF NO: DOTP 48/2026**

SALARY

: R1 266 714 per annum (Level 13), (all-inclusive salary package). The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund.

CENTRE

: Department of the Premier, Western Cape Government

REQUIREMENTS

: An appropriate qualification at NQF level 7 as recognised by SAQA. A minimum of 5 years' experience at a middle/senior managerial level. Successful completion of the Certificate for entry into the SMS (Senior Management Service) prior to appointment: The nominated candidate will be required to complete the Senior Management Pre-entry Programme (Nyukela) before the candidate can be appointed into this post. Competencies: Knowledge of the following: Expert knowledge of strategic management processes. Expert knowledge of government planning processes and cycles. Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line function. Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function. Proven knowledge and understanding of programme and project management. Proven knowledge and understanding of procurement and tendering processes. Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes. Proven knowledge and understanding of modern systems of governance and administration. Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector. Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Proven knowledge and understanding of Labour Relations legislation and regulations. Skills in the following: Strategic planning skills. Process facilitation skills. Excellent verbal and written communication skills. Outstanding planning, organizing and people management skills. Ability to develop and maintain networks relevant to the task environment. Systems thinking skills. Ability to leading and direct teams. Ability to work under pressure/ambiguity.

DUTIES

: Line Management: Strategic management, advice and guidance in respect of the following functional areas: Facilitate the departmental strategic management process: Coordinate the Departments participation in the Provincial Strategic Plan (PSP). Advise on the alignment of the Department's strategies with national and provincial strategic imperatives. Facilitate the Department's strategic and operational planning processes. Coordinate the drafting of the Department's strategic plan and annual performance plan. Coordinate the development and implementation of Annual Operational Plans. Ensure alignment of departmental policies, strategic planning and budget processes. Participate and provide inputs into departmental budget processes. Coordinate the departmental input into the Organisational Functional Assessments, including developing implementation plans and report thereon. Facilitate the monthly and quarterly monitoring and review of the Department's performance against the annual performance plan. Facilitate the bi-annual and mid-term review and reporting of departmental performance against its strategic plan. Facilitate the monitoring of departmental programme and project performance via the executive dashboard. Coordinate internal capacity building on performance information management. Manage and coordinate the Department's Business Continuity Management system. Ensure departmental coordination and good governance practices: Coordinate the drafting of the Department's annual report. Ensure departmental participation in engagements with oversight bodies, e.g. MTEC and Standing Committees. Coordinate departmental inputs in respect of oversight bodies and other management matters requiring consolidated responses. Oversee departmental occupational health, safety, security, and personal information management: Develop, implement, and maintain governance frameworks and processes. Manage and maintain the OHS electronic system (once implemented). Coordinate training, awareness, monitoring, evaluation, and advisory services. Provide administrative and operational support services. Strategic Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Drive the Directorate's strategic planning processes Drive the development and management of the strategic and business plans for the Directorate. Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. Report to the Deputy Director-General on a regular basis on the activities of the Directorate and on matters of substantial importance relating to operational management support. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the

activities of the Directorate, and of the resources (people, finances and assets) employed by it. Drive strategic and operational change management processes in the Directorate. Foster and promote a culture of innovation within the Directorate, and the Department. Diligently perform all duties assigned to the post of Director. People Management and Empowerment: Recruit, develop, and retain staff in appropriate numbers and grades to achieve the Directorate's objectives. Motivate, train, and guide employees to achieve excellence in service delivery. Manage performance, evaluation, and development of staff. Oversee workforce planning, capacity building, and service delivery improvement initiatives. Promote sound labour relations and maintain discipline within the Directorate. Financial Management: Manage participation in the Directorate budgeting process, including Annual and Adjustment Budgets. Assume accountability for efficient, economic, and effective management of the Directorate's budget and expenditure. Ensure adherence to procurement, tender, and contract management requirements. Ensure alignment of expenditure with departmental and strategic objectives. Report on financial matters to the Chief Director and relevant oversight structures. Ensure appropriate risk management controls, asset management, and record-keeping are in place and adhered to.

- ENQUIRIES** : Mr. DG Basson - Drikus.Basson@westerncape.gov.za
- POST 15/205** : **DIRECTOR: DIRECTORY, SECURITY AND COLLABORATION SERVICES**
REF NO: DOTP 49/2026
- SALARY** : R1 266 714 per annum (Level 13), (all-inclusive salary package). The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund.
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate qualification at NQF level 7 as recognised by SAQA. A minimum of 5 years' experience at a middle/senior managerial level. Successful completion of the Certificate for entry into the SMS (Senior Management Service) prior to appointment: The nominated candidate will be required to complete the Senior Management Pre-entry Programme (Nyukela) before the candidate can be appointed into this post. Competencies: Knowledge of the following: Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions. Knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function. Knowledge and understanding of project management. Knowledge of ICT 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 in the following: Strategic and conceptual thinking in complex environments. Executive-level advisory and communication skills. Project and programme management. Ability to translate business requirements into technical solutions. Strong leadership, planning, organising, and people management skills. High-level computer literacy and digital workplace expertise.
- DUTIES** : Line Management: Provide strategic management, advice and guidance in respect of the following functional areas: Transversal Identity and access management services. Enterprise-wide Messaging and collaboration services. Provincial Microsoft licensing procurement, allocation, compliance, and optimisation. Maintenance of internal-facing endpoints and national transversal systems. Strategic Management (including change management): Define, review, and continuously align the purpose, objectives, priorities, and activities of the Directorate with departmental and provincial strategies. Drive the Directorate's strategic planning, business planning, and change management processes. Evaluate Directorate performance against approved objectives, standards, and measurable outcomes. Report regularly to the Chief Director on operational performance and matters of strategic importance. Ensure compliance with applicable legislation, prescripts, and governance requirements. Foster a culture of innovation, optimisation, and continuous improvement within the Directorate and Department. People Management and Empowerment: Recruit, develop, and retain staff in appropriate numbers and grades to achieve the Directorate's objectives. Motivate, train, and guide employees to achieve excellence in service delivery. Manage performance,

evaluation, and development of staff. Oversee workforce planning, capacity building, and service delivery improvement initiatives. Promote sound labour relations and maintain discipline within the Directorate. Financial Management: Manage participation in the Directorate budgeting process, including Annual and Adjustment Budgets. Assume accountability for efficient, economic, and effective management of the Directorate's budget and expenditure. Ensure adherence to procurement, tender, and contract management requirements. Ensure alignment of expenditure with departmental and strategic objectives. Report on financial matters to the Chief Director and relevant oversight structures. Ensure appropriate risk management controls, asset management, and record-keeping are in place and adhered to. Clients and Stakeholder Liaison Engage at executive, intergovernmental, and institutional levels, including: Provincial Cabinet and Provincial Parliament. Director-General and Provincial Top Management (PTM). Provincial departments. National departments and agencies (e.g. SITA). Department of Public Service and Administration (DPSA). Auditor-General of South Africa. Academic and research institutions. Private sector organisations and NGOs. Local Municipalities.

- ENQUIRIES** : Ms. A Basha - Aneesa.Basha@westerncape.gov.za
- POST 15/206** : **DIRECTOR: DEPARTMENTAL WORK ORGANISATION CAPACITY DEVELOPMENT REF NO: DOTP 50/2026**
- SALARY** : R1 266 714 per annum (Level 13), (all-inclusive salary package). The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund.
- CENTRE REQUIREMENTS** : Department of the Premier, Western Cape Government
 : An appropriate qualification at NQF level 7 as recognised by SAQA. A minimum of 5 years' experience at a middle/senior managerial level. Successful completion of the Certificate for entry into the SMS (Senior Management Service) prior to appointment: The nominated candidate will be required to complete the Senior Management Pre-entry Programme (Nyukela) before the candidate can be appointed into this post. Competencies: Knowledge: Advanced knowledge of organisation Development discipline, with emphasis on OD strategy and organisational behaviour. Advanced knowledge and skill related to process optimization and organizational re-design Proven experience in utilisation of AI technology to optimize and simplify OD practices Proven data management skills – conversion of static data to business intelligence/BI Proven knowledge and understanding of other relevant national and provincial legislation, policy, prescripts, regulations, codes, directives, standards, collective agreements, best practices, procedures, etc. Proven knowledge and understanding of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Proven knowledge and understanding of constitutional, legal and institutional arrangements governing the South African public sector. Proven knowledge and understanding of public finance, human resources and discourse management processes. Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Proven knowledge and understanding of the functioning of the province and activities of sister departments. Proven knowledge and understanding of the policies of the government of the day. Basic knowledge and understanding of labour relations legislation and regulations. Proven knowledge and understanding of the staff performance management system.
- DUTIES** : Line Management: Manage the provision of departmental capacity development initiatives, though ensuring the: Overseeing the identification/diagnosing of current capacity levels and defining the improvement needs. Planning of organisation development capacity improvement(s) and ensuring the availability of the requisite resource capacity to execute these initiatives. Overseeing the design, implementation and measurement of the impact of capacity improvement solution (s). Influence organisational design methodology and practice to enable an agile and responsive WCG. As an OD Manco member, joint accountability for the successful and effective functioning of the Organisation Development unit. Strategic Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Drive the Directorate's strategic planning process. Drive the development and management of the strategic and business plans for the Directorate. Evaluate the performance of the Directorate on a continuing basis

against pre-determined key measurable objectives and standards. Report to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance relating to Digital government and ICT. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it. Foster and promote a culture of innovation within the Directorate, Chief Directorate and the Branch. Diligently perform all duties assigned to the post of Director. People Management and Empowerment: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan. Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Directorate. Monitor information capacity building within the Directorate. Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Directorate. Promote sound labour relations within the Directorate. Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Manage participation in the budgeting process at Directorate level. Ensure the preparation of the Annual and Adjustment Budgets for the Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure. Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate. Ensure that all spending is aligned with the strategic objectives of the Directorate and Department Report to the Chief Director and relevant oversight role players/committees on all aspects of the Directorate's finances. Assume overall accountability for the management, maintenance and safekeeping of the Directorate's assets. Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES : Mr. J Nel Tel No: (021) 466 9513 - Johan.Nel@westerncape.gov.za

OTHER POSTS

POST 15/207 : **STATE LAW ADVISOR: CORPORATE LEGAL ADVISORY SERVICES REF NO: DOTP 53/2026**

SALARY : LP 7: R970 221 - R1 045 197 per annum, in lieu of service benefits per annum (OSD as prescribed).

CENTRE REQUIREMENTS : Department of the Premier, Western Cape Government.
 : LLB-Degree (Law or equivalent legal qualification) with admission as an Advocate or Attorney. **LP 7:** A minimum of 5 years' appropriate practical post-qualification legal experience in a legal practice or legal department in the public or private sector; **LP 8:** A minimum of 9 years' appropriate practical post-qualification legal experience in a legal practice or legal department in the public or private sector. Competencies: Knowledge of the following: Laws relating to public procurement, financial management, administrative justice, and contract management; General knowledge of constitutional, legal and institutional arrangements governing the South African public sector and municipalities; Governance structures, policies, and recommended practices applicable to public procurement and contract management; High-level ability to spot restrictive specifications or legal loopholes in tender and/or contractual documents. Ability to provide firm, independent legal advice in high-pressure SCM committee environments and intergovernmental and international relations. Skills in the following: Ability to work independently and as part of a team; Communication skills (written and verbal); Technical vetting skills and attention to detail; Innovative problem-solving skills and analytical thinking; Conflict resolution, interpersonal, and negotiation skills; planning and organizing skills; and integrity and diplomacy.

DUTIES : Providing SCM Committees with legal guidance on procedural fairness, conflict of interest, and the legal implications of their decisions; Drafting formal (written) legal opinions on substantive legal matters relating to Procurement Law, the Law of Contract, and administrative justice; Reviewing and vetting tender documents of substantial importance to the Administration to ensure they are aligned with applicable legislation. Identifying potential legal risks in the "pre-award" phase and providing guidance on legal risk mitigation; Providing legal support on contract lifecycle management and ensuring that the interests of the Western Cape Government, state entities, and statutory bodies are

		protected; Liaising with the Litigation Unit in relation to matters that are related to substantial legal opinions rendered, legal advice given, or contracts drafted or edited in the event of court proceedings relating to procurement law; and Drafting, scrutiny, and editing of legal-technical correspondence.
<u>ENQUIRIES NOTE</u>	:	Ms M Dlodla at LegalServicesWC2@westerncape.gov.za
	:	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.
<u>POST 15/208</u>	:	<u>APPLICATION DEVELOPMENT MANAGER REF NO: DOTP 51/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package)
	:	Department of the Premier, Western Cape Government.
	:	An appropriate B-degree/ National Diploma; A minimum of 3 years management experience additional to a minimum of 5 years' experience in ICT applications development environment; A valid code 08 driver's licence. Competencies: Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Knowledge and understanding of project management; Knowledge of 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. Well-developed skills in analysis, leading and supervising, numeracy and literacy, computer literacy, performance management, reporting, strategic and performance planning, and presenting and communicating information.
<u>DUTIES</u>	:	To manage delivery of services relating to systems and applications planning, development, implementation and maintenance; Manage relationships with client departments and key stakeholders to facilitate and enable the implementation of system software; Provide services relating to policy and frameworks and ensure accurate reporting and compliance; Plan and manage the work of and account for the overall performance of the team; Financial Management: Ensure efficient, economical, and effective financial control. Determine projected funds and actively participate in the budgeting processes; People Management: Manage a team of professionals and service providers that are necessary to perform and deliver services. Manages the project office, project managers, and project processes.
<u>ENQUIRIES NOTE</u>	:	Shameemah Begg: Shameemah.Begg@westerncape.gov.za
	:	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.

POST 15/209 : **BUSINESS ANALYST: IT PLANNING AND DEVELOPMENT REF NO: DOTP 52/2026**

SALARY : R932 292 - R1 098 195 per annum (Level11), (all-inclusive salary package)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in information technology; a minimum of 8 years' relevant experience. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions. Information systems that aid in the management of knowledge and information pertaining to the line function.; Project management methodology and practices; Operational management 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.

DUTIES : Lead the development, implementation, and reporting of the WCG Digital Government Strategy and Transformation Plan to ensure strategic alignment: Develop and maintain IT plans, including capability mapping, strategic planning of digital activities; Develop an IT planning and/or IT Value framework and support the implementation thereof. Facilitate strategic alignment and engagement across government spheres and sectors.

ENQUIRIES : Ms A Basha Tel No: (021) 483 2933
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.

POST 15/210 : **TECHNOLOGY MANAGER: REGIONAL & SCHOOLS ICT SUPPORT (RSIS) REF NO: DOTP 54/2026**

SALARY : R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of the Premier, Western Cape Government.
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree/equivalent or higher) in IT or related A minimum of 3 years of relevant technical experience, of which 3 years must be on a management level; a valid code B driving license. Competencies: Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Knowledge of operational management practices, mentoring and coaching practices, provincial government functions and services, staff performance management systems, and disciplinary and grievance procedures.

DUTIES : Render infrastructure and architectural services; Plan and manage the work of and account for the overall performance of the Sub directorate: People Management and Financial Management. Render infrastructure and architectural services; Manage a team that is necessary to perform and deliver services relating to business and technology planning, development, implementation and maintenance. Manage a team that is necessary to perform

ENQUIRIES
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and deliver services relating to business and technology planning, development, implementation, and maintenance.

- : Mr C De Wet Tel No: (021) 835 4000
- : 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.

POST 15/211

- : **ETD PRACTITIONER: FUNCTIONAL ADMINISTRATIVE TRAINING (STELLENBOSCH) REF NO: DOTP 20/2026**

SALARY
CENTRE
REQUIREMENTS

- : R487 197 - R573 897 per annum (Level 09)
- : Department of the Premier, Western Cape Government
- : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in the Human or Social Sciences field; A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Theory and practice of human resource development, utilising various learning methodologies and electronic platforms; Statutory and strategic human resource development frameworks of the public service; Implementation of human resource development interventions in an adult learning environment; Theories in the curriculum development environment; Quality assurance in a human resource development environment; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Understanding of Communities of Practice pertaining to the learning and development (L&D) ecosystem; Understanding of the role of Knowledge Management in the Innovation space, including linkages to a repository of smart practices and the WCG Provincial Data Office (PDO) data hub. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Research capability; Curriculum development, including the online environment; Facilitation and presentation, inclusive of management level; Future-looking developmental foresight, including Innovative meta competencies; A "start-up" mentality, thinking out of the box and viewing problems from multiple angles; Adaptability and agility in decision making; Understanding of how to leverage technology towards promoting innovation; Research capability; Curriculum development, including the online environment; Networking, communication and deliberation capabilities; Analytical and problem-solving; Conceptual and formulation; Project management; Liaison, consultation and stakeholder management; Team building and inter-personal abilities; Willingness and appetite to challenge the norm/risk taking to arrive at the most effective way to solve problems; Ability to work across different layers and functions of the organisation and Innovation ecosystem, and to identify opportunities for creating and strengthening partnerships.

DUTIES

- : Provide professional learning delivery services to the Directorate Training with the following: Presenting training programmes and courses with own capacity; Facilitation of training programmes and courses presented by experts from provincial department, as well as those presented by external service providers; The programming and scheduling of training interventions; Provide input with the design, development and accreditation of new training curricula, courses and learning programmes; Provide input into quality assurance activities in respect of the Quality Management System (QMS) for International Organisation for Standardisation (ISO 9001:2015), the Public Service Education and Training Authority (PSETA), and the Quality Council for Trades & Occupations (QCTO); Provide input into the evaluation and updating/reviewing/conversion to the online environment of learning programmes, and liaise with provincial, national and international role-players in respect of training and development matters; Provide input to the operational

ENQUIRIES
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work of other units of the Chief Directorate as required, and to the operational management of the Directorate and Sub-directorate, with particular reference to the development of business and operational plans.

- : Mr Jannie van der Westhuizen Tel No: (021) 865 8008
- : 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.

POST 15/212

- : **EDUCATION TRAINING AND DEVELOPMENT PRACTITIONER, CURRICULUM DEVELOPMENT & QUALITY ASSURANCE REF NO: DOTP 44/2026**

SALARY
CENTRE
REQUIREMENTS

- : R487 197 - R573 897 per annum (Level 09)
- : Department of the Premier, Western Cape Government
- : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); a minimum of 3 years of appropriate experience within a human resource development environment. Competencies: Knowledge in the following: Theory and practice of human resource development, utilising various learning methodologies and electronic platforms; Statutory and strategic human resource development frameworks of the public service. Implementation of human resource development interventions in an adult learning environment; Theories in the curriculum development environment; Quality assurance in a human resource development environment. Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South African public sector; Understanding of Communities of Practice (COP) pertaining to the learning and development (L&D) ecosystem; Understanding of the role of knowledge management in the innovation space, including linkages to a repository of smart practices and the WCG Provincial Data Office (PDO) data hub. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Research capability; Curriculum development, including the online environment; Facilitation and presentation, inclusive of management level. Future-looking developmental foresight, including innovative meta-competencies and a "start-up" mentality, thinking out of the box and viewing problems from multiple angles; Adaptability and agility in decision-making; Understanding of how to leverage technology towards promoting innovation; Networking, communication (written and verbal) and deliberation capabilities; Analytical and problem-solving; Conceptualisation and formulation abilities. Project management, liaison, consultation and stakeholder management; Team building and inter-personal abilities; Willingness and appetite to challenge the norm/risk-taking to arrive at the most effective way to solve problems; Ability to work across different layers and functions of the organization and innovation ecosystem and to identify opportunities for creating and strengthening partnerships.

DUTIES

- : Provide professional curriculum design services to the Directorate of Training with the following: The design, development and accreditation of new training curricula, courses and learning programmes within the Sub-directorate Curriculum Development and Quality Assurance; Undertake quality assurance in respect of the Quality Management System (QMS) for International Organisation for Standardisation (ISO 9001:2015) and the Public Service Education and Training Authority (PSETA); Ongoing evaluation and updating/reviewing/conversion to the online environment of learning programs. Contribute to the following learning delivery services within the Directorate of Training: Presenting training programmes and courses with one's own capacity; Facilitation of training programmes and courses presented by experts from provincial departments; Facilitation of training programmes and courses presented by external service providers; The programming and scheduling of

training interventions; Special human resource development projects allocated to the Sub-directorate; Carry out all course administration; Liaise with provincial, national, and international role-players in respect of training and development matters. Provide input in respect of the operational work of other units of the Chief Directorate as required and in respect of the operational management of the Directorate and/or sub-directorate, with particular reference to the development of business and operational plans.

ENQUIRIES
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: Ms L Botha Tel No: (021) 865 8021
: 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.

POST 15/213

: **PROJECT MANAGER: EDUCATION CULTURAL AFFAIRS & SPORT REF NO: DOTP 55/2026**

SALARY
CENTRE
REQUIREMENTS

: R487 197 - R573 897 per annum (Level 09)
: Department of the Premier, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Project Management or Information Technology; a minimum of 3 years of Project Management experience in IT Development projects; and 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: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Project management methodologies and processes; Procurement and tendering processes; Financial budget and cash flow processes; Public service systems of governance and administration, procedures and processes; National, provincial and local political, economic and social affairs impacting on the Western Cape government; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources, and discourse management processes; the Public Finance Management Act; national and provincial treasury regulations; and other financial policies, prescripts, directives, and collective agreements. Functioning and policies of the Western Cape Government; labour relations legislation and regulations; Performance management in general; project management best practices, theory, and methodology (PMBOK, Prince 2, Agile); and training and learning methodologies. Skills needed: Numeracy, literacy, computer literacy, written and verbal communication, project management, financial management and audit strategic planning, risk management and monitoring and evaluation, procurement and supply chain processes, budgeting, reporting, and stakeholder engagement, and facilitation and problem-solving.

DUTIES

: Facilitate project planning and allocation: Coordinate the conducting of needs analyses and feasibility assessments to inform project scoping, allocation, and adoption and develop comprehensive project plans and documents. Manage and coordinate project execution: Manage day-to-day project implementation in line with approved plans, contracts, and methodologies. Coordinate multidisciplinary project teams and stakeholders. Establish clear roles and responsibilities (define roles for each team member and stakeholder based on expertise and project needs); Facilitate communication and collaboration through, e.g., regular coordination meetings, collaboration platforms, and dashboards, and facilitate issue resolution and manage change requests effectively. Monitor, evaluate, and report on projects: Monitor and track timelines, milestones, quality, and budgets, and initiate corrective actions as needed using tools, documents, and dashboards. Report progress to stakeholders through structured reports, presentations, online reporting platforms, and review sessions. Evaluate project outcomes against predefined

indicators; Conduct impact assessments or coordinate the conducting of impact assessments by relevant stakeholders (e.g., academia or PTE) and support knowledge sharing across departments. Oversee financial management for specific projects: Provide inputs to the directorates, link the budget to projects, and monitor expenditure, where applicable. Organize the appropriate scheduling of project-related financial transactions in the component (as applicable) so that the necessary procedures can be implemented as required. Oversee project-related provisioning and procurement (where applicable) and asset management and perform contract management for outsourced projects.

**ENQUIRIES
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: Shameemah Begg at Shameema.Begg@westerncape.gov.za
 : 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.

POST 15/214

: **CHIEF SUPPLY CHAIN MANAGEMENT CLERK REF NO: DOTP 46/2026**

**SALARY
CENTRE
REQUIREMENTS**

: R338 106 – R398 277 per annum (Level 07)
 : Department of the Premier, Western Cape Government
 : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 year relevant experience. Competencies: Knowledge of the following: Public Finance Management Act (PFMA); National Treasury regulations (NTR's); Provincial Treasury Directives/Instructions (PTI's); Broad knowledge on procurement activities; Procurement policies/procedures/contract management; Policies of the government of the day, with specific reference to the provincial growth and development strategy of the Western Cape. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Communication skills (written and verbal).

DUTIES

: Bid Administration and Management and Secretariat Function for all Quotation Committee's; Bid Specifications, Bid Evaluation Committee's and Advisory function to all SCM Committees; Manage the Electronic Purchasing System; Contract Administration; Managing RT contracts; Compliance verification of requisitions.

**ENQUIRIES
NOTE**

: Mr R Williams Tel No: (021) 483 0598
 : 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.

POST 15/215

: **SUPPLY CHAIN MANAGEMENT CLERK: DEMAND AND LOGISTICS
MANAGEMENT REF NO: DOTP 17/2026**

SALARY

: R237 453 – R279 708 per annum (Level 05)

- CENTRE REQUIREMENTS** : Department of the Premier, Western Cape Government
 : Grade 12 (Senior Certificate or equivalent qualification).Competencies: Knowledge of the following: Financial norms and standards (Public Finance Management Act – PFMA, National Treasury regulations – NTR’s, Provincial Treasury Directives/Instructions – PTI’s); Budgeting processes; National and Provincial instruments and legislation pertaining to human resources; Financial norms and standards (Public Finance Management Act – PFMA, National Treasury regulations – NTR’s, Provincial Treasury Directives/Instructions – PTI’s); Financial management processes; Broad knowledge on procurement activities; Industry trends and best practices per commodity groups; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies/procedures/contract management; LOGIS. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Communication skills (written and verbal).
- DUTIES** : Compliancy checks /verification on all requisitioning and LOGIS payment documentation; Update of registers of Requisitions and invoices; Invoice / order preparations and verification prior to payment process; Monitor and coordinate supplier performance; LOGIS capturing and maintenance; LOGIS Commitment monitoring and reporting.
- ENQUIRIES** : Mr R Hassiem Tel No: (021) 483 6625
- 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.

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** : 25 May 2026
- NOTE** : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates 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. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of 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 (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all

applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

- POST 15/216** : **DIRECTOR: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT REF NO: PT 07/2026**
- SALARY** : R1 266 714 per annum (Level 13), (all-inclusive salary package)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate NQF Level 7 qualification (Bachelor's Degree or equivalent) in Supply Chain Management, Finance, Accounting, Economics, Public Management, Logistics, Business Administration, or a related field; 5 year's middle/ senior managerial level experience in Supply Chain Management and/or Asset Management within the public sector; and The successful completion of the Senior Management Pre-entry Programme (see paragraph 4 in notes below).Competencies: Strategic Management and Leadership; Programme and Project Management; Change Management; Financial Management; and People Management and Empowerment.
- DUTIES** : Strategic SCM and Asset Management Leadership: Provide strategic leadership and oversight of Supply Chain Management and Movable Asset Management to ensure alignment with legislation, policy frameworks, and service delivery priorities. Governance, Compliance, and Risk Management: Develop and maintain SCM and asset management governance frameworks; oversee compliance, performance, and capacity assessments; and implement targeted risk mitigation and improvement interventions; Strategic Sourcing, Data Analysis, and Reporting: Lead strategic sourcing initiatives and oversee the analysis and reporting of procurement and asset management data to support evidence-based decision-making and value for money; Stakeholder Engagement and Capacity Building: Provide advisory and client support services, lead SCM and asset management capacity-building initiatives, and manage stakeholder relationships across government and external partners; and Financial, Project, and People Management: Manage budgets, projects, and resources in compliance with regulatory requirements, and ensure effective people management, performance management, and staff development.
- ENQUIRIES** : Ms Nadia Ebrahim (nadia.ebrahim@westerncape.gov.za) Tel No: (021) 483 4748).

OTHER POST

- POST 15/217** : **ASSISTANT DIRECTOR (SYSTEM CONTROLLER): SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 09/2026**
- SALARY** : R487 197 – R573 897 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary degree (National Diploma/B-Degree) in Supply Chain Management, Public Administration, Management, Financial Management, Accounting, or a related field; a minimum of 3 years' functional experience in a financial system environment; and a valid (Code B or higher) driver's license. Competencies: Knowledge of the following: Local government sphere legislation; MFMA Treasury Regulations Accounting Principles; 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, computer literacy, communication skills;

- project management, accounting, finance, and audit. Analytical skills; Report writing, financial management, and people management.
- DUTIES** : Render transversal support of maintenance of the financial systems and access security and controls. Provide support in the management of reporting processes of the financial systems. Provide capacity building in provincial departments to enhance the effective utilization of the financial system. Implementation of applications and financial systems. Monitor compliance and enforcement of prescribed legislation, policies, and guidelines relating to all financial system processes.
- ENQUIRIES** : Mr B Gordon Tel No: (021) 483 6268
- 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.

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** : 25 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 15/218** : **SOCIAL WORK POLICY MANAGER POLICY ALIGNMENT REF NO: DSD 20/2026**
- SALARY** : R1 009 512 per annum, (all-inclusive salary package), (OSD as prescribed).
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : Formal 4-year degree/diploma in social work; registration and proof of current registration with the South African Council for Social Service Professions (SACSSP); valid Code B driving license. Competencies: Knowledge of the following: analytic and diagnostic tools, assessment tools, evaluation methods, and processes (social work); people management; supervision framework for the social work profession; social welfare and community development legislation related to programs; social welfare and community development theory and interventions; information and knowledge management; protocol and professional ethics. Skills: Organising and planning, project planning, networking, Psychosocial intervention; Communication and language (2 Official languages of the Western Cape Government); People management practices; Conflict management; Interpersonal: Ability to compile complex

		reports (report writing); Computer literacy, presentation, and facilitation. Problem-solving and analytical Client orientation and customer focus; Professional counselling, policy analysis and development, financial management, and monitoring and evaluation skills.
<u>DUTIES</u>	:	Analyse and review existing social welfare and community development policies to ensure the alignment of policies within the department: Monitor, interpret, and review legislation, policies, and procedures to determine whether the legislation, policies, and procedures are still relevant and comply with current requirements. Facilitate the policy communication process; enable the implementation of transversal social welfare and community development policies and legislation through the establishment of operational guidelines and capacity building; and liaise with and attend meetings with other departments, non-government institutions, and relevant stakeholders to take cognizance of the latest developments in the relevant fields: Facilitate the legislative process of primary and secondary statutory policy
<u>ENQUIRIES</u>	:	Ms S Nieftagodien at email: Sihaam.Nieftagodien@westerncape.gov.za
<u>POST 15/219</u>	:	<u>SOCIAL WORK POLICY MANAGER: OLDER PERSONS REF NO: DSD 21/2026</u>
<u>SALARY</u>	:	R1 009 512 per annum, (all-inclusive salary package), (OSD as prescribed).
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Formal 4-year degree/diploma in social work; registration and proof of current registration with the South African Council for Social Service Professions (SACSSP); 10 years of appropriate/recognizable experience in social work after registration, of which 5 years are experience in social work policy development (has this been left out intentionally); valid Code B driving license. Competencies: Knowledge of the following: analytic and diagnostic tools, assessment tools, evaluation methods, and processes (social work); people management; supervision framework for the social work profession; social welfare and community development legislation related to programs; social welfare and community development theory and interventions; information and knowledge management; protocol and professional ethics. Skills: Organising and planning, project planning, networking, Psychosocial intervention; Communication and language (2 Official languages of the Western Cape Government); People management practices; Conflict management; Interpersonal: Ability to compile complex reports (report writing); computer literacy, presentation, and facilitation. Problem-solving and analytical client orientation and customer focus; professional counselling, policy analysis and development, financial management, and monitoring and evaluation skills.
<u>DUTIES</u>	:	Uniform Funding Cycle (UFC) Process: Monitor and evaluate NPOs' compliance against signed Transfer Agreement (TPA) and compliance against legislative programs. Specific norms and standards/regulatory frameworks; Rapid following complaints/enquiries about NPOs, or a concern raised by a programme, region, executive authority or head department; Registration facilities in terms of the legislation; Monitoring program-specific services per relevant legislation; Stakeholder management (international, national, provincial, local and regional)
<u>ENQUIRIES</u>	:	Ms P Momoza at Patiswa.Momoza@westerncape.gov.za
<u>POST 15/220</u>	:	<u>SOCIAL WORK SUPERVISOR: SWELLENDAM REF NO: DSD 23/2026</u>
<u>SALARY</u>	:	R496 668 - R583 833 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government.
<u>REQUIREMENTS</u>	:	A 4-year tertiary qualification in Social Work (Degree/Diploma); Registration with the South African Council for Social Service Professions (SACSSP), A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; 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 Job Related Skills: Organizing and planning; Project planning; Psycho social intervention; Communication and language (2 official languages of the Western Cape Government); People management practices; Interpersonal; Report-writing; Computer literacy; Presentation and facilitation; Problem solving and analytical; Client orientation and customer focus.
<u>DUTIES</u>	:	To ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities

through the relevant programmes is rendered: Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions; This would include the following actions: Conduct assessments, that are problematic for supervisees, aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions; Ensure that the appropriate recommendations and interventions required to address the conditions are identified; Ensure the development and planning of programmes to render the recommended interventions efficiently, effectively and economically; Ensure that the recommended interventions are implemented by supervisees by providing continuous support, counselling, guidance and advice to supervisees; Monitor and evaluate the effectiveness of the recommended interventions; Ensure reporting on progress and identify further/amended interventions to address the identified conditions; Study, interpret, apply and give guidance on legislation and policies in the identified work fields to supervisees and other role players/stakeholders; Perform statutory functions that are problematic for supervisees relating to the relevant function, compile court reports and attend to court enquiries and the other tasks emanating from these matters; Ensure that records of social work interventions, processes and outcomes are produced and maintained; Ensure implementation and compliance to all standard operating procedures and sector norms and standards.

ENQUIRIES : Ms A Van Reenen Tel No: (021) 483 3996

POST 15/221 : **SOCIAL WORK SUPERVISOR REF NO: DSD 24/2026 (X3 POSTS AVAILABLE IN VARIOUS LOCATIONS)**

SALARY : R496 668 - R583 833 per annum, (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government.
REQUIREMENTS : A 4-year tertiary qualification in Social Work (Degree/Diploma); Registration with the South African Council for Social Service Professions (SACSSP), A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Competencies: Knowledge of the following: Job-related knowledge; analytic and diagnostic tools, assessment tools, evaluation methods, and processes. Personnel Management, Supervision Framework for Social Workers, and Social Work Legislation Related to Children. Social work theory and interventions; Information and knowledge management, protocol, and professional ethics Job-Related Skills: Organizing and planning; project planning; psychosocial intervention; communication and language (2 official languages of the Western Cape Government); People management practices; interpersonal, report writing, computer literacy, presentation and facilitation, problem solving and analytical, and client orientation and customer focus.

DUTIES : To ensure that a social work service with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant programs is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions. This would include the following actions: Conduct assessments that are problematic for supervisees, aimed at identifying conditions in individuals, groups, families, and communities that justify relevant intervention. Ensure that the appropriate recommendations and interventions required to address the conditions are identified; Ensure the development and planning of programs to render the recommended interventions efficiently, effectively, and economically. Ensure that the recommended interventions are implemented by supervisees by providing continuous support, counselling, guidance, and advice to supervisees. Monitor and evaluate the effectiveness of the recommended interventions; Ensure reporting on progress and identify further/amended interventions to address the identified conditions; Study, interpret, apply, and give guidance on legislation and policies in the identified work fields to supervisors and other role players/stakeholders. Perform statutory functions that are problematic for supervisees relating to the relevant function, compile court reports, and attend to court inquiries and the other tasks emanating from these matters. Ensure that records of social work interventions, processes, and outcomes are produced and maintained. Ensure implementation and compliance with all standard operating procedures and sector norms and standards.

ENQUIRIES : Ms M Swarts Tel No: (021) 763 6212

- POST 15/222** : **SUPPLY CHAIN MANAGEMENT CLERK: LOGISTICS SERVICES REF NO: DSD 19/2026**
- SALARY** : R237 453 - R279 708 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; Basic knowledge and understanding of the legislative framework governing the Public Service; Basic knowledge of work procedures in terms of the working environment). 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); Planning and organising; Interpersonal relations.
- DUTIES** : Render a logistical support service: Place orders for goods; Receive and verify goods from suppliers; Capture goods in registers databases; Receive request for goods from end users; Issue goods to end users; Maintain goods register; Update and maintain register and suppliers. Render demand and acquisition clerical support: Update and maintain a supplier (including contractors) database; Register suppliers on LOGIS or similar system; Request and receive quotations; Capture specification on the electronic purchasing system; Place orders; Issue and receive bid documents; Provide secretariat or logistical support during the bid consideration and contracts conclusion process; Compile draft documents as required. Maintain records and information management in: Control the safekeeping of records and information within the division, in compliance with records management prescripts; Adhere to the implementation of a sub directorate operations management system for knowledge management and organisational learning in the sub directorate; Provide input into the directorate's information management systems and databases.
- ENQUIRIES** : Mr L Moodie at (066) 413 5970
- POST 15/223** : **SUPPLY CHAIN MANAGEMENT CLERK: QUOTATION ADMINISTRATION REF NO: DSD 25/2026 (X2 POSTS AVAILABLE IN CAPE TOWN)**
- SALARY** : R237 453 - R279 708 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government.
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification).Competencies: Knowledge of the following: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; Basic knowledge and understanding of the legislative framework governing the Public Service; Basic knowledge of work procedures in terms of the working environment). 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); Planning and organising; Interpersonal relations.
- DUTIES** : Render demand and acquisition clerical support: Update and maintain a supplier (including contractors) database; Register suppliers on LOGIS or similar system; Request and receive quotations; Capture specification on the electronic purchasing system; Place orders; Issue and receive bid documents; Provide secretariat or logistical support during the bid consideration and contracts conclusion process; Compile draft documents as required. Render a logistical support service: Place orders for goods; Receive and verify goods from suppliers; Capture goods in registers databases; Receive request for goods from end users; Issue goods to end users; Maintain goods register; Update and maintain register and suppliers. Maintain records and information management in: Control the safekeeping of records and information within the division, in compliance with records management prescripts; Adhere to the implementation of a sub directorate operations management system for knowledge management and organisational learning in the sub directorate; Provide input into the directorate's information management systems and databases.
- ENQUIRIES** : Mr L Moodie at (066) 413 5970
- POST 15/224** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 22/2026 (X6 POSTS AVAILABLE IN VARIOUS LOCATIONS)**
- SALARY** : Grade 1: R200 691 – R227 145 per annum, (as prescribed by OSD)
Grade 2: R236 385 – R269742 per annum, (as prescribed by OSD)

		Grade 3: R280 809 - R353 016 per annum, (as prescribed by OSD)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 1: Grade 12; Registration and proof of current registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Valid Driver's License B. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African social welfare context: the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Uses appropriate resources in service delivery to client systems; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Information and Knowledge Management (Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately; Protocol and professional ethics.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
<u>ENQUIRIES</u>	:	Ms M Rebe Tel No: (021) 812 0923