



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 23 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: NORTH WEST: DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT, CONSERVATION, AND TOURISM:** Kindly note that the following posts were advertised in Public Service Vacancy Circular 22 dated 26 June 2026. The reference numbers were omitted for posts (3) Chief Director – Integrated Economic Development Services, (4) Chief Director – Business Regulatory and Consumer Protection,

(5) Director – Human Capital Management, (6) Director – Consumer Protection and (7) Director – Supply Chain Management. The correct reference numbers are Ref 03/ DEDECT/2026/NW Chief Director – Integrated Economic Development Services, 04/ DEDECT/2026/NW Chief Director – Business Regulatory and Consumer Protection, 05/ DEDECT/2026/NW Director – Human Capital Management, 06/ DEDECT/2026/NW Director – Consumer Protection and 07/ DEDECT/2026/NW Director – Supply Chain Management.

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PROVINCIAL ADMINISTRATION: EASTERN CAPE
SOUTH AFRICAN POLICE SERVICE

**APPLICATIONS**

- : Applications forms must be posted or hand delivered to (Please ensure that your application forms reach the correct Recruitment Centre – address, which the ref. numbers are allocated to): (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00)
- Aliwal North** (EC1/26PSA to EC4/26PSA) 21 Grey Street, Aliwal North, 9750 (Room 45) Enquiries Capt Kotze 051 633 1476 (KotzeF@saps.gov.za)
- Butterworth** (EC5/26PSA to EC7/26PSA) 44 Bell Street, Butterworth, 4960 (Room 55 / 12) Enquiries Capt Mgidi / PO Ngcebetssha 047 401 1218 / 1175 (MgidiM@saps.gov.za)
- Humansdorp** (EC8/26PSA & EC9/26PSA) 3 Rheeboek Street, Panorama, Humansdorp, (Room 8) 6300 Enquiries PPO L Gova 042 200 7107 (GovaL@saps.gov.za)
- Komani** (EC10/26PSA to EC13/26PSA) Old SANDF Base, Building 55, Komani, 5320 (Room 2) Enquiries Capt Majodwana 045 808 1183 (MabindisaY@saps.gov.za)
- Kugompo** (EC14/26PSA to EC21/26PSA) 36 Phillip Frame Road, Chiselhurst, Kugompo, 5201 Enquiries Capt Hen 043 711 3743 (HennCA@saps.gov.za)
- Lusikisiki** (EC22/26PSA to EC25/26PSA) R61 Road, Lusikisiki, 4820 (Room 101 / 106) Enquiries Capt Gobo / PPO Sigcawu 039 253 1350 / 1333 (SigcawuK@saps.gov.za)
- Makhanda** (EC26/26PSA & EC27/26PSA) 16 Beaufortstreet, Makhanda, 6139 (Room 280 / 284) Enquiries Capt Roberts / AC Hilpert 046 622 9119 / 2122 (HilpertD@saps.gov.za)
- Maloti** (EC28/26PSA to EC31/26PSA) 137 Main Street, Maloti, 4740 (Room 8) Enquiries PO Mokhantso 039 256 0203 / 3818 (makambag@Saps.gov.za)
- Maxesibeni** (EC32/26PSA to EC35/26PSA) 109 Sport Street, Maxesibeni, 4735 (Room 10) Enquiries Capt Magawana 039 254 0313 / 0314 / 0315 / 0316 (MbewuNS@saps.gov.za)
- Mdantsane** (EC36/26PSA & EC37/26PSA) 1 Mazaule Road, NU 1, Mdantsane SAPS, 5219 (Room C1-10 / C1-14) Enquiries PPO Kati / PO Xabe 043 708 7065 / 7079 (KatiB@saps.gov.za)
- Motherwell** (EC38/26PSA to EC40/26PSA) 100 Tynira Road, Motherwell NU 10, 6211 (Room 144) Enquiries HRC Ndwayana / CAC Tanda 041 407 6462 / 6522 (MBNdwayana@saps.gov.za)
- Mount Road** (EC41/26PSA to EC48/26PSA) 1-9 Lennox Street, Mount Croix, Glendenning, Gqeberha, 6000 (Room 227 / 228 / 229) Enquiries Lt Col Roelofse / PO Gxavu / PO Loxton 041 354 5326 (GxavuA@saps.gov.za)
- Mthatha** (EC49/26PSA to EC56/26PSA) PRD Building, 10th Floor, Sutherland Street, Mthatha 5099, (Room 1063) Enquiries Lt Col Mabusela / Capt Mtyukata 047 505 5141 / 5272 / 5140 (makambag@Saps.gov.za)
- Nxuba** (EC57/26PSA & EC58/26PSA) 1 Sikhulu Street, Lingelihle, Nxuba, 5880 (Room DF 53) Enquiries Capt Vundisa 048 881 1704 (VundiszZ@saps.gov.za)
- Provincial Head Office** (PHO) (EC59/26PSA to EC77/26PSA) Griffith Mxenge Building, Recruitment & Staffing, Zwelitsha, 5601 (Room 7 / 9 / 10) Enquiries Capt Du Randt / PPO Nxitywa / PO Kweleta 040 608 7245 / 7248 / 7161 (GayikaZ@saps.gov.za)
- Qonce** (EC78/26PSA) 28 Amatola Row, Qonce, 5600 (Room 9) Enquiries Lt Col Zoya / PO Jongihlati 043 604 0163 / 0171 (JongihlathiN@saps.gov.za)
- Robert Sobukwe** (EC79/26PSA & EC80/26PSA) 4 Middle Street, Robert Sobukwe, 6280 (Room 55) Enquiries PO NR Jooste / PAC Phambo 049 807 1128 / 1114 (PhamboLJ@saps.gov.za)
- Tlokoeng** (EC81/26PSA) 3 Taylor Bequest Street, Tlokoeng, 4770 (Room 3) Enquiries PPO Sotshongaye 039 257 0020 (sotshongayec@saps.gov.za)

CLOSING DATE
NOTE

- : 17 July 2026 at 16:00
- : Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the

application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- | | | |
|-----------------------------|---|--|
| <u>POST 23/368</u> | : | <u>ADMINISTRATION CLERK SUPERVISOR</u> |
| <u>SALARY CENTRE</u> | : | R338 106 per annum (Level 07)
Kugompo: Legal Services Civil Litigation Ref No: EC19/26PSA (X1 Post)
Gqeberha: Legal Services Civil Litigation Ref No: EC44/26PSA (X1 Post) |
| <u>REQUIREMENTS</u> | : | Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills & Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS |

- Office, MS Power Point, Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills Be willing to work under pressure and extended hours.
- DUTIES** : Compliance with the litigation plan. Update the loss control system. Administer civil litigation within the parameters of the public service management act. Administer informal investigations. General administration duties.
- ENQUIRIES** : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161
- POST 23/369** : **ADMINISTRATION CLERK SUPERVISOR REF NO: EC70/26PSA (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R338 106.per annum (Level 07)
PHO: Organisational Development Strategic Planning, Zwelitsha
- Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills & Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills * Be willing to work under pressure and extended hours
- DUTIES** : Facilitate Strategic Planning in the South Africa Police Service: Eastern Cape. Monitor compilation of Annual Operation Plan and Station Profile. Monitor procurement of Annual Operation Plan. Monitor coordination of projects. Coordinate requests to conduct research within the province
- ENQUIRIES** : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161
- POST 23/370** : **ADMINISTRATION CLERK SUPERVISOR REF NO: EC3/26PSA (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R338 106.per annum (Level 07)
Malatswai Finance & Administration
- Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills & Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills * Be willing to work under pressure and extended hours.
- DUTIES** : To Ensure the effective and efficient rendering of a Finance and Administration related services. Ensure the effective and efficient rendering of financial related duties and services. Ensure the effective and efficient maintaining of administrative functions. Manage the resources of the Sub Section
- ENQUIRIES** : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161

<u>POST 23/371</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR REF NO: EC59/26PSA (X1 POST)</u>
<u>SALARY CENTRE</u>	:	R338 106.per annum (Level 07) PHO: Corporate Communication, Communication Coordinator Official, Zwelitsha
<u>REQUIREMENTS</u>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) in Communications / Marketing / Public Relations as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills & Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Render communication support to all SAPS Provincial Events and Projects. Provide the marketing of the positive corporate image of the SAPS. Ensure circulation of all approved messages to all email users within 24 hours. Facilitate the Marketing and support of all SAPS programmes. Research, write, edit, and distribute articles, and feature stories for internal newsletters, external publications, and official SAPS digital platforms. Provide comprehensive coverage of all provincial major events—including gathering quotes, visual content, and data to develop impactful narratives. Provide internal protocol tasks that include order of proceedings and events programmes.
<u>ENQUIRIES</u>	:	Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161
<u>POST 23/372</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07) PHO: Crime Detection Support, Zwelitsha Ref No: EC61/26PSA (X1 Post) PHO: POCC Operational Coordination Centre, Zwelitsha Ref No: EC73/26PSA (X1 Post) PHO: Proactive Policing Crime Prevention & Awareness, Zwelitsha Ref No: EC74/26PSA (X1 Post) PHO: Proactive Policing Gender Based Violence, Zwelitsha Ref No: EC75/26PSA (X1 Post)
<u>REQUIREMENTS</u>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills & Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills * Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Crime Detection Support: Administration within the Section. Consolidation and/or compilation of Monthly and Quarterly Returns. Render administrative duties pertaining to logistical Matters. Maintain bring forward filling system for the Section. Maintain leave records. POCC Operational Coordination Centre:

To ensure effective and efficient Operational Coordination Centre. Coordinate and monitor operational functions to ensure compliance within the Component. Render an effective administration services regarding meetings and operations. Proactive Policing Crime Prevention & Awareness: Administration within the Section. Consolidation and/or compilation of Monthly and Quarterly Returns for submission to Head Office. Render administrative duties pertaining to planning of events and/or meetings. Maintain bring forward filling system for the Section. Handling of telephone enquiries from the Districts Proactive Policing Gender Based Violence: Render administration support to programmes relating to prevention of Gender Based Violence. Render administrative support to programs relating to the development of children in conflict with the law. Render administrative support to programs relating to vulnerable groups programmes within SAPS. Consolidation and/or compilation of Monthly and Quarterly Returns for submission to Head Office.

- ENQUIRIES** : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161
- POST 23/373** : **ADMINISTRATION CLERK SUPERVISOR**
- SALARY** : R338 106 per annum (Level 07)
Kugompo TRT Support Ref No: EC21/26PSA (X1 Post)
Mount Road TRT Support Ref No: EC46/26PSA (X1 Post)
PHO EC: ORS Support, Zwelitsha Ref No: EC71/26PSA (X1 Post)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills & Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills Be willing to work under pressure and extended hours.
- DUTIES** : TRT Support: To manage all operational support, training and administrative related matters at the unit. Manage an effective vehicle fleet within the unit. Manage al administrative, HRM, SCM and Finance processes for the unit ORS Support: To provide an administrative and clerical support services to personnel in respect of personnel administration of the section. Render administrative duties pertaining HR and HRU related functions.
- ENQUIRIES** : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161
- POST 23/374** : **SUPPLY CHAIN CLERK SUPERVISOR**
- SALARY** : R338 106 per annum (Level 07)
Beacon Bay SCM Ref No: EC14/26PSA (X1 Post)
Buffalo Flats SCM Ref No: EC16/26PSA (X1 Post)
Matatiele SCM Ref No: EC31/26PSA (X1 Post)
Mzamba SCM Ref No: EC35/26PSA (X1 Post)
Ngangeliswe SCM Ref No: EC55/26PSA (X1 Post)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills & Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written

communication skills. General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills Be willing to work under pressure and extended hours.

DUTIES : To ensure an effective and efficient rendering of supply chain related services. Ensure effective and efficient control over the vehicle fleet. Ensure effective and efficient the stations assets. Ensure effective and efficient administration of procurement process. Manage the resources of the Sub Section

ENQUIRIES : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161

POST 23/375 : **HUMAN RESOURCES CLERK SUPERVISOR**

SALARY CENTRE : R338 106 per annum (Level 07)
: PHO: HRD Provisioning, Zwelitsha Ref No: EC64/26PSA (X1 Post)
: PHO: HRD Skills Development and Facilitation, Zwelitsha Ref No: EC65/26PSA (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle, will serve as an added advantage. Knowledge, Skills & Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills Be willing to work under pressure and extended hours.

DUTIES : HRD Provisioning: Manage the Human, Physical and Financial Administration Resources within the component. Manage and ensure the procurement and administration of suitable accommodation and learners in respect of training interventions as per the approved training provisioning plan (tpp) Updating and monitoring of the tpp monitoring tool. Co-ordinate and ensure 100% attendance of national coordinated courses HRD Skills Development and Facilitation: Coordinate the compilation of workplace skills plan. Implement skills audit system within the province. Facilitate training committee within the province. Supervise and control training administrative support service. Manage and control human and physical resources

ENQUIRIES : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161

POST 23/376 : **SUPPLY CHAIN CLERK**

SALARY CENTRE : R237 453.per annum (Level 05)
: Lusikisiki: SCM Ref No: EC22/26PSA (X1 Post)
: Mqanduli: SCM Ref No: EC49/26PSA (X1 Post)
: Mthatha: SCM Ref No: EC52/26PSA (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills & Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer

- focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Administration of processes related to Supply Chain Management at the Station/ Component. Administration of vehicle fleet, assets and moveable property.
- ENQUIRIES** : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161
- POST 23/377** : **ADMINISTRATION CLERK**
- SALARY CENTRE** : R237 453 per annum (Level 05)
 : Tafalehashe: MIC Ref No: EC6/26PSA (X1 Post)
 : Ida: Fin & Admin Ref No: EC10/26PSA (X1 Post)
 : Majola: Fin & Admin Ref No: EC25/26PSA (X1 Post)
 : Maloti: Garage Ref No: EC29/26PSA (X2 Posts)
 : Maxesibeni: Fin & Admin Ref No: EC34/26PSA (X1 Post)
 : Motherwell: Fin & Admin Ref No: EC39/26PSA (X1 Post)
 : Gqeberha: Civil Litigation Ref No: EC43/26PSA (X2 Posts)
 : Nelson Mandela Bay District: MIC Ref No: EC48/26PSA (X1 Post)
 : Mthatha: Civil Litigation Ref No: EC50/26PSA (X2 Posts)
 : Bhisho: Garage Ref No: EC78/26PSA (X1 Post)
 : Robert Sobukwe: Garage Ref No: EC80/26PSA (X1 Post)
 : Tlokoeng: Fin & Admin Ref No: EC81/26PSA (X1 Post)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of post will serve as an added advantage. Knowledge, Skills & Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Ensure Administrative functions relevant to the core functions of the Component / Station / Unit. Ensure proper control over e-mails and files. Ensure accurate record keeping at the Component. Compilation of minutes at meetings. Compile and monitor data bases relevant to the core functions of the Component.
- ENQUIRIES** : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161
- POST 23/378** : **SECRETARY**
- SALARY CENTRE** : R237 453 per annum (Level 05)
 : Buffalo City Deputy District Commissioner Ref No: EC15/26PSA (X1 Post)
 : Lusikisiki SC Ref No: EC23/26PSA (X1 Post)
 : Mdantsane SC Ref No: EC36/26PSA (X1 Post)
 : Kwazakele SC Ref No: EC38/26PSA (1 Post)
 : Motherwell SC Ref No: EC40/26PSA (X1 Post)
 : Gqaberha AGU Ref No: EC42/26PSA (X1 Post)
 : Nelson Mandela Bay District Commissioner Ref No: EC47/26PSA (X1 Post)
 : Mthatha SC Ref No: EC53/26PSA (X1 Post)
 : PHO EC: Corporate Communication, Zwelitsha Ref No: EC60/26PSA (X1 Post)
 : PHO EC: Financial Management, Zwelitsha Ref No: EC62/26PSA (X1 Post)
 : PHO EC: FLASH, Zwelitsha Ref No: EC63/26EC (X1 Post)
 : PHO EC: HRM, Zwelitsha Ref No: EC66/26PSA (X1 Post)
 : PHO EC: Legal Services, Zwelitsha Ref No: EC67/26PSA (X1 Post)
 : PHO EC: Legal Support, Zwelitsha Ref No: EC68/26PSA (X1 Post)
 : PHO EC: OCI, Zwelitsha Ref No: EC69/26PSA (X1 Post)
 : PHO EC: POCC, Zwelitsha Ref No: EC72/26PSA (X1 Post)
 : PHO EC: Proactive Policing, Zwelitsha - EC76/26PSA (X1 Post)
 : PHO EC: SVCI, Zwelitsha Ref No: EC77/26PSA (X1 Post)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the

day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills & Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Render administrative functions. Maintain and manage diary appointments and coordinate travel arrangements. Ensure proper control over e-mails and files received. Compilation of minutes at meetings. Professional liaison with relevant stakeholders. General administration related to the core functions of the Component / Station.

ENQUIRIES : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161

POST 23/379 : **SECURITY GUARD**

SALARY CENTRE : R170 226 per annum (Level 03)
 : Aliwal North Garage Ref No: EC1/26PSA (X1 Post)
 : Aliwal North VSS Ref No: EC2/26PSA (X1 Post)
 : Komani VCIU Ref No: EC12/26PSA (X3 Posts)
 : Kugompo FLASH/Gun Bank Ref No: EC18/26PSA (X4 Posts)
 : Makhanda STES Ref No: EC26/26PSA (X1 Post)
 : Mdantsane TRT Ref No: EC37/26/PSA (X4 Posts)
 : Qumbu STES Ref No: EC56/26PSA (X4 Posts)
 : Nxuba VSS Ref No: EC58/26PSA (X2 Posts)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Valid Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate or higher. Not declared unfit to possess a firearm. Be willing to undergo firearm competency training and to maintain firearm competency. Relevant courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will also serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, Skills & Competencies: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.

DUTIES : Execute control admission by positive identification of officers / employees, visitors and maintenance personnel before they are allowed to enter the premises. Issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check supplies, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Control the admission of vehicles in fenced-off areas. Patrol buildings and fenced-off areas. Guard vehicles, workshops and equipment in the field*Supervise cleaners and maintenance personnel – ONLY from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel. Render assistance to security offices in the performance of duties.

ENQUIRIES : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161

POST 23/380 : **GENERAL WORKER**

SALARY CENTRE : R144 024 per annum (Level 02)
 : Sterkspruit Ref No: EC4/26PSA (X1 Post)
 : Tafalehashe Ref No: EC5/26PSA (X1 Post)
 : Willowvale Ref No: EC7/26PSA (X1 Post)

Hankey Ref No: EC8/26PSA (X1 Post)
 Jeffreys Bay Ref No: EC9/26PSA (X1 Post)
 Ida Ref No: EC11/26PSA (X1 Post)
 Komani VSS Ref No: EC13/26PSA (X1 Post)
 Kugompo 10111 Ref No: EC17/26PSA (X1 Post)
 Kugompo Mounted Unit Ref No: EC20/26PSA (X1 Post)
 Majola Ref No: EC24/26PSA (X1 Post)
 Makhanda VSS Ref No: EC27/26PSA (X1 Post)
 Cederville Ref No: EC28/26PSA (X1 Post)
 Kwandengane Ref No: EC32/26PSA (X1 Post)
 Maxesibeni Ref No: EC33/26PSA (X1 Post)
 Gqeberha 10111 Ref No: EC41/26PSA (X1 Post)
 Gqeberha Mounted Unit Ref No: EC45/26PSA (X1 Post)
 Mthatha Garage Ref No: EC51/26PSA (X1 Post)
 Mthatha VSS Ref No: EC54/26PSA (X1 Post)
 Middleburg K9 Re No: EC57/26PSA (X1 Post)
 Robert Sobukwe Garage Ref No: EC79/26PSA (X1 Post)

REQUIREMENTS

: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ certificate/ report (NQF Level 1 as recognized by SAQA), for which documentary proof can be produced when required. Additional requirements applicable to the posts of K9 Unit & Mounted Unit: - not being allergic to dust / animals / grass Knowledge, Skills & Competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner; The ability to operate elementary machines and equipment. Willing to work extended hours when necessary.

DUTIES

: Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters. Performing tasks of a routine nature, such as dusting. Polish furniture and floors. Vacuum carpets and mopping of tile floors. Remove refuse. Perform maintenance tasks in and around the assigned premises. Clean bathrooms and kitchens. Safekeeping and handling of a variety of Aids in the cleaning of the premises. Loading and unloading of goods. Garden maintenance services. Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES

: Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HUMAN SETTLEMENTS**

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

- APPLICATIONS** : Addressed to Head: Human Resource Management Directorate, Human Settlements. P.O. Box 247, Bloemfontein 9300. Applications that are hand-delivered must be brought to the foyer of OR Tambo House, St. Andrews Street, Bloemfontein, where they must be placed in the appropriately marked box at Security on the Ground Floor. No applications will be accepted by staff in the offices in the building. Candidates may apply via email: recruit@fshs.gov.za (kindly specify the post name and reference number on the subject line of email).
- CLOSING DATE** : 31 July 2026 Time: 16H00
- NOTE** : Directions to applicants: All applications must be submitted on a NEW Z83 form, which can be downloaded from the internet at www.dpsa.gov.za/dpsa/vacancies.asp or obtained from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview, following communication from Human Resources Management. Each application form must be fully completed, duly signed and initialed by the Applicant. The application must indicate the correct Job title, the office where the position is advertised, and the Reference number as stated in the advert. Failure by the applicant to fully complete, sign, and initial the application form will result in the disqualification of the application during the selection process. Applications on the old Z83 will, unfortunately, not be considered. Should you be in possession of foreign qualification/s, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the Application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract of 24 months and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. NB: Applicants must be South African citizens originating and residing in the Free State, must be unemployed, and must have never participated in a Public Service Internship programme previously.

OTHER POSTS

- POST 23/381** : **GRADUATE INTERNSHIP PROGRAMME: ADMINISTRATORS - AFFORDABLE HOUSING REF NO: HS 01/2026 (X2 POSTS)**
(24 Months Contract)
- STIPEND** : R8 174.75 per month
- CENTRE** : Bloemfontein
- REQUIREMENTS** : Grade 12, A minimum qualification at NQF Level 6 in Public Administration/Office Administration or equivalent, Basic knowledge of government prescripts and principles.
- ENQUIRIES** : Ms. L. Sefuli – Cell: 063 684 0482

POST 23/382 : **GRADUATE INTERNSHIP PROGRAMME: RENTAL TRIBUNAL REF NO: HS 02/2026**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 7 in Law / LLB or equivalent, Basic knowledge of government prescripts and principles.

ENQUIRIES : Ms. O. Seate – Cell: 060 991 9099

POST 23/383 : **GRADUATE INTERNSHIP PROGRAMME: ADMINISTRATOR - RENTAL TRIBUNAL REF NO: HS 03/2026**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Public Administration or equivalent, Basic knowledge of government prescripts and principles.

ENQUIRIES : Ms. O. Seate – Cell: 060 991 9099

POST 23/384 : **GRADUATE INTERNSHIP PROGRAMME: INFORMAL SETTLEMENTS AND LAND TENURE REF NO: HS 04/2026**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 7 in Law / LLB, Basic knowledge of government prescripts and principles.

ENQUIRIES : Ms. M. Hleli – Cell: 084 403 9360

POST 23/385 : **GRADUATE INTERNSHIP PROGRAMME: INFORMAL SETTLEMENTS AND LAND TENURE REF NO: HS 05/2026**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 7 in Urban and Regional Planning / Spatial Planning/Human Settlements/Development Studies/Geography, Basic knowledge of government prescripts and principles.

ENQUIRIES : Ms. M. Hleli – Cell: 084 403 9360

POST 23/386 : **GRADUATE INTERNSHIP PROGRAMME: HOUSING DEVELOPMENT & PLANNING REF NO: HS 06/2026 (X2 POSTS)**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 7 Urban/Town and Regional Planning / Development Studies, Basic knowledge of government prescripts and principles.

ENQUIRIES : Mr. TJ Kumalo – Cell: 066 486 5393

POST 23/287 : **GRADUATE INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT – ASSET MANAGEMENT REF NO: HS 07/2026 (X2 POSTS)**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Public Admin / Supply Chain Management / Financial Management, Basic knowledge of government prescripts and principles.

ENQUIRIES : Ms. N. Hokoane – Cell: 066 486 5402

POST 23/388 : **GRADUATE INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT – BID ADMINISTRATION AND LOGISTICS MANAGEMENT REF NO: HS 08/2026 (X2 POSTS)**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Public Admin / Supply Chain Management / Financial Management, Basic knowledge of government prescripts and principles.

ENQUIRIES : Ms. K. Mthembu – Cell: 062 024 3858

POST 23/389 : **GRADUATE INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT – DEMAND AND PERFORMANCE MANAGEMENT REF NO: HS 09/2026 (X2 POSTS)**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Public Admin / Supply Chain Management / Financial Management, Basic knowledge of government prescripts and principles.

ENQUIRIES : Ms. B. Helepi – Cell: 073 315 3109

POST 23/390 : **GRADUATE INTERNSHIP PROGRAMME: INFORMATION TECHNOLOGY REF NO: HS 10/2026 (X2 POSTS)**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Information Technology / Computer Systems and Networks, Basic knowledge of government prescripts and principles.

ENQUIRIES : Ms. M. Rapulungoane – Cell: 071 674 0372

POST 23/391 : **GRADUATE INTERNSHIP PROGRAMME: ORGANISATIONAL DEVELOPMENT REF NO: HS 11/2026**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Human Resources Management / Operations Management / Public Management, Basic knowledge of government prescripts and principles.

ENQUIRIES : Mr. Z. Koekoe – Cell: 060 971 5192

POST 23/392 : **GRADUATE INTERNSHIP PROGRAMME: FINANCIAL & BUDGET MANAGEMENT – SALARIES AND TAX REF NO: HS 12/2026 (X2 POSTS)**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Accounting / Financial Management, Basic knowledge of government prescripts and principles.

ENQUIRIES : Mr. F. Labuschagne – Cell: 066 486 5361

POST 23/393 : **GRADUATE INTERNSHIP PROGRAMME: FINANCIAL & BUDGET MANAGEMENT – FINANCIAL CONTROL REF NO: HS 13/2026**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Accounting / Financial Management, Basic knowledge of government prescripts and principles.

ENQUIRIES : Mr. K. Mahamotse – Cell: 065 300 2031

POST 23/394 : **GRADUATE INTERNSHIP PROGRAMME: FINANCIAL & BUDGET MANAGEMENT – PAYMENT AUTHORISATION REF NO: HS 14/2026 (X2 POSTS)**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Accounting / Financial Management, Basic knowledge of government prescripts and principles.

ENQUIRIES : Mr. A. Sishuba – Cell: 082 628 4848

POST 23/395 : **GRADUATE INTERNSHIP PROGRAMME: FINANCIAL & BUDGET MANAGEMENT – OFFICE OF THE DIRECTOR REF NO: HS 15/2026**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Accounting / Financial Management, Basic knowledge of government prescripts and principles.

ENQUIRIES : Mr. T. Kotjomela – Cell: 079 122 2554

POST 23/396 : **GRADUATE INTERNSHIP PROGRAMME: INTERNAL AUDIT REF NO: HS 16/2026 (X2 POSTS)**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Internal Auditing / Financial Information Systems, Basic knowledge of government prescripts and principles.

ENQUIRIES : Mr. O. Themba – Cell: 066 486 8592

POST 23/397 : **GRADUATE INTERNSHIP PROGRAMME: SKILLS DEVELOPMENT REF NO: HS 17/2026 (X2 POSTS)**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Human Resources Management / Development, Basic knowledge of government prescripts and principles.

ENQUIRIES : Ms. K. Thoabala – Cell: 079 211 2525

POST 23/398 : **GRADUATE INTERNSHIP PROGRAMME: HUMAN RESOURCES MANAGEMENT REF NO: HS 18/2026 (X3 POSTS)**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Human Resources Management / Public Admin / Management, Basic knowledge of government prescripts and principles.

ENQUIRIES : Mr. P. Soke – Cell: 066 477 4508

POST 23/399 : **GRADUATE INTERNSHIP PROGRAMME: CORPORATE COMMUNICATION REF NO: HS 19/2026 (X2 POSTS)**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Corporate Communication / Media Studies, Basic knowledge of government prescripts and principles.

ENQUIRIES : Ms. Z. Mbewu – Cell: 060 976 8683

POST 23/400 : **GRADUATE INTERNSHIP PROGRAMME: LABOUR RELATIONS REF NO: HS 20/2026 (X2 POSTS)**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Labor Relations / Human Resources Management, Basic knowledge of government prescripts and principles.

ENQUIRIES : Ms. N. Leoela – Cell: 076 521 1421

POST 23/401 : **GRADUATE INTERNSHIP PROGRAMME: PROJECT MANAGEMENT UNIT (DISTRICT SERVICES)**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Thabo Mofutsanyana District Ref No: HS 21/2026
Fezile Dabi District Ref No: HS 22/2026
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Civil Engineering / Construction Management / Technical Related, Basic knowledge of government prescripts and principles.

ENQUIRIES : Mr. M. Mohloki – Cell: 073 793 2790 (Thabo Mofutsanyana District)
Mr. D. Maduna – Cell: 079 188 8446 (Fezile Dabi District)

POST 23/402 : **GRADUATE INTERNSHIP PROGRAMME: OFFICE ADMINISTRATION REF NO: HS 23/2026**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Thabo Mofutsanyana District – Qwaqwa
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Office Administration / Management, Basic knowledge of government prescripts and principles.

ENQUIRIES : Mr. M. Mohloki – Cell: 073 793 2790

POST 23/403 : **GRADUATE INTERNSHIP PROGRAMME: SECURITY MANAGEMENT AND ANTI-CORRUPTION REF NO: HS 24/2026**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Policing / Forensic Analysis, Basic knowledge of government prescripts and principles.

ENQUIRIES : Mr. K.I. Motitsoe – Cell: 062 298 0900

SOUTH AFRICAN POLICE SERVICE

APPLICATIONS : Direct your application to the following addresses: Courier Address: No. Metpol Building, 126 Charlotte Maxeke Street, Bloemfontein / Postal Address: The Provincial Recruitment Office, Human Resource Management, Private Bag X20501, Bloemfontein, 9300 or email to:
Jackson@saps.gov.za; GailleleIF@saps.gov.za
fsprov.recruitact@saps.gov.za
LoubserL3@saps.gov.za
GaosenkweTKR@saps.gov.za

CLOSING DATE : 17 July 2026 at 16:00

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation

and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as people with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote presentively in the Public Service through the filling of these posts. People whose transfer/ appointment will promote presentively will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 23/404** : **HUMAN RESOURCE CLERK SUPERVISOR: HRM (X7 POSTS)**
- SALARY CENTRE** : R338 106 per annum (Level 07)
- : Provincial HRM Service Terminations Ref No: FS1/06/2026
- : Provincial HRM Absenteeism Ref No: FS2/06/2026
- : Provincial HRM Placement and Records Ref No: FS3/06/2026
- : Provincial HRM Performance and Planning Ref No: FS4/06/2026
- : Trompsburg SAPS HRM Ref No: FS5/06/2026
- : Senekal SAPS HRM Ref No: FS6/06/2026
- : Batho SAPS HRM Ref No: FS7/06/2026:
- REQUIREMENTS** : Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA); At least four (4) years' experience in the field of the post; An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage; A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

- DUTIES** : Co-ordinate all HRM related matters; Support the administrative duties in terms of all Employee relations and Life Cycle Management; Support the administrative duties in terms of all Human Resource Utilization Functions; Assist with general administration of the sub-section; Administer and manage employee leave, transfers, promotions, service terminations, discharges, retirements and pension related matters; Process and coordinate applications to medical, disability, stress, depression, alcohol and death boards in accordance with organizational policies and procedures; Maintain, update and manage personnel records and data base including, capturing, verification and submission of employee information on relevant HRM system; Compile, maintain and submit statistics, personnel reports, employment equity reports, performance management reports and other required administrative reports; Administer and monitor employee performance management process, including Performance Enhancement Process PEP compliance, progress reporting and performance related documentation; Process and administer employee incentives, rewards, pay progression and salary-related enquiries; Register, coordinate, process and finalize employee grievance and disciplinary matters in accordance with applicable policies and procedures; Process and finalize employee grievances and disciplinary matters in accordance with applicable policies and procedures; Ensure effective personnel administration, record management, regulatory compliance and the implementation of human resource policies and practice.
- ENQUIRIES** : Lt Col Jackson / W/O Gailale / CAC Loubser/ PO Maseloa / PO Moeketse / SAC Monaghan/ PO Gaosenkwe Tel: (051) 5076807 / 6419 / 6420 / 6455
- POST 23/405** : **SUPPLY CHAIN MANAGEMENT CLERK SUPERVISOR (X2 POSTS)**
- SALARY CENTRE** : R338 106 per annum (Level 07)
Heilbron SAPS SCM Ref No: FS8/06/2026
Allanridge SAPS SCM Ref No: FS9/06/2026
- REQUIREMENTS** : Applicants must display competency in the post-specific functions of the post. Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF Level 4; Tertiary qualifications and developmental courses may serve as an advantage; Must have four (4) years' appropriate/relevant experience in the field of the post; Be proficient in at least two official languages, of which one must be English Must be a South African citizen of which documentary proof must be furnished on the day of the interview. Knowledge, Skills & Competencies: Knowledge of relevant prescripts applicable to the Public Service; Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook); Demonstrate competency in acting independently, Professionally, Accountable and with Credibility; Good verbal and written communication skills; Strong interpersonal skills; Report writing; Presentation Skills; Problem Solving; Sound Planning; Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills; Be willing to work under pressure and extended hours.
- DUTIES** : Perform requisition and acquisition and distribution of stock/service orders from provisioning stores; Receive/equipment/service and process invoice administration; Issue and exercise consumable equipment/stock control; Maintain supplier and procurement database; Assist with general administration of the sub-section.
- ENQUIRIES** : Lt Col Jackson / W/O Gailale / CAC Loubser/ PO Maseloa / PO Moeketse / SAC Monaghan/ PO Gaosenkwe Tel No: (051) 5076807 / 6419 / 6420 / 6455
- POST 23/406** : **FINANCE CLERK: SUPERVISOR (X3 POSTS)**
- SALARY CENTRE** : R338 106 per annum (Level 07)
Parys SAPS Finance Ref No: FS10/06/2026:
Theunissen SAPS Finance Ref No: FS11/06/2026
Harrismith SAPS Finance Ref No: FS12/06/2026
- REQUIREMENTS** : Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF Level 4; Tertiary qualifications and developmental courses may serve as an advantage; Must have four (4) years' appropriate/relevant experience in the field of the post; Be proficient in at least two official languages, of which one must be English Must be a South African citizen of which documentary proof

- must be furnished on the day of the interview. Knowledge, Skills & Competencies: Knowledge of relevant prescripts applicable to the Public Service; Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook); Demonstrate competency in acting independently; Professionally, Accountable and with Credibility; Good verbal and written communication skills; Strong interpersonal skills; Report writing; Presentation Skills; Problem Solving; Sound Planning; Organizing and Administration skills; Strong Analytical Skills and Facilitation Skills; Be willing to work under pressure and extended hours.
- DUTIES** : Render financial administrative support; Maintain the station revenue fund [cash] and administer advances and claims; Assist with general administration of the sub-section.
- ENQUIRIES** : Lt Col Jackson / W/O Gailale / CAC Loubser/ PO Maseloa / PO Moeketse / SAC Monaghan/ PO Gaosenkwe Tel No: (051) 5076807 / 6419 / 6420 / 6455
- POST 23/407** : **SECRETARY**
- SALARY CENTRE** : R237 453 per annum (Level 05)
: **Provincial level:**
Office of the Deputy Provincial Commissioner: Support Services Ref No: FS13/06/2026
Office of the District commissioner: Mangaung Ref No: FS14/06/2026
Office of the Provincial Head: Organizational Development and Strategic Management Ref No: FS15/06/2026
Office of the Provincial Head: Financial Services Ref No: FS16/06/2026
Office of the Provincial Head: Corporate Communication Ref No: FS17/06/2026
Office of the Provincial Head: Family Violence, Child Protection and Sexual Offences Unit Ref No: FS18/06/2026
Office of the Provincial Head: Crime Detection Ref No: FS19/06/2026
Office of the Provincial Head: Organized Crime Ref No: FS20/06/2026
Office of the Provincial Head: Commercial Crimes Ref No: FS21/06/2026
Office of the Provincial Head: Operational Response Services Ref No: FS22/06/2026
Office of the Provincial Head: Crime Prevention Ref No: FS23/06/2026
Office of the Provincial Head: Operational Co-ordination Ref No: FS24/06/2026
- REQUIREMENTS** : Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF Level 4; Tertiary qualifications and developmental courses may serve as an advantage; Be proficient in at least two official languages, of which one must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview. Knowledge, Skills & Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS Power Point and Outlook); Demonstrate Competency in acting Independently, Professionally, Accountable and with Credibility; Good verbal and written communication skills; Sound planning, organizing, administrative and problem-solving skills; Strong interpersonal skills; Customer focus and responsiveness; Be willing to work under pressure and extended hours.
- DUTIES** : To provide secretarial support functions in the relevant office; Type reports, letters, memoranda and monitor flow of documents to and from the relevant office; Manage the diary of the Head of the office for internal and external engagements; Co-ordinate travel arrangements, including accommodation and subsistence allowances as well as claims; Maintain an updated filing system in the relevant office; Distribute correspondence and circulars to the relevant stakeholders and keep a register of all incoming and outgoing post up to date; Handle routine correspondence, send and receive e-mails and faxes immediately; Answer and make telephone calls on behalf of the Head of the office and take messages professionally; Provide support during meetings and workshops involving the relevant office; Handle confidential documents; Be able to operate standard equipment (fax, photocopy machine, telephone, computers, etc.); Host and serving of refreshments to visitors during meetings; Manage the inventory of the relevant office; Be willing to work extended hours.
- ENQUIRIES** : Lt Col Jackson / W/O Gailale / CAC Loubser/ PO Maseloa / PO Moeketse / SAC Monaghan/ PO Gaosenkwe Tel No: (051) 5076807 / 6419 / 6420 / 6455

- POST 23/408** : **ADMINISTRATION CLERK: HRM (X5 POSTS)**
- SALARY CENTRE** : R237 453 per annum (Level 05)
: Deneysville SAPS HRM Ref No: FS25/06/2026
: Dealsville SAPS HRM Ref No: FS26/06/2026
: Verkeerdevlei SAPS HRM Ref No: FS27/06/2026
: Edenburg SAPS HRM Ref No: FS28/06/2026
: Gariëpdam SAPS HRM Ref No: FS29/06/2026
- REQUIREMENTS** : Applicants must display competency in the core functions of the post; Be proficient in at least English and one other official language; Be a citizen of the Republic of South Africa of which documentary proof must be furnished; Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA); Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook); Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility; Good verbal and written communication skills; Sound planning, organizing, administrative and problem-solving skills; Strong interpersonal skills; Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Type reports, letters, memorandums and monitor flow of documents to the office of the Station Commissioner; Keep records of collected documents for the office of the Station Commissioner; Scrutinize and capturing of all incoming and outgoing posts; Complete and submit monthly vehicle allowance returns; Assist with secretarial and admin support functions; Assist with arranging travelling and subsistence allowance for the province; Effective administration of a bring forward system.
- ENQUIRIES** : Lt Col Jackson / W/O Gailele / CAC Loubser/ PO Maseloa / PO Moeketse / SAC Monaghan/ PO Gaosenkwe Tel No: (051) 5076807 / 6419 / 6420 / 6455
- POST 23/409** : **SUPPLY CHAIN MANAGEMENT CLERK (X2 POSTS)**
- SALARY CENTRE** : R237 453 per annum (Level 05)
: Ficksburg SAPS SCM Ref No: FS30/06/2026
: Reitz SAPS SCM Ref No: FS31/06/2026
- REQUIREMENTS** : Applicants must display competency in the core functions of the post; Be proficient in at least English and one other official language; Be a citizen of the Republic of South Africa of which documentary proof must be furnished; *Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA); Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook); Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility; Good verbal and written communication skills; Sound planning, organizing, administrative and problem-solving skills; Strong interpersonal skills; Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Administration of processes related to Supply Chain Management at the Station/ Component; Administration of vehicle fleet, assets and moveable property.
- ENQUIRIES** : Lt Col Jackson / W/O Gailele / CAC Loubser/ PO Maseloa / PO Moeketse / SAC Monaghan/ PO Gaosenkwe Tel No: (051) 5076807 / 6419 / 6420 / 6455
- POST 23/410** : **ADMINISTRATION CLERK: MECHANICAL SERVICES (X2 POSTS)**
- SALARY CENTRE** : R237 453 per annum (Level 05)
: Phuthaditjhaba Mechanical Services Ref No: FS32/06/2026
: Ladybrand Mechanical Services Ref No: FS33/06/2026
- REQUIREMENTS** : Applicants must display competency in the core functions of the post; Be proficient in at least English and one other official language; Be a citizen of the Republic of South Africa of which documentary proof must be furnished: Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA); relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook); Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility; Good verbal

- and written communication skills; Sound planning, organizing, administrative and problem-solving skills; Strong interpersonal skills; Customer focus and responsiveness; Be willing to work under pressure and extended hours.
- DUTIES** : Administration Mechanical clerk responsible for providing administrative and logistical support within the mechanical workshop environment; Ensuring daily maintenance tasks and documentation run effectively; Processing maintenance job cards, tracking work-in-progress and ensuring mechanical repairs are documented.
- ENQUIRIES** : Lt Col Jackson / W/O Gailele / CAC Loubser/ PO Maseloa / PO Moeketse / SAC Monaghan/ PO Gaosenkwe Tel No: (051) 5076807 / 6419 / 6420 / 6455
- POST 23/411** : **ADMINISTRATION CLERK: LEGAL SERVICES (X2 POSTS)**
- SALARY CENTRE** : R237 453 per annum (Level 05)
: **Provincial level:**
Provincial Legal Services Ref No: FS34/06/2026
Provincial Legal Services Ref No: FS35/06/2026
- REQUIREMENTS** : Applicants must display competency in the post-specific functions of the post. Be proficient in at least English and one other official language; Be a citizen of the Republic of South Africa of which documentary proof must be furnished: Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA); Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook); Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility; Good verbal and written communication skills; Sound planning, organizing, administrative and problem-solving skills; Strong interpersonal skills; Customer focus and responsiveness; Be willing to work under pressure and extended hours.
- DUTIES** : Render administrative duties pertaining to relevant component, Legal Services; Administer correspondence and files; Provide professional typing services; Render effective administration support.
- ENQUIRIES** : Lt Col Jackson / W/O Gailele / CAC Loubser/ PO Maseloa / PO Moeketse / SAC Monaghan/ PO Gaosenkwe Tel No: (051) 5076807 / 6419 / 6420 / 6455
- POST 23/412** : **CLEANERS (X12 POSTS)**
- SALARY** : R 144 024 per annum (Level 02)
: Provincial Registry and Auxiliary SAPS Ref No: FS36/06/2026
: Provincial Registry and Auxiliary SAPS Ref No: FS37/06/2026
Selossha TRT Ref No: FS38/06/2026
Parkroad TRT Ref No: FS9/06/2026
Provincial Detectives (Fountain Building) Ref No: FS40/06/2026
Parkroad K9 Ref No: FS41/06/2026
Welkom VCI Ref No: FS42/06/2026
Excelsior SAPS Ref No: FS43/06/2026
Fouriesburg SAPS Ref No: FS44/06/2026
Phuthaditjhaba SAPS Ref No: FS45/06/2026
Phuthaditjhaba SAPS Ref No: FS46/06/2026
Edenburg SAPS Ref No: FS47/06/2026
- REQUIREMENTS** : Applicants must display competency in the core functions of the post; Be proficient in at least English and one other official language; Be a citizen of the Republic of South Africa of which documentary proof must be furnished; Be in possession of abet Level 4 / Grade 9 / Standard 7 certificate / report (NQF Level 1 recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle cleaning detergents; Occupational Health and Safety protocol; Basic literacy, numeracy and communication skills; Be able to read and write; ability to interact with other officials in a professional manner; The ability to operate elementary machines and equipment; *Willing to work extended hours when necessary.
- DUTIES** : Maintaining of high-level hygiene in and around SAPS premises where routine tasks are to be performed, which may include inner or outer parameters, performing routine tasks such as dusting furniture and floors, removing refuse bags, mopping of all tiled floors, cleaning bathrooms, kitchenware and utensils, safekeeping and handling of variety of cleaning materials, loading and unloading of goods.

- ENQUIRIES** : Lt Col Jackson / W/O Gailele / CAC Loubser/ PO Maseloa / PO Moeketse / SAC Monaghan/ PO Gaosenkwe Tel No: (051) 5076807 / 6419 / 6420 / 6455
- POST 23/413** : **GARDEN WORKER (X11 POSTS)**
- SALARY CENTRE** : R144 024 per annum (Level 02)
 : Zamdela K9 Ref No: FS48/06/2026
 : Bethlehem SAPS Ref No: FS49/06/2026
 : Bethlehem SAPS Ref No: FS50/06/2026
 : Ficksburg SAPS Ref No: FS51/06/2026
 : Harrismith SAPS Ref No: FS52/06/2026
 : Mangaung SAPS Ref No: FS53/06/2026
 : Heidedal SAPS Ref No: FS54/06/2026
 : Parkroad SAPS Ref No: FS55/06/2026
 : Selosesha SAPS Ref No: FS56/06/2026
 : Odendaalsrus SAPS Ref No: FS57/06/2026
 : Makwane SAPS Ref No: FS58/06/2026
- REQUIREMENTS** : Applicants must display competency in the post-specific functions of the post; Be proficient in at least two official languages, of which one must be English; Must be a South African citizen; A grade 10 qualification will service as an advantage. Knowledge, Skills and Competencies: Occupational Health and Safety protocol; Basic literacy, numeracy and communication skills; Be able to read and write; Ability to interact with other officials in a professional manner; The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
- DUTIES** : To render cleaning and garden services in order to maintain a high level of hygiene in and around the workplace; Perform routine cleaning services; Render store, stock and equipment support; Render gardening services.
- ENQUIRIES** : Lt Col Jackson / W/O Gailele / CAC Loubser/ PO Maseloa / PO Moeketse / SAC Monaghan/ PO Gaosenkwe Tel No: (051) 5076807 / 6419 / 6420 / 6455

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ENVIRONMENT**

The Department is an equal opportunity organisation and intends to promote equity through the filling of these posts. Candidates whose appointment/promotion/transfer will promote the achievement of employment equity within the Department will receive preference, in particular whites, Indians, the persons with disabilities and youth.

- APPLICATIONS** : To apply for the above position, please submit your application online at <http://professionaljobcentre.gpg.gov.za> or send an email @ GDENVrecruitment@gauteng.gov.za
- CLOSING DATE** : 17 July 2026. Applications received after the closing date will not be considered.
- NOTE** : Quoting the relevant reference number applications must be submitted on the New Z.83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Applications with the Old Z.83 form will not be considered. A New Z.83 form must be fully completed, duly signed and initialled by the applicant. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates must accompany the application form. Applicants are not required to submit copies of qualifications and other relevant documents on application. Only shortlisted candidates will be required to submit certified copies of qualifications obtained and other related documents on or before the day of the interview, following communication from Human Resources and will be subjected to verification by the South African Qualifications Authority. Candidates in possession of a foreign qualification must also provide an evaluation certificate issued by the South African Qualifications Authority (SAQA), at own expense. Failure to submit the requested documents will result in the application not being considered further. Due to the anticipated large volume of responses, correspondence will be limited to shortlisted candidates only. 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 will be an integrity (ethical conduct) assessment. After the pre-entry assessments, an oral interview will be conducted. Suitable candidates will be subjected to personnel suitability checks (criminal record, citizenship, credit record checks, qualification verification and employment verification). By responding to the advertisement, applicants consent to the collection, processing and storing of their Personal Information in accordance with the Protection of Personal Information Act (POPIA) Act No. 4 of 2013. Candidates will therefore be required to give consent in terms of the POPI Act in order for the Department to conduct the verifications. Information will be used for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for and will not be shared with third parties without prior consent, unless required by law. All applicants must declare any conflict or perceived conflict of interest and must disclose membership on Boards and directorships associated with. If you have not been contacted within six (6) months of the closing date, please accept that your application was unsuccessful. The submitted CVs will be destroyed as legislated in the National Archives Act. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide the requested information will result in your application not being considered further. The Department reserves the right not to make an appointment to the advertised post(s). The successful candidate must disclose particulars of all registrable financial interests and sign an employment contract within one month from the date of assumption of duty. A Performance Agreement must be concluded and signed within three months from the date of assumption of duty. Notes for applicants of SMS posts: Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://thensg.gov.za/trainingcourse/sms-pre-entry-programme/>, prior to the finalisation of the appointment, is a requirement for all SMS positions. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess

cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.

OTHER POSTS

POST 23/414 : **DEPUTY DIRECTOR: STRATEGIC PLANNING MANAGEMENT REF NO: REFS/050125**

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : Grade 12 plus Bachelor's Degree (NQF level 7) in Public Management & Governance/ Public Administration as recognized by SAQA. 3 – 5 years' middle management relevant strategy and governance experience. Valid driver's license. Competences: Computer Literacy, excellent written and verbal communication skills, report writing and analytical skills, project management, people management, time management, presentation skills, innovative, team player, organising and chairing meetings. Attributes: Innovative Teamplayer and flexible, Client Orientated, Quality orientated cost conscious, Influential, strategic, Presentation skills, Communication skills, Analytical skills, Leadership skills and report writing skills.

DUTIES : Manage and ensure the maintenance EIA-related applications, land use and NEMA as well as applications submitted in terms of the Gauteng Provincial Environmental Management Framework. Ensure the integrity, safekeeping, and accessibility of all records. Ensure safe keeping of documents and decisions issued in respect of applications and queries. Conduct the initial screening of applications to verify compliance with submission requirements before forwarding them to the relevant line function for review. Manage effective safe keeping of Environmental authorizations and any other comments issued as required by legislation. Provide strategic capability and leadership and ensure efficient management of the unit and projects. Oversee resources (Human, Financial, Equipment / Assets). Provide and administer environmental management related logistics and support.

ENQUIRIES : Ms Iris Thanjekwayo at 072 788 2364

POST 23/415 : **DEPUTY DIRECTOR: STRATEGIC ADMIN SUPPORT REF NO: REFS/050128**

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : Grade 12 plus Bachelor's Degree (NQF level 7) in Public Administration or Business Administration or Business Studies or Business Management or Operations Management or Logistics Management or related as recognised by SAQA. 3 - 5 years' experience at middle level and relevant experience. Valid driver's licence. Competencies: Computer literacy, Written and verbal communication, Presentation Skills, Analytical and conceptual reasoning, Conflict management, Diversity management, Interpersonal and Communication, Workflow coordination, Strategic capability and leadership, Programme and project management, Financial Management, Problem solving and analysis and People management. Knowledge of relevant legislation. Previous experience in public service and in environment management space will be an added advantage. Attributes: Innovative, Team player and flexible, Client Orientated, Quality orientated, cost conscious, Influential, strategic, Presentation skills, Communication skills, Analytical skills, Leadership skills and report writing skills.

DUTIES : Manage and ensure the maintenance EIA-related applications, land use and NEMA as well as applications submitted in terms of the Gauteng Provincial Environmental Management Framework. Ensure the integrity, safekeeping, and accessibility of all records. Ensure safe keeping of documents and decisions issued in respect of applications and queries. Conduct the initial screening of applications to verify compliance with submission requirements before forwarding them to the relevant line function for review. Manage effective safe keeping of Environmental authorizations and any other comments issued as required by legislation. Provide strategic capability and leadership and ensure efficient management of the unit and projects. Oversee resources (Human, Financial, Equipment / Assets). Provide and administer environmental management related logistics and support.

ENQUIRIES : Ms Iris Thanjekwayo at 072 788 2364

POST 23/416 : **ASSISTANT DIRECTOR: STRATEGIC ADMIN SUPPORT REF NO: REFS/050126**

SALARY : R487 197 per annum, plus benefits
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : Grade 12 plus National Diploma / Bachelor's degree (NQF level 6/7) in Public Administration or Business Administration or Business Studies or Business Management or Operations Management or Logistics Management or related as recognised by SAQA. 3-5 years' experience in environment administration. Valid driver's license Competences: Knowledge of Departmental policies and procedures, Reporting procedures and Government Priorities. Skills: Planning and organizing, Problem solving, Negotiation and Decision making. Exposure and training in Environmental Impact Assessment (EIA) administration field will be an added advantage.

DUTIES : Assist with the management and coordination of departmental strategic planning processes. Assist with the development and implementation departmental planning & policy systems and procedures. Assist with the development of APPs, and departmental Operational Plans. Participate in the departmental and provincial government planning processes. Advise and recommend to the department areas of planning processes, policy review & development, and implementation of policies. Co-ordinate research on departmental policies and update policy registers. Conduct evaluation studies on behalf of the department. Conduct site visits and interviews to gather information and assess project conditions on evaluations studies conducted. Assist with preparation of detailed reports on project findings for stakeholders. Assist in the coordination and interaction with other departments and stakeholders on aspects of work / issues related to the GDEnv mandate. Make follow-up with programme Managers on outstanding inputs. Compile presentations for planning, policy research and co-ordination and policy sub-unit. Participate constructively in the component and departmental meetings as required.

ENQUIRIES : Ms Iris Thanjekwayo at 072 788 2364

POST 23/417 : **ASSISTANT DIRECTOR: STRATEGY, POLICY RESEARCH AND COORDINATION REF NO: REFS/050127**

SALARY : R487 197 per annum, plus benefits
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : Grade 12 plus National Diploma (NQF Level 6)/ Bachelor's Degree (NQF Level 7) in Public Management & Governance/ Public Administration. 3-5 years' relevant experience in strategy and governance experience. Valid driver's license. Competencies: Good project management, financial, analytical and strategic thinking skills. Planning and policy coordination. Communication and strong interpersonal skills will be a prerequisite. Knowledge of the functional responsibilities of the Department and relevant legislation are also essential.

DUTIES : Assist with the management and coordination of departmental strategic planning processes. Assist with the development and implementation departmental planning & policy systems and procedures. Assist with the development of APPs, and departmental Operational Plans. Participate in the departmental and provincial government planning processes. Advise and recommend to the department areas of planning processes, policy review & development, and implementation of policies. Co-ordinate research on departmental policies and update policy registers. Conduct evaluation studies on behalf of the department. Conduct site visits and interviews to gather information and assess project conditions on evaluations studies conducted. Assist with preparation of detailed reports on project findings for stakeholders. Assist in the coordination and interaction with other departments and stakeholders on aspects of work /issues related to the GDEnv mandate. Make follow-up with programme Managers on outstanding inputs. Compile presentations for planning, policy research and co-ordination and policy sub-unit. Participate constructively in the component and departmental meetings as required.

ENQUIRIES : Ms Iris Thanjekwayo at 072 788 2364

OFFICE OF THE PREMIER

- APPLICATIONS** : should be sent to RecruitmentHOD.Premier@gauteng.gov.za, quoting the relevant reference number to Human Resources Administration. No late applications will be considered.
- CLOSING DATE** : 17 July 2026
- NOTES** : NB. Requirement for all senior management positions: Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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. Qualifying applicants should submit their application on the, New Application Form (Z83), found on www.dpsa.gov.za, Received applications using the incorrect application for employment (old Z83) will not be considered. Each employment application, must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The Z83 should be accompanied by a comprehensive CV (with detailed current and previous work experience including dates). The communication from the HR of the Department regarding the requirements of the certified qualifications, ID, driver's licence etc., will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The Gauteng Office of the Premier reserves the right to cancel the filling/ not to fill any vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 23/418** : **HEAD OF DEPARTMENT (HOD): GAUTENG DEPARTMENT OF COMMUNITY SAFETY REF NO: REFS/GCS/2026/02**
(3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)
- SALARY** : R1 885 710 – R2 124 237 per annum, (all-inclusive remuneration package), plus a 10% non-pensionable allowance applicable to Heads of Department.
- CENTRE** : Johannesburg
- REQUIREMENTS** : A relevant post graduate qualification (NQF Level 8 in terms of SAQA standards) in Public Administration/Management, Business Administration/Management, Social Science, Security Management or Law and a minimum of ten (10) years' relevant experience at a senior management level. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at provincial and local level. Demonstrable experience in management at an executive level, with a multi-billion-rand budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership, change management and project management. Capabilities should include service delivery innovation, compliance with the

DUTIES

Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance, exceptional reporting skills and multi-tasking skills. Ability to work under pressure and willingness to work long and irregular hours and travel extensively.

: Serve as an Accounting Officer of the Department in accordance with the provisions of the PFMA. Oversee the monitoring of police conduct and LEAs' compliance. Coordinate the effective functioning of safety structures across the province. Establish community and police relations in Gauteng. Implement Social Crime Prevention programmes. Lead the establishment of partnerships with safety stakeholders including private sector companies and government (Inter- Governmental Relation). Oversee and account on the management to national structure on the performance of provincial secretariat. Report on police oversight to the Premier, Legislature, CSPA and Minister of Police (MINMEC). Enforce compliance to functioning and management of the vehicle testing stations, License testing Centre, and driving schools' operations in line with the National Road Traffic Act. Oversee the effective implementation of road safety education in the province. Oversee the effective and efficient traffic law enforcement programmes and projects. Oversee the Operational support for primary care healing environments. Deliver secure, integrated residential solutions that facilitate stability, recovery, and empowerment for survivors of violence. Direct and monitor the strategic delivery of professional victim services. Monitor and ensure high-impact outcomes and operational excellence to community empowerment centres. Oversee the provision of strategic administrative support with regard to enforcement and regulatory compliance. Ensure that the Department achieves a clean audit. Oversee a system and formalized process that enables the department to identify, assess, manage, and monitor Departmental key risks. Implement effective governance structures. Oversee the implementation of risk, anti-corruption, and integrity management strategies. Promote professional ethics and combat corruption. Oversee and strengthen traffic policing and traffic law enforcement. Provide strategic direction in the development and implementation of provincial transport safety policies, aligned with national legislation such as the National Road Traffic Act. Ensure integration of road safety priorities into the broader community safety framework. Ensure the effective implementation safety strategies that promote crime prevention, strengthen intergovernmental coordination, and enhance public confidence in safety initiatives and overall management of the Department's programmes by aligning all departmental plans with the National Development Plan (NDP), National and Provincial Government Strategic Objectives, Transformation, Modernisation and Reindustrialisation [TMR] Programme and GGT 2030. Ensure sound governance, ethical leadership, and effective performance management within the department. Strengthen intergovernmental relations and stakeholder engagement, including municipalities, SOEs, civil society, and the private sector.

ENQUIRIES

: Ms Pange Radebe at (066) 315 6970

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS

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

CLOSING DATE

: 17 July 2026

NOTE

: Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed, initialled and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and Comprehensive Curriculum Vitae (CV) will result in disqualification. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical

exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. NB: Please indicate your preferred centre/s on the Z83 application form. In line with the Department's employments Equity Plan, preference will be given to Coloured Females, Indian Females, White Females candidates.

OTHER POSTS

- POST 23/419** : **DEPUTY DIRECTOR: ICT GOVERNANCE AND INFORMATION MANAGEMENT REF NO: REFS/050238**
Branch: Corporate Services
Re-advertised, Applicants who previously applied are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R932 292 per annum (Level 11), (all-inclusive package)
: Johannesburg (Head Office)
: National Diploma (NQF Level 6) / Degree (NQF Level 7) in ICT (Computer Science/Informatics)/Business Information Technology/Information Technology ITIL, COBIT, Project Management certifications will be an added advantage 3-5 years' ICT Governance experience in ICT at an Assistant Director level. Knowledge and Skills. GPG and DPDRT policies and procedures. Relevant legislation and Public Service Regulations. Government ICT procurement. People and empowerment, service delivery innovation, problem solving and analysis and written and oral communication.
- DUTIES** : Manage ICT governance. Manager the department information security through the implementation of tools and techniques. Implement technical solutions for information and knowledge management. Implement processes that promote alignment of the ICT goals and objectives. Coordinate the proceedings of the IT steering committee meetings. Manage ICT risks and audits. Ensure efficient management of ICT risk and audit environment. Develop and manage ICT risk management processes. Manage audit performance of internal and external auditors. Manage and monitor ICT service level agreement/contracts. Develop and manage departmental Service Level Agreement (SLA) with business units. Manage ICT business improvement and change management. Manage ICT projects through the implementation of ICT projects methodology. Develop and manage relationships with relevant stakeholders. Conduct research. Conduct research and development of ICT Governance. Manage ICT Assets and support services. Manage and monitor ICT budget and procurement. Manage the continuous improvement of ICT support services through improvement of services, practices and processes. Manage resources (Human, Financial, Equipment/Asset). Monitor the performance of staff and ensure performance assessment. Coordinate the compilation of various reports.
- ENQUIRIES** : Ms. A. Mkhombo Tel No: (011) 355 -7521 / Ms. P. Mabasa Tel No: (011) 355 -7175
- POST 23/420** : **ROAD WORKER FOREMAN REF NO: REFS/050220 (X4 POSTS)**
Branch: Roads Infrastructure
- SALARY CENTRE** : R237 453 per annum, (plus benefits)
: Sedibeng (X1 Post)
: Motsweding (Johannesburg) (X2 Posts)
: Capital Projects (Heidelberg) (X1 Post)
- REQUIREMENTS** : NQF Level 3 qualification or equivalent with minimum of three (3) years' experience in Road Work Maintenance. Knowledge and Skills: Ability and willingness to work under pressure. Good communication skills will be an added advantage. Ability to work long hours in a team.

DUTIES : Plan, allocate and monitor daily and weekly work activities of maintenance teams. Prepare weekly work schedules and ensure tasks are executed in accordance with approved work plans and duty sheets. Conduct routine road inspections to identify, assess and record road infrastructure defects. Monitor and report illegal activities and encroachments within the road reserve. Supervise the utilisation, inspection and safe operation of departmental vehicles, plant, equipment and tools, ensuring they are used solely for official purposes. Control and account for equipment, tools and materials issued to maintenance teams. Conduct site inspections to monitor work quality, productivity and compliance with departmental standards. Implement and enforce occupational health and safety requirements, investigate incidents and compile safety incident reports. Facilitate and oversee on-site training and development of maintenance personnel. Ensure compliance with applicable legislation, departmental policies, procedures and standards. Monitor contractors' performance and compliance with contractual obligations, legislation and departmental requirements. Manage the performance of employees through the Performance Management and Development System (PMDS). Compile and submit operational reports as required by management.

ENQUIRIES : Ms. M. Mashele/ Mr. S. Ngcobo Tel No: (011) 355-7082/7043

POST 23/421 : **ROAD WORKER REF NO: REFS/050221 (X54 POSTS)**
Branch: Roads Infrastructure

SALARY CENTRE : R170 226 per annum (Level 03), (plus benefits)
: Ekurhuleni (X11 Posts)
: Tshwane (X10 Posts)
: West Rand (X6 Posts)
: Motsweding (X6 Posts)
: Sedibeng (X10 Posts)
: Motsweding (Johannesburg) (X10 Posts)
: Capital Projects (Heidelberg) (X1 Post)

REQUIREMENTS : NQF level 1 qualification or (Abet level 4 certificate or equivalent). No work experience is required. Knowledge and Skills: Ability and willingness to work under pressure. Good communication skills will be an added advantage. Ability to work in a team. Ability to read and write.

DUTIES : Perform routine road construction and maintenance activities in accordance with approved work programmes and safety standards. Carry out pothole patching, crack sealing, surfacing and re-gravelling of roads. Construct, repair and maintain road earthworks, culverts, side drains, stormwater drainage systems, ditches, outlets and concrete channels. Clean and maintain road reserves, sidewalks, drainage structures, rest areas and other road infrastructure. Install, replace, repair and clean road traffic signs, road markings, delineators and other road furniture. Assist with the erection, repair and maintenance of road fencing, steel guardrails, gabions and pipe-laying works. Operate and maintain hand tools, small plant and specialised equipment in accordance with departmental procedures. Safeguard departmental tools, equipment and materials issued for official duties and report any losses or defects. Maintain a clean and safe work site and comply with occupational health and safety requirements. Assist with traffic accommodation and other road maintenance activities as directed by the supervisor. As work will be done throughout the province of Gauteng it must be noted that staff may be required to travel and sleep close to the various construction sites.

ENQUIRIES : Ms. M. Mashele/ Mr. S. Ngcobo Tel No: (011) 355-7082/7043

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF HEALTH**

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

- APPLICATIONS** : All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg, 3200 OR Hand delivered to: 330 Langelibalele Street Natalia Building, Registry, Minus 1:1 North Tower (Attention: Miss TNN Ngema) Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details.
“Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address HeadOffice.HRJobApplication@kznhealth.gov.za. NB//The subject of your e-mail must be the post name that you are applying for. “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.”
- CLOSING DATE** : 17 July 2026
- NOTE** : Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant’s responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for an SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. 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 and integrity (ethical conduct) assessment.

MANAGEMENT ECHLEON

POST 23/422

: **CHIEF FINANCIAL OFFICER REF NO: G40/2026**
Cluster: Office of The Head of Department

SALARY
CENTRE
REQUIREMENTS

: R1 885 710 per annum (Level 15), (an all-inclusive SMS salary package)
: Head Office: Pietermaritzburg
: An undergraduate in Accounting / Public Finance / Economics with Post Graduate / Honors (NQF Level 8) in Accounting / Public Finance / Economics and Honors as majors, or a Post Graduate in Accounting/CTA or CA qualification as recognized by SAQA. Eight (8) years' experience at a senior managerial level in a Financial Management environment. Three (3) years must be at a Chief Director equivalent, within the eight years, there must be three (3) years' experience in a Public Sector environment. Unendorsed valid Code B driver's license (Code 8). Additional Information (in their order of importance): Qualification as a Chartered Accountant. A post graduate qualification in Public Health/ Management. A recognised certification in Project Management, will serve as a recommendation. Knowledge, Skills, Training And Competencies: The incumbent of this post will report to the Head of Department of Health, and will be responsible to support the Accounting Officer and other senior managers in the execution of their functions in terms of the Public Finance Management Act, the Treasury Regulations and Practices Notes; and manage the financial, accounting and supply chain management systems of the Department ensuring good governance arrangements and value for money in the Department. The ideal candidate must: Possess sound technical knowledge of GRAP (Generally Recognized Accounting Practices) and GAAP (Generally Accepted Accounting Practices), which will encompass the transition to the "accrual" basis of accounting, performance budgeting and the Public Service Legislative Framework for Financial and Supply Chain Management. Have the ability to provide sound technical advice on the performance of the departmental financial system to the Accounting Officer and Cluster Managers ensuring compliance with the provisions of the Public Finance Management Act, Treasury Regulations and Provincial Treasury Practice Notes. Possess strong leadership ability in securing financial resources for the Department to adequately fund the Annual Performance Plan of the Department. Have the ability to translate the macro fiscal environment for core business managers into strategic financial direction. Possess sound knowledge of Strategic Planning Processes and associated budgetary processes. Have the ability to develop and utilize Monitoring and Evaluation Mechanisms in support of strategic resource management practices. Have the ability to capitalize on human potential and to build a strong financial delivery team at Head Office and at Institutions. Have the ability to use and manage advanced computer applications. Possess knowledge of the principles of Public Private Partnerships and the financial management of complex contractual arrangements. Have excellent verbal communication and report writing skills.

DUTIES

: Develop implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the Accounting Officer ensuring that the financial resources and assets of the Department are utilized effectively and economically to realize the objectives of the Annual Performance Plan. Provide technical advice to Accounting Officer and Senior Managers to ensure the equitable allocation, maintenance and effective utilization of resources in line with the Strategic Objectives of the Department, legislative imperatives and good governance arrangements inclusive of the management of working capital, assets, liabilities and revenue collection to achieve optimal operational efficiency in the Department. Ensure adequate financial, accounting and internal financial control arrangements and systems are in place and maintained in support of the decentralized financial management mode inclusive of appropriate mechanisms for the accountable delegation of financial powers, asset security, monitoring, evaluation, early warning and timeous corrective action. Oversee the budgetary process within the department, exercise budgetary control and provide at a strategic level early warning arrangements. Oversee the preparation and submission of the Annual Financial Statements and liaison with the Auditor-General inclusive of ensuring compliance with reporting requirements and standards under the PFMA, Division of Revenue Act and Financial Statements. Ensure the

effective, efficient and economical management and utilization of resources allocated to the Financial Cluster as outlined in the legislative framework for good governance. Provide effective and efficient management of resources within the Cluster to ensure optimal functioning and performance of the Cluster in delivery linked to the strategy and policy imperatives. Provide financial advice and support to the Accounting Officer and other senior managers – i) in developing costing/funding options for strategic and other business plans within the MTEF arrangement, ii) in executing their functions in terms of the PFMA, Treasury Regulations and Departmental Financial Delegations. To Manage the Supply Chain Management systems of the Department ensuring good governance arrangements and value for money in the Department.

ENQUIRIES

:

Mrs TP Msimango Tel No: (033) 395 2589

PROVINCIAL ADMINISTRATION: LIMPOPO

DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS

The Department of Co-operative Governance, Human Settlements & Traditional Affairs would like to invite suitably qualified candidates who are creative, energetic, self-driven, and hardworking and have a passion for improving the standard of living of citizens of Limpopo, to apply for the positions as they appear below.

- APPLICATIONS** : Should be submitted online through <http://erecruitment.limpopo.gov.za> Hand delivered applications should be submitted to 28 Market Street (Next to UNISA) Registry Office (First Floor by 16h00 daily) or alternatively post to The Director: HRMA&EW; Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X9485, Polokwane, 0700.
- CLOSING DATE** : 17 July 2026
- NOTE** : The Department of CoGHSTA is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its employment equity targets. It is the Department's intention to promote equity (race, gender, youth, and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. In filling of vacant posts, the objectives of Section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) section 15 (Affirmative Action measures) and 20 (Employment Equity Plan) and relevant Human Resources Policies and HR Plan of the department will be taken into consideration. In line with the commitment to promoting representivity in the filling of entry-level positions, preference may be given to unemployed youth and CoGHSTA's interns and learners who have successfully completed their respective skills development programmes. Note: Applications should be submitted on a New Z83 form obtainable from all Public Service Departments or at www.dpsa.gov.za (must be completed in full), and a comprehensive copy of your Curriculum Vitae only (Certified copies of ID matric certificate, drivers' license and qualifications will be requested from shortlisted candidates only). The specific reference number for the post must be quoted. Short-listed candidates for the above posts will be subjected to a Security clearance and verification of qualifications. Certified copies of educational qualifications (or any other required certificates and/or results on the post), academic records, identity documents and a valid driver's license (where required) will only be submitted by shortlisted candidates to HR on or before the day of the interview date, failure to produce the requested certified copies on the day of the interview process, will result in an automatic disqualification from the process. As per the DPSA directive on Human Resources Management & Development for Public Service Professionalization Volume 1, number 1.32.1, "All shortlisted candidates including SMS shall undertake two (2) pre-entry assessments. One (1) will be a technical exercise, and the other one (1) will be an Integrity (Ethical Conduct) Assessment. Following the interview process, All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the requirements will result in the applicants being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000 The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall among

other determinations be informed by the Employment Equity Plan of the Department.

OTHER POST

- POST 23/423** : **COMMUNITY DEVELOPMENT WORKER (X10 POSTS)**
Branch: Cooperative Governance
Re-advertisement, those who have applied previously do not need to re-apply.
- SALARY CENTRE** : R338 106 per annum (Level 07)
: Ref No: CoGHSTA 38/26/1 Blouberg Ward 06
: Ref No: CoGHSTA 38/26/2 Lepelle-Nkumpi Ward 19
Ref No: CoGHSTA 38/26/3 Mogalakwena Ward 01
Ref No: CoGHSTA 38/26/4 Mogalakwena Ward 09
Ref No: CoGHSTA 38/26/5 Greater Giyani Ward 19
Ref No: CoGHSTA 38/26/6 Greater Letaba Ward 11
Ref No: CoGHSTA 38/26/7 Makhuduthamaga Ward 09
Ref No: CoGHSTA 38/26/8 Makhuduthamaga Ward 20
Ref No: CoGHSTA 38/26/9 Collins Chabane Ward 32
Ref No: CoGHSTA 38/26/10 Makhado Ward 03
- REQUIREMENTS** : Matric plus an undergraduate qualification (NQF Level 6) in Public Administration or related as recognized by SAQA. National Certificate in Community Development will be an added advantage. Minimum of 1 year relevant experience and valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, Batho Pele principles; public service act; computer literacy; Dynamics; culture and language of the target community. Skills & Competencies: Computer literacy; Negotiation skills; Presentation skills; Planning and organizing skills; Time management; Communication skills (verbal & written); Interpersonal skills; Computer skills.
- DUTIES** : Compile ward profiling; Identification of service delivery cases; Identification of community concerns; Conduct household visits.
- ENQUIRIES** : Ms. Malahlela Nora Tel No: (015) 294 2224/ Ms. Mabina Reneilwe (015) 294 2046
- NOTE** : Shortlisted candidates for these positions will be requested to submit proof of residence.
EE Target: Youth, African Female, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability (Blouberg 38/26/1)
EE Target: Youth, African Male, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability Lepelle-Nkumpi 3/26/2, Mogalakwena 38/26/3 & 38/26/4, Greater Giyani 38/26/5, Greater Letaba 38/26/6, Makhuduthamaga 38/26/7 & 38/26/8, Collins Chabane 38/26/9
EE Target: Youth, African Male & Female, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability (Makhado 38/26/9)

OFFICE OF THE PREMIER

- APPLICATIONS** : Applications are encouraged to be submitted through the e-Recruitment website at <https://erecruitment.limpopo.gov.za>, however, hand delivery applications are acceptable and must be submitted on the fully completed and signed new Z83 application form obtainable from all government departments or can be downloaded from www.gov.za / www.dpsa.gov.za / www.labour.gov.za, and be addressed to: Director: Human Resource Management Services, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand delivered to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.
- CLOSING DATE** : 17 July 2026 at 16h00.
- NOTE** : The Office of the Premier is an affirmative action employer. Designated race groups, females and persons with disabilities remain the target group and are encouraged to apply. 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 should be completed in full. Part B, all fields should be completed in full except the following: South African citizens 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? If yes (provide detail)" then it is acceptable for an

applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business 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 the limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if 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. A specific reference number for the post applied for must be quoted in the space provided on Z83 form. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. To ensure that potential Senior Management Services (SMS) members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. A Compulsory pre-entry into the Senior Management Services (SMS) certificate from National School of Government (NSG) will be required before the assumption of duty. As per the Department of Public Service and Administration (DPSA) directive on Human Resources Management & Development for Public Service Professionalisation Volume 1, number 1.32.1, "all shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. In terms of the Directive on the Implementation of Competency Based Assessments, Training & Development for Members of the Senior Management Services (SMS) in the Public Service, as amended: All shortlisted candidates will be subjected to a technical assessment that intends to assess relevant functional elements of the job. Assessment for core competencies outlined in the SMS handbook shall be conducted within one month of the appointment of the candidate. The Office shall communicate the logistics for the psychometric assessment to the candidate. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. NB: Only recommended candidates for Senior Management Services (SMS) posts shall undergo psychometric assessment (Giotto, 15FQ+, and CPP assessment). The successful candidates must be willing to sign an oath of secrecy with the organization and are also expected to sign a performance agreement with the Office. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting) and recommended candidates will be subjected to security clearance procedures. The Office reserves the right not to make any appointment(s) to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office. The successful candidate will be required to disclose his/her financial interest in accordance with the applicable prescripts within 30 days of assumption of duty. Late applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered. Note: Certified copies of educational qualifications, academic records, Identity document and valid driver's license (where required) should be submitted by the shortlisted candidates to HR on or before the day of the interview date,

failure to produce the requested certified copies on the day of the interview process, will result in an automatic disqualification from the process. Kindly note that no payment of any kind is required when applying for posts advertised in this circular. Applications with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and the proof of such evaluation. The contents of the advertised vacant posts will also be posted on the following website: www.limpopo.gov.za and all Office of the Premier Social media pages. NB!!! The Office reserves the right to interview candidates virtually. In the event a candidate's preference is to attend a physical face-to-face interview process, the Office will not be liable for any expenses incurred.

MANAGEMENT ECHELON

- POST 23/424** : **CHIEF DIRECTOR: PERFORMANCE MONITORING AND EVALUATION PROGRAMMES, SYSTEMS AND DATA MANAGEMENT REF NO: OTP: 05 / 26 / 01 (X1 POST)**
 Chief Directorate: Performance Monitoring and Evaluation Programmes, Systems and Data Management
- SALARY CENTRE REQUIREMENTS** : R1 554 696 - R1 858 821 per annum (Level 14), (all-inclusive package)
 : Polokwane
 : A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 7) in Public Management / Administration or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience at a Senior Managerial level in Performance Monitoring and Evaluation environment. SMS Pre-Entry (Nyukela) Certificate prior to appointment. A valid driver's license except for people with disabilities.
- DUTIES** : Establish, Maintain and Manage Monitoring and Evaluation Systems for the Province through the Sectors. Ensure the development, management and implementation of National and Provincial policies, strategies, guidelines, directives and procedures on M&E and Service Delivery Improvement. Ensure coordination, management and the implementation of service delivery Intervention programmes, Data and Systems Provide leadership and strategic direction in the Chief Directorate Manage and utilise Human Resources in accordance with the relevant directives and legislation.
- ENQUIRIES** : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
- POST 23/425** : **CHIEF DIRECTOR: TRANSFORMATION REF NO: OTP: 05 / 26 / 02 (X1 POST)**
 Chief Directorate: Transformation
- SALARY CENTRE REQUIREMENTS** : R1 554 696 – R1 858 821 per annum (Level 14), (all-inclusive package)
 : Polokwane
 : A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 7) or an equivalent qualification in a relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience at a Senior Managerial level. SMS Pre-Entry (Nyukela) Certificate prior to appointment. A valid driver's license except for people with disabilities.
- DUTIES** : Coordinate, monitor and evaluate the implementation and mainstreaming of programmes for persons with disabilities, older persons, children, and military veterans in Limpopo Province. Coordinate, monitor and evaluate the implementation of youth development programmes in Limpopo Province. Coordinate, monitor and evaluate the implementation of women empowerment and equality programmes in Limpopo Province. Coordinate, monitor and evaluate the implementation of ethics and anti-corruption programmes in Limpopo Province. Coordinate, monitor and evaluate the implementation of security management programmes in Limpopo Province. Coordinate, monitor and evaluate the implementation of service standards and Thusong Service Centre programme in Limpopo Province.
- ENQUIRIES** : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.

OTHER POSTS

- POST 23/426** : **DEPUTY DIRECTOR: HRD COUNCIL SECRETARIAT REF NO: OTP: 05 / 26 / 03 (X1 POST)**
Directorate: HRD Council Secretariat
- SALARY** : R1 101 468 – R1 297 476 per annum (Level 12), (all-inclusive package)
CENTRE : Polokwane
REQUIREMENTS : A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Human Resource Development or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Human Resource Development & Training of which three (3) years must be at an Assistant Director level. A valid driver's license except for people with disabilities.
- DUTIES** : Coordinate and provide secretariat services to the Limpopo Human Resource Development Council meetings Create linkages and coordinate Economic Sector. Coordinate and promote the implementation of the Provincial and National HRD Strategies Plan and provide Advisory Services to Institutions of Higher Learning, SETA's, Industries.
- ENQUIRIES** : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) - 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
- POST 23/427** : **DEPUTY DIRECTOR: INFRASTRUCTURE PLANNING AND PROJECT MANAGEMENT COORDINATION REF NO: OTP: 05 / 26 / 04 (X1 POST)**
Directorate: Infrastructure Planning and Project Management Coordination
- SALARY** : R1 101 468 – R1 297 476 per annum (Level 12), (all-inclusive package)
CENTRE : Polokwane
REQUIREMENTS : A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Built Environment / Civil engineering or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (5) years' experience in Infrastructure Planning of which three (3) years' must be at an Assistant Director level. A valid driver's license except for people with disabilities.
- DUTIES** : Support integrated Infrastructure Development Planning in the Province. Support the Development, updating and review of the Provincial Integrated Infrastructure related Policy / Framework / Strategy / Plan. Provide support on priority projects in the Province. Facilitate the Development of Province - Wide intervention Plans on Infrastructure matters.
- ENQUIRIES** : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
- POST 23/428** : **DEPUTY DIRECTOR: RECORDS AND KNOWLEDGE MANAGEMENT REF NO: OTP: 05 / 26 / 05 (X1 POST)**
Directorate: Records and Knowledge Management
- SALARY** : R1 101 468 – R1 297 476 per annum (Level 12), (all-inclusive package)
CENTRE : Polokwane
REQUIREMENTS : A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Records Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in Records Management at an Assistant Director level. A valid driver's license except for people with disabilities.
- DUTIES** : Coordinate and monitor management of General and Human Resource Records effectively. Coordinate and monitor the implementation of Data Management Programs. Coordinate and monitor the implementation of Knowledge Management Programs. Coordinate and monitor the preservation of Institutional memory through the implementation of Records and Knowledge Management process, practices and systems. Coordinate and monitor the implementation of Legislative frameworks (PAIA, POPIA and PAJA).

- ENQUIRIES** : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
- POST 23/429** : **DEPUTY DIRECTOR: FACILITIES AND AUXILIARY MANAGEMENT REF NO: OTP: 05 / 26 / 06 (X1 POST)**
Directorate: Records and Facilities Management Services (Work Environment)
- SALARY** : R932 292 – R1 098 195 per annum (Level 11), (all-inclusive package)
CENTRE : Polokwane
REQUIREMENTS : A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Administration / Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (5) years' experience in Facilities Management or Administration Environment of which three (3) years' experience must be at an Assistant Director level. A valid driver's license except for people with disabilities.
- DUTIES** : Manage Infrastructure services. Manage maintenance services. Manage auxiliary services. Management of policies and processes.
- ENQUIRIES** : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
- POST 23/430** : **DEPUTY DIRECTOR: BUDGET PLANNING REF NO: OTP: 05 / 26 / 07 (X1 POST)**
Directorate: Financial Management and Accounting Services
- SALARY** : R932 292 – R1 098 195 per annum (Level 11), (all-inclusive package)
CENTRE : Polokwane
REQUIREMENTS : A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Accounting or Cost and Management Accounting or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Finance of which three (3) years must be at an Assistant Director level in Budget Planning / Management Accounting. A valid driver's license except for people with disabilities.
- DUTIES** : Manage Budget Planning Services. Manage Financial Reporting. Manage Cashflow Management. Manage Personnel within his/her area of work.
- ENQUIRIES** : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME at telephone numbers 015 - 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
- POST 23/431** : **ASSISTANT DIRECTOR: RESEARCH AND DEVELOPMENT REF NO: OTP: 05 / 26 / 08 (X1 POST)**
Directorate: Research and Development
- SALARY** : R605 742 – R713 535 per annum (Level 10)
CENTRE : Polokwane
REQUIREMENTS : A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Administration, Public Management, Public Affairs, Development Studies, Development Planning and Management, Social Science or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (03) years' experience in Research at a Supervisory level. A valid driver's license except for people with disabilities.
- DUTIES** : Responsibilities: Implement the Provincial Research Guidelines. Provide technical support to the LPREC. Provide secretarial support to the LPREC. Monitor the approved research projects.
- ENQUIRIES** : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
- POST 23/432** : **ASSISTANT DIRECTOR: TELECOMMUNICATIONS AND OFFICE EQUIPMENT REF NO: OTP: 05 / 26 / 09 (X1 POST)**
Directorate: Departmental Government Information Technology Office (DGITO)
- SALARY** : R487 197 – R584 370 per annum (Level 09)

<u>CENTRE REQUIREMENTS</u>	:	Polokwane
	:	A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Administration / Information Communication and Technology or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (03) years' experience in Network Administration or ICT. A valid driver's license except for people with disabilities.
<u>DUTIES</u>	:	Supervise the provision of Administrative Services to the Department. Manage telecommunications Records. Supervise the provision of support and resolution for telecommunication issues. Ensure the management of Switchboard and Photocopier services.
<u>ENQUIRIES</u>	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME at telephone numbers 015 - 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
<u>POST 23/433</u>	:	<u>ASSISTANT DIRECTOR: SALARY ADMINISTRATION REF NO: OTP: 05 / 26 / 10 (X1 POST)</u> Directorate: Financial Management and Accounting Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487197 – R584 370 per annum (Level 09)
	:	Polokwane
	:	A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Financial Accounting / Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (03) years' experience in Salary administration at a Supervisory level. BAS and PERSAL certificate / results. A valid driver's license except for people with disabilities.
<u>DUTIES</u>	:	Administer Salary Payments. Administer Payroll and other Salary Reports. Administer implementation of Human Resource Advices. Administer subsistence and travel, fuel and overtime claims payments. Administer tax returns and reconciliation.
<u>ENQUIRIES</u>	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
<u>POST 23/434</u>	:	<u>ARTISAN FOREMAN GRADE A REF NO: OTP: 05 / 26 / 11 (X1 POST)</u> Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 329 – R450 504 per annum, (OSD)
	:	Polokwane
	:	A Trade Test Certificate in Mechanical Engineering as recognized by the South African Qualification Authority (SAQA). A minimum of five (5) years' post qualification experience in Mechanical Engineering as an Artisan. A valid driver's license, except for people with disability.
<u>DUTIES</u>	:	Supervise technical design, production, operation and maintenance services. Perform administrative and related function. Maintain and advance expertise. Human Capital Resource Management.
<u>ENQUIRIES</u>	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
<u>POST 23/435</u>	:	<u>ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: OTP: 05 / 26 / 12 (X1 POST)</u> Directorate: Human Resource Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 – R486 501 per annum (Level 08)
	:	Polokwane
	:	A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF level 6) in Management Services / Organisational Development / Operations Management / Production Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in Organisational Development and Change Management environment. A driver's license except for people with disabilities.
<u>DUTIES</u>	:	Assist with the designing of the functional organization and staff establishment structure. Facilitate the development of Job Descriptions and conduct Job Evaluations. Assist in the implementation of Operations Management

<u>ENQUIRIES</u>	:	Framework (OMF). Implement Change Management Programme and strategies. Provide secretariat and administrative function to the unit. should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
<u>POST 23/436</u>	:	<u>ADMINISTRATIVE OFFICER: AIDS COUNCIL SECRETARIAT REF NO: OTP: 05 / 26 / 13 (X1 POST)</u> Directorate: Administrative Officer: AIDS Council Secretariat
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 – R398 277 per annum (Level 07) Polokwane A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Administration or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in Administration or Office Management.
<u>DUTIES</u>	:	Provide administrative support to the Unit. Make logistical arrangements for the Unit. Serve as the secretariat for the Unit.
<u>ENQUIRIES</u>	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
<u>POST 23/437</u>	:	<u>ADMINISTRATIVE OFFICER: ASSETS, DISPOSAL AND FINANCIAL SYSTEMS MANAGEMENT REF NO: OTP: 05 / 26 / 14 (X1 POST)</u> Directorate: Financial Management and Accounting Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 – R398 277 per annum (Level 07) Polokwane A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF 6) in Accounting / Economics / Information Systems Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in Asset Management and/or Financial Management Information Systems. A valid driver's license except for people with disabilities. BAS and LOGIS certificates / results.
<u>DUTIES</u>	:	Administer assets and assets register. Receive and distribute new assets. Administer the disposal and verification of assets. Administer access to financial systems.
<u>ENQUIRIES</u>	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
<u>POST 23/438</u>	:	<u>ADMINISTRATIVE OFFICER: ICT INFRASTRUCTURE (TELECOMMUNICATIONS AND OFFICE EQUIPMENT) REF NO: OTP: 05 / 26 / 15 (X1 POST)</u> Directorate: Departmental Government Information Technology Office (DGITO)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 – R398 277 per annum (Level 07) Polokwane A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Administration / Office Administration or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in Public Administration or Telecommunication and Office Equipment Management.
<u>DUTIES</u>	:	Manage Telecommunications Contracts. Administer Telecommunications Services. Supervise Switchboard and Call Centre Operations. Supervise Billing and Financial Controls. Maintain proper record-keeping. Engage and Support Stakeholders.
<u>ENQUIRIES</u>	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.

- POST 23/439** : **ADMINISTRATIVE OFFICER: GOVERNMENT OWNED VEHICLES REF NO: OTP: 05 / 26 / 16 (X1 POST)**
 Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R338 106. – R398 277 per annum (Level 07)
 : Polokwane
 : A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Supply Chain Management / Transport Management / Logistics Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in Supply Chain Management / Transport Management. A valid driver's license except for people with disabilities.
- DUTIES** : Allocate Government owned vehicles for special purposes. Register and process vehicle licenses. Check log-sheets and trip authorisation for government owned vehicles. Attend to Traffic fines and handle accidents / incidents.
- ENQUIRIES** : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
- POST 23/440** : **REGISTRY CLERK: GENERAL RECORDS REF NO: OTP: 05 / 26 / 17 (X2 POSTS)**
 Directorate: Records and Facilities Management Services (Work Environment)
- SALARY CENTRE REQUIREMENTS** : R338106 – R398 277 per annum (Level 05)
 : Polokwane
 : A National Senior Certificate / an equivalent (NQF 4) or an equivalent qualification as recognized by the South African Qualification Authority (SAQA). Computer Literacy (Microsoft Office package).
- DUTIES** : Responsibilities: Provide General Records services to clients. Implement staff file plan, Records policy, Procedure manual and records control schedule. File personal and series files. Facilitate Messenger and Postal services.
- ENQUIRIES** : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
- POST 23/441** : **PHOTOCOPY OPERATOR REF NO: OTP: 05 / 26 / 18 (X1 POST)**
 Directorate: Departmental Government Information Technology Office (DGITO)
- SALARY CENTRE REQUIREMENTS** : R144 024 – R169 656 per annum (Level 02)
 : Polokwane
 : Grade 8 / ABET / AET level 2 qualification as recognized by the South African Qualification Authority (SAQA).
- DUTIES** : Operate the Photocopier machines. Make requisition for photocopying materials. Perform minor maintenance on the photocopy machines.
- ENQUIRIES** : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
- POST 23/442** : **CLEANER REF. NO: OTP: 05 / 26 / 19 (X1 POST)**
 Directorate: Records and Facilities Management Services (Work Environment)
- SALARY CENTRE REQUIREMENTS** : R144 024 – R169 656 per annum (Level 02)
 : Polokwane
 : A minimum of Grade 8 (NQF level 1 or 2) / (AET or ABET level 2 certificate) qualification as recognized by the South African Qualification Authority (SAQA).
- DUTIES** : Provide cleaning services by cleaning offices, restrooms, corridors, elevators, passages, guardroom, reception area and Atrium. Keep and maintain cleaning materials and equipment.
- ENQUIRIES** : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.

**PROVINCIAL ADMINISTRATION: MPUMALANGA
SOUTH AFRICAN POLICE SERVICE**

- APPLICATIONS** : Applications may be hand-delivered, as follows: 4 Ehmke Street, Nelspruit 1200. Application must be addressed to Recruitment Section, (Attention: Captain Hlubi / SAC Lukhele) South African Police Service, or e-mailed to HlubiJ@saps.gov.za
- CLOSING DATE** : 17 July 2026 at 16:00
- NOTE** : Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 23/443** : **FINANCIAL CLERK SUPERVISOR (X6 POSTS)**
- SALARY** : R338 106 per annum (Level 07)

<u>CENTRE</u>	:	PHO: Financial Management Services Ref No: MP 12/06/2026 (X1 Post) Witbank SAPS Ref No: MP 13/06/2026 (X1 Post) Middleburg SAPS Ref No: MP 14/06/2026 (X1 Post) Kwa-Mhlanga SAPS Ref No: MP 15/06/2026 (X1 Post) Secunda SAPS Ref: Ref No: MP 16/06/2026 (X1 Post) Ermelo SAPS Ref No: MP 17/06/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Administer all financial claims, payments, and advances. Administer payroll. Administer budget and enquiries relating to salaries, deductions and allowances. Administer incoming and outgoing correspondences. Administer IRP5 related queries. Exercise control over utilization of all resources allocated to the section. Control and monitor all telephone accounts, payments, registration on telephone system and issuing of pin codes. Ensure compliance with the Public Financial Management Act (PFMA), Treasury Regulations, Acts & Policies.
<u>ENQUIRIES</u>	:	Capt Hlubi / SAC Lukhele Tel No: (013) 762 4813 / 013 762 4808/ 013 762 4417
<u>POST 23/444</u>	:	<u>HUMAN RESOURCE CLERK SUPERVISOR (X3 POSTS)</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Tonga SAPS Ref No: MP 18/06/2026 (X1 Post) Barberton SAPS Ref No: MP 19/06/2026 (X1 Post) PHO: HRM Ref No: MP 20/06/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Supervise, ensure, monitor and render effective and efficient administrative support and services to Station, administer and ensure administrative support to the Station, Render administrative support with the organising, participating and during conferences and meetings. Supervise and monitor human, physical and financial resources allocated.
<u>ENQUIRIES</u>	:	Capt Hlubi / SAC Lukhele Tel No: (013) 762 4813 / 013 762 4808/ 013 762 4417

<u>POST 23/445</u>	:	<u>SUPPLY CHAIN CLERK SUPERVISOR (X3 POSTS)</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	PHO SCM Ref No: MP 21/06/2026 (X1 Post) Standerton SAPS Ref No: MP 22/06/2026 (X1 Post) Piet Retief SAPS Ref No: MP 23/06/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Administer procurement and logistical support within the subsection Supply Chain Management. Administer the payment process. Issuing of order forms. Capturing of order forms.
<u>ENQUIRIES</u>	:	Capt Hlubi / SAC Lukhele Tel No: (013) 762 4813 / 013 762 4808/ 013 762 4417
<u>POST 23/446</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR REF NO: MP 24/06/2026 (X1 POST)</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	PHO Firearms & Liquor and Second Hands Goods
<u>REQUIREMENTS</u>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	To render secretarial and administrative support functions. Administer and coordinate Second-Hand Goods applications. Liaise with relevant role players/stakeholders and render information support in terms of Second-Hand Goods legislation. Search/ rescue of missing/ drowning persons exhibits and aircrafts. Operate a Police vehicle/ Vessels and it's communication equipment.
<u>ENQUIRIES</u>	:	Capt Hlubi / SAC Lukhele at telephone: 013 762 4813 / 013 762 4808/ 013 762 4417
<u>POST 23/447</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR REF NO: 25/06/2026 (X1 POST)</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	PHO: Organisational Development and Strategic Management
<u>REQUIREMENTS</u>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV

Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle, will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Assist management in the monitoring and evaluation of performance plans as well as cross-cutting plans in terms of the Strategic Management Framework. Provide an oversight and administrative role in terms of data gathering and verification of performance information, for the purposes of quarterly and annual reporting. Compile and submit relevant quarterly and annual returns which are required to prove the implementation of strategic and operational plans. Conduct compliance inspections at all business units within the province to evaluate the implementation of strategic policy, including but not limited to Annual Operational Plans, Service Delivery Improvement Plans and Audit Action Plans. Manage and oversee the administrative function pertaining to the conducting of physical and virtual meetings, associated with the strategic environment.

ENQUIRIES : Capt Hlubi / SAC Lukhele Tel No: (013) 762 4813 / 013 762 4808/ 013 762 4417

POST 23/448 : **ADMINISTRATION CLERK (X16 POSTS)**

SALARY CENTRE : R237 453 per annum (Level 05)
 : Ngodwana SAPS Ref No: MP 26/06/2026 (X1 Post)
 : Ogies SAPS Ref No: MP 27/06/2026 (X1 Post)
 : Dullstroom SAPS Ref No: MP 28/06/2026 (X1 Post)
 : Nkangala District Office Ref No: MP 29/06/2026 (X1 Post)
 : Morgenzon SAPS Ref No: MP 30/06/2026 (X1 Post)
 : Amersfoort SAPS Ref No: MP 31/06/2026 (X1 Post)
 : Breyten SAPS Ref No: MP 32/06/2026 (X1 Post)
 : Tonga SAPS Ref No: MP 33/06/2026 (X1 Post)
 : Pilgrim's Rest SAPS Ref No: MP 34/06/2026 (X1 Post)
 : Sabie SAPS Ref No: MP 35/06/2026 (X1 Post)
 : PHO: Legal Services Ref No: MP 36/06/2026 (X2 Posts)
 : Ermelo Garage Ref No: MP 37/06/2026 (X2 Posts)
 : Standerton Garage Ref No: MP 38/06/2026 (X1 Post)
 : KwaMhlanga Garage Ref No: MP 39/06/2026 (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : To provide an administrative and clerical support service to personnel in respect of personnel administration of the station. Administer correspondence and accurate record keeping of files. Administer logistical matters. Manage and

		control human and physical resources of the station. Implement and maintain the performance management process and job descriptions at the station.
<u>ENQUIRIES</u>	:	Capt Hlubi / SAC Lukhele Tel No: (013) 762 4813 / 013 762 4808/ 013 762 4417
<u>POST 23/449</u>	:	<u>SECRETARY (X15 POSTS)</u>
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05)
	:	PHO: ORS Ref No: MP 40/06/2026 (X1 Post)
	:	PHO: Communication Ref No: MP 41/06/2026 (X1 Post)
	:	PHO: PES Ref No: MP 42/06/2026 (X1 Post)
	:	PHO: POCC Ref No: MP 43/06/2026 (X1 Post)
	:	PHO: Supply Chain Management Ref No: MP 44/06/2026 (X1 Post)
	:	PHO: Finance Ref No: MP 45/06/2026 (1 post)
	:	PHO: Visible Policing – Flash Ref No: MP 46/06/2026 (X1 Post)
	:	PHO: Human Resources Management Ref No: MP 47/06/2026 (X1 Post)
	:	PHO: Technology Management and Services Ref No: MP 48/06/2026 (X1 Post)
	:	PHO: Organisational Development and Strategic Management Ref No: MP 49/06/2026 (X1 Post)
	:	Ehlanzeni District Office: Ref No: MP 50/06/2026 (X1 Post)
	:	PHO: Detectives: Commercial Crime Ref No: MP 51/06/2026 (X1 Post)
	:	Serious and Violent Crime Ref No: MP 52/06/2026 (X1 Post)
	:	Organised Crime Ref No: MP 53/06/2026 (X1 Post)
	:	Crime Investigation Ref No: MP 54/06/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	To provide secretarial support functions to the Section Head. Arrange, prepare meetings, agendas, typing and taking Minutes. Answer and screen all incoming calls to the office of the Section Head. Liaise with other Sections and components on matters relating to the Section Head's office. Maintain good Recordkeeping, filling and bring forward system. Handle confidential documents. Process and submit claims, make travelling and accommodation arrangements. Manage the diary as well as receive and host visitors of the office. Operate standard equipment (fax, photocopy machine, telephone, Computer etc.). Serving refreshment to visitors and during Meetings. Manage office inventory.
<u>ENQUIRIES</u>	:	Capt Hlubi / SAC Lukhele Tel No: (013) 762 4813 / 013 762 4808/ 013 762 4417
<u>POST 23/450</u>	:	<u>SECURITY OFFICERS (X18 POSTS)</u>
<u>SALARY CENTRE</u>	:	R170 226 per annum (Level 03)
	:	PHO: Nelspruit Ref No: MP 55/06/2026 (X8 Posts)
	:	Komartipoort VSS Ref No: MP 56/06/2026 (X1 Post)
	:	Middelburg District Office Ref No: MP 57/06/2026 (X3 Posts)
	:	Middelburg Garage Ref No: MP 58/06/2026 (X3 Posts)
	:	Middelburg Armourer Ref No: MP 59/06/2026 (X1 Post)
	:	KwaMhlanga VSS Ref No: MP 60/06/2026 (X2 Posts)
<u>REQUIREMENTS</u>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the

day of the interview. Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Valid Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate or higher. Not declared unfit to possess a firearm. Be willing to undergo firearm competency training and to maintain firearm competency. Relevant courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will also serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, Skills and Competencies: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.

DUTIES : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contractors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – ONLY from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

ENQUIRIES : Capt Hlubi / SAC Lukhele Tel No: (013) 762 4813 / 013 762 4808/ 013 762 4417

POST 23/451 : **GENERAL WORKERS (X27 POSTS)**

SALARY CENTRE : R144 024 per annum (Level 02)
 : Bethal SAPS Ref No: MP 61/06/2026 (X1 Post)
 : Delmas SAPS Ref No: MP 62/06/2026 (X1 Post)
 : Ekulindeni SAPS Ref No: MP 63/06/2026 (X1 Post)
 : Embalenhle SAPS Ref No: MP 64/06/2026 (X1 Post)
 : Evander SAPS Ref No: MP 65/06/2026 (X1 Post)
 : Hartebeeskop SAPS Ref No: MP 66/06/2026 (X1 Post)
 : Hazyview SAPS Ref No: MP 67/06/2026 (X1 Post)
 : Kinross SAPS Ref No: MP 68/06/2026 (X1 Post)
 : Lothair SAPS Ref No: MP 69/06/2026 (X1 Post)
 : Malelane SAPS Ref No: MP 70/06/2026 (X1 Post)
 : Mbuzini SAPS Ref No: MP 71/06/2026 (X1 Post)
 : Mhluzi SAPS Ref No: MP 72/06/2026 (X1 Post)
 : Phola SAPS Ref No: MP 73/06/2026 (X1 Post)
 : Waterval Boven SAPS Ref No: MP 74/06/2026 (X1 Post)
 : White River SAPS Ref No: MP 75/06/2026 (X1 Post)
 : Amsterdam SAPS Ref No: MP 76/06/2026 (X1 Post)
 : Ngodwana SAPS Ref No: MP 77/06/2026 (X1 Post)
 : Pienaar SAPS Ref No: MP 78/06/2026 (X1 Post)
 : PHO Nelspruit Ref No: MP 79/06/2026 (X1 Post)
 : Middelburg District Office Ref: MP 80/06/2026 (X1 Post)
 : Ermelo VSS Ref No: MP 81/06/2026 (X1 Post)
 : Witbank FCS Ref No: MP 82/06/2026 (X1 Post)
 : Standerton SAPS Ref No: MP 83/06/2026 (X2 Posts)
 : Barberton SAPS Ref No: MP 84/06/2026 (X1 Post)
 : Breyten SAPS Ref No: MP 85/06/2026 (X1 Post)
 : Tweefontein SAPS Ref No: MP 86/06/2026 (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7 certificate/ report (NQF level 1 as recognized by SAQA), for which

documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol; Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.

DUTIES

: Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters. Performing tasks of a routine nature, such as dust working the environment. Polish furniture and floors. Vacuum carpets and mopping tile floors. Remove refuse. Perform maintenance tasks in and around the assigned premises. Clean bathrooms and kitchens. Safekeeping and handling of a variety of Aids in the cleaning of the premises. Loading and unloading of goods. Garden maintenance services. Washing and cleaning of state vehicles.

ENQUIRIES

: Capt Hlubi / SAC Lukhele Tel No: (013) 762 4813 / 013 762 4808/ 013 762 4417

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
SOUTH AFRICAN POLICE SERVICE**

- APPLICATIONS** : Applications can be posted to the Provincial Head: Human Resource Management, Recruitment Office, Private Bag X5001, Kimberley, 8300 or hand deliver to 19 George Street (locked silver container at entrance), Kimberley 8301 or e-mail to one of the following e-mail addresses: DiamondEN@saps.gov.za SyfersRC@saps.gov.za MoorcroftT@saps.gov.za
- CLOSING DATE** : 17 July 2026 at 16:00
- NOTE** : Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 23/452** : **HUMAN RESOURCE CLERK SUPERVISOR (X6 POSTS)**
- SALARY CENTRE** : R338 106 per annum (Level 07)
: Provincial Office: Human Resource Management: Placement and Records Ref No: NCHRM 1/6/2026
Hartswater Support Services: Human Resource Management Ref No: NCHRM 2/6/2026
Kimberley Support Services: Human Resource Management Ref No: NCHRM 3/6/2026
Mothibistad Support Services: Human Resource Management Ref No: NCHRM 4/6/2026
Nababeep Support Services: Human Resource Management Ref No: NCHRM 5/6/2026
Sunrise Support Services: Human Resource Management Ref No: NCHRM 6/6/2026
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will Knowledge, skills and competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Ensure effective, efficient administration to manage the implementation of Human Resource policies. Administer employee data integrity, transfers and placement of personnel. Administer absenteeism management functions, Service Terminations, Medical Administration and Grievance Management. Monitor timelines of disciplinary actions, the implementation of human resource practices. Handle administration of Employment Equity and conduct inspections to ensure proper implementation of equity targets, Maintain compliance with Performance Enhancement Process (PEP), Job Descriptions, Skills Development Facilitator (SDF) functions.
- ENQUIRIES** : Lieutenant Colonel Diamond / PO Moorcroft / PPO Syfers at 053 839 2864/ 2813/ 3724
- POST 23/453** : **FINANCIAL CLERK SUPERVISOR (X3 POSTS)**
- SALARY CENTRE** : R338 106.per annum (Level 07)
: Colesberg Support Services: Financial Management and Administration Ref No: NCFMA 1/6/2026
Kimberley Support Services: Financial Management and Administration Ref No: NCFMA 2/6/2026
Pofadder Support Services: Financial Management and Administration Ref No: NCFMA 3/6/2026
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license, for at least a light motor vehicle will serve as an added advantage. Knowledge, skills and competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written

communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Conduct need analysis and assist with the compilation of the station budget. Assist station members and manage (under the same pay point) on the financial expenditure. Inspect financial registers and verify granted authority. Ensure cost effective use of resources within the station with measures to maintain and control expenditure.

ENQUIRIES : Lieutenant Colonel Diamond / PO Moorcroft / PPO Syfers Tel No: (053) 839 2864/ 2813/ 3724

POST 23/454 : **SUPPLY CHAIN CLERK SUPERVISOR (X3 POSTS)**

SALARY CENTRE : R338 106 per annum (level 07)
 : Hopetown Support Services: Supply Chain Management Ref No: NCSCM 1/6/2026
 : Kathu Support Services: Supply Chain Management: Ref No: NCSCM 2/6/2026
 : Victoria West Support Services: Supply Chain Management Ref No: NCSCM 3/6/2026

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license, for at least a light motor vehicle will serve as an added advantage. Knowledge, skills and competencies: Knowledge of relevant prescripts applicable to the Public Service. *Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Administer the movement and utilization of vehicles at the station. Administer the utilization of physical resources and inventories. Administer the correspondence of all incidences, damages. Losses and thefts at the station. Administer the procurement related tasks. Administer human, physical, and financial resources allocated to the station.

ENQUIRIES : Lieutenant Colonel Diamond / PO Moorcroft / PPO Syfers at 053 839 2864/ 2813/ 3724

POST 23/455 : **ADMINISTRATION CLERK (X27 POSTS)**

SALARY CENTRE : R 237 453 per annum (Level 05)
 : Provincial Legal Services: Support Operational Services: Kimberley Ref No: NCADMIN 1/6/2026
 : Provincial Legal Services: Legal Support Litigation & Arbitrations: Kimberley: Ref No: NCADMIN 2/6/2026
 : Provincial Supply Chain Management: De Aar Garage Ref No: NCADMIN 3/6/2026
 : Provincial Supply Chain Management: Kuruman Garage Ref No: NCADMIN 4/6/2026
 : Provincial Supply Chain Management: Springbok Garage Ref No: NCADMIN 5/6/2026
 : Kakamas Family Violence, Child Protection and Sexual Offences Unit Ref No: NCADMIN 6/6/2026
 : Pofadder Family Violence, Child Protection and Sexual Offences Unit Ref No: NCADMIN 7/6/2026

Port Nolloth Family Violence, Child Protection and Sexual Offences Unit Ref No: NCADMIN 8/6/2026
 Postmasburg Family Violence, Child Protection and Sexual Offences Unit Ref No: NCADMIN 9/6/2026
 Vehicle Crime Investigation Unit (VCIU): Springbok Ref No: NCADMIN 10/6/2026
 Alexanderbay Support Services: Administration Services Ref No: NCADMIN 11/6/2026
 Aggeneys Support Services: Administration Services Ref No: NCADMIN 12/6/2026 (X2 Posts)
 Boetsap Support Services: Administration Services Ref No: NCADMIN 13/6/2026
 Kamieskroon Support Services: Administration Services Ref No: NCADMIN 14/6/2026
 Komaggas Support Services: Administration Services Ref No: NCADMIN 15/6/2026
 Koopmansfontein Support Services: Administration Services Ref No: NCADMIN 16/6/2026
 Loxton Support Services: Administration Services Ref No: NCADMIN 17/6/2026
 Marydale Support Services: Administration Services Ref No: NCADMIN 18/6/2026
 Middelpos Support Services: Administration Services Ref No: NCADMIN 19/6/2026
 Noenieput Support Services: Administration Services Ref No: NCADMIN 20/6/2026
 Onseepkans Support Services: Administration Services Ref No: NCADMIN 21/6/2026
 Plooyburg Support Services: Administration Services Ref No: NCADMIN 22/6/2026
 Riemvasmaak Support Services: Administration Services Ref No: NCADMIN 23/6/2026
 Severn Support Services: Administration Services Ref No: NCADMIN 24/6/2026
 Van Zylsrus Support Services: Administration Services Ref No: NCADMIN 25/6/2026
 Witdraai Support Services: Administration Services Ref No: NCADMIN 26/6/2026

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administration of absenteeism functions, Service Terminations, Medical Administration, Grievances and Discipline; Administration of Employment Equity functions and maintenance of Job Descriptions, Performance Enhancement Process (PEP) and Skills Development Facilitator functions.

ENQUIRIES : Lieutenant Colonel Diamond / PO Moorcroft / PPO Syfers Tel No: (053) 839 2864/ 2813/ 3724

POST 23/456 : **FINANCIAL CLERK REF NO: NCFMA 27/6/2026 (X1 POST)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Pofadder Support Services: Financial Management and Administration
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA).

Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administer and assist with the compilation of the station budget. Assist station members and administration (under the same pay point) of financial expenditure. Maintain financial registers and verify granted authority. Administration of cost-effective use of resources within the station with measures to maintain and control expenditure.

ENQUIRIES : Lieutenant Colonel Diamond / PO Moorcroft / PPO Syfers Tel No: (053) 839 2864/ 2813/ 3724

POST 23/457 : **SECURITY GUARD (X5 POSTS)**

SALARY CENTRE : R170 226 per annum (Level 03)
 : Provincial Auxiliary Services: Security Management (Posted at Galeshewe HRDC) Ref No: NCS 1/6/2026 (X4 Posts)
 : Provincial Auxiliary Services: Security Management (Posted at Kennilworth Building: Kimberley) Ref No: NCS 2/6/2026

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Valid Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate or higher. Not declared unfit to possess a firearm. Be willing to undergo firearm competency training and to maintain firearm competency. Relevant courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will also serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, skills and competencies: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.

DUTIES : Execute control admission by positive identification of officers / employees, visitors and maintenance personnel before they are allowed to enter the premises; issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check supplies, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Control the admission of vehicles in fenced-off areas, Patrol buildings and fenced-off areas; Guard vehicles, workshops and equipment in the field*Supervise cleaners and maintenance personnel – ONLY from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel; Render assistance to security offices in the performance of duties.

ENQUIRIES : Lieutenant Colonel Diamond / PO Moorcroft / PPO Syfers Tel No: (053) 839 2864/ 2813/ 3724

POST 23/458 : **CLEANER (X19 POSTS)**

SALARY CENTRE : R144 024.per annum (Level 02)
 : Aggeneys SAPS Ref No: NCC 1/06/2026
 : Boetsap SAPS Ref No: NCC 2/06/2026
 : Galeshewe SAPS Ref No: NCC 3/06/2026
 : Hopetown SAPS Ref No: NCC 4/06/2026
 : Koopmansfontein SAPS Ref No: NCC 5/06/2026
 : Kuruman SAPS (Geographically placed at EHW/HRD premises) Ref No: NCC 6/06/2026

Lime Acres SAPS Ref No: NCC 7/06/2026
 Marydale SAPS Ref No: NCC 8/06/2026
 Middelpoos SAPS Ref No: NCC 9/06/2026
 Pella SAPS Ref No: NCC 10/06/2026
 Plooyburg SAPS Ref No: NCC 11/06/2026
 Rosedale SAPS Ref No: NCC 12/06/2026
 Steinkopf SAPS Ref No: NCC 13/06/2026
 Sunrise SAPS Ref No: NCC 14/06/2026
 Vosburg SAPS Ref No: NCC 15/06/2026
 Williston SAPS Ref No: NCC 16/06/2026
 Provincial Auxiliary Services: Kimberley Ref No: NCC 17/06/2026 (X2 Posts)
 Provincial Auxiliary Services (Placed at HRD & Band: Gladston Building):
 Kimberley Ref No: NCC 18/06/2026

REQUIREMENTS

: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7 certificate/ report (NQF level 1 as recognized by SAQA), for which documentary proof can be produced when required. Knowledge, skills and competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment. Willing to work extended hours when necessary.

DUTIES

: Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters Performing tasks of a routine nature, such as dusting Polish furniture and floors Vacuum carpets and mopping of tile floors Remove refuse Perform maintenance tasks in and around the assigned premises Clean bathrooms and kitchens Safekeeping and handling of a variety of Aids in the cleaning of the premises*Loading and unloading of goods Garden maintenance services Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES

: Lieutenant Colonel Diamond / PO Moorcroft / PPO Syfers Tel No: (053) 839 2864/ 2813/ 3724

**PROVINCIAL ADMINISTRATION: NORTH WEST
SOUTH AFRICAN POLICE SERVICE**

- APPLICATIONS** : Direct your application to the following addresses: Postal Address: Private Bag X801, Potchefstroom, 2531 OR Physical Address: No 123 Corner Peter Mokaba and Nelson Mandela Road, Wespol Square, Potchefstroom, 2531 OR E-Mail address: morake1m@saps.gov.za / rampaam@saps.gov.za / appiekm@saps.gov.za / DikaneK@saps.gov.za
- CLOSING DATE** : 17 July 2026 at 16:00
- NOTE** : Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 23/459** : **ADMINISTRATION CLERK SUPERVISOR**
- SALARY CENTRE** : R338 106 per annum (Level 07)
: North West:
: Rustenburg: Finance & Administration Ref No: NW 01/06/2026 (X1 Post)
: Rustenburg: Supply Chain Management Ref No: NW 02/06/2026 (X1 Post)
: Brits: Supply Chain Management Ref No: NW 03/06/2026 (X1 Post)
: Brits: Loss Management Ref No: NW 04/06/2026 (X1 Post)
: Mahikeng: Supply Chain Management Ref No: NW 05/06/2026 (X1 Post)
: Mahikeng: Finance & Administration Ref No: NW 06/06/2026 (X1 Post)
: PC: Supply Chain Management: MGP Ref No: NW 07/06/2026 (X1 Post)
: PC: Finance & Administration: Budget Management Ref No: NW 08/06/2026 (X1 Post)
: PC: Human Resource Management: MISP Ref No: NW 09/06/2026 (X1 Post)
: PC: Organizational Development & Strategic: MISP Ref No: NW 10/06/2026 (X1 Post)
: PC: TMS: IS / ICT Infrastructure Ref No: NW 11/06/2026 (X1 Post)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills, and Competencies Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Ensure accurate record keeping and efficient administration. Maintain and coordinate effective office administration. Supervise incoming and outgoing office correspondence. Monitor filing system, documents and correspondence. Inspect and update related registers. Assess and distribute allocated resources and equipment. Inspect and control inventories. Maintain high level of discipline and adhere to the South African Police Service Code of Conduct. Enhance police professionalism and deliver professional Police Services.
- ENQUIRIES** : Capt Morake / PPO Rampai / AC Swana / AC Appie / AC Dikane Tel No (018) 229 7320 / 7194 / 7732 / 7139 / 7126
- POST 23/460** : **ADMINISTRATION CLERK SUPERVISOR REF NO: NW 12/06/2026 (X1 POST)**
- SALARY CENTRE** : R338 106.per annum (Level 07)
: North West PC: Commercial Crime Investigation
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. A National Diploma in the field of Accounting / Auditing / Criminology or a Degree in B Com (Law) will serve as an added advantage. Relevant training courses in the field of post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills, and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving,

- DUTIES** : Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
: To manage and process data to ensure accurate flow of information. Manage and coordinate reports in support of crime investigation services and other SAPS operations to the Commercial Crime Unit. Register and maintain reported crime information and the updating of database. To ensure accurate record keep and administration. Maintain high level of discipline and adhere to the South African Police Service Code of Conduct. Enhance police professionalism and deliver professional Police.
- ENQUIRIES** : Capt Morake / PPO Rampai / AC Swana / AC Appie / AC Dikane Tel No: (018) 229 7320 / 7194 / 7732 / 7139 / 7126
- POST 23/461** : **SECRETARY**
- SALARY CENTRE** : R237 453 per annum (Level 05)
: North West:
Provincial Head: TMS Ref No: NW 13/06/2026 (X1 Post)
Provincial Head: Legal Services: Operations Ref No: NW 14/06/2026 (X1 Post)
Provincial Head: Legal Services: Support Ref No: NW 15/06/2026 (X1 Post)
Provincial Head: Serious & Violent Crimes Ref No: NW 16/06/2026 (X1 Post)
Provincial Head: Organized Crime Ref No: NW 17/06/2026 (X1 Post)
Provincial Head: Finance & Administration Ref No: NW 18/06/2026 (X1 Post)
Provincial Head: Proactive Policing Ref No: NW 19/06/2026 (X1 Post)
Provincial Head: Commercial Crime Investigation Ref No: NW 20/06/2026 (X1 Post)
Deputy District Commissioner: Bojanala 2: Rustenburg Ref No: NW 21/06/2026 (X1 Post)
District Commissioner: Ngaka Modiri Molema: Mahikeng Ref No: (NW 22/06/2026 (X1 Post)
Potchefstroom: Station Commander Ref No: NW 23/06/2026) (X1 Post)
Brits: Station Commander Ref No: NW 24/06/2026) (X1 Post)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of post will serve as an added advantage. Knowledge, Skills, and Competencies: General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Perform professional secretarial assignments to Commander / Manager. Plan and organize meetings / workshops. Maintain effective record and administration services. Draft official documents and correspondence. Maintain the office Commander / Manager diary and schedule future appointments / meetings. Deliver an effective communication phone service. Schedule and arrange travel and subsistence allowances for the Commander / Manager. Receive and welcome visitors. Apply and order meeting / workshop refreshments. Maintain database / filing system / registers and trace documents. Protect the integrity and evade unauthorized access to files and records. Compile and consolidate reports / returns. Maintain high level of discipline and adhere to the South African police Service Code of Conduct. Enhance police professionalism and deliver professional Police Services.
- ENQUIRIES** : Capt Morake / PPO Rampai / AC Swana / AC Appie / AC Dikane Tel No: (018) 229 7320 / 7194 / 7732 / 7139 / 7126
- POST 23/462** : **ADMINISTRATION CLERK**
- SALARY CENTRE** : R237 453 per annum (Level 05)
: North West:
PC: Legal Services: Civil Litigation Ref No: NW 25/06/2026 (X2 Posts)
Provincial Head: Communication & Liaison Ref No: NW26 /06/2026 (X1 Post)
Provincial Head Proactive Policing: MISP Ref No: NW 27/06/2026 (X1 Post)

- Klerksdorp: Supply Chain Management: MGP Ref No: NW 28/06/2026 (X1 Post)
 Ventersdorp: Finance & Administration Ref No: NW 29/06/2026 (X1 Post)
 Brits: Garage Ref No: NW 30/06/2026 (X1 Post)
 Potchefstroom: Garage Ref No: NW 31/06/2026 (X1 Post)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of post will serve as an added advantage. Knowledge, Skills, and Competencies: General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Administer correspondence and files. Administer logistical matters. File documents and correspondence. Create and maintain spread sheets / databases. Answer phones, address challenges / complaints (where possible) and communicate to management. Render financial administrative support. Render administrative duties pertaining to human resources regarding personnel services related function. Maintain high level of discipline and adhere to the South African Police Service Code of Conduct. Enhance police professionalism and deliver professional Police Services.
- ENQUIRIES** : Capt Morake / PPO Rampai / AC Swana / AC Appie / AC Dikane Tel No: (018) 229 7320 / 7194 / 7732 / 7139 / 7126
- POST 23/463** : **ADMINISTRATION CLERK REF NO: NW 32/06/2026 (X1 POST)**
- SALARY** : R237 453.00 per annum (Level 05)
CENTRE : North West Provincial Head: Commercial Crime Investigation
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA), a National Diploma in the field of Accounting / Law / Auditing / Criminology or a Degree in B Com (Law) will serve as an added advantage. Relevant courses in the field of post will serve as an added advantage. Knowledge, Skills, and Competencies: General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Administer correspondence and files. Administer logistical matters. File documents and correspondence. Create and maintain spread sheets/databases. Answer phones, address challenges/complaints (where possible) and communicate to management. Render financial administrative support. Render administrative duties pertaining to human resources regarding personnel services related functions. Maintain high level of discipline and adhere to the South African Police Service Code of Conduct. Enhance police professionalism and deliver professional
- ENQUIRIES** : Capt Morake / PPO Rampai / AC Swana / AC Appie / AC Dikane Tel No (018) 229 7320 / 7194 / 7732 / 7139 / 7126
- POST 23/464** : **SECURITY GUARD**
- SALARY** : R170 226 per annum (Level 03)
CENTRE : North West:
 PC: Auxiliary Services: Potchefstroom Ref No: NW33 /06/2026 (X4 Posts)
 Rooigrond Archives: Mahikeng Ref No: NW34 /06/2026 (X7 Posts)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the

day of the interview. Be in possession of Grade 10 / Standard 8 / NCV Level 2 Certificate / report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Valid registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least Grade C security certificate or higher. Not declared unfit to possess a firearm. Be willing to undergo a firearm competency training and to maintain firearm competency. Relevant courses in the field of post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, Skills, and Competencies: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g MIS, NISA, Protection of Information Act, etc.) and authority of security officers under these documents. Knowledge of the relevant emergency procedures.

DUTIES : Perform security / guard duties. Monitor and authorize control access at entrances to premises / areas / venues. Patrol the area / premises to attain total protection. Perform administrative duties. Guard the buildings / premises. Guard vehicles / workshops / equipment. Observe, monitor alarms and investigate disturbances. Escort visitors to and from entrances / premises. Observe and record movements, actions and irregularities inside and outside the premises.

ENQUIRIES : Capt Morake / PPO Rampai / AC Swana / AC Appie / AC Dikane Tel No (018) 229 7320 / 7194 / 7732 / 7139 / 7126

POST 23/465 : **LABOURER**

SALARY : R144 024 per annum (Level 02)

CENTRE : North West:

PC: Auxiliary Services: Potchefstroom Ref No: NW 35/06/2026 (X2 Posts)

Rooigrond Archives: Mahikeng Ref No: NW 36/06/2026 (X3 Posts)

Mahikeng TTA Ref No: NW 37/06/2026 (X2 Posts)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4 / Grade 9 / Standard 7 certificate / report (NQF level 1 as recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle garden tools. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment. Willing to work extended hours when necessary.

DUTIES : Perform routine cleaning services, render store, stock and equipment support. Rendering garden services by cleaning and taking care of the environment. Clean parking areas, gutters and surroundings. Clean outbuildings, bathrooms, toilets and wash basins. Receive stock, store it and issue it. Load and unload stock containers. Conduct stock taking and deliver stock to other units and sections. Report any defaults and losses.

ENQUIRIES : Capt Morake / PPO Rampai / AC Swana / AC Appie / AC Dikane Tel No (018) 229 7320 / 7194 / 7732 / 7139 / 7126

POST 23/466 : **CLEANER**

SALARY : R144 024 per annum (Level 02)

CENTRE : North West:

PC: Auxiliary Services: Potchefstroom Ref No: NW 38/06/2026 (X3 Posts)

Mahikeng TTA Ref No: NW 39/06/2026 (X1 Post)

Mahikeng Band Ref No: NW 40/06/2026 (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7 certificate/ report (NQF level 1 as recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other

DUTIES

officials in a professional manner. The ability to operate elementary machines and equipment. Willing to work extended hours when necessary.

: Maintaining high level of hygiene in and around the workplace. Perform routine cleaning services. Execute and maintain housekeeping duties in and around assigned premises. Render stores, stock and equipment support. Empty and wash waste baskets, dustbins and take refuse to disposal areas. Brush, disinfect and rinse toilets, basins and sinks. Wash official dishes / crockery and kitchen neat. Clean interior and exterior of appliances. Sweep, wash and polish floors, tiles and paving. Dust and polish furniture, equipment and working environment.

ENQUIRIES

: Capt Morake / PPO Rampai / AC Swana / AC Appie / AC Dikane Tel No (018) 229 7320 / 7194 / 7732 / 7139 / 7126

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

OTHER POST

- POST 23/467** : **ACCOUNTING CLERK: PAYMENTS (ELSENBURG) REF NO: AGR 28/2026**
- SALARY** : R237 453 - R279 708 per annum (Level 05)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification) with Accounting as a passed subject. Competencies: Knowledge of the following: Financial background specifically in Public Sector Finance; Planning and Organising; Computer Literacy; PERSAL (Personnel Administration) and BAS (Basic Accounting System); Relevant legislation, directions and procedures with regard to financial administration and more specifically of: PFMA NTR'S, PTI'S and SCOA Interpretation of policies and procedures; Record keeping procedures. Skills in the following: Good planning and organisational skills; Problem solving and decision making within the field of work; Good communication skills (speaking, writing and reading); Maintain discipline and dealing with conflict; Able to solve financial problems; Routine verbal exchange of information requiring helpfulness and politeness; Computer literacy in MS Office Package (Word, Excel, PowerPoint, Internet, Outlook); Ability to work independently and as part of a team.
- DUTIES** : Record, Check, Verify and capture BAS (Basic Accounting System) payments; Draw BAS (Basic Accounting System) reports, compile and capture journals; Maintain and clear suspense accounts; Cashier functions for the department and the public; Safeguarding of LOGIS (Logistical Information System) payments in storage rooms and Document control.
- ENQUIRIES** : Ms T Gerber Tel No: (021) 808 5031

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** : 27 July 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government

contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 23/468** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: DEDAT 37/2025 R1**
- SALARY CENTRE** : R487 197 - R573 897 per annum (Level 09)
: Department of Economic Development and Tourism, Western Cape Government.
- REQUIREMENTS** : A relevant tertiary qualification in Financial Management at NQF level 7 (equivalent or higher); A minimum of 3 years relevant supervisory experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Financial norms and standards (Public Finance Managements Act, National Treasury regulations, Provincial Treasury Directives etc); Medium-Term Expenditure Framework Budget process and procedures; Principles and Practices of Financial Accounting; Government Accounting Standards (GRAP); Economic Reporting Framework including Standards Charts of Accounts; Government Financial Systems. Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Numeracy; Literacy; Management; Customer service; Project Management; Accounting, Finance and Audit; Information Technology; Financial analysis; Presentation/Report writing; People Management; Research.
- DUTIES** : Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes; Budgeting – Coordinate, review, analyse and quality assure the budget preparation process; Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes; Manage the operational processes, resources and procedures associated with the management accounting functions.
- ENQUIRIES** : Mr R le Breton Tel No: (021) 483 9158 /Robert.lebreton@westerncape.gov.za

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** : 27 July 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 23/469** : **DEPUTY DIRECTOR: OFFICE OF THE HOD REF NO: CAS 07/2026**
- SALARY CENTRE REQUIREMENTS** : R932 292 per annum (Level 11), (all-inclusive salary package)
: Department of Cultural Affairs and Sport, Western Cape Government.
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years middle management experience. Competencies: Working knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Understanding of project management; Operational management practices; 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; Understanding of 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; Written and verbal communication; Project Management; Accounting/ Finance/ Audit.
- DUTIES** : Ensure the provision of secretariat and operational support services; Ensure the provision of an administrative and general office management support service; Provide support to HOD in the collection of data and execution of research; Ensure the provision of a liaison service by administering parliamentary questions and enquiries; People Management; Financial Management.
- ENQUIRIES** : Mr G Redman Tel No: (021) 483 9501
- POST 23/470** : **ASSISTANT DIRECTOR: DEPARTMENTAL ACCOUNTING SERVICES REF NO: CAS 11/2026**
- SALARY CENTRE REQUIREMENTS** : R487 197 - R573 897 per annum (Level 09)
: Department of Cultural Affairs and Sport, Western Cape Government
: An appropriate 3-year B-Degree in Financial Management at NQF level 7 (equivalent or higher); A minimum of 3 years relevant supervisory experience. Competencies: Knowledge of the following: Policy development; Financial norms and standards (Public Finance Management Act-PFMA); National Treasury regulations (NTR's), Provincial Treasury Directives/Instructions-PTI's); Financial Systems including Enterprise Content Management (ECM); Modified Cash Standards and Accounting Manual for Departments; and Report writing skills. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Ability to work independently and as part of a team.
- DUTIES** : Manage the cashier, banking, and electronic payments functions, ensuring the effective safeguarding and management of all source documents, and face-value forms; Manage and ensure quality assurance of transactions processed on BAS and LOGIS, including the verification of payments against approved budgets, the maintenance and loading of BAS entities, and the accuracy, completeness, and compliance of all financial transactions; Oversee and manage all financial reconciliations, including but not limited to bank, petty cash, and creditor reconciliations, ensuring accuracy, completeness, and compliance with organisational policies and financial controls; Ensure the timely processing and payment of creditors in respect of recurring services, to maintain good supplier relationships and uninterrupted service delivery; Monitor and manage the generic finance email inbox, ensuring that all sundry payment-related correspondence, queries, and supporting documentation are attended to promptly and appropriately; Monitor and ensure compliance with relevant policies, procedures, and regulatory requirements relating to transfer payments, identifying and addressing any areas of non-compliance; Maintain accurate, complete, and up-to-date financial records in accordance with

applicable accounting standards, policies, and regulatory requirements, ensuring the integrity, confidentiality, and safeguarding of all financial information and supporting documentation; Maintain accurate and comprehensive transfer payment schedules, ensuring that all transactions are properly recorded, reconciled, and supported for inclusion in the annual financial statements and annual report; Mentor, coach, and develop employees within the division, including managing employee performance, conducting performance evaluations, implementing disciplinary processes where required, and recognising and rewarding employee achievements; Manage and optimise divisional operations while ensuring compliance with health, safety, and wellness standards, fostering a safe, healthy, and productive work environment.

ENQUIRIES : Ms Lynn-Dell Mannel Tel No: (021) 483 9549

POST 23/471 : **ASSISTANT DIRECTOR: SCHOOL SPORT PROGRAMMES REF NO CAS 12/2026**

SALARY : R487 197 - R573 897 per annum (Level 09).
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in a sport development working environment. Competencies: Knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; Presentation skills; Networking skills; Written and verbal communication; Stakeholder engagement; Research skills.

DUTIES : Supervise and support the implementation of the School Sport Programme in line with the Western Cape School Sport Strategy, ensuring proper procedures for equipment, attire, and procurement are followed; Coordinate the implementation of regular participation in competition-based inter-school leagues and the reporting thereof; Coordinate the collection of statistics, compile reports, and maintain participant databases to track development; Managerial functions; Facilitate the alignment of curriculum development with code activities while supporting talent identification and development pathways in school sport.

ENQUIRIES : Mr C Meyer Tel No: (021) 483 9530.

POST 23/472 : **ASSISTANT DIRECTOR: REPORTING REF NO: CAS 15/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree in Financial Management at NQF level 7 (equivalent or higher); A minimum of 3 years relevant supervisory experience. Competencies: Knowledge of the following: Policy development; Financial norms and standards (Public Finance Management Act-PFMA); National Treasury regulations (NTR's), Provincial Treasury Directives/Instructions-PTI's); Financial Systems including Enterprise Content Management (ECM); Modified Cash Standards and Accounting Manual for Departments; and Report writing. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Ability to work independently and as part of a team.

DUTIES : Monitor and analyse expenditure of the sub-directorate's approved budget by reviewing expenditure reports, and reporting on spending trends and variances; Develop, maintain, and implement the Interim and Annual Financial Statements (IFS and AFS) Action Plan, ensuring compliance with Modified Cash Standards (MCS) and the Accounting Manual for Departments (AMD); Manage the preparation, quality review, and timely submission of IFS and AFS to Provincial Treasury and the Auditor-General, and coordinate responses to audit queries throughout the audit process; Consolidate and validate financial information, ensuring all figures are supported by complete, accurate, and certified documentation; Review, test, and validate financial reporting templates, accounting policies, formulas, and disclosures to ensure compliance with applicable accounting standards and reporting requirements; Research, analyse, and interpret accounting standards and guidelines updates (MCS and AMD), and provide guidance on the implementation of new or amended financial reporting requirements.

ENQUIRIES : Ms Lynn-Dell Mannel Tel No: (021) 483 9549

POST 23/473 : **SPORT PROMOTION OFFICER: SCHOOL SPORT PROGRAMMES REF NO: CAS 13/2026 (X2 POSTS AVAILABLE IN CAPE WINELANDS & EDEN/GARDEN ROUTE DISTRICTS)**

SALARY CENTRE REQUIREMENTS : R338 106 – R398 277 per annum (Level 07)
: Department of Cultural Affairs and Sport, Western Cape Government.
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification). Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems. Knowledge and understanding of the 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; National Sport and Recreation Plan. Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting/ Finance/ Audit; Presentation; Networking skills; Written and verbal communication; Stakeholder engagement; Research.

DUTIES : Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with stakeholders
Coordinate the implementation of regular participation in competition-based inter-school leagues and the reporting thereof; Facilitate sustainable capacity development programmes in sport within schools, wards, local areas and districts; Implement sport and recreation programmes in schools, wards and local areas for the development of sport and recreation; Monitor and evaluate compliance with sport and recreation transformational policies; Render administrative functions related to implemented programmes.

ENQUIRIES : Mr M Cottee Tel No: (021) 483 9616

POST 23/474 : **ADMINISTRATION CLERK: SECTION (TRANSPORT) REF NO: CAS 14/2026**

SALARY CENTRE REQUIREMENTS : R237 453 - R279 708 per annum (Level 05)
: Department of Cultural Affairs and Sport, Western Cape Government.
: Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge and understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills needed: Computer Literacy; Planning

- and organisation; Good verbal and written communication; Job Knowledge; Interpersonal relations; Teamwork and Flexibility.
- DUTIES** : Render Transport Administration and Fleet Management Support; Provide supply chain clerical support services within the component; Render general clerical support services such as record, organize and maintain correspondence and data; update registers; enquiries, photocopy, distribute documents, type correspondence, and manage incoming/outgoing document registers and filing; Provide financial administration support services in the component; Provide personnel administration clerical support services within the component.
- ENQUIRIES** : Mr M Opperman Tel No: (021) 483 9719.

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 27 July 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 23/475** : **SPECIALISED PRODUCTION ENVIRONMENTAL OFFICER RECTIFICATION REF NO: EADP 15/2026 (X3 POSTS)**
- SALARY** : R518 769 – R717 846 per annum, (OSD as prescribed).
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government.
- REQUIREMENTS** : A Honours Degree (4-year B-Degree) in Environmental Management, Natural Science, Social Science, Geographical Science or Conservation Biology; Registration with the Environmental Assessment Practitioners Association of South Africa (EAPASA); already registered or meets the requirements for registration (appointment will be conditional to actual registration with EAPASA by a specified date). A valid code 08 (EB) driving licence. Competencies: Working knowledge and experience of the following: Evaluation of environmental impact assessment and management programmes/ plans, as well as environmental monitoring and auditing; Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Knowledge of methodologies and techniques for evaluation of environmental impact assessments; Environmental policies, guidelines, norms and standards; Environmental Management Systems; Constitution of RSA and Constitution of the Western Cape; Principles of environmental management; Relevant policies and procedures of the Directorate/ Department; Public Service Code of Conduct: Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Communication skills (written and verbal).
- DUTIES** : Maintain quality and productivity regarding the efficient and effective processing of section 24G applications; Conduct compliance with section 24G Environmental Authorisations; Provide a support service with regard to environmental comment and advice; Provide a support and mentoring service with regards to Productivity and Quality Management within the component.

- ENQUIRIES** : Ms Z Toefy Tel No: (021) 483 5827
- POST 23/476** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): WASTE MANAGEMENT LICENSING REF NO: EADP 16/2026**
- SALARY CENTRE** : R518 769 – R717 846 per annum, (OSD as prescribed).
: Department of Environmental Affairs and Development Planning, Western Cape Government.
- REQUIREMENTS** : Relevant Honours Degree in Natural or Physical Sciences, Environmental Sciences or Engineering (Preferably Civil Engineering) or related fields; A valid (Code B) driving license; Registered as a Candidate Environmental Assessment Practitioner (EAP) or Registered as an EAP with the Environmental Assessment Practitioners Association of South Africa (EAPASA):- already registered or meets the requirements for registration and have either already applied for registration or will by a certain date apply for registration (permanent appointment will be conditional to actual registration with EAPASA by a specified date).Competencies: Knowledge of the following: Environmental, general and hazardous waste management; Environmental legislation; Spatial and non-spatial database management; Human resources management (supervision and mentoring); Compliance monitoring and enforcement; Proven computer literacy (Microsoft, MS Word, MS Excel and MS PowerPoint); Basic knowledge in using word-processing and spreadsheet packages through windows; applications and electronic mail. Skills needed: Conducting research and reviewing reports; Facilitation of public engagements; Sound interpersonal and effective communication skills (written and verbal) which include report writing; Ability to communicate effectively and be proficient in at least two of the three official languages of the Western Cape; Data and Information analytical and problem-solving skills; Planning and organizing; Project management.
- DUTIES** : Administer the waste management licensing process through the review and evaluation of waste impact and technical reports and the drafting of waste management licences; Assist with general office management i.e. assist with Financial and Human Resource Management and administration; Ensure compliance monitoring and enforcement of relevant waste management legislation with respect to statutory obligations; Develop, implement and review waste management licensing processes, systems, policy measures and specific projects with regard to waste management licensing; Provide specialist advice and develop policies, legislation, norms, standards, minimum requirements guidelines of geohydrological, geotechnical and technical design aspects of waste management facilities and specific projects with regard to waste management licensing.
- ENQUIRIES** : Mr L McBain-Charles Tel No: (021) 483 2747
- POST 23/477** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): DEVELOPMENT MANAGEMENT (REGION 1 AND 3) REF NO: EADP 17/2026 (VARIOUS POSTS AVAILABLE)**
- SALARY CENTRE** : R518 769 - R717 846 per annum, (OSD as prescribed)
: Department of Environmental Affairs and Development Planning, Western Cape Government.
- REQUIREMENTS** : An appropriate 4-year degree (or equivalent qualification) in environmental management or natural or environmental science; registered as a candidate environmental assessment practitioner (EAP) or registered as an EAP with the Environmental Assessment Practitioners Association of South Africa (EAPASA) or meets the requirements for registration and has either already applied for registration or will by a certain date apply for registration (appointment will be conditional to actual registration with EAPASA by a specified date); a valid (Code B) driving licence. Competencies: Knowledge of: Integrated environmental management; applicable environmental legislation and national and Provincial policies; biophysical, social, cultural and heritage and the economic environments; the functioning of comparative ecosystems, social interactions and other environmental aspects; methodologies and techniques for the evaluation of Environmental Impact Assessments; methodologies and techniques for the evaluation of environmental management plans, as well as environmental monitoring and auditing; good working knowledge of policies, environmental-related legislation and environmental matters in the region; functional knowledge on related

- sectors/fields, e.g., mining, agriculture, water, industry, forward planning, town and regional planning.
- DUTIES** : Management of EIA Applications and Directives, including the development of Environmental Authorisations, conditions of authorisations / directives and exemptions; Provision of specialist advice to external clients as well as to staff within the Directorate; Development Management and other Directorates in terms of NEMA and the EIA Regulations; conduct compliance audits on applications where an environmental authorisation was granted; Providing support to other directorates within the department, which could include responding to ministerial and parliamentary enquiries.
- ENQUIRIES** : Ms M De Jongh Tel No: (021) 483 5756
- POST 23/478** : **GISC TECHNOLOGIST (GRADE A) REF NO: EADP 14/2026**
- SALARY CENTRE** : R471 720 - R507 000 per annum, (OSD as prescribed).
: Department of Environmental Affairs and Development Planning, Western Cape Government.
- REQUIREMENTS** : 3–4-year GIS degree or related bachelor's degree; compulsory registration with the South African Geomatics Council as a GISc technologist; 3 years post-qualification GISc technologist experience; valid code B driver's licence. Competencies: Knowledge of the following: Technical Geographic Information Science (GISc) knowledge of spatial data, application of projections, geodatabase design and analysis, spatial analysis and models, cartography, (and GIS Standards); Analytical, Statistical and Mathematical skills; Different GIS Software packages, but especially the ESRI products and applications (ArcGIS Pro, ArcGIS Enterprise Portal/ArcGIS Online); Understanding of technologies such as GPS, Photogrammetry and Remote Sensing; Project Management; Technical report writing Research and development; Legal compliance for spatial data. Skills in the following: Advanced computer skills; Ability to solve problems; Collect, organize and critically evaluate Information; Ability to work independently and as part of a team; Excellent communication skills (written, verbal and listening); Customer Service; Self-Management and Decision Making; Professional Accountability; Ability to work effectively under the direction of the Head: Spatial Information Management.
- DUTIES** : Collect and capture of data from various formats and sources; Design and implement a spatial database to store the required datasets; Data manipulation and analysis, including quality assurance; Creation and maintenance of spatial data topology and attributes, and format manipulation. Apply geo-referencing, datum and projection transformations. Providing technical support relating to software and data usage to geographic information system (GISc) users; Verify spatial data and compile report as required. Design, develop and create geodatabases, maps and other related projects. Supervise capture and publish metadata records; Promote and participate in stakeholder relations. and capture of data from various formats and sources; Design and implement a spatial database to store the required datasets; Data manipulation and analysis, including quality assurance; Creation and maintenance of spatial data topology and attributes, and format manipulation. Apply geo-referencing, datum and projection transformations. Providing technical support relating to software and data usage to geographic information system (GISc) users; Verify spatial data and compile report as required. Design, develop and create geodatabases, maps and other related projects. Supervise capture and publish metadata records; Promote and participate in stakeholder relations; Develop Geographical Information Science (GISc) spatial information tools within the organisational process. Provide access to spatial information and geographic information services to all clients in the department. Train end users on skills regarding GISc at all times. Ensure interoperability between systems to maximise efficiency. Publish data into a web-based GIS system to provide geographical information through the internet. Ensure easy access to spatial information at all times; Document GISc processes; undertake system audit; undertake requirements analysis; undertake cost-benefit analysis. Develop process models and workflow diagrams. Implement GIS standards; draft Terms of Reference for GIS projects. Research, investigate and advise on new GIS technologies. Advise on research viability and feasibility. Recommend and compile an appropriate plan to respond to the research problem. Develop new methods/technologies for solving spatial data problems; research and implement new GIS standards.
- ENQUIRIES** : Prabani Naidoo Tel No: (021) 483 2711

<u>POST 23/479</u>	:	<u>ADMINISTRATION CLERK: AIR QUALITY MANAGEMENT REF NO: EADP 18/2026</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05)
<u>CENTRE</u>	:	Department of Environmental Affairs and Development Planning, Western Cape Government.
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification); A valid (code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Knowledge of database management aspects; Knowledge of asset management; Knowledge of Human Resources and personnel aspects; Knowledge of Financial Administration and budget aspects; Knowledge of meeting procedures and drafting of minutes; Knowledge of general office administration; Knowledge of administrative processes and procedures; Knowledge of financial and public service processes; Basic knowledge of Supply Chain management procedures. Skills in the following: Computer literacy in IT software: MS Office Suite, Word, Excel, PowerPoint, Access, Internet; Meeting skills; Good written and oral communication skills; Sound organising and planning skills; Liaison with personnel at all levels; Problem solving skills; Good interpersonal skills; Basic Conflict Management skills; Have ability to function under pressure.
<u>DUTIES</u>	:	Render general clerical support services; Provide Supply Chain clerical support services within the component; Provide Financial Administration support services in the component; Provide Personnel Administration clerical support services within the component.
<u>ENQUIRIES</u>	:	Gopolang Lechuti Tel No: (021) 483 2614.

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.

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

OTHER POSTS

<u>POST 23/480</u>	:	<u>HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (NEUROLOGY)</u>
<u>SALARY</u>	:	R2 168 145 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Neurology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Neurology. Experience: A minimum of 3 years' experience as Medical Specialist in Neurology after registration with the HPCSA as Medical Specialist Neurology. Competencies (knowledge/skills): Ability to effectively function as a specialist managing staff within the Departmental organisation and rules. Appropriate experience as a Neurology Specialist in an academic environment. Independent research experience with publication and related research output. Experience in undergraduate, post-graduate and specialist Neurology teaching and training. Experience as examiner/convenor in the CMSA examination in Neurology. Successful post-graduate supervision (minimum Master's level). Demonstrable experience in managing clinical units and services. Superior appropriate clinical, communication and managerial skills, and appropriate related knowledge including the ability to lead multi-disciplinary teams. Leadership of

the Division of Neurology and National reputation as a leader in the field of Neurology. Insight into the challenges and opportunities for advancing health care in South Africa. National or international awards in recognition of excellence in the field of Neurology.

DUTIES : Overall governance, including Clinical Governance, of the Neurology services. Overall strategic and operational management of the general adult Neurology services of the hospital. Development, implementation and monitoring of Neurology clinical protocols and guidelines. Manage resource planning, provision and utilisation in the general Neurology services. Govern access to the Neurology services and its resources. Deliver clinical service in Neurology, including commuted overtime. Liaise with hospital management and clinicians to ensure quality Neurology services in the Metro East and Rural Ecosystem. Ensure an outreach program to healthcare facilities in the Tygerberg drainage area. Academic responsibility for teaching and learning at under- and post-graduate level, including the faculty's distributed training platform. Ensure research and innovation in priority areas. Active participation in relevant provincial Neurology governance structure & advise Department of Health and Wellness on Neurology matters.

ENQUIRIES : Prof V Louw Tel No: (021) 938-9044 or Dr M Mukosi Tel No: (021) 938-6510
NOTE : No payment of any kind is required when applying for this post. The successful candidate will also be the Head of Division of Neurology at Tygerberg Hospital and the Faculty of Medicine and Health Sciences, Stellenbosch University.

POST 23/481 : **MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)**
Chief Directorate: Rural 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 : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Psychiatry. **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 Psychiatry. **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 Psychiatry. Inherent requirement of the job: Commuted overtime contract is compulsory, as well as ability to work after-hours. Valid (Code B/EB) driver's license, as well as willingness and ability to travel. Competencies (knowledge/skills): Knowledge of a public health approach to delivering integrated psychiatric services. Ability to work in integrated multi-disciplinary teams across platforms. Clinical, leadership, administrative, teaching and mentoring skills. Computer literacy (MS office: Word, Excel, Outlook). Creativity to develop new ideas which can result in positive changes to existing processes. Appropriate experience in Psychiatry (all age groups). Ability and experience in teaching.

DUTIES : Specialist psychiatric care to patients (all age groups) at George Regional Hospital and at selected major referral centers in the Garden Route & Central Karoo districts (Rural East Ecosystem/REE). Support referral centers in the REE by doing outreach visits and consultations on various communication platforms. Participate in clinical governance of a growing integrated district mental health service. Teaching and clinical supervision of junior and allied mental health practitioners, generalists and medical students within a well-established Rural Training Complex. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters. Do appropriate research to stay abreast of service and clinical developments.

ENQUIRIES : Dr BE Boon Tel No: (044) 802-4528, email: Bernice.Boon@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test. Candidates, who are not in

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

- POST 23/482** : **MEDICAL SPECIALIST GRADE 1 TO 3 PSYCHIATRY (PSYCHIATRIC AND MEDICAL SERVICES)**
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 REQUIREMENTS** : Stikland Hospital (Joint appointment with the University of Stellenbosch)
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 a Medical Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Psychiatry. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. **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 Psychiatry. Inherent requirements of the job: Willing and able to work shifts. Willing and able to work with patients with infectious diseases. Valid (Code B/EB) driver's licence and willingness and ability to travel. Available and willing to participate in after-hours duties. Competencies (knowledge/skills): Clinical, leadership, administrative, teaching, and mentoring skills. Appropriate experience in Psychiatry. Excellent clinical consultation, management and procedural skills. Computer literacy in MS Office. Good professional attitude. Excellent communication skills.
- DUTIES** : Coordination and provision of specialist psychiatric care to in- and outpatients at Stikland Hospital and outreach support in the respective sub-structures as designated. Management of and compliance with designated and relevant clinical governance, corporate governance and administrative requirements on hospital level. Participation in clinical governance of the mental health service ecosystem as designated and appropriate. Leadership of an integrated multidisciplinary clinical team. Clinical supervision and training of registrars and junior staff. Creativity to develop new ideas in conjunction with ecosystem role-players which have the potential to result in positive changes to existing processes. Academic teaching, training and research (NB: The post is a joint appointment with the Department of Psychiatry; University of Stellenbosch). Complete the required CPD activities to maintain registration with the HPCSA. Complete and submit required medical reports and documentation for legal and administrative purposes. Uphold the reputation and integrity of the medical profession.
- ENQUIRIES NOTE** : Prof L Koen Tel No: (021) 940-8718 or email: liezle.koen@westerncape.gov.za
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).

POST 23/483 : **MEDICAL OFFICER GRADE 1 TO 3 (CHILD AND ADOLESCENT MENTAL HEALTH CONSULTING)**
Chief Directorate: Metro Health Service

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 : Lentegeur Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as 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 requirement of the job: Willingness to work shifts and after hour duties. Willingness to participate in the Commuted Overtime system at Lentegeur Psychiatric Hospital. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Competencies in the clinical assessment and management of child and adolescent mental disorders. Excellent interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to provide support to primary level staff, participate in clinical training. Computer literate in MS Office. Appropriate experience in delivering clinical services to children and adolescents.

DUTIES : Provide outreach and support to district hospital colleagues, as well as community health centres (CHC). Establish protocols for screening and assessment of children and adolescents, ensure referral pathways adhered to, risk stratification and prioritization. Provision of clinical supervision. Participate in scheduled training sessions for nursing, medical and allied health colleagues.

ENQUIRIES NOTE : Dr I Adams Tel No: (021) 370-1316
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 23/484 : **MEDICAL OFFICER GRADE 1 TO 3**
(Contract From 1 October 2026 To 30 September 2028)
Directorate: Health Intelligence

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 : Head Office, Cape Town (Component: Provincial Health Data Centre)

REQUIREMENTS

: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** No experience after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's Licence and willingness to travel. Competencies (knowledge/skills): Excellent collaboration and communication skills. Attention to detail, critical thinking, and problem-solving capabilities. Advanced knowledge and proficiency with cloud technology including Azure SQL, and interactive data visualization software such as Power BI. Knowledge and insight of legislation and policies, relevant to current medical practice within the Public Service, experience in working in a district level hospital and Primary Health Care (PHC) setting. Demonstrated experience working with teams in the development and support of applications, and in implementing production systems in a healthcare organization. Appropriate experience in health information systems and health data interoperability. Appropriate SQL programming experience. Appropriate experience working with large datasets (hundreds of millions of records) and in programming and/or software development. Statistical expertise and/or broader software programming experience. Experience working with stored procedures and views. Experience working with a scripting language e.g. Python, SQL, Java, Ruby, and/or R. Experience with technical communication and presentation of findings and ideas.

DUTIES

: The purpose of this role is to promote the understanding, integration, and innovation of clinical information technology to enhance both clinician and patient experiences. The role supports organizational goals and initiatives through data input, analysis, and retrieval to improve processes, while maintaining knowledge of clinical practice and strong relationships with clinical and domain experts. Develop digital patient management tools and reports that enable clinicians to deliver better care while improving clinical workflows and the patient experience. Collaborate with cross-functional teams inclusive of data engineers, software developers, system administrators, and other stakeholders to enhance user functionality of patient management digital tools and ensure data quality and completeness. Improve processes by systematically analyzing complex problems and present innovative solutions to clinicians and strategic leaders in the organization. Participate in the design, testing, implementation, and ongoing support of clinical applications. Effectively deliver communications and updates to stakeholders at multiple organizational levels. Contributes to documentation, standard query libraries, and training materials to enhance organizational data literacy.

ENQUIRIES

: Prof A Boulle, email: Andrew.Boulle@westerncape.gov.za

NOTE

: No payment of any kind is required when applying for this post. A competency test may form part of the selection process. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 23/485</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	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).
<u>CENTRE REQUIREMENTS</u>	:	Wesfleur Hospital (Protea Park CDC), Southern Western Sub-structure Office Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as 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 recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Must have experience working at a District level hospital after community service delivering comprehensive and evidence- based general medical, surgical and emergency clinical services. Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office mandatory.
<u>DUTIES</u>	:	Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise-, support, transfer of knowledge to, training- and mentoring of the clinical staff and auxiliary staff. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Participate in clinical governance activities providing guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.
<u>ENQUIRIES NOTE</u>	:	Dr D Hattingh Tel No: (021) 816-8555 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)". Candidates will be subjected to a practical/written and oral assessment.
<u>POST 23/486</u>	:	<u>REGISTRAR (MEDICAL) (PAEDIATRIC MEDICINE) (X6 POSTS)</u> (4-Year Contract)
<u>SALARY</u>	:	R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE REQUIREMENTS</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch 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 requirements of the job: Must provide after-hours emergency service. Valid driver's licence. Competencies (knowledge/skills): Applicants must have a valid APLS as well as a valid FCPaeds part 1. Ability to work in a professional team. Post-internship experience in general paediatrics (under onsite supervision of a registered paediatrician), including clinical experience with neonatal intubation and ventilation. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Must assist with the provision of a paediatric service. Must participate in academic activities. 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. Appropriate post-internship experience in paediatrics (under onsite supervision of a registered paediatrician), which must include clinical experience in general paediatrics and clinical experience with neonatal intubation and ventilation, is required.

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. Achieve success in the FCPaed II exam of the CMSA prior to the end of the four-year contract. Graduation with an MMed (Paediatrics) degree prior to the end of the four-year contract. Effective and efficient administration of clinical services. Clinical leadership in the workplace. Administration of registrar rosters and the teaching program. 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. Appointment of Registrars 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. "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 23/487 : **DENTIST GRADE 1 TO 3**
Cape Winelands Health District

SALARY : Grade 1: R1 011 516 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum

CENTRE : Stellenbosch Sub-district

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Experience: Grade 1: None after registration as Dentist with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Grade 2: Minimum of 7 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 8 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Grade 3: Minimum of 12 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 13 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel throughout the Stellenbosch Sub District. Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Excellent report writing, clinical documentation, recording keeping and referral writing skills. Sound verbal and written communication skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards and or ideal facility/clinic requirements as applicable and good time management. Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed. Ability to be flexible and innovative in response to differing client needs.
<u>DUTIES</u>	:	Be able to provide leadership, governance and management in dental unit. Provide primary and secondary dental services to adults and children in PHC clinics Delivering basic packages of oral care at outreach visit Provision of effective control and management. Ensure Quality health services as required by Ideal clinic standards, Infection prevention control, Occupational Health and Safety compliance standards.
<u>ENQUIRIES</u>	:	Ms C Engelbrecht Tel No: (021) 808-6108
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 23/488</u>	:	<u>BUSINESS ANALYST</u> (Contract From 1 October 2026 To 30 September 2028) Directorate: Health Intelligence
<u>SALARY</u>	:	R932 292 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE</u>	:	Head Office, Cape Town, (Component: Provincial Data Centre)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year tertiary qualification (National Diploma/or Degree) in Information Technology, Business Analysis, Business Informatics, Information Systems, Computer Science or a related field. Experience: Appropriate experience in the public health sector or government environment. Appropriate experience in Agile system development life cycle practices. Appropriate experience in process mapping, business case development and operational and strategic planning. Appropriate experience in Business Intelligence, data analysis, reporting, dashboards, or decision-support systems. Inherent requirement of the job: Valid (Code B/EB) Driver's Licence and willingness to travel. Competencies (knowledge/skills): Business analysis methodologies, tools, and techniques. System development life cycle methodologies, including Agile, Scrum, Waterfall and hybrid delivery approaches. Product ownership, backlog management, user story writing, prioritisation, and acceptance criteria development. Business Intelligence

concepts, data analysis, reporting requirements, dashboards, and performance monitoring. Project management methodologies and practices. Strong analytical and problem-solving skills. Strong written and verbal communication skills. Ability to translate business needs into clear functional and non-functional requirements. Ability to engage senior stakeholders, technical teams, users, and service providers. Ability to work across strategy, operations, technology, and data. Ability to prepare clear reports, business cases, specifications, user stories, presentations, and decision documents.

DUTIES

: The purpose of the role is to analyse business problems, identify their underlying causes and impacts, and propose data driven solutions to improve business processes and efficiency. Responsible for bridging the gap between the Provincial Health Data Centre technical report developers, frontline clinical users and decision-makers by using data analytics to assess processes, identify problems, determine requirements, and deliver data-driven recommendations and documentation. Investigates and analyses business problems to understand their nature, cause, effects, and drivers, using a variety of methods and techniques. Work alongside multidisciplinary technical teams to ascertain requirements for digital patient management tools, clinical reporting and analysis across a broad range of disease profiles. Active participation in the user acceptance testing phase, including the provision of feedback to software developers and clinical report developers. Documenting business process requirements through interviews or facilitation sessions. Conducting engagements with key role-players within the various departments to further understand their business processes, needs and challenges. Analyse existing business processes and technology, and propose new developments and changes based on business requirements. Develop functional and technical specifications to meet the business needs of clients. Conduct system analysis for new and existing systems. Construct programs including coding, testing, and debugging. Preparing business cases and conducting risk assessments. Contribute to multiple disease-specific initiatives by maintaining project documentation, managing scope and schedules, prioritising daily tasks, ensuring timely delivery, escalating issues appropriately, and managing stakeholder relationships. Conducting playback sessions (presentations) with the Business to ensure that the information extracted from the business documents and through the interview process is accurate and complete. Conduct business analysis across programmes, systems, and service areas, including requirements gathering, process mapping, stakeholder engagement, gap analysis, solution definition, and benefits tracking. Support the full system development life cycle, including initiation, discovery, requirements definition, solution design, development support, testing, implementation, change management, and post-implementation review. Apply Agile delivery practices, including backlog management, user story development, sprint planning support, prioritisation, acceptance criteria definition, user acceptance testing, and continuous stakeholder feedback. Perform Product Owner responsibilities where required, including defining product vision, managing product backlogs, prioritising features, validating business value, and aligning delivery teams with business needs. Support Business Intelligence and reporting initiatives by defining data requirements, reporting needs, dashboard requirements, performance indicators, and data-driven decision-making processes.

ENQUIRIES
NOTE

: Dr M Ismail, email: Muzzammil.Ismail@westerncape.gov.za
: No payment of any kind is required when applying for this post. A competency test may form part of the selection process.

POST 23/489

: **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Cape Winelands Health District

SALARY
CENTRE
REQUIREMENTS

: R720 819 per annum
: Orchard Clinic, Brede Valley Sub-district
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48) OR A 4 year bachelor's degree in nursing (R174) or equivalent qualification (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 with the

SANC in Primary Health Care Nursing. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Clinical Nursing Science: Health Assessment, Treatment and Care. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to attend to community needs after hours. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills, strong sense of responsibility. Demonstrate an in-depth knowledge of nursing and public service legislation, knowledge of Human resource and financial policies and principles. Computer literacy (MS Word and Excel, PowerPoint, and Outlook.) Ability to communicate effectively.

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

ENQUIRIES : Ms A Theron Tel No: (023) 348-1316
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a Competency test.

POST 23/490 : **ASSISTANT DIRECTOR: OCCUPATIONAL THERAPIST GRADE 1**
 Chief Directorate: Metro Health Services

SALARY : R664 410 per annum
CENTRE : Stikland Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a Professional Council: Registration with the HPCSA as an Occupational Therapist. Experience: A minimum of 3 years' appropriate experience after registration with the HPCSA in Occupational Therapy. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant acts and public service policies and procedures. Appropriate mental health experience. Appropriate supervisory experience with good organisational and planning abilities. Computer literacy (MS Word, Excel, PowerPoint, Teams and Outlook).

DUTIES : Ensure evidence based Clinical Service Delivery and transformation. Ensure good clinical governance and quality assurance. Ensure good Corporate Governance in the Occupational Therapy Department. Support to Clinical structures and Manager of Medical Support Services.

ENQUIRIES : Ms N Jacobs Tel No: (021) 940-8927
NOTE : No payment of any kind is required when applying for this post.

POST 23/491 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH)**
 Cape Winelands Health District

SALARY : Grade 1: R571 161 per annum
CENTRE : Breede Valley Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4-year bachelor's 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. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to

maintain registration with the SANC). Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence, willingness to travel and work overtime if and when required. Competencies (knowledge/skills): Knowledge of the departmental HAST programs and QA policies. Computer literacy (MS Word, Excel, power Point and Outlook). Good communication, facilitating, and interpersonal skills. Ability to work independently and in a multi-disciplinary team.

DUTIES : Co-ordination and implementation of the sub-district HIV/AIDS/STI/TB/VMMC/Mental Health Services, Integrated Management of Chronic conditions (Late life Course), 1st 1 000 days' strategy (Early life course approach), Adolescent, Women's and Men's Health Services. Support with community outreaches and projects to improve health outcomes. Assist with HAST program system strengthening and strategic partnership. Involvement with People Development component in skills development and training to support integrated health services provision and provide clinical expertise. To strengthen and coordinate internal and external interface management with stakeholders, including NPOs, to enhance implementation of the COPC principles. Provide oversight, supervision and support to health facilities regarding the implementation of quality assurance policies, guidelines, protocols, norms and standards. Monitoring and Evaluation of Integrated Health services performance.

ENQUIRIES : Ms A Theron Tel No: (023) 348-1316

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

POST 23/492 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**
Chief Directorate: Metro Health Services

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

CENTRE : Wesfleur Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General (R212) or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency (R212) or 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 in Emergency Nursing OR Critical Care Nursing (Adult). 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, day and night duty, weekends, overtime and public holidays to meet the operational requirements. 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.

DUTIES : Provide optimal, holistic specialized nursing care within set standards and professional/legal framework. Assist with management of people management services within the Department and compliance to professional, legal, and ethical regulations governing nursing practice. Effective utilization of financial and physical resources within the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention & Occupational Health & Safety within the Department including efficient and accurate documentation,

statistical data collection, capturing, and participation in research activities as well as liaise, advise and effective communication with internal and external stakeholders to ensure continuity of quality client care. Deliver a support service to the Operational Manager, act as shift leader and ensure effective coordination of the Nursing Division after hours whilst maintaining professional growth and ethical standards and self-development.

**ENQUIRIES
NOTE**

: Ms. LA Abrahams Tel No: (021) 816-5000
 : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post-graduate diploma in the relevant specialty.

POST 23/493

: **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE CSSD)**
 Cape Winelands Health District

SALARY

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

**CENTRE
REQUIREMENTS**

: Stellenbosch Hospital
 : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating theatre technique (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 South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Peri-operative Nursing. Registration with a Professional Council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** Minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional nurse in general nursing. **Grade 2:** Minimum of 14 years appropriate / recognizable experience in nursing after registration as Professional nurse in general nursing. At least 10 years of the above periods must be appropriate / recognizable experience in Operating Theatre after obtaining the 1-year post basic qualification in relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to be on call after hours for theatre. Willingness to assist with shifts and after-hour hospital cover including weekends, public holidays, night duty relief and overtime based on operational needs. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of the Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.

DUTIES

: Provide optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a professional Nurse in Operating Theatre. Utilize human, material and physical resources efficiently and effectively. Practice within the realms of IPC, OHAS, Risk Management, Quality Assurance, hospital protocols, procedures and policies. Provision of effective support to the Nursing Manager and maintaining professional growth and self-development.

**ENQUIRIES
NOTE**

: Ms CI Pekeur Tel No: (021) 808-6103
 : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within the predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of

payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in Medical and Surgical Nursing Science: Operating theatre technique (R212) or post graduate diploma accredited with the SANC in Peri-operative Nursing (R635).

- POST 23/494** : **ASSISTANT DIRECTOR: PEOPLE MANAGEMENT (ER, EHW AND PD)**
Chief Directorate: Rural Health Services
- SALARY** : R487 197 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate knowledge and appropriate experience in Employee Relations, Employee Wellness and Human Resource Development policies, procedures and practices in the Public Sector. Appropriate supervisory and management experience. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Willingness to travel as required in line with the responsibilities of the job. Competencies (knowledge/skills): Proven competency in managing Labour Relations and Human Resource Development functions within a public sector environment. Extensive knowledge and practical application of relevant legislation, policies, and prescripts, including the Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Skills Development Act, Public Service Regulations, and collective agreements. Demonstrated capability in handling disciplinary processes, grievances, disputes, misconduct investigations, and collective bargaining matters. Knowledge and understanding of Human Resource Development practices, including training coordination, workplace skills planning, performance management support, and staff development initiatives. Strong strategic, analytical, and problem-solving skills with the ability to interpret policies and provide sound labour relations advisory services. Excellent communication, facilitation, negotiation, and conflict management skills. Proven ability to build and maintain effective stakeholder relationships with organised labour, management, employees, and external partners. Ability to work independently, manage multiple priorities, and perform effectively under pressure within a dynamic hospital environment. Strong report writing, presentation, and administrative skills. High levels of professionalism, integrity, confidentiality, and ethical conduct. Proven computer literacy with proficiency in MS Word, Excel and PowerPoint with the ability to understand and analyse statistical and financial information.
- DUTIES** : Manage Labour Relations functions, including disciplinary processes, grievances, disputes, and employee relations matters for George Hospital and when required for other facilities within the Rural East Ecosystem. Facilitate Human Resource Development initiatives, including training coordination and skills development activities. Provide Labour Relations advisory and support services to management and staff. Ensure compliance with relevant labour legislation, policies, collective agreements, and HR practices. Liaise and maintain effective relationships with organised labour and relevant stakeholders. Compile reports, maintain records, and monitor HR-related performance and compliance indicators. Supervise and support staff within the People Management component.
- ENQUIRIES** : Mr R Cajada Tel No: (044) 802-4358 or e-mail: Ricardo.Cajada@westerncape.gov.za
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical and competency test.

- POST 23/495** : **CLINICAL TECHNOLOGIST GRADE 1 TO 3 (CARDIOLOGY)**
- SALARY** : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Cardiology. Registration with a professional council: Registration with HPCSA as a Clinical Technologist: Cardiology. Experience: **Grade 1:** None after registration with the HPCSA in Clinical Technology in

respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years' relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirements of the job: Ability to render a after hour service. Delivery of a 24-hour standby service (required to work after hours, during weekends and public holidays). Competencies (knowledge/skills): Good communication skills (verbal and written). Experience in Echocardiography, Cardiac Catheterization and Cardiac Pacing. Appropriate experience in clinical technology within the field of cardiology including in-service training at a registered training facility. Above average academic record, work record and managerial abilities. Ability to work independently, without supervision and work within a group with all levels of staff.

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

ENQUIRIES NOTE : Mr M Govender Tel No: (021) 404- 4094/5
 : 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 23/496 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**
 Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R413 001 per annum
 : Lentegour Hospital
 : Minimum educational qualification: Appropriate three-year national diploma or degree. Experience: Appropriate experience in Financial Management and expenditure control. Appropriate supervisory experience. Appropriate experience in completing and analysing BMI's. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Organizational, managerial, leadership skills and an aptitude for working with financial figures. Strong people management and supervisory skills, ability to work in a team context and motivate team members. Computer literacy in Microsoft Office. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, as well as Accounting Officer System. Good verbal and written communication skills.

DUTIES : Supervision of asset and liabilities, budget, expenditure monitoring and control. Monitoring, evaluation, effective and efficient support to the ASD in financial accounting, including compliance and risk management. People Management within the component. Manage utility claims from estate partners. Manage the preparation of the BMI forecasting sessions. Authorising of BAS and LOGIS payments. Finalisation of the IFS and AFS.

ENQUIRIES NOTE : Mr M Mdodeni Tel No: (021) 370-1125
 : No payment of any kind is required when applying for this post.

POST 23/497 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X3 POSTS)**
Cape Winelands Health District

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum
(plus, a non-pensionable rural allowance of 8% of the basic annual salary)

CENTRE : Robertson Hospital (X2 Posts)
Montagu Hospital (X1 Post) Langeberg Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Ability to work shifts which include weekends and public holidays. Willingness to work in all departments as operationally required. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Good interpersonal, communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care.

DUTIES : Provision of quality basic nursing patient centred care in a hospital setting. Provision of optimal, holistic clinical and elementary nursing care with set standards and within a professional/legal framework. Effective utilisation of human and financial resources, Information management and support services. Improving quality of health services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Montagu Hospital- Ms. EJ Van Zyl Tel No: (023) 6141021. Robertson Hospital- Ms S Kortje Tel No: (023) 626 8519.

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 23/498 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)**
West Coast Health District

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum

CENTRE : Radie Kotze Hospital, Bergriver Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekends cover for nursing. Assist within the sub-district, when the need arises, work extra hours and be on standby. Competencies (knowledge/skills):

<u>DUTIES</u>	:	Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines.
	:	Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES NOTE</u>	:	Ms TJ Fredericks Tel No: (022) 814-0462/ (022) 931-2140
	:	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).
<u>POST 23/499</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 TO 3 (6/8TH POST)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R309 840 per annum Grade 2: R361 875 per annum Grade 3: R423 618 per annum
<u>CENTRE REQUIREMENTS</u>	:	Western Cape Rehabilitation Centre
	:	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 requirements of the job: Valid Code 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. Computer literacy in MS Office. Appropriate experience working with persons with complex and varied conditions as an Occupational therapist in a healthcare setting.
<u>DUTIES</u>	:	Provision of Occupational Therapy services in the field of specialised rehabilitation. Provision of specialised seating and/or mobility devices and/or assistive devices. 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. Responsible for management of stock and equipment within the work area.
<u>ENQUIRIES NOTE</u>	:	Ms C van Genderen Tel No: (021) 370 – 2441
	:	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 23/500** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Chief Directorate: Rural Health Services
- SALARY** : R237 453 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Health Information Management for hospitals. Appropriate experience in Clinicom, Ideal Clinic Monitoring System, Business Intelligence (BI) and Sinjani. Appropriate experience in end-user support (hardware/software). Competencies (knowledge/skills): Computer literacy (MS Office packages). Good communication skills throughout the hospital for effective data completion and writing skills. Routine Health Information, Clinicom, Ideal Clinic Monitoring System, Sinjani and Business Intelligence (BI). Basic knowledge of computer hardware.
- DUTIES** : Effective and efficient administration of hospital statistics. Provide support to ensure data accuracy on the Health Information Systems (HIS). Clinicom support & training to new and current staff. Data Management (Weekly, Monthly and Quarterly). Support to supervisor.
- ENQUIRIES** : Mr KA Ngutyana Tel No: (044) 802-4359 or email: Khangelani.Ngutyana@westerncape.gov.za
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment.
- POST 23/501** : **ADMINISTRATION CLERK: FINANCE/ADMIN**
Garden Route District
- SALARY** : R237 453 per annum
CENTRE : Harry Comay Hospital, George Sub-District
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience working with Clinicom. Appropriate experience in a hospital and/or patient fees environment. Appropriate experience in office administration. Inherent requirement of the job: Willingness to work overtime, after hours including weekends, public holidays when needed. Willingness to rotate and provide relief support within the hospital. Willingness to assist with admissions and fees functions at Uniondale Hospital. Competencies (knowledge/skills): Computer literacy in Microsoft Word, Excel, and Outlook. Good communication skills (verbal and written). Knowledge of the Clinicom electronic patient administration system. Knowledge of Hospital Fees Memorandum 18. Appropriate knowledge of patient billing processes and ICD-10 coding. High ethical standards, with the ability to handle confidential information responsibly as incumbent will have access to confidential files.
- DUTIES** : Admit, register, and assess patients; open patient folders and generate invoices on Clinicom. Provide an efficient medical records and folder management service. Handle cash transactions, issue receipts, safeguard state funds, and perform relief cashier duties. Manage H2 and H3 accounts, IOD, RAF, medical aid, and state department accounts within the George Sub-District. Order and manage medical supplies, ward stock, and institutional requirements. Ensure accurate and timely collection and submission of statistical data. Provide administrative support to the Operational Manager: Nursing and assist with general hospital administration.
- ENQUIRIES** : Mr R Lewis-Peters Tel No: (044) 814-1117
NOTE : No payment of any kind is required when applying for this post. A practical test will form part of the selection process.
- POST 23/502** : **ADMINISTRATION CLERK: SUPPORT (X4 POSTS)**
- SALARY** : R237 453 per annum
CENTRE : Groote Schuur Hospital, Observatory

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate. Experience: Appropriate Secretarial and Office Administration experience. Competencies (knowledge/skills): Good communication skills. Knowledge of secretarial and office administration practices and minute-taking skills. Computer literacy (MS Office, Word, and Excel) and typing proficiency. Willingness to undergo development courses.
<u>DUTIES</u>	:	Providing administration and secretarial support services, office management, and reception functions. Answering telephonic queries and delivering messages. Ordering of stationery, equipment, and office consumables. Typing of documents, reports, correspondence, and keeping an effective filing system. Prepare meetings and take minutes. Ensure timely submission of statistical data, as well as collate and compile databases, rosters, and monthly reports.
<u>ENQUIRIES NOTE</u>	:	Ms C Makeba Tel No: (021) 404-4038
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 23/503</u>	:	<u>ADMINISTRATION CLERK: WARDS</u> Chief Directorate; Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum
	:	Stikland Hospital
	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate patient administration experience in a health environment. Appropriate experience in Clinicom. Inherent requirements of the job: Willingness to work overtime and provide relief in other departments as operationally required. Competencies (knowledge/skills): Computer skills in MS Office. Good interpersonal and communication skills, ability to work independently, and as part of a team, ability to maintain confidentiality and problem-solving and conflict management with good organizational skills.
<u>DUTIES</u>	:	Provide support/relief to staff and supervisors as operationally required regarding waiting list and patient administration. Perform Patient administrative functions within the Ward which includes admissions, transfers, discharge of patients, transport bookings, patient queries, reviewing of patient information. Perform daily ward rounds and ensure all patient movements are captured on Clinicom. Providing effective general administrative support to the Ward and Hospital including folder administration and adhoc ward duties. Ensuring resources within the ward is managed effectively, replenishment of stock and managing stock. Performing data collection and compilation duties for the wards on a monthly basis.
<u>ENQUIRIES NOTE</u>	:	Mr M Majerrie Tel No: (021) 940-4424
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 23/504</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (NURSING MANAGEMENT SUPPORT)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum
	:	Groote Schuur Hospital, Observatory
	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Secretarial/Administrative in experience. Competencies (knowledge/skills): Computer literacy in MS Office Suite (Word, Excel, PowerPoint, Access, MS Teams). Excellent typing skills, minute taking skills. Knowledge of NIMS. Good planning, organizational and interpersonal skills. Good verbal and written communication skills.
<u>DUTIES</u>	:	Ensure an effective and efficient office administration and management within the Nursing Management Office. Deliver an effective and efficient office administration, reception services and support to the Nurse Manager and affiliated managers and support services. Manage and maintain an effective and efficient Nursing data filing, recordkeeping services, which includes provision of accurate/effective typing and data capturing of human resource documentation. Coordinate and assist with preparation and processes of interviews and meetings and new nursing staff appointments in the department. Provide administrative support to Nursing personnel, assist with queries and ensure effective and efficient communication.
<u>ENQUIRIES NOTE</u>	:	Ms L De Palo Tel No: (021) 404-2105
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.

<u>POST 23/505</u>	:	<u>ADMINISTRATION CLERK: WARDS (X2 POSTS)</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Clinicom experience in a ward and/or clinic administration environment, including the Clinicom system. Inherent requirements of the job: Willingness to rotate and/or cover other areas at short notice. Competencies (knowledge/skills): Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, and Finance Instructions. Strong sense of confidentiality and trustworthiness. Ability to work under pressure without supervision. Good client care skills.
<u>DUTIES</u>	:	Registration of patients on the Clinicom system. Admissions, transfers, and discharges of in-patients. Maintenance of appointments and ward registers. Compiling of patient statistics. Handling telephonic, verbal and written enquiries. Support to Finance Component in ensuring correct debtor assessment of patients and data capturing of patient information on Clinicom System, correct handling of foreign patients.
<u>ENQUIRIES</u>	:	Ms HJ van Graan Tel No: (021) 658-5007
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 23/506</u>	:	<u>ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Personnel administration. Competencies (knowledge/skills): Good computer (MS Word and Excel), numeracy and mathematical skills. Good interpersonal skills and the ability to work in a team context. Knowledge of Human Resource prescripts in Public Service. Ability to function under pressure and meet deadlines.
<u>DUTIES</u>	:	(key result areas/outputs): Effectively handle all personnel matters, such as salaries, pension, appointments, resignations, transfers, leave and other allowances on PERSAL. Assist staff, colleagues, supervisors, management and members of the public with regards to all Human Resources and Personnel matters including Recruitment and Selection processes. Assist with all other administrative functions in the personnel component. Handle a variety of personnel, written and telephonic enquiries. Audit personnel, pension and leave files. Variety of clerical duties including filing. Responsible for capturing transaction on PERSAL.
<u>ENQUIRIES</u>	:	Mr CL Appollis Tel No: (021) 860-2845
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 23/507</u>	:	<u>ARTISAN ASSISTANT</u> Directorate: Facilities Management
<u>SALARY</u>	:	R201 093 per annum
<u>CENTRE</u>	:	Lentegeur Central Laundry
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 or equivalent. Experience: Appropriate experience in at least one of these fields: building, air-conditioning, plumbing, electrical, carpentry, maintenance and general repairs. Appropriate experience in workshop related tasks. Inherent requirement of the job: Ability to work overtime when needed. Ability to work in a Laundry and workshop environment. Competencies (knowledge/skills): Adherence to the Occupational Health and Safety Act 1993 and its relevant regulations. Ability to operate industrial machinery and welding tasks. Good communication skills. Ability to handle heavy equipment, hot conditions, wet conditions, heights and narrow spaces.
<u>DUTIES</u>	:	Control tool parts and materials. Maintenance of laundry services, plant and equipment. Repairs to the plant, services and equipment. Maintain and repair industrial laundry equipment. Attend to emergency breakdowns (including after hour repairs). Strict adherence to the Occupational health and Safety Act. Assist Artisans in the performance of their duties. Control over tools, equipment and material. Responsible for ensuring that all workmanship is of high quality. Assist with the management of all equipment contracts. Responsible for all

- safety and housekeeping aspects within the laundry and workshop environment.
- ENQUIRIES NOTE** : Ms D Hartnick Tel No: (021) 918-1519
 : 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.
- POST 23/508** : **FOREMAN: CLEANING (ENVIRONMENTAL AND MEDICAL WASTE REMOVAL SERVICE)**
- SALARY CENTRE REQUIREMENTS** : R201 093 per annum
 : Tygerberg Hospital, Parow Valley
 : Minimum educational qualification: General Education and Training Certificate (GETC)/ grade 9 (Std. 7). Experience: Appropriate experience in medical waste in a hospital environment. Inherent requirement of the job: Willingness to work shifts (weekends and public holidays). Code 8 driver's licence. Competencies (knowledge/skills): Ability to communicate effectively. Ability to work independently and in a team context. Knowledge of Provincial Gazette: - Act 7 of 2007 Western Cape Health Care Waste Management Act, 2007. Knowledge of the "cradle to grave" approach and subsequent actions of health care risk waste. Knowledge of the grievance procedure, code of good practice: dismissal and disciplinary code and procedure for the public service. Basic knowledge of Staff Performance Management System.
- DUTIES** : Control the utilisation of personnel to ensure various types of waste generated at the hospital is timeously transported to the correct holding areas. Ensure that disciplinary procedures are effectively enforced. Ensure that personnel clean medical waste trolleys, hospital building entrances, courtyards, pigswill area, waste holding area at basement level. Effectively execute all administrative functions applicable on a supervisory level and provide an effective support to the Principal General Foreman and the Senior Administrative Officer: Support Services.
- ENQUIRIES NOTE** : Ms L White Tel No: (021) 938-4121
 : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
- POST 23/509** : **NURSING ASSISTANT GRADE 1 TO 3 (X27 POSTS) (VARIOUS COMPONENTS)**
- SALARY** : Grade 1: R181 230 per annum
 : Grade 2: R211 401 per annum
 : Grade 3: R249 141 per annum
- CENTRE REQUIREMENTS** : Tygerberg Hospital, Parow Valley
 : Minimum educational qualification: Appropriate qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the SANC as Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover. Willingness to rotate to other departments. Competencies (knowledge/skills): Ability to work independently and under pressure. Good communication skills.
- DUTIES** : Provide quality basic nursing care according to procedures and policy. Assist patients with activities of daily living which includes patient hygiene, nutritional status, mobility and elimination needs. Escort patient to and from x-rays, sonar, etc. Assist professional nurses with clinical procedures and preparation of patients for diagnostic and surgical procedures. Accurate recordkeeping and effective utilization of resources.
- ENQUIRIES NOTE** : 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 with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific

category with the South African Nursing Council (including individuals who must apply for change in registration status).

- POST 23/510** : **NURSING ASSISTANT GRADE 1 TO 3**
Garden Route District
- SALARY** : Grade 1: R181 230 per annum
Grade 2: R211 401 per annum
Grade 3: R249 141 per annum
- CENTRE** : Ladismith Clinic, Kannaland Sub-district
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None
Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirement of the job: Willingness to work after hours when needed. Willingness to assist at the other clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication skills. Self-discipline and motivation.
- DUTIES** : Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Effective utilization of resources. Maintain professional growth, ethical standards and self-development. Record keeping.
- ENQUIRIES** : Ms S Labuschagne Tel No: (028) 551-1010
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- POST 23/511** : **FOOD SERVICE AID (SUPPORT SERVICES) (X2 POSTS)**
Chief Directorate: Rural Health Services
- SALARY** : R144 024 per annum
- CENTRE** : George Regional Hospital
- REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large-scale food service unit, which includes the operating of large-scale kitchen equipment as well as the preparation of normal and therapeutic diets. Inherent requirement of the job: Ability to do physical tasks and operate heavy-duty kitchen and cleaning equipment. Ability to work with cleaning materials, do high-dusting and lifting of heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Willingness to work shifts during the day, weekends, public holidays and overtime if requested. Competencies (knowledge/skills): The ability to prepare meals according to standardized recipes, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Conflict management.
- DUTIES** : Perform all tasks emanating from the pre-preparation and production of all full and therapeutic diets. Perform all tasks emanating from the dishing, distribution and serving food to patients at various wards. Clean and maintain all areas, utensils and equipment in the food service unit and maintain safety and hygiene standards. Assist with the receipt, safe storage and issuing of food provisions and other products. Assist with the informal in-service training of new employees.
- ENQUIRIES** : Ms M Greyling Tel No: (044) 802-4423
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test.
- POST 23/512** : **FOOD SERVICES AID**
Central Karoo District
- SALARY** : R144 024 per annum

<u>CENTRE REQUIREMENTS</u>	:	Prince Albert Hospital
	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in preparing patient meals in hospitals. Inherent requirement of the job: Willingness to work overtime, shifts (weekends and public holidays). Ability to do physical tasks and operate heavy-duty kitchen and cleaning equipment. Ability to work long hours on your feet for a period up to 12 hours. Competencies (knowledge/skills): Good communication skills (verbal and written). The ability to prepare meals according to standardized recipes, as well as safety and correctly handle industrial equipment. Appropriate knowledge of the food service hygiene and safety principles.
<u>DUTIES</u>	:	Prepare all tasks emanating from the pre-preparation and production of all full and therapeutic diets. Perform all tasks emanating from the dishing, distribution and serving food to patients at various wards. Clean and maintain all areas, utensils and equipment in the food service unit. Maintain safety and hygiene standards. Assist with the receipt, storage and issuing of food provisions and other products. Assist with the informal in-service training of new employees.
<u>ENQUIRIES NOTE</u>	:	Ms L Martins Tel No: (023) 814 - 2994
	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to do a practical test.
<u>POST 23/513</u>	:	<u>PORTER (X2 POSTS)</u> Chief Directorate: Rural Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R144 024 per annum
	:	Paarl Hospital
	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in a health environment. Inherent requirements of the job: Willingness to work shifts, including nightshift, weekends and public holidays. Must be of sober habits, physically fit and lift patients from/onto beds, trolleys, vehicles, wheelchairs and heavy equipment; Prepared to handle corpses (deceased bodies). Prepared to work in all departments/wards in hospital. Prepared to relieve in other sections of Support services. Competencies (knowledge/skills): Good interpersonal and communication skills. Knowledge of the safe infection prevention methods. Ability to work under pressure, unsupervised and in a team context.
<u>DUTIES</u>	:	Safe transport of patients on trolleys, beds and wheelchairs to and from different departments and in and out of ambulances and private vehicles and also ensure a safe and hygienic work environment; Respond to requests from wards, laboratories and blood bank with regards to delivering and collecting of medical & other documentation, specimens and other blood products; Check and replace gas cylinders in wards or treatment areas and assist with shifting of medical equipment; Effective and efficient control of equipment and reporting of any defects of trolleys, beds and wheelchairs to supervisor Take responsibility for transportation of corpses from wards to the mortuary and perform relevant duties in mortuary Relief supervisor when required.
<u>ENQUIRIES NOTE</u>	:	Ms GP Storm Tel No: (021) 860-2844
	:	No payment of any kind is required when applying for this post.
<u>POST 23/514</u>	:	<u>DENTIST GRADE 1 TO 3 (MAXILLOFACIAL AND ORAL SURGERY) (SESSIONAL) (8 HOURS PER WEEK) (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R487 per hour Grade 2: R572 per hour Grade 3: R662 per hour
<u>CENTRE REQUIREMENTS</u>	:	Oral Health Centre, Tygerberg/Mitchell's Plain
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a Professional Council: Registration with the HPCSA as a Dentist. Experience: Grade 1: None after registration as Dentist with the HPCSA in respect of SA-qualified employees 1-year relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Grade 2: Minimum of 7 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 8 years' relevant experience after registration as Dentist with a recognized foreign health

professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. **Grade 3:** Minimum of 12 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 13 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Inherent requirements of the job: A valid (Code B/EB) driver's licence (the successful incumbent will be required to provide services across the Oral Health platform). Competencies (knowledge/skills): Appropriate experience in Maxillofacial and Oral Surgery. Postgraduate qualification in Minor Oral Surgery, Dental Implantology, or a Master degree in a clinical discipline of Dentistry. Appropriate experience in teaching and training of undergraduate dental (dentistry, dental therapy, oral hygienist) students in a clinical environment at an academic institution. Appropriate post qualification clinical experience.

DUTIES : Manage and treat patients in the Maxillofacial Oral Surgery clinic. Oral surgery procedures. Assess students' preparedness (theory and clinical). Ensure optimal and safe patient care. Record keeping and administration in the Maxillofacial Oral Surgery. Administration duties involved in undergraduate training in the Department.

ENQUIRIES : Dr N Behardien Tel No: (021) 937-3081/3087

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

POST 23/515 : **MEDICAL SPECIALIST GRADE 1 TO 3 (OPHTHALMOLOGY) (SESSIONAL: 19 HOURS PER WEEK)**
(3-Year Contract)
Chief Directorate: Rural Health Services

SALARY : Grade 1: R671 per hour
Grade 2: R766 per hour
Grade 3: R887 per hour

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Ophthalmology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Ophthalmology. **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 Ophthalmology. **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 Ophthalmology. Inherent requirement of the job: A valid (Code B/EB) driver's license, as well as willingness and ability to travel. Competencies (knowledge/skills): Sufficient and appropriate clinical experience in the management of Ophthalmology related illnesses. Extensive experience in Ophthalmological surgery, particularly cataract and trauma surgery. Experience in teaching and conducting research will be considered an advantage. Good work etiquette; excellent communication skills; conflict management; cost conscious care provision. Good technology and computer skills; problem-solving experience; leadership and mentoring experience. Performance of audits or research and publications. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively.

DUTIES : Render an efficient and cost-effective Ophthalmology service to patients managed by the institution and district as the Rural East Ecosystem, by balancing throughput with quality. Ensure effective and efficient administration

of the Ophthalmology Division. Ensure the rational use of resources (medical/surgical sundries and equipment) and apply antibiotic stewardship, patient audits and Clinical Governance. Ensure appropriate training of all clinical staff, including students, Cosmos and staff in District Hospitals. Organize and partake in Outreach and Support services on consultant as well as surgical basis, to the Rural East Ecosystem with the strive to achieve the aim of prevention of blindness in the Rural East Ecosystem. Participate and organize clinical and demographic studies where possible. Ensure good relations with patients, nursing staff, colleagues and referral services at tertiary level.

**ENQUIRIES
NOTE**

: Dr AH Stark Tel No: (044) 802-4504
 : No payment of any kind is required when applying for this post. Candidates are subjects 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).

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
NOTE**

: 27 July 2026
 : 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 23/516

: **ARCHITECT (PRODUCTION LEVEL): ARCHITECTURAL SERVICES REF NO: DOI 58/2026**

**SALARY
CENTRE
REQUIREMENTS**

: Grade A: R791 604 per annum, (OSD as prescribed).
 : Department of Infrastructure, Western Cape Government.
 : An appropriate B degree in Architecture or relevant qualification; Three years post-qualification relevant architectural experience; Compulsory registration with SACAP (South African Council for the Architectural Profession) as a Professional Architect; A valid driving licence. Competencies: Working knowledge of the following: Architectural planning & design, producing construction documentation and administration of NEC4 contracts; Autodesk AutoCAD, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Project; Autodesk Revit & Sketchup. Technical: Programme and project management; Architectural design and analysis knowledge; Computer-aided architectural applications; Research and development; Knowledge of legal compliance; Technical report writing; Creating high performance culture; Networking; Professional judgment. Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication;

<u>DUTIES</u>	:	Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation. Perform architectural activities on state-owned or leased buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding architecture; Ensure adherence and compliance to legal, safety and health requirements; Provide architectural advice and technical support in the evaluation of solutions; Ensure the adoption of technical and quality strategies; Develop architectural related policies, methods and practices; Provide solution on non-compliance and failure of designs; Review plans, drawings, specifications, and estimates prepared by building designers and/or sub-professional personnel; and ensure adherence to the requirements of professional registration; Human Capital Development: Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; Supervise architectural work and processes; and Administer performance management and development; Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and SCM; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on architecture to improve expertise; and Liaise with relevant bodies/councils on architectural-related matters.
<u>ENQUIRIES</u>	:	Ms C Skillicorn Tel No: (021) 483 4605.
<u>POST 23/517</u>	:	<u>ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): ROAD CONTRACT SERVICES REF NO: DOI 130/2025 R1</u>
<u>SALARY</u>	:	Grade A: R471 720 per annum, (OSD as prescribed). Grade C: R717 846 per annum, (OSD as prescribed).
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government. Bachelor of Technology in Engineering (B Tech) or relevant qualification; Three years post qualification Engineering Technologist experience required; Compulsory registration with ECSA as a Professional Engineering Technologist; A valid driving licence. Competencies: Knowledge of the following: Technical: Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Networking; Professional Judgment; Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Communication skills; Computer skills; Planning and Organising; People management.
<u>DUTIES</u>	:	Provide technological advisory services: Support Engineers, Technicians and associates; 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; 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; 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; To liaise with relevant boards/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Mr N Sambo Tel No: (021) 483 5458.
<u>POST 23/518</u>	:	<u>ACCOUNTING CLERK: SALARIES REF NO: DOI 59/2026</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05).
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government.
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public Service financial legislations, procedures and processes, National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act

(PFMA), 1999, (DORA, PSA, PSR, PPPFA, Financial Manual); Financial operating systems (PERSAL (Personnel Administration), BAS (Basic Accounting System), LOGIS (Logistical Information System)). Skills needed: Written and verbal communication; Proven computer literacy; Ability to work independently and as part of a team.

DUTIES

Receive salary advice; Capture all deductions; Basic Tax; Process invoices (capture payments); Clear suspense accounts; Compile journals and Filing of all documents.

ENQUIRIES

: Ms J Davids Tel No: (021) 483 4040.

POST 23/519

: **FINANCE CLERK: BRANCHES (FA) REF NO: DOI 61/2026 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS

: R237 453 - R 279 708 per annum (Level 05)
: Department of Infrastructure, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public Service financial legislations, procedures and processes, National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act (PFMA), 1999, (DORA, PSA, PSR, PPPFA, Financial Manual); Financial operating systems (PERSAL (Personnel Administration), BAS (Basic Accounting System), LOGIS (Logistical Information System)). Skills needed: Written and verbal communication; Proven computer literacy; Ability to work independently and as part of a team.

DUTIES

: Receive invoices; Check invoices for correctness, verification and approval (internal control); Process invoices (capture payments); Clear suspense accounts; Compile journals and Filing of all documents.

ENQUIRIES

: Ms J Davids Tel No: (021) 483 4040.

DEPARTMENT OF LOCAL GOVERNMENT

APPLICATIONS

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

CLOSING DATE

: 27 July 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 23/520

: **DEPUTY DIRECTOR: THUSONG CENTRE MANAGEMENT (REGION A) REF NO: LG 14/2026**

SALARY CENTRE REQUIREMENTS

: R932 292 per annum (Level 11), (all-inclusive salary package)
: Department of Local Government, Western Cape Government.
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years middle management experience. Competencies: Working knowledge and understanding of the following: Community Development; Composition of communities and their functioning in the Western Cape; Monitoring and reporting procedures; Municipal finances (MFMA); Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the knowledge and information pertaining to the line function; Project

management; Operational management practices; Procurement and tendering processes; Policy development, 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 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 in the following: Numeracy; Literacy; Computer literacy; Language; Project Management; Accounting / Finance / Audit; Written and verbal communication; Management; Analytic; Conflict management; Interpersonal; Organising and planning; Strategic planning Interpersonal relationship; Problem solving; Ability to facilitate group activities.

DUTIES : Operational Implementation and strategic management of the Thusong Service Centres; Operational implementation and strategic management of Thusong Mobiles (Outreach); Manage the monitoring, evaluation and reporting on the progress of the Thusong programme; Plan and manage the work of and account for the overall performance of the Sub-directorate; People Management; Financial Management.

ENQUIRIES : Ms A Robinson Tel No: (021) 483 5106 / 8396.

POST 23/521 : **ASSISTANT DIRECTOR: MUNICIPAL REGIONAL SUPPORT REF NO: LG 15/2026 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R487 197 - R573 897 per annum (Level 09)
 : Department of Local Government, Western Cape Government.
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Public Sector Finance; Financial legislation in the public sector; Applicable financial management systems; Monitoring and reporting procedures; Statistical packages; Municipal finances project management. Skills in the following: Computer literacy; Written and verbal communication; Management skills; Analytical skills; Conflict Management; Interpersonal skills; Organising and planning skills; Presentation skills.

DUTIES : Strengthen the internal capacity of Municipalities to deliver on their mandate; Manage and co-ordinate municipal support interventions; Monitor and evaluation cross-cutting projects (Shared Services, Grant Management, Performance Management at municipal level); Gather all relevant information related to Municipal Performance and Compliance; Human Resource Management; Financial Management.

ENQUIRIES : Dr S Johnstone Tel No: (021) 483-4647

POST 23/522 : **ADMINISTRATIVE OFFICER: AUXILIARY SERVICE REF NO: LG 02/2026**

SALARY CENTRE REQUIREMENTS : R338 106 – R398 277 per annum (level 07).
 : Department of Local Government, Western Cape Government.
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant experience. Competencies: Knowledge and understanding of the following: Occupational Health and Safety Act; Public services act, Regulations and Code of conduct; Batho Pele principles; GIAMA; 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; 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; Public finance, human resources and discourse management processes; Public Finance Treasury Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Good organization and planning; Interpersonal and communication; Analytical thinker; Computer skills

- DUTIES** : Word for Windows, Excel and PowerPoint; Decision-making; Minute taking; Conflict Resolution; Ability to work in a team and independently
 : Coordinate GIAMA and Accommodation Management matters; Landline and Telephone Administration; Training and Awareness Support; Supervise human resource staff.
- ENQUIRIES** : Ms M Coerecuis Tel No: (021) 483 5122.

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** : 27 July 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 23/523** : **DEPUTY DIRECTOR: MANAGEMENT AND LEADERSHIP DEVELOPMENT REF NO: DOTP 77/2026**

- 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 or higher) or equivalent or higher in Human/Social Sciences or related; A minimum of 3 years' middle management level experience. Competencies: Advanced knowledge and understanding of the following: Communities of Practice pertaining to an innovation ecosystem; Leveraging technology to promote innovation; Knowledge management in the innovation space, including linkages to a repository of smart practices; Theory and practice of human resource development, including outcomes-based education and training (OBET); The statutory and strategic human resource development frameworks of the public service; The implementation of human resource development interventions in an adult learning environment; The subject matters which the Sub-directorate is responsible for; Curriculum development; Quality assurance in a human resource development environment; Human resource development needs analysis; Training and development impact assessment; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; People management; Financial management. Skills needed: Communication and deliberation; Analytical and innovative problem-solving; Conceptual and formulation; Networking, liaison and consultation; Negotiation, persuading and influencing; Research; Leadership and adaptable/agile decision-making; People management, team building and interpersonal; Planning and organising; Computer literacy.
- DUTIES** : Manage the provision and facilitation of innovative, special, and management and leadership learning programmes; Operational management, inclusive of the execution of assigned portfolio in terms of the establishment and maintenance of the Innovation Hub and the provision of innovation facilitation services; Development and implementation of a future-focused and integrated management and leadership development framework; Human resource management processes within the Sub-directorate; Financial management with regards to allocated budget.

- ENQUIRIES** : Ms. Lizré Botha Tel No: (021) 865 8028.
- POST 23/524** : **DEPUTY DIRECTOR: SUPPORT SERVICES REF NO: DOTP 79/2026**
- SALARY CENTRE REQUIREMENTS** : R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package)
 : Department of the Premier, Western Cape Government.
 : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience in an institutional environment. Competencies: Knowledge and understanding of decision support systems; Knowledge and understanding of the latest advances in public management theory and practice; Knowledge and understanding of policy analysis, policy development, and operational management, monitoring and review processes; 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; Knowledge and understanding of procurement and tendering processes; Knowledge and understanding of modern systems of governance and administration; Knowledge and understanding of public service procedures, processes and systems; Knowledge and understanding of the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector.
- DUTIES** : Oversee the maintenance and optimal functioning of buildings at Kromme Rhee to ensure a safe, compliant and conducive working and learning environment; Manage the maintenance and upkeep of the estate terrain, including landscaping, groundskeeping and environmental sustainability practices; Ensure effective delivery of housekeeping services, maintaining high standards of cleanliness, hygiene and presentation across facilities; Coordinate and oversee estate management services, including space utilisation, asset control and compliance with relevant policies and regulations; Develop and implement maintenance schedules, service level agreements and monitoring systems to ensure efficient service delivery; Manage service providers and contractors, ensuring performance standards, cost-effectiveness and compliance with procurement processes; Ensure adherence to health and safety standards, risk management protocols and statutory requirements within the estate and facilities.
- ENQUIRIES** : Ms. Lizré Botha Tel No: (021) 865 8028.
- POST 23/525** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: DOTP 66/2026**
- SALARY CENTRE REQUIREMENTS** : R487 197 - R573 897 per annum (Level 09)
 : Department of the Premier, Western Cape Government.
 : An appropriate 3-year B-Degree in Financial Management at NQF level 7 (equivalent or higher). A minimum of 3 years of relevant supervisory experience. Competencies: Knowledge of the following: Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Treasury Instructions; Public Service Act, 1994, as amended; Basic Conditions of Employment Act; Relevant systems (Basic Accounting System and Logistical Information System); Understanding of public service accounting procedures, processes and systems; Performance management in general. Skills needed: Written and verbal communication; Proven computer literacy; Numeracy and literacy; Project Management; Accounting and Financial Management; People Management.
- DUTIES** : Collection and recording of revenue: Cashier, banking service and electronic payments; Claims management; Monitoring and reporting on revenue; Expenditure management: Compensation of employees; Goods and services; Transfers and subsidies; Reporting; Supervise employees to ensure an effective financial accounting service; Assist with inputs of Financial Statements.
- ENQUIRIES** : Mr L Petersen Tel No: (021)483 5758

POST 23/526 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: DOTP 68/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government.
REQUIREMENTS : An appropriate 3-year B-Degree in Financial Management at NQF level 7 (equivalent or higher); A minimum of 3 years relevant supervisory experience. Competencies: Knowledge of the following: Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Treasury Instructions; Public Service Act, 1994, as amended; Basic Conditions of Employment Act; Relevant systems (Basic Accounting System and Logistical Information System); Understanding of public service accounting procedures, processes and systems; Performance management in general. Skills needed: Written and verbal communication; Proven computer literacy; Numeracy and literacy; Project Management; Accounting and Financial Management; People Management.

DUTIES : Monitoring and compiling inputs to financial reporting, including Interim Financial Statements and Annual Financial Statements; Overseeing cash management function (banking, petty cash, cashier functions, entity maintenance); Management of payments: Sundry, LOGIS and PERSAL including batch control; Management of claims recoverable account including other non-salary suspense accounts; Financial reporting and monitoring: Plan and manage the compilation of inputs to the Interim financial statements (IFS) and Annual Financial Statements (AFS); Ensure that the information submitted for the IFS/AFS disclosure is checked and verified; Ensure the accurate and timeous compilation and submission of IFS/AFS including sound supporting documentation; Managerial functions.

ENQUIRIES : Mr L Petersen Tel No: (021) 483 5758

POST 23/527 : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: DOTP 70/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government.
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in social sciences/humanities/industrial psychology/public management science or a related field of study; A minimum of 3 years relevant experience. Competencies Knowledge of the following: Policies and frameworks regarding to employee wellness programmes in government; Quantitative and qualitative research methodologies; Latest advances in employee health and wellness theory and practice; Statutory framework governing the broad management of the Public Service; Employee health and wellness theory, practice and techniques; Appreciative inquiry; Functions of the various components of the WCG to ensure a holistic, integrated approach to interventions; Project management; Monitoring and evaluation tools; Supply Chain Management Procedures and Contract Management regarding vendor invoices, payments and expenditure; Researching and Analysing; Relating and Networking; Persuading and Influencing; Delivering Results and Meeting Customer Expectations; Deciding and Initiating Action; Leading and Supervising; Adhering to Principles and Values; Presenting and Communicating Information; Planning and Organising; Adapting and Responding to Change; Coping with Pressures and Setbacks. Skills needed: Proven computer literacy; Communication (written and verbal); Consulting and networking; Conscientiousness and accuracy; Report writing; Supervising; Analytical; Numeracy.

DUTIES : Communication and awareness of EHW services and programmes; Management of EHW advisory services and EHW Project plans; Develop relevant EHW governance and standards; Management of Supply Chain Management Procedures and Contract Management; Reporting on EHW utilisation and trends; Supervising the EHW practitioner(s); planning relevant projects for the client; monitoring service provided by the service provider and the utilisation of the report on relevant executed projects on various reporting and statistical platforms; monitoring service provider SLA compliance.

ENQUIRIES : Ms F. Gallie Tel No: (021) 466 9704

POST 23/528 : **ASSISTANT DIRECTOR: MONITORING AND AWARENESS REF NO: DOTP 75/2026**

SALARY : R487 197 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government.
REQUIREMENTS : An appropriate qualification in Social and administrative sciences at NQF level 6 as recognised by SAQA; A minimum of 5 years 'relevant experience. 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 procurement and tendering processes; Knowledge and understanding of policy development, and operational management, monitoring and review processes; Knowledge and understanding of the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Knowledge and understanding of public finance, human resources and discourse management processes; Knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Knowledge and understanding of the policies of the government of the day; Knowledge and understanding of Labour Relations legislation and regulations; Knowledge and understanding of performance management in general; Knowledge and understanding of the functions and competencies of the different spheres of government; Knowledge of public communication, public education, public engagement and discourse management processes; Knowledge of the needs, interests and rights of children, and stakeholders within the sector; Knowledge of critical issues and challenges which children face; Interpret and apply relevant policies and procedures; Facilitation and Presentation skills; Research skills.

DUTIES : Monitor the level of service delivery to children in the Western Cape: Implement a confidential and robust application mechanism for applications by the public regarding matters for advocacy monitoring and research; Participate in monitoring and evaluation exercises, program reviews and annual reviews with government and other counterparts to assess progress and to determine required action/interventions to achieve results; Prepare/assess monitoring and evaluation reports to identify gaps, strengths / weaknesses in program and management, identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals. Monitor the implementation of legislation, international conventions and agreements relating to children in the Western Cape: Monitor and keep abreast of current and future legislation, international conventions, treaties and agreements, and the extent to which they are being implemented in the Western Cape; Work closely and collaboratively with internal and external colleagues and partners to discuss strategies and methodologies relating to protecting the needs, interests and rights of children. Create awareness and an understanding of the Western Cape Children's Commissioner functions, as well as Children's right with identified audiences: Organise and implement public awareness programmes and interventions aimed at children's rights, using various platforms and mediums; Organise the promotion and incorporation of information in at least three official languages of the Western Cape into various platforms and through disbursements by partners. Conduct research and report on matters relating to the rights and interests of children in the Western Cape, including the activities of the Children's Commissioner: Assess the needs, interests and rights of children in the Western Cape; Provide support in organising and communicating data to stakeholders and partners; Monitor project compliance to research protocols and ethics principles; Disseminate and report on the information derived from advocacy; Submit annual written reports to the WCPP and, where called upon, brief the relevant portfolio committee. Operational management. Planning: Schedule and align all the tasks and activities to be included in the division's project and work plans to enable the formulation and efficient execution of the sub directorate's plans; Adapt or develop processes and methodologies to ensure effective execution of the division's functions. Executing: Ensure and improve the efficient implementation of the sub directorate's organisational functions, taking into account work organisation and technology capacity requirements; Plan and

manage the operational workload of the division, and provide instructions and guidance to employees in the division. Monitoring, Evaluation and Reporting: Provide accurate records of and information on the division's work progress, work performance and actions taken to address lack of progress, that account for its work results; Provide timely information on deviations from expected progress against work and project deliverables. Records and Information Management: Determine the current state of information capacity (against the required level) in the division and initiate action to address information capacity gaps; Implement and improve the application of procedures for knowledge management, organisational learning and service delivery improvement in the division. People management administration: Determine the current state of people capacity (against the required level) in the division and initiate action to address people capacity gaps; Participate in recruitment and selection of employees for the division; Manage the performance, evaluation and rewarding of employees in the division; Optimise the operations of your division in a manner that considers health, safety, and wellness issues. Financial management: Provide inputs to the sub directorate's budget, and monitor expenditure, where applicable; Organise the appropriate scheduling of financial transactions in the division (as applicable) so that the necessary procedures can be implemented as required; Oversee provisioning and procurement (where applicable) and asset management.

ENQUIRIES : Ms. S Roberts - Sarah.Roberts@westerncape.gov.za.

POST 23/529 : **ASSISTANT DIRECTOR: PROVINCIAL PROGRAMME AND PROJECT PERFORMANCE REF NO: DOTP 76/2026**

SALARY : R487 197 - R 573 897 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government.
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3 years relevant supervisory level experience in performance planning, data management and data sharing environment. A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Results Based Monitoring and Evaluation and Theory of Change planning; Performance data management systems; Communication, public relations, public participation and provincial strategic environment; Latest advances in public management theory and practice on programme performance planning, implementation and monitoring and evaluations; Data collection, processing, analytics and performance data sharing; Provincial performance planning and reporting processes; Technical standards and procedures relating to performance data; Needs and priorities of performance data for stakeholders; Facilitation of workshops and training; Database/framework management and administration; Policies of the government of the day; Global, regional and local political, economic and social affairs impacting on the Western Cape Government; Constitutional, legal and institutional arrangements governing the South Africa public sector; Inter-governmental relations; Skills in the following: Proven computer literacy; Communication (written and verbal); Data Analytics; Numeracy and literacy; Performance data management; Performance data sharing; Information and Data Technology; Formal Training; Strategic and performance planning; Ability to work independently and as part of a team.

DUTIES : Produce a set of relevant, accurate and insightful data and evidence products aligned to the Results Based Monitoring and Evaluations (RBM&E) and Data Governance approaches; Transform the capabilities of the data and evidence services; Build an emerging data ecosystem; Build and advance a responsive Provincial Data Office (PDO) operating model.

ENQUIRIES : Mr J Barnard Tel No: (021) 483 4569/ Jacques.Barnard@westerncape.gov.za.

POST 23/530 : **ASSISTANT DIRECTOR - PERSAL AND ESTABLISHMENT CONTROL REF NO: DOTP 78/2026**

SALARY : R487 197 - R573 897 per annum (Level 09).
CENTRE : Department of the Premier, Western Cape Government.
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B Degree or higher) in Human Resources or related. A minimum of 5 years' experience in Establishment Administration and PERSAL. Competencies: Knowledge of HR policies, Resolutions, Determinations and Legislation. Working with detail, analytical thinking, ability to conceptualise and innovative mindset; Excellent

DUTIES

communication (written and verbal) and presentation skills; Research skills; Proven computer literacy.

: Manage and supervise staff relating to PERSAL and establishment administration and perform the more complex work in that regard: Establishment Administration – Transactional management: Correct and timeous post creation, amendments and abolishing in line with relevant authorisations (OD investigations and additional appointments). Establishment Administration - Project Management: Apply project management principles in the implementation of organisational design changes and staff movements; Ensure compliance with approved structures, timelines, and service delivery standards; implement new structures on PERSAL and render support services for personnel implications (e.g., matching and placement, upgrades, downgrades, excess, and staff movements); PERSAL User Administration - Develop, maintain and implement PERSAL manuals, procedures and guidelines; coordinate user training initiatives and provide technical support and helpdesk services to departments; Transactional Management: Correct and timeous management of user profiles and functions relating to job purpose; Providing of PERSAL information & reports to clients; Provide advice on transactions based on in-depth knowledge of PERSAL and HR policies. PERSAL User Administration - Project Management, Conduct audits on user access, financial system interlinkages (BAS–PERSAL alignment), and data integrity; Ensure compliance with governance frameworks, audit requirements, and risk mitigation processes; Maintain audit readiness and support reporting requirements to oversight structures, migration and interfaces; Perform managerial/supervisor tasks: Compile information for top management and provide people administrative information (including statutory reporting relevant to job scope; Maintain databases, People management, People development (motivate, train and guide staff; monitor information capacity building) & participation in recruitment and selection of staff. Leave management, discipline & promote sound labour relations. Performance management of staff: Oversee compliance, governance and risk management within the functional area; Ensure proper records management, reporting and information integrity; Give strategic direction and manage policy issues with regard to the functions of the components under his/her command.

ENQUIRIES

: Ms A De Vries Tel No: (021) 483 2732.

POST 23/531

: **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: DOTP 69/2026**

SALARY

: R413 001 - R486 501 per annum (Level 08)

CENTRE

: Department of the Premier, Western Cape Government.

REQUIREMENTS

: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in accounting or financial management; A minimum of 1-year relevant experience in a Financial/Accounting environment. Competencies: Knowledge of the legislation, regulatory frameworks and policies; Knowledge of operational management practices; Knowledge and understanding of procurement and tendering processes; Knowledge and understanding of public service procedures, processes and systems; Knowledge and understanding of Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and Collective Agreements; Knowledge of the National Treasury Regulations (NTR); Knowledge of the Division of Revenue (DORA); Knowledge of the Basic Accounting System (BAS); Knowledge of the Logistical Information System LOGIS; Knowledge of the compilation of financial statements; knowledge and understanding of Labour Relations legislation and regulations; Knowledge and understanding of performance management in general.

DUTIES

: Render effective and efficient Sundry (BAS) payments; Provide bookkeeping and financial accounting services; Salary Administration: Verify the calculation of South African Revenue Services (SARS) deductions; Coordinate and collate the payroll certification and quality assure all payroll transactions; Calculate Occupational Specific Dispensation (OSD) salaries when required; Processing of members remuneration and SARS deductions on the Personnel and Salary System (PERSAL); Verify and authorise employee payments on the relevant system; Verify and authorise SARS payments on the relevant system; Reconcile employees and SARS payments and submit bi-annual and annual recons to SARS; Authorise claims (e.g. subsistence and travel, cell phone and data); Verify the filing of all documentation; PERSAL/BAS Reconciliation;

Maintain and monitor the Computerised Payslip System (CPS); Report salary related matters to supervisor; Verify that documentation, including payments are uploaded, and filed and provided to Internal Control; Collate and provide information relating to salary administration for decision making; Maintain and update Departmental Standard Operating Procedures and Circulars according to the requirements Respond to salary related queries.; Debt Management; Supervisory Functions.

ENQUIRIES : Mr L Petersen Tel No: (021) 483 5758.

POST 23/532 : **HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF NO: DOTP 71/2026**

SALARY CENTRE REQUIREMENTS : R413 001 - R486 501 per annum (Level 08)
: Department of the Premier, Western Cape Government.
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher). A minimum of 1 years' relevant experience. Competencies: Knowledge of the following: Policy Development; National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act; Human Resource Development legislation and documentation e.g. Skills Development Act, National Skills Development Strategy, National Human Resource Development, SAQA Act, Skills Development Levies Act, Sectorial plans (relevant to SETA), White Paper on Public Service Training and Education; Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Research, Project Management; Problem Solving. Analytical thinking; Budgeting. Ability to work independently and as part of a team; Ability to work under pressure and meet deadlines.

DUTIES : Internships and Learnerships implemented and Managed: Recruitment, Selection and Placement of Internships and Learnerships; Monitoring of Internship Programmes; Reports on Internship Programmes; Strategic Partnerships; Bursaries implemented and managed; Awarding of Bursaries; Administration of Bursaries; Monitoring of Bursaries; Contract management of Bursaries; Administration of recognition of Improved Qualifications; Scrutinising of Applications; Administration of the Recognition of Improved Qualification process; Reporting on Recognition of Improved Qualifications; Report writing; Compile management reports on Bursaries, Youth Programmes and Recognition of Improved Qualifications; Compile reports to HOD's DPISA and PSETA; Supervision of HRD Clerk.

ENQUIRIES : Ms A Bredenhann Tel No: (021) 483 9456 or alternatively Ms B Kirkwood Tel No: (021) 483 2024.

POST 23/533 : **HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF NO: DOTP 73/2026**
(1 Year contract position)

SALARY CENTRE REQUIREMENTS : R413 001 - R486 501 per annum (Level 08)
: Department of the Premier, Western Cape Government.
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 1-year relevant experience. Competencies: Knowledge of the following: Policy Development; National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act; Human Resource Development legislation and documentation e.g. Skills Development Act, National Skills Development Strategy, National Human Resource Development, SAQA Act, Skills Development Levies Act, Sectorial plans (relevant to SETA), White Paper on Public Service Training and Education; Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Research, Project Management; Problem Solving; Analytical thinking; Budgeting; Ability to work independently and as part of a team; Ability to work under pressure and meet deadlines.

DUTIES : Internships and Learnerships implemented and Managed: Recruitment, Selection and Placement of Internships and Learnerships; Monitoring of Internship Programmes; Reports on Internship Programmes; Strategic Partnerships; Bursaries implemented and managed; Awarding of Bursaries; Administration of Bursaries; Monitoring of Bursaries; Contract management of

Bursaries; Administration of recognition of Improved Qualifications; Scrutinising of Applications; Administration of the Recognition of Improved Qualification process; Reporting on Recognition of Improved Qualifications; Report writing; Compile management reports on Bursaries, Youth Programmes and Recognition of Improved Qualifications; Compile reports to HOD's DPISA and PSETA; Supervision of HRD Clerk.

ENQUIRIES : Ms A Bredenhann Tel No: (021) 483 9456.

POST 23/534 : **ADMINISTRATIVE SUPPORT OFFICER REF NO: DOTP 74/2026**

SALARY : R338 106 per annum (Level 07)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate qualification at NQF level 6 as recognised by SAQA; A minimum of 1-2 years relevant administrative experience. Competencies: Knowledge: Proven knowledge of general office administration processes; Proven knowledge of database and information management processes; Proven knowledge of project administration processes; Proven knowledge of record-keeping legislation, regulations, policies, prescripts and processes; Proven knowledge of people management prescripts, policies and processes; Proven knowledge of Supply Chain Management; Computer Literacy skills; Language skills; Accounting, Finance and Audit.

DUTIES : Drafting of documents, correspondence and Liaison: Draft submissions, reports, and correspondence for the component, as required; Liaise with relevant stakeholders on matters pertaining to the line function, as required; Provide advice and guidance on the layout and quality of official documents for the component. Administrative processes: Actively participate in and provide inputs into the development, enhancement and implementation of administrative processes to improve the effectiveness and efficiency of the component's functioning; Guide, advise, and build the capacity of relevant stakeholders in adhering to new and improved administrative processes; Track deadlines and due dates, and issue timely reminders to relevant stakeholders of tasks/feedback/information that is required in terms of the line function. Project administration / regulatory administration: Render administrative support in respect of projects, including; Financial administration (budgets, expenditure monitoring, procurement, record-keeping/contract management, and reporting); Logistics and secretariat (scheduling of project meetings, agendas, venues, catering, minute-taking); Record-keeping and project activity tracking; Stakeholder engagement, correspondence and liaison. Record-keeping: Ensure that full and proper records are kept of the component's activities, including; Maintenance of registers; Scanning and filing of documents (hard copies and electronic records, as required); Adherence to the approved file plan of the department; Liaison with Registry to retrieve and return files. People management administration: Maintain and continuously update people management-related registers; Provide administrative support for people management processes, such as recruitment and selection, performance management, leave tracking, etc; Deal with queries and provide advice on general people management prescripts and processes. Render administrative support in relation to databases and information management: Enter information and data into systems and databases accurately; Perform searches on databases; Compile reports based on data and information as required; Verify the correctness of data, statistics, and information; Perform regular checks to ensure the ongoing integrity of data on systems and databases. Provide logistics and secretariat services to the component: Arrange strategic/operational planning sessions, meetings, workshops, and other events, as required, including: Travel and accommodation logistics; Venues and catering; Drafting submissions to get the required approvals; and Provide guidance and support to relevant stakeholders in terms of Subsistence and Travel (S&T) claims; Draft and distribute agendas; Send out appointments and follow up on attendees; Attend meetings, take minutes (may be verbatim), and distribute them to relevant stakeholders; Monitor upcoming events and report-back imperatives; Represent the component at meetings, as required. Render financial administration support the component: Prepare information for the Medium Term Expenditure Framework (MTEF) budgeting process; Collate and capture financial information on monthly reporting templates; Complete procurement and other financial forms according to the Supply Chain Management (SCM) system requirements; Provide SCM support to the various Bid Committees, as required; Submit urgent, emergency, impractical and

		unplanned requisitions that are not on the procurement plan; Provide record-keeping and information management in respect of contracts; Verify that goods received are in line with orders in terms of quality and quantity; Prepare and submit petty cash requisitions; Perform asset control functions for the component and update the asset register; Provide support to relevant stakeholder in reporting losses and damages to Internal Control.
<u>ENQUIRIES</u>	:	Ms. S Roberts - Sarah.Roberts@westerncape.gov.za
<u>APPLICATIONS</u>	:	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
<u>POST 23/535</u>	:	<u>ADMINISTRATIVE OFFICER: DG SUPPORT REF NO: DOTP 80/2026</u>
<u>SALARY</u>	:	R338 106 - R398 277 per annum (Level 07)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate tertiary qualification (National Diploma/B-Degree or higher); a minimum of 3 years' work experience. Competencies: Participation in the recruitment and selection of employees; Motivate train and guide employees. Manage the performance, evaluation and rewarding of employees; Monitor information capacity building; Promote sound labour relations; Maintain discipline; Give direction to and manage policy issues with regard to the functions of the component under his / her command; Allocate duties to employees, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards; Determine workflow requirements; 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; Knowledge and understanding of procurement and tendering processes; Knowledge and understanding of modern systems of governance and administration; Knowledge and understanding of public service procedures, processes and systems; Knowledge and understanding of the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Knowledge and understanding of public finance, human resources and discourse management processes; Knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Knowledge and understanding of the policies of the government of the day. Skills: Numeracy, Literacy, Computer Literacy. Language skills: Other; Computer literacy; Organising; problem-solving; Ability to perform routine tasks; Interpersonal skills; Ability to speak at least two of the official languages of the Province; Excellent report writing skills and excellent minute-taking skills.
<u>DUTIES</u>	:	Draft submissions, reports, minute-taking and correspondence for the component; Render general administrative support to the component; Collate and consolidate inputs into policies, strategic and operational plans, guidelines, frameworks and other documents, as required; Assist with the coordination of parliamentary questions. Liaise with the Information Technology (IT) department regarding faulty electronic equipment as well as installation of new equipment; Liaise with the Department of Infrastructure with regard to faulty equipment, moving, repairs and/or fixtures; Liaise with telecom component with regard to the installation of new telephones and/or faulty telephones; Coordinate and arrange GG vehicle as needed. Administrative processes; Actively participate in and provide inputs into the development, enhancement and implementation of administrative processes to improve the effectiveness and efficiency of the component's functioning; Guide, advise, and build the capacity of relevant stakeholders in adhering to new and improved administrative processes; Track deadlines and due dates, and issue timely reminders to relevant stakeholders of tasks/feedback/information that is required in terms of the line function; Writing memos and letter; Compile and maintain relevant data-bases; Administrative duties related to finance, procurement and assets of the Directorate; Assist with secretarial functions; Keep stock of stationary; Maintain photocopiers/binders; Disposal of archival material in line with archive instructions and assets.
<u>ENQUIRIES</u>	:	Ms Nozipho Maholwana Tel No: (021) 483 4211

WESTERN CAPE 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** : 27 July 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 23/536** : **DEPUTY DIRECTOR: REVENUE ANALYSIS RESEARCH AND MODELLING**
REF NO: PT 15/2026 (VARIOUS POSTS AVAILABLE)

- SALARY** : R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Provincial Treasury, Western Cape Government.
- REQUIREMENTS** : Honours Degree (equivalent or higher qualification) in Economics/Finance/Business Administration/Public Policy; a minimum of 3 years' junior management experience in Finance/Economics and or related field. A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge in the following: Proven macro and socio-economic knowledge base; Knowledge and experience in policy making; Knowledge of Local Government and Municipality legislation and practice codes; Proven knowledge and experience in Project and Financial management; Understanding of the South African Tax system; Understanding the South African Public Finance System; Fiscal government policy; Knowledge of and working experience with the local government legislation, MFMA Treasury regulatory frameworks and accounting principles, 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; Knowledge and understanding of procurement and tendering processes; Knowledge and understanding of policy development, and operational management, monitoring and review processes; Knowledge and understanding of modern systems of governance and administration; Knowledge and understanding of public service procedures, processes and systems; Knowledge and understanding of the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Knowledge and understanding of public finance, human resources and discourse management processes; Knowledge and understanding of the Municipal Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Knowledge and understanding of the policies of the government of the day; Knowledge and understanding of Labour Relations legislation and regulations; Knowledge and understanding of performance management in general.
- DUTIES** : Develop, implement, monitor and review revenue enhancement strategy through inter alia: Assess and recommend on revenue proposals from the departments; Contribute to discussions regarding an equitable division of

revenue; Coordinate and monitor the medium terms revenue planning process; Provide revenue inputs into MTBPS/ Budget Processes; Promote and enforce transparent and effective revenue management, through inter alia; Develop effective tools and techniques to maximize the collection of revenue owed to the province; Promote efficient and effective development of own revenue generating capacity; Coordinate revenue forums, report on revenue performance and assess revenue trends; Conduct site visits on various revenue collecting institutions.

ENQUIRIES : Mr Owen Willcox Tel No: (021) 483 6611

POST 23/537 : **ASSISTANT DIRECTOR (ACCOUNTING PRACTITIONER): LOCAL GOVERNMENT ACCOUNTING REF NO: PT 14/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of Provincial Treasury, Western Cape Government.
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Accounting or Finance (with Auditing 3 as a major subject). A minimum of 3-5 years' experience in accounting environment; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Strong financial background specifically in Public Sector Finance (E); Financial norms and standards (Public Finance Managements; Act, National Treasury regulations, Provincial Treasury Directives etc) (E); Medium-Term Expenditure Framework Budget process and procedures (E) Adjustments Estimate process and procedures (E); Basic accounting system and its structures (E); Appropriation accounts; Have knowledge of submissions to Accounting Officer, Ministers, Cabinet, Treasury, (E); PERSAL (E); Computer literacy, Microsoft Office (E). Skills needed: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; Demonstrate the ability to use the following IT Software; Word; Excel; PowerPoint; Internet; Accounting systems; Reporting tool.

DUTIES : Perform an in-depth analysis and compile a report of audit findings from the Auditor General South Africa (AGSA) reports in order to provide bespoke guidance; training and support to municipalities; Prepare the analysis of Consolidated Management Report Analysis to identify common issues for dissemination to municipalities; Engage and assist municipalities about progress on addressing issues raised by AGSA during the previous year audit to resolve and reduce audit findings; Assess the municipalities regarding their accounting process to comply with accounting reforms by using the Financial Management; Capability and Maturity Model (FMCMM) that seeks to identify gaps that might pose risks soon; Conduct municipal engagements to discuss capabilities of municipalities with regard to the levels in respect of the current state and provide recommendations to the desired state; Monitor the municipalities progress on municipal governance action plans (FMCMM) (encourage and assist the municipalities to perform self-assessment in order to address any gaps found within their processes and assist/advise them to build standard operating procedures to mitigate the gaps).

ENQUIRIES : Mr F Salie Tel No: (021) 483 4252

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 : 27 July 2026

NOTE : Only applications submitted online will be accepted. 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 on 0861 370 214. 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. By applying for this post, 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. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates for SMS posts will be subjected

to a technical exercise that intends to assess relevant functional elements of the job and an interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The successful candidate will be required to complete the Senior Management Pre-Entry Programme (Nyukela) and submit the certificate before he/she can be appointed to 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 in 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>. The successful candidate shall be subjected to a leadership assessment, within one (1) month of appointment, to assess the managerial competencies required for SMS members in the Public Service as specified under Chapter Five (5) of the SMS handbook. This assessment shall be conducted to determine an individual's ability to lead, manage, and direct others and to identify developmental gaps in core generic leadership and management competencies. The successful candidate will be required to enter into an employment contract and a performance agreement. The successful candidate will be subject to security vetting; and the candidate will have to disclose her/his financial interests. Furthermore, thank you, to the huge public interest, we receive many applications for our posts, 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 the advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 23/538</u>	:	<u>REGIONAL DIRECTOR: METRO SOUTH REF NO: DSD 45/2026</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), all-inclusive salary package
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government.
<u>REQUIREMENTS</u>	:	An appropriate NQF 7 or higher qualification as recognised by SAQA; A minimum of 5 years relevant middle/senior management level experience. Competencies: Extensive knowledge of applicable policies and procedures: Educational environment; Knowledge of the following: Applicable policies and procedures; Management principles. Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Interpret and apply relevant policies and procedures; People Management planning; Problem solving; Sound Budgeting skills; Communication and facilitation skills; Strategic thinking and planning.
<u>DUTIES</u>	:	Line Management: Strategic management, advice and guidance in respect of the following functional areas: Families and Children Programmes; Special Programmes; Social Crime Prevention Programmes; Support the service delivery unit (SDU) and service delivery partners with the implementation of programmes (children and families, and restorative services: Victim empowerment, crime Prevention and support, and substance abuse); District Business Planning, Information & Stakeholder Management; Manage operational business planning and monitoring processes; Community Development Programmes; Manage Corporate Services at Regional Level. 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; Evaluate regional performance against predetermined objectives and standards and report to the HOD; 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: 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; 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 : Ms A van Reenen Tel No: (021) 483 3996 /Annemie.vanReenen@westerncape.gov.za

OTHER POST

POST 23/539 : **CHILD AND YOUTH CARE SUPERVISOR: PROFESSIONAL SERVICES (VARIOUS POSTS AVAILABLE IN CLANWILLIAM, LINDELANI, OUTENIEKWA AND VREDELUS) REF NO: DSD 44/2026**

SALARY : Grade 1: R255 534 – R290 877 per annum, (OSD as prescribed).
Grade 2: R301 647– R339 438 per annum, (OSD as prescribed).

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government.
: Senior Certificate (Grade 12 or equivalent qualification); A minimum of 10 years appropriate experience in Child and Youth Care Work after obtaining the required qualification; A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Minimum standards; Performance Management Systems; Child Care Act, policies, legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Skills in the following: Proven computer literacy in MS Office; Communication (written and verbal) skills; Work effectively with Social Workers and members of multi- sectoral teams in social service delivery; Organising and planning; Conflict Management; Interpersonal; Report-writing; Computer literacy; Basic research and analytical skills; Presentation and facilitation; Monitoring and evaluation; Problem solving; Client orientation and customer focus; Ability to interpret policies and legislation.

DUTIES : Facilitate and supervise the caring for and life space interventions of children and young people will entail the following: Build a positive relationship with residents; Create a caring and stimulating environment for residents; Monitor the implementation of the daily structured programmes; Form part of a multi-disciplinary team; Ensure that the recommended developmental and recreational programmes are implemented by providing continuous support, guidance and advice to sub-ordinates; Monitor and participate in the evaluation of the recommended developmental and recreational programmes; Ensure reporting on progress with developmental and recreational programmes; Participate in the identification of incidents; Continuous professional development; Supervise and perform clerical/administration functions.

ENQUIRIES : Ms D Baugaard Tel No: (021) 826 5972
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.

SOUTH AFRICAN POLICE SERVICE (WESTERN CAPE)

APPLICATIONS

: Complete application forms must be hand-delivered to: South African Police Service, Customs House Building, Lower Heerengracht Street, Cape Town, 8000, posted to Private Bag X9004, Cape Town, 8000, emailed to:
Recruitment84@saps.gov.za
Recruitment88@saps.gov.za
Recruitment94@saps.gov.za
Recruitment93@saps.gov.za
Recruitment92@saps.gov.za
Recruitment82@saps.gov.za

CLOSING DATE
NOTE

: 17 July 2026 at 16:00

: Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African

Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 23/540** : **ADMINISTRATIVE CLERK SUPERVISOR (X8 POSTS)**
- SALARY CENTRE** : R 338 106 per annum (Level 07)
: Khayelitsha Detective Services:
Delft Detective Services Ref No: WCSAC2/2026
Nyanga Detective Services Ref No: WCSAC3/2026
Mfuleni Detective Services Ref No: WCSAC4/2026
Mitchell's Plain Detective Services Ref No: WCSAC5/2026
Cape Town Central Detective Services Ref No: WCSAC6/2026
Kraaifontein Detective Services Ref No: WCSAC7/2026
Harare Detective Services Ref No: WCSAC8/2026
- REQUIREMENTS** : Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving.
- DUTIES** : Supervise incoming and outgoing office correspondence. Oversee effective confidential documents and correspondence. Administer Bring Forward (BF) system. Maintain personnel records and information. Monitor filing system, documents, and correspondence. Plan tasks and delegate responsibilities to personnel. Assess and distribute allocated resources and equipment. Inspect, update related registers and control inventory.
- ENQUIRIES** : Customs House Building, Lower Heerengracht Street, Cape Town Tel no: HRC Ngqalelo: Tel no: 021 409 6594; CAC Mzomba Tel no: 021 409 6584
- POST 23/541** : **SUPPLY CHAIN CLERK SUPERVISOR (X6 POSTS)**
- SALARY CENTRE** : R 338 106 per annum (Level 07)
: Harare Ref No: WCSCC 9/2026
Grassy Park Ref No: WCSCC10/2026
Lwandle Ref No: WCSCC11/2026
Milnerton Ref No: WCSCC12/2026
Bishop Lavis Ref No: WCSCC13/2026
Wynberg Ref No: WCSCC14/2026
- REQUIREMENTS** : Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving.
- DUTIES** : Conduct equipment/stock need assessment and maintain adequate equipment/stock levels. Allocate equipment/stock to chief user and obtain acknowledgment receipt of equipment/stock. Inspect registers and ensure

consumable items and entries correspond. Update and submit stock register to SCM Commander for inspection. Register new vehicles. Complete administration as requested for the boarding of vehicles. Deal with traffic offences/summons. Renew vehicle licences. Maintain vehicle registers and fuel cards. Conduct deliveries of stationary/removal of furniture and boarded items.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town Tel: HRC Ngqalelo Tel no: (021) 409 6594; CAC Mzomba Tel no: 021 409 6584

POST 23/542 : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: WCSCC15/2026**
SCM: Performance Management

SALARY : R 338 106 per annum (Level 07)
CENTRE : Provincial Office, Cape Town
REQUIREMENTS : Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, accountably, and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving.

DUTIES : Evaluate the set goals for SCM are complied with norms and standards, cost efficiency and effectiveness of the acquisition process. Evaluate if supply chain objectives are consistent with the Government's broader policy, standards are aligned, principles of cooperative governance were applied during the SCM process. Follow up invoice payments and address supplier payment enquiries. Maintain, and update procurement system/database. Ensure implementation and management of demand, policy and performance management within SCM.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town, HRC Ngqalelo: Tel No: 021 409 6594; CAC Mzomba Tel No: 021 409 6584

POST 23/543 : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: WCSCC16/2026**
SCM: Moveable Government Property

SALARY : R 338 106 per annum (Level 07)
CENTRE : Provincial Office, Cape Town
REQUIREMENTS : Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving.

DUTIES : Compile year plan for inspection and evaluation of audits at provisioning stores, and Stations. Physical inspection according to approved year plan. Compile inspection reports. Inspections on special projects draw reports from PAS to ensure data is correct on general ledgers. Submit letter to relevant accounting functionary to amend any discrepancies found. Draw financial reports on PAS. execute relevant transfers and/or certifications of information on PAS. Submit monthly progress reports. Physical visits to stores and assist with processes. Compile reports regarding visits and assistance given. Receive stock taking programmes and file it in relevant files. Compile circulars for submission of stock taking certificates.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town Tel: HRC Ngqalelo: 021 409 6594; CAC Mzomba 021 409 6584

<u>POST 23/544</u>	:	<u>FINANCIAL CLERK SUPERVISOR REF NO: WCFC01/2026</u> Expenditure & Salary Administration
<u>SALARY</u>	:	R 338 106 per annum (Level 07)
<u>CENTRE</u>	:	Provincial Office, Cape Town
<u>REQUIREMENTS</u>	:	Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills.
<u>DUTIES</u>	:	Conduct a need analysis in various internal units and compile the concept budget in accordance with the identified needs. Deal with enquiries and advise sections under the same pay point on their allocated budget and financial expenditure. Inspect financial register. Verify financial authority granted for expenditure incurred Check and ensure that claim forms are completed accurately before submission to accounting office or financial authority on POLFIN. Check and ensure processing of financial payments, standing advances and administrative processes on POLFIN, claims advances and debts. Manage overtime remuneration and allowances. Check/monitor phone accounts and payment thereof. Manage and control losses of state money and face value forms. Compile and process cost statements.
<u>ENQUIRIES</u>	:	Customs House Building, Lower Heerengracht Street, Cape Town, HRC Ngqalelo: Tel no: 021 409 6594; CAC Mzomba Tel no: 021 409 6584
<u>POST 23/545</u>	:	<u>FINANCIAL CLERK SUPERVISOR REF NO: WCFC02/2026</u>
<u>SALARY</u>	:	R 338 106 per annum (Level 07)
<u>CENTRE</u>	:	Wynberg
<u>REQUIREMENTS</u>	:	Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills.
<u>DUTIES</u>	:	Process claims and standing advances. Check and ensure that claim forms are completed accurately before submission to accounting office or financial authority on POLFIN. Check and ensure processing of financial payments, standing advances, and administrative processes on POLFIN, claims, and debts. Administer overtime remuneration and allowances. Check/monitor phone accounts and payments thereof. Administer and control losses of state money, face value forms. Administer payments to suppliers. Administer cash received and issue receipts for money received. Deposit at financial institutions. Process claims and standing advances.
<u>ENQUIRIES</u>	:	Customs House Building, Lower Heerengracht Street, Cape Town: HRC Ngqalelo: Tel no: 021 409 6594; CAC Mzomba Tel no: 021 409 6584
<u>POST 23/546</u>	:	<u>HUMAN RESOURCES CLERK SUPERVISOR REF NO: WCHR1/2026</u> Absenteeism Management
<u>SALARY</u>	:	R 338 106 per annum (Level 07)
<u>CENTRE</u>	:	Provincial Office, Cape Town
<u>REQUIREMENTS</u>	:	Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma /

		Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills.
<u>DUTIES</u>	:	Verify information on leave application forms. Process and finalise leave applications Update leave registers and the leave system. Maintain a filing system. Deal with incoming and outgoing correspondence. Administer the brought forward system. Open and update files.
<u>ENQUIRIES</u>	:	Customs House Building, Lower Heerengracht Street, Cape Town Tel no: HRC Qomfo: 021 409 6588
<u>POST 23/547</u>	:	<u>HUMAN RESOURCES CLERK SUPERVISOR REF NO: WCHR2/2026</u>
<u>SALARY</u>	:	R 338 106 per annum (Level 07)
<u>CENTRE</u>	:	Tulbagh
<u>REQUIREMENTS</u>	:	Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills.
<u>DUTIES</u>	:	Verify information on leave application forms. Process and finalise leave applications. Receive, administer and process applications for medical boards, death boards, alcohol boards, stress and depression related boards. Receive, administer and process applications for service terminations, discharges and pensions. Maintain statistical data and submit medical reports, Performance Enhancement Process (PEP) progress reports, service termination reports, HR reports (Personnel database), EE Reports and personnel reports to provinces. Receive and submit applications for transfers to the Head: HRM for consideration.
<u>ENQUIRIES</u>	:	Customs House Building, Lower Heerengracht Street, Cape Town: HRC Qomfo: Tel no: 021 409 6588
<u>POST 23/548</u>	:	<u>ADMINISTRATIVE CLERK (X36 POSTS)</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Legal Services (X4 Posts): Provincial Office, Cape Town Ref No: WCAC01/2026 Vispol Pro-active Administration: Provincial Office, Cape Town Ref No: WCAC02/2026 Vispol: Provincial Office, Cape Town Ref No: WCAC03/2026 Provincial TISSC, Salt River Ref No: WCAC04/2026 Provincial TMS, Maitland Ref No: WCAC05/2026 City of Cape Town District Ref No: WCAC06/2026 Centra Karoo District, Beaufort West Ref No: WCAC07/2026 Cape Winelands District, Paarl Ref No: WCAC08/2026 Garden Route District, George Ref No: WCAC09/2026 Overberg District, Hermanus Ref No: WCAC10/2026 West Coast District, Saldanha Ref No: WCAC11/2026 CoCT Sub District, Mitchell's Plain Ref No: WCAC12/2026 CoCT Sub District, Nyanga Ref No: WCAC13/2026 CoCT Sub District, Khayelitsha Ref No: WCAC14/2026 CoCT Sub District, Cape Town Ref No: WCAC15/2026 CoCT Sub District, Wynberg Ref No: WCAC16/2026 CoCT Sub District, Tygerberg Ref No: WCAC17/2026

Maitland Garage Ref No: WCAC18/2026 (X10 Posts)
 George Garage Ref No: WCAC19/2026
 Stellenbosch Garage Ref No: WCAC20/2026
 Vredendal Garage Ref No: WCAC21/2026
 Tafelsig Ref No: WCAC22/2026 (X2 Posts)
 Mfuleni Ref No: WCAC23/2026

REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.

DUTIES : Deal with incoming and outgoing correspondence. Administer brought forward system. Open and update personnel files. Type letters, create presentations and spreadsheets. File documents and correspondence. Deliver an effective phone service. Maintain database/filing system/registers and trace documents. Protect integrity of unauthorised access of files/records.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town, HRC
 Qomfo: Tel No: 021 409 6588

POST 23/549 : **ADMINISTRATIVE CLERK TE NO: WCAC24/2026**
 Corporate Communication: Media Centre

SALARY CENTRE REQUIREMENTS : R237 453 per annum (Level 05)
 : Provincial Office, Cape Town
 : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.

DUTIES : Identify and communicate information on newsworthy activities/incidents. Gather information relating to crime scenes. Manage press and media inquiries. Assist with publication of articles and accomplishments. Maintain a record of media reports. Maintain an effective communication administration system

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town, HRC
 Qomfo: Tel No: 021 409 6588

POST 23/550 : **ADMINISTRATIVE CLERK REF NO: WCAC25/2026**
 OD & Strategic Management: Organizational Design

SALARY CENTRE REQUIREMENTS : R237 453 per annum (Level 05)
 : Provincial Office, Cape Town
 : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.

DUTIES : Administration of management information assigned to Organisational Development. Deal with incoming and outgoing correspondence. Draft letters, create presentations and spreadsheets. File documents and correspondence. Deliver an effective phone service. Maintain database/filing system/registers. Protect integrity of unauthorised access of files/records.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town, HRC
 Qomfo: Tel No: 021 409 6588

- POST 23/551** : **ADMINISTRATIVE CLERK REF NO: WCAC26/2026 (X4 POSTS)**
New Vehicle Stores
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Epping
REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
- DUTIES** : Deal with incoming and outgoing correspondence. Administer brought forward system. Maintain and spreadsheets. File documents and correspondence. Deliver an effective phone service. Maintain database/filing system/register.
- ENQUIRIES** : Customs House Building, Lower Heerengracht Street, Cape Town, HRC Qomfo: Tel No: 021 409 6588
- POST 23/552** : **ADMINISTRATIVE CLERK REF NO: WCAC27/2026**
TMS: Information & Communication Technology
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Provincial Office, Cape Town
REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
- DUTIES** : Administrative support relating to virtual platforms and technical systems Troubleshooting of Local Area Network (LAN) and Wide Area Network (WAN). Deal with incoming and outgoing correspondence. Administer brought forward system. Maintain and spreadsheets. File documents and correspondence. Deliver an effective phone service. Maintain database/filing system/register.
- ENQUIRIES** : Customs House Building, Lower Heerengracht Street, Cape Town, HRC Qomfo: Tel No: 021 409 6588
- POST 23/553** : **FINANCIAL CLERK REF NO: WCFC03/2026**
Loss Management
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Provincial Office, Cape Town
REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
- DUTIES** : Administer debt accounts and report losses of state money and/or value forms. Deal with incoming and outgoing correspondence. File documents and correspondence. Deliver an effective phone service. Maintain database/filing system/register.
- ENQUIRIES** : Customs House Building, Lower Heerengracht Street, Cape Town, HRC: Mahloane Tel No: 021 409 6593
- POST 23/554** : **FINANCIAL CLERK REF NO: WCFC04/2026**
Budget Management
- SALARY** : R237 453 per annum (Level 05)

<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Cape Town
	:	Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
<u>DUTIES</u>	:	Administration of documents relating to budget need and processes. Update POLFIN. Deal with incoming and outgoing correspondence. File documents and correspondence. Deliver an effective phone service Maintain database/filing system/register
<u>ENQUIRIES</u>	:	Customs House Building, Lower Heerengracht Street, Cape Town, HRC: Mahloane Tel No: 021 409 6593
<u>POST 23/555</u>	:	<u>FINANCIAL CLERK REF NO: WCFC05/2026</u> Expenditure & Salary Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05)
	:	Provincial Office, Cape Town
	:	Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
<u>DUTIES</u>	:	Deal with enquiries related to pay point and finance. Administer financial authority granted for expenditure incurred. Receive and administer claim forms. Administer processing of financial payments, standing advances and administrative processes on POLFIN, claims advances and debts.
<u>ENQUIRIES</u>	:	Customs House Building, Lower Heerengracht Street, Cape Town, HRC: Mahloane Tel No: 021 409 6593
<u>POST 23/556</u>	:	<u>FINANCIAL CLERK (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05)
	:	Ceres Ref No: WCFC06/2026
	:	Claremont Ref No: WCFC07/2026
	:	Harare Ref No: WCFC08/2026
	:	Hermanus Ref No: WCFC09/2026
	:	Sea Point Ref No: WCFC10/2026
	:	Wynberg Ref No: WCFC11/2026
<u>REQUIREMENTS</u>	:	Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
<u>DUTIES</u>	:	Process claims and standing advances. Check and ensure claim forms are completed accurately before submission to accounting office or financial authority on POLFIN. Check and ensure processing of financial payments, standing advances, and administrative processes on POLFIN, claims, and debts. Administer overtime remuneration and allowances. Check/monitor phone accounts and payments. Administer and control losses of state money, face value forms. Administer payments to suppliers. Administer cash received and issue receipts for money received. Deposit money at accounting station/ financial institution. Process claims and standing advances.
<u>ENQUIRIES</u>	:	Customs House Building, Lower Heerengracht Street, Cape Town, HRC: Mahloane Tel No: 021 409 6593

- POST 23/557** : **HUMAN RESOURCE CLERK REF NO: WCHR01/2026 (X2 POSTS)**
Discipline Management
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Provincial Office, Cape Town
REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
- DUTIES** : Receive and register disciplinary/grievance enquiries. Process and finalise grievance/disciplinary enquiries. Deal with incoming and outgoing correspondence. Administer brought forward system. Open and update personnel files. Draft and file correspondences. Deliver an effective phone service. Maintain database/filing system/registers and trace documents.
- ENQUIRIES** : Customs House Building, Lower Heerengracht Street, Cape Town: HRC Vuso: Tel No: 021 409 6592; HRC Mqitsane Tel No: 021 409 6591
- POST 23/558** : **HUMAN RESOURCE CLERK REF NO: WCHR02/2026**
Diversity Management
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Provincial Office, Cape Town
REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
- DUTIES** : Administer files related to Diversity Management and Employment Equity (EE) management Deal with incoming and outgoing correspondence. Administer brought forward system. Open and update personnel files. Draft and file correspondences. Deliver an effective phone service. Maintain database/filing system/registers and trace documents.
- ENQUIRIES** : Customs House Building, Lower Heerengracht Street, Cape Town: HRC Vuso: Tel No: 021 409 6592; HRC Mqitsane Tel No: 021 409 6591
- POST 23/559** : **HUMAN RESOURCE CLERK REF NO: WCHR03/2026**
Senior Appointments & Personnel Maintenance
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Provincial Office, Cape Town
REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
- DUTIES** : Administer and capture post allocations, receive and administer application forms related to national/external/internal post advertisements. Deal with incoming and outgoing correspondence. Administer brought forward system. Open and update personnel files. Draft correspondences. Deliver an effective phone service. Maintain database/filing system/registers and trace documents.
- ENQUIRIES** : Customs House Building, Lower Heerengracht Street, Cape Town: HRC Vuso: Tel No: 021 409 6592; HRC Mqitsane Tel No: 021 409 6591

- POST 23/560** : **HUMAN RESOURCE CLERK REF NO: WCHR04/2026**
Labour Relations
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Provincial Office, Cape Town
REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
- DUTIES** : Administer file relating to Labour Relation Deal with incoming and outgoing correspondence. Receive and register grievance file. Administer brought forward system. Open and update personnel files. Draft and file documents and correspondences. Deliver an effective phone service. Maintain database/filing system/registers and trace documents
- ENQUIRIES** : Customs House Building, Lower Heerengracht Street, Cape Town: HRC Vuso: Tel No: 021 409 6592; HRC Mqitsane Tel No: 021 409 6591
- POST 23/561** : **HUMAN RESOURCE CLERK REF NO: WCHR05/2026**
Medical Administration
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Provincial Office, Cape Town
REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
- DUTIES** : Receive, administer short/long term temporary incapacity leave and Ill-health Retirement document, administer certification of Health Risk Management recommendations for Incapacity leave. Deal with incoming and outgoing correspondence. Administer brought forward system. Open and update personnel files. Type and file documents and correspondences. Deliver an effective phone service. Maintain database/filing system/registers and trace documents.
- ENQUIRIES** : Customs House Building, Lower Heerengracht Street, Cape Town: HRC Vuso: Tel No: 021 409 6592; HRC Mqitsane Tel No: 021 409 6591
- POST 23/562** : **HUMAN RESOURCE CLERK (X4 POSTS)**
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Clanwilliam Ref No: WCHR06/2026
Elsies River Ref No: WCHR07/2026
Morreesburg Ref No: WCHR08/2026
Muizenberg Ref No: WCHR09/2026
- REQUIREMENTS** : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
- DUTIES** : Receive and capture leave applications. Receive and administer applications for transfers, medical boards, death boards, alcohol boards, stress and depression related boards, service terminations, discharges/pensions. Maintain statistical data and submit medical reports, Performance

Enhancement Process (PEP) progress reports, service termination reports, HR reports (Personnel database), EE Reports and personnel reports.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town: HRC Vuso: Tel No: 021 409 6592; HRC Mqitsane Tel No: 021 409 6591

POST 23/563 : **HUMAN RESOURCE CLERK REF NO: WCHR10/2026**
Provisioning Administration

SALARY : R237 453 per annum (Level 05)
CENTRE : Provincial Office, Cape Town
REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.

DUTIES : Deal with requisitions. Receive and deal with order forms and invoices. administer application for petrol cards, receive new vehicles. Administer queries related to vehicles and boarding of vehicles. Maintain and control storerooms. Deal with disposal and losses.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town: HRC Vuso: Tel No: 021 409 6592; HRC Mqitsane Tel No: 021 409 6591

POST 23/564 : **HUMAN RESOURCE CLERK REF NO: WCHR11/2026**
Skills Development

SALARY : R237 453 per annum (Level 05)
CENTRE : Provincial Office, Cape Town
REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.

DUTIES : Administer Workplace Skills Plan. Maintain learner database and accurate training records. Update appropriate training provider database. Deal with incoming and outgoing correspondence. Administer brought forward system.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town: HRC Vuso: Tel No: 021 409 6592; HRC Mqitsane Tel No: 021 409 6591

POST 23/565 : **SUPPLY CHAIN CLERK REF NO: WCSCM01/2026**
SCM: Acquisition Management

SALARY : R237 453 per annum (Level 05)
CENTRE : Provincial Office, Cape Town
REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.

DUTIES : Administration of acquisitions, contracts and bidding processes. Maintain supplier database. File documents and correspondence. Deliver an effective phone service.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town: HRC Vuso: Tel No: 021 409 6592; HRC Mqitsane Tel No: 021 409 6591

<u>POST 23/566</u>	:	<u>SUPPLY CHAIN CLERK REF NO: WCSCM02/2026</u> SCM: Acquisition and Contract Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Nyanga Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
<u>DUTIES</u>	:	Administration of acquisitions, contracts and bidding processes. Maintain supplier database. File documents and correspondence. Deliver an effective phone service.
<u>ENQUIRIES</u>	:	Customs House Building, Lower Heerengracht Street, Cape Town Tel: HRC Ngqalelo: 021 4096594
<u>POST 23/567</u>	:	<u>SUPPLY CHAIN CLERK (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05) Beaufort West Ref No: WCSCM03/2026 Delft Ref No: WCSCM04/2026 Mitchell's Plain Ref No: WCSCM05/2026 Tulbagh Ref No: WCSCM06/2026
<u>REQUIREMENTS</u>	:	Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
<u>DUTIES</u>	:	Administer requisitions. Receive and deal with order forms and invoices. Administer application for petrol cards, receive new vehicles. Administer queries related to vehicles and boarding of vehicles. Maintain and control storerooms. Deal with disposal and losses.
<u>ENQUIRIES</u>	:	Customs House Building, Lower Heerengracht Street, Cape Town, HRC Ngqalelo Tel No: 021 409 6594
<u>POST 23/568</u>	:	<u>SECURITY OFFICER (X10 POSTS)</u>
<u>SALARY CENTRE</u>	:	R170 226 per annum (Level 03) Provincial Office, Cape Town Ref No: WCSO1/2026 (X2 Posts) VSS, Cape Town Ref No: WCSO2/2026 (X3 Posts) VSS, Bellville Ref No: WCSO3/2026 (X5 Posts)
<u>REQUIREMENTS</u>	:	Applicants must display competency in the post-specific core functions; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade C security certificate; Not declared unfit to possess a firearm; Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of security will be an added advantage; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an advantage; Be willing to work shifts and extended hours.
<u>DUTIES</u>	:	Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contactors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and

contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – ONLY from a security point of view. Check all security equipment and facilities and act, when necessary; Bring any deficiencies or problems regarding security matters to the attention of senior security personnel.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town, HRC Ngqalelo Tel No: 021 4096594

POST 23/569 : **GENERAL WORKERS (X16 POSTS)**

SALARY CENTRE : R144 024 per annum (Level 02)
 : Blue downs Ref No: WCGW1/2026 (X2 Posts)
 Delft Ref No: WCGW2/2026
 Grabouw Ref No: WCGW3/2026
 Gugulethu Ref No: WCGW4/2026
 Khayelitsha Ref No: WCGW5/2026
 Manenberg Ref No: WCGW6/2026
 Mfuleni Ref No: WCGW7/2026
 Mitchell's Plain Ref No: WCGW8/2026
 Nyanga Ref No: WCGW9/2026
 Paarl East Ref No: WCGW10/2026
 Strand Ref No: WCGW11/2026
 POCC, Cape Town Ref No: WCGW12/2026
 Provincial Office, Cape Town Ref No: WCGW13/2026
 Provincial: Detectives, Cape Town Ref No: WCGW14/2026
 35 Squadron, Belhar Ref No: WCGW15/2026

REQUIREMENTS : Applicants must display competency in the post-specific functions of the post. Be a South African Citizen. A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. Willing to work extended hours when necessary. Fluency in at least two official languages, of which one must be English. Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.

DUTIES : Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters. Performing tasks of a routine nature, such as dusting the environment. Polish furniture and floors. Vacuum carpets and mopping of tile floors. Remove refuse. Perform maintenance tasks in and around the assigned premises. Clean bathrooms and kitchens. Safekeeping and handling of a variety of Aids in the cleaning of the premises. Loading and unloading of goods, Garden maintenance services. Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town: CAC Mzomba Tel No: 021 4096584

POST 23/570 : **FOOD SERVICE AID (X4 POSTS)**

SALARY CENTRE : R144 024 per annum (Level 02)
 : Provincial HRM, Paarl Ref No: WCFSA1/2026 (X2 Posts)
 Provincial HRM, Faure Ref No: WCFSA2/2026 (X2 Posts)

REQUIREMENTS : Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Basic literacy, numeracy and communication skills. Be able to read and write. Basic cooking, modifying meals for standard diets, preparing snacks and conveying cookery/ cutlery. Knowledge of food safety, applying occupational health and safety protocol, sanitizing surfaces, handling hazardous waste and proper storing of ingredients. Willing to work extended hours, when necessary.

DUTIES : Organise and keep the kitchen hygienically clean. Arrange refreshment equipment such as kettle, cups, glasses, spoons, trays etc Prepare and serve tea and coffee on request. Manage the stock Ensure sufficient cleaning

materials are available. Provide advice on equipment and refreshments that are out of stock Purchase equipment and refreshments on request.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town: CAC
Mzomba Tel No: 021 409 6584

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 : 27 July 2026

NOTE : Only applications submitted online will be accepted. 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 on 0861 370 214. 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. By applying for this post, 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. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to assess relevant functional elements of the job and an interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The successful candidate will be required to complete the Senior Management Pre-Entry Programme (Nyukela) and submit the certificate before he/she can be appointed to 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 in 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>. The successful candidate shall be subjected to a leadership assessment, within one (1) month of appointment, to assess the managerial competencies required for SMS members in the Public Service as specified under Chapter Five (5) of the SMS handbook. This assessment shall be conducted to determine an individual's ability to lead, manage, and direct others and to identify developmental gaps in core generic leadership and management competencies. The successful candidate will be required to enter into an employment contract and a performance agreement. The successful candidate will be subject to security vetting; and the candidate will have to disclose her/his financial interests. Furthermore, thank you, to the huge public interest, we receive many applications for our posts, 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 the advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 23/571 : **CHIEF DIRECTOR: TRANSPORT REGULATION REF NO: WCMD 15/2026**

SALARY : R1 554 696 per annum (Level 14), all-inclusive salary package

CENTRE : Western Cape Mobility Department, Western Cape Government.

REQUIREMENTS : A qualification at NQF level 7 as recognised by SAQA; A minimum of 5 years' experience at a Senior Managerial level. Competencies: Strategic Capability and Leadership; Project and Programme Management; Change Management; People Management and Empowerment; Financial Management.

DUTIES : Line management: Strategic management, advice and guidance in respect of the following functional areas: Adjudicate applications for operating licenses; Manage operator licenses and permits; Manage provincial public transport registration; Manage vehicle administration and licensing; Manage mediation, conflict and dispute resolution regarding public transport matters; Coordinate and facilitate the formalization and empowerment of the taxi industry; Strategic

Management (including Change Management); People Management; Financial Management.

ENQUIRIES : Ms DD Ribbonaar Tel No: (021) 483 3946

POST 23/572 : **DIRECTOR: FLEET FINANCE (GOVERNMENT MOTOR TRANSPORT) REF NO: WCMD 13/2026**

SALARY : R1 317 384 per annum (Level 13), all-inclusive salary package
CENTRE : Western Cape Mobility Department, Western Cape Government.
REQUIREMENTS : A relevant qualification on NQF level 7 as recognised by SAQA. 5 years middle /senior management experience. Competencies: Strategic Capability and Leadership; Project and Programme Management; Change Management; People Management and Empowerment; Financial Management.

DUTIES : Line Management: Ensure an effective management accounting service; Ensure an effective financial accounting service; Represent the entity at various platforms, such as committees, training interventions, functions and any other events which are required for entity representation; Ensure an effective Supply Chain Management service; Ensure that the required reports are prepared and submitted for management accounting, financial accounting, internal control and SCM. Ensure sound internal control practices; Strategic Management; Define and review on a continuous 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 continuous 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 financial management; People Management; Financial Management; Project and Programme Management.

ENQUIRIES : Ms D Ribbonaar Tel No: (021) 483 9482

OTHER POSTS

POST 23/573 : **ASSISTANT DIRECTOR: FREIGHT REF NO: WCMD 14/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government.
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher). A 3-years' relevant experience in a freight service or related working environment. A valid driver's license, or alternative mode of transport for people with disabilities. 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 the facilitation and coordination of freight services; Knowledge and understanding of the development of strategies, frameworks, guidelines, norms and standards for freight; Knowledge and understanding of the development of freight plans, reports, etc; Knowledge and understanding of the National Transport Act (Act 5 of 2009); 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; Knowledge and understanding of procurement and tendering processes; Knowledge and understanding of policy development, and operational management, monitoring and review processes; Knowledge and understanding of modern systems of governance and administration; Knowledge and understanding of public service procedures, processes and systems; Knowledge and understanding of the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Knowledge and understanding of public finance, human resources and discourse management processes. Knowledge and understanding of the Public Finance Management Act (Act 1 of 1999), National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; Knowledge and understanding of the functioning of the Province and the activities of sister departments/related functional areas; Knowledge and understanding of the policies of the government of the day; Knowledge and understanding of Labour

<u>DUTIES</u>	:	Relations legislation and regulations; Knowledge and understanding of performance management in general.
	:	Participate in the planning, execution and project management of the freight and logistics initiatives emanating from the WCG Freight Strategy and other strategic documents; Contribute to the development of transport/freight frameworks, guidelines and strategy documents; Engage and coordinate with stakeholders to support the achievement of provincial freight objectives; Identify, source and analyse freight logistics data and information; Assist in the optimisation and usage of designated corridors/routes for the efficient movement of goods within, into and out of the province; Conduct desktop research on matters relating to land transport; Responsible for operational, financial and people management.
<u>ENQUIRIES</u>	:	Ms C. Gallant Tel No: (021) 483 6906 or email: Corrine.Gallant@westerncape.gov.za
<u>NOTE</u>	:	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 23/574</u>	:	<u>ASSISTANT DIRECTOR: LAND TRANSPORT DEVELOPMENT REF NO: WCMD 108/2025R1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 - R573 897 per annum (Level 09).
	:	Western Cape Mobility Department, Western Cape Government.
	:	An appropriate 3-year National Diploma/B-Degree (or higher qualification) in information systems, business analysis/management or project management. A minimum of 3 years supervisory level experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Public Finance Management Act (PFMA), 1999, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; Transport related regulatory, legislation policies and frameworks; 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; Public service procedures, processes and systems. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Data Analysis; Accounting, Finance and Audit.
<u>DUTIES</u>	:	Provide ITH data and technology management; Assist with data integration and management; Participate with stakeholder engagement and collaboration; Ensure adherence to risk management and compliance; Managerial Functions; It will be advantageous to have experience in Land transport systems and/or ICT systems.
<u>ENQUIRIES</u>	:	Ms SE Rautenbach Tel No: (021) 483 6904.
<u>NOTE</u>	:	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 23/575

PERSONAL ASSISTANT: FLEET SERVICES REF NO: WCMD 16/2026

SALARY
CENTRE
REQUIREMENTS

: R338 106 - R398 277 per annum (Level 07)
: Western Cape Mobility Department, Western Cape Government.
: Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years' experience in rendering a support service to management/ senior management. 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; Knowledge and understanding of procurement and tendering processes; Knowledge and understanding of public service procedures, processes and systems; Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; Knowledge and understanding of public service procedures, processes and systems; Knowledge of administrative procedures and processes; Knowledge of general Office Administration and Database Management; Knowledge of Information and Record Management; Knowledge of relevant software packages and sound application of relevant computer programmes.

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 ensure that the application thereof is understood properly.

ENQUIRIES

: Ms MB Bezuidenhout Tel No: (021) 467 4701 @
Maxine.Bezuidenhout@westerncape.gov.za / (021) 911 2162.

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.