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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 26 OF 2026

DATE ISSUED 24 JULY 2026

1. Introduction

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.
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

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. Applicants must indicate the reference number of the vacancy in their applications.
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.
4. It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

1. The contents of this Circular must be brought to the attention of all employees.
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. 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.
4. Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

2. SMS pre-entry certificate

- 2.1. To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://>

www.thensg.gov.za/training-course/sms-pre-entry-programme/. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

AMENDMENTS

: **DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE:** Kindly note that the following position were advertised in Public Service Vacancy Circular 24 dated 10 July 2026 closing on 24 July 2026, (1) Administrative Officer: Immovable Asset Register Ref no: 2026/271, Centre: Bloemfontein Regional Office. Kindly note that the following position were advertised in Public Service Vacancy Circular 25 dated 17 July 2026 closing on 31 July 2026: (2) Personnel Practitioner: Human Resources Administration Ref no: 2026/296, Centre: Durban Regional Office. Please note that the above posts have been withdrawn.

PROVINCIAL ADMINISTRATION: LIMPOPO: DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE: Kindly note that the following post was advertised in PSVC 25 Dated 17 July 2026 correct salary level for all level 3 posts is R170 226 per annum. The correct salary level for the post of Cleaner is level 2 R144 024 per annum .

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
AGRICULTURE	A	03 - 09
COMMUNICATIONS AND DIGITAL TECHNOLOGIES	B	10 - 12
CORRECTIONAL SERVICES	C	13 - 14
DEFENCE	D	15 - 16
EMPLOYMENT AND LABOUR	E	17 - 38
FORESTRY, FISHERIES AND THE ENVIRONMENT	F	39 - 40
HEALTH	G	41 - 47
HIGHER EDUCATION AND TRAINING	H	48 - 50
HOME AFFAIRS	I	51 - 57
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	J	58 - 66
LAND REFORM AND RURAL DEVELOPMENT	K	67 - 73
MINERAL AND PETROLEUM RESOURCES	L	74 - 77
MUNICIPAL INFRASTRUCTURE SUPPORT AGENT	M	78 - 79
OFFICE OF THE CHIEF JUSTICE	N	80 - 85
PLANNING, MONITORING AND EVALUATION	O	86 - 90
SMALL BUSINESS AND DEVELOPMENT	P	91 - 92
SPORT, ARTS AND CULTURE	Q	93 - 98
WATER AND SANITATION	R	99 - 102

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
FREE STATE	S	103 - 104
GAUTENG	T	105 - 111
KWAZULU NATAL	U	112 - 121
NORTHERN CAPE	V	122 - 125
NORTH WEST	W	126 - 130
WESTERN CAPE	X	131 - 175

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

- APPLICATIONS** : Directions to applicants: Applications must only be done via the online recruitment platform for the Department at: <https://ihealth.fshealth.gov.za/e-Recruitment>
- CLOSING DATE** : 07 August 2026
- NOTE** : 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. 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 the application form will lead to disqualification of the application during the selection process. Applications filed by hand on the Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin when shortlisted. All non-SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. 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, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed 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. 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 or post. Failure to upload and 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 and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. All shortlisted candidates, including SMS shall undertake two pre-assessments. One will be a practical exercise to determine a candidate's suitability based on posts technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

- POST 26/136** : **CLINICAL NURSE PRACTITIONER GRADE 1-2 (PNB1) REF NO: MMD/CNP/13/2026 (X1 POST)**
- SALARY** : R522 825 per annum
- CENTRE** : Mangaung Metro District
- REQUIREMENTS** : Grade 12 or, equivalent qualification, plus Basic R425 qualification i.e Diploma/Degree in nursing or equivalent qualification allows registration with SANC as a Professional. Current registration with South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing basic nursing qualification with a duration of at least 1 year, accredited with SANC in case of Government Notice No. R212 in the relevant specialty's minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in general nurse. Skills And Knowledge: Planning and organizing, effective communication skills, coordination skills, collaboration skills, computer literacy skills, time management skills, problem solving skills, numeracy skills, report writing skills, facilitation skills. ability to build and work as a team member.
- DUTIES** : Provision of quality comprehensive community health care. Provision of administration services. Provision of educational services. Usage of equipment and machinery. Research responsibility.
- ENQUIRIES** : Mr. TA Mokoqo Assistant Director: Admin and Support Cell: 067 422 5555
- NOTE** : No payment of any kind is required when apply.
- POST 26/137** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: MMD/ ASD/ 12/2026 (X1 POST)**

<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Mangaung Metro District
<u>REQUIREMENTS</u>	:	A Degree or equivalent tertiary qualification in Financial Management on NQF level 7. A 3 years relevant supervisory experience in Financial Accounting. Knowledge and understanding of the legal framework, inclusive of the PFMA and Treasury Regulations, policy coupled with the applicable norms and standards. Computer literacy, good communication and management skills. skills and knowledge: Attributes: Good interpersonal relations, independent, assertiveness, adaptive, confidentiality, integrity, discipline, accurate, friendly, and trustworthy. Ability to work under pressure. Competencies: Verbal and written communication skills, problem solving skills.
<u>DUTIES</u>	:	Collection and recording of revenue: Cashier, banking service and electronic payments. Debts management and 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. This would, inter alia entail the following: General supervision of employees, allocate duties and quality control of the work delivered by supervisors, Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisors. Ensure that all supervisors are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
<u>ENQUIRIES</u>	:	Mr. PI Kgaile Deputy Director: Financial Accounting Email: KgailePI@fshealth.gov.za Cell: 0726002476
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

- APPLICATIONS** : should be submitted strictly online at the following E-Recruitment portal: <http://jobs.gauteng.gov.za>. No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications please email your query to healthjobqueries@gauteng.gov.za.
- CLOSING DATE** : 07 August 2026
- NOTE** : Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts. Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. 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". Application without proof of a new Z83 application form and detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior appointment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Preference will be given to South African citizens. The performance of normal overtime is not mandatory, however it will be based on the operational needs of the hospitals. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

- POST 26/138** : **HEAD OF CLINICAL UNI (INTERNAL MEDICINE) REF NO: REFS/050270 (X1 POST)**
Re- advertisement
- SALARY** : Grade 1: R2 168 145 per annum, (all inclusive)
Grade 2: R2 370 741 per annum, (all inclusive)
- CENTRE** : Leratong Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as a Medical Specialist (Master of Medicine in Internal Medicine and Fellowship of the college of South Africa). Minimum of 3 years' experience after registration with HPCSA as a Medical specialist. MBCHB and Current registration with HPCSA as a specialist. Be able to work commuted overtime. Computer literacy and additional experience in management or supervision will be an added advantage.
- DUTIES** : Clinical leadership and Governance in the Internal Medicine department. Co-ordinate all clinical and administration services in the department. Improved patient experience of care. Maintain satisfactory clinical, professional, and ethical standards related to these services. Reduction of waiting time of Operations. Ensure effective and efficient specialist services to contribute to optimal and quality health care in line with the vision, mission, and values of Gauteng department of health. Ensure compliance to SOP's and clinical Protocols. Supervision and effective utilization of medical staff. Responsible for training and teaching of Medical Interns, junior doctors, and medical students. Assist in the implementation of DOH policies and programmes. Full participation in Quality assurance, management of PSI's and complaints. Participate in academic activities in the hospital and in the cluster. The

		potential candidate should be highly skilled in performing clinical work and take part in commuted overtime.
ENQUIRIES	:	Ms N Serobatse Tel No: (011) 411-3563 / Ms M Nkuna Tel No: (011) 411-3677/3516
POST 26/139	:	<u>MEDICAL SPECIALIST (RADIOLOGY) REF NO: REFS/050278 (X1 POST)</u> Re-advertisement
SALARY	:	Grade 1: R1 395 528 per annum, (all inclusive) Grade 2: R1 592 274 per annum, (all inclusive) Grade 3: R1 844 151 per annum, (all inclusive)
CENTRE	:	Leratong Hospital
REQUIREMENTS	:	Bachelor of Medicine and Bachelor of Surgery plus MMED (Radiology) or FCEM (SA). Registration Certificate with the HPCSA as a Radiology Specialist. Grade 1: No experience required. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty. A resuscitation course such as APLS (or PALS), ACLS, ATLS will be added advantage. Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with all the disciplines teams. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to health care users. Computer Literacy. Experience in the public sector would be an advantage. Candidate will be expected to perform commuted overtime as per service needs.
DUTIES	:	Ensuring that there is protocol for the management of Radiology Patients and that there is compliance to the protocol and guidelines. Co-ordinate all clinical and administrative duties within the Department. Involvement in hospital committees and liaison with other departments within the hospital. Staff training theoretical and skills performance of medical doctors and allied medical disciplines at the hospital and referring hospitals. SOPs development and implementation. Provision of clinical support and outreach programs. To participate, support and promote research relevant to Radiology department. Ability to initiate and conduct research will be an advantage. Be a role model for students and staff. Perform duties assigned by the medical manager. Maintain quality assurance standards and other Departmental policies. Provision of efficient Radiology outpatient services. Reduction of waiting time and backlogs. Ensure effective specialist services to contribute to optimal and quality health care in line with the vision, mission, and values of Gauteng department of health. Ensure compliance to SOP's and clinical Protocols. Supervision and effective utilization of medical staff. Responsible for training and teaching of Medical Interns, junior doctors, and medical students. Attend all relevant meetings. Attend appropriate CME activities. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment. Ensure an effective outreach to District hospitals. Participate in academic activities in the hospital and in the cluster. Clinical Governance and Risk Management. Full participation in Quality Assurance Programs, prevention/management of PSI's and complaints.
ENQUIRIES	:	Ms N Serobatse Tel No: (011) 411-3563 / Ms M Nkuna Tel No: (011) 411-3677/3516
POST 26/140	:	<u>ASSISTANT MANAGER NURSING GENERAL PNA 7 (HAST, STEPDOWN & TB UNIT) REF NO: REFS/050309 (X1 POST)</u> Re-Advertisement
SALARY	:	R720 819 per annum, plus benefits
CENTRE	:	Leratong Hospital
REQUIREMENTS	:	Diploma / Degree in Nursing as accredited with the SANC in terms of government Notice R425 that allows the SANC as a Professional Nurse. A minimum of 08 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council in General Nursing. Must have driver's license. At least 3 years of the period referred to above must be appropriate / recognizable experience at

		management level (HAST / TB Coordinator or Operational Manager level). Recognisable experience in clinical HAST & TB services. Current registration with SANC. Diploma / Degree in Nursing Management and computer literacy is mandatory. Knowledge of health, Nursing and Public Service legislation is recommended. Strong leadership, good communication and sound interpersonal skills are necessary.
<u>DUTIES</u>	:	Effective implementation of the TB recovery plan. Facilitate effective collaboration with all stake holders and district management teams in executing TB activities. Implementation of HAST strategy, plan in line with the 95,95,95 TB and HIV strategy. Be able to facilitate the implementation of 1.1 Million Retention to Care and End TB project. Implementation of the TB strategy interventions whilst monitoring the acceleration of TB treatment initiation for adults and children. Monitoring and analysis of the 95x95x95 TB program cascade. Collaborate and facilitate the development of the District TB program and Business plan. Effective monitoring of Budget allocation to ensure that resources are adequately implemented at all levels. Improving access of T B, DR-TB and HIV program. Support and monitor quality screening and finding missing cases. To monitor TB treatment completion rate, death and LTFU, Implementation of TB/HIV integrated Health Information System. Liaise with Local Government, different levels of health, community structures to improve service delivery. Conducting quarterly reviews for performance monitoring in the province. Take part in the Gauteng Province Turnaround Strategy, Primary Health care engineering. Display High level of organizational, initiative, and problem-solving skills. Coordinate and facilitate effective, efficient, and sustainable financial planning and control of conditional for TB/HIV/STI integration. Participate in realization of the Hospital Operational Plan. Monitor performance using Performance Management and Development System. Ensure implementation and promotion of QA programs (complaint and patient safety management), infection Prevention and Control and Health and Safety principles. Promote quality of nursing care as directed by the National core standards and Ideal Hospital Realization and Maintenance Framework. Ensure availability of monthly, quarterly, annual performance reports and operational plans. Participate in after hours, night supervision shifts and weekends as delegated implement relevant recommendations.
<u>ENQUIRIES</u>	:	Ms N Serobotse Tel No: (011) 411-3563 / Ms M Nkuna Tel No: (011) 411-3677/3516
<u>POST 26/141</u>	:	<u>OPERATIONAL MANAGER SPECIALTY OPERATING THEATRE/CSSD REF NO: REFS/050400 (X1 POST)</u>
<u>SALARY</u>	:	R720 819 per annum, plus benefits
<u>CENTRE</u>	:	Leratong Hospital
<u>REQUIREMENTS</u>	:	Diploma/Degree in Nursing as a Professional / Registered Nurse accredited with the SANC in terms of Government Notice 425 or equivalent Post basic qualification with the duration of at least 1 year Diploma in Medical& Surgical Operating Theatre /Perioperative Nursing Science in accordance with R212. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification Medical& Surgical Operating Theatre /Perioperative Nursing Science. Diploma/Degree in Nursing Management will be an added advantage and computer literacy mandatory. Knowledge of Health, Nursing and Public Service Legislation is recommended. Strong leadership, good communication and sound interpersonal skills are necessary.
<u>DUTIES</u>	:	Provide effective overall supervision and leadership for staff in the area in line with all relevant legislation and prescripts. Co-ordination of optimal, holistically specialised nursing care provided within set standards and a professional/legal framework. Effectively manage the utilisation and supervision of resources. Effective monitoring and management of absenteeism-Coordination of the provision of effective training and research. Secure and allocate resources and budget to achieve workplace objectives. Provision of effective support to Nursing Services. Maintaining professional growth/ethical standards and self-development. Initiate programmes that will ensure quality nursing care in the specialised area. Ensure implementation and promotion of Quality Assurance programmes (complaints and patient safety management), Infection Prevention and Control and Health and Safety principles. Promote quality of nursing care as directed by the National Core

Standards & Ideal Hospital Realization and Maintenance Framework. Responsible for the implementation of disciplinary measures Participate in after hours and night supervision shifts as delegated. Implement relevant recommendations and priorities of the National Strategic Plan for Nurse education, training and Practice. Participate in realisation of the Hospital Operational Plan. Assist in ensuring that monthly, quarterly, annual performance reports and operational plans are available Monitor performance using Management and Development System. Participate in after hours, night supervision, shifts and weekends as delegated and implement relevant recommendations.

ENQUIRIES : Ms N Serobatse Tel No: (011) 411-3563 / Ms M Nkuna Tel No: (011) 411-3677/3516

POST 26/142 : **CLINICAL PROGRAM COORDINATOR (HUMAN RESOURCE OHS) REF NO: REFS/050281 (X1 POST)**
Re-Advertisement

SALARY : Grade 1: R571 161 per annum
CENTRE : Leratong Hospital
REQUIREMENTS : Grade 12 or equivalent/NQF level/. A R425 qualification (i.e., diploma / degree in nursing) or equivalent qualification that allows registration with SANC as a professional nurse. Current registration with SANC. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, of which 3 years must be relevant experience in Occupational Health and Safety environment. A post basic nursing qualification with duration of at least 1 year accredited by SANC in Occupational Health Safety. Current SANC registration. Basic computer literacy and driver's license are mandatory. Knowledge of Occupational Health AND safety Act 85 of 1993, COID Act 130 of 1993 including other related legal framework and PRAAD. Knowledge and application of policies governing the Public Service including Quality Assurance, PILIR, PRAAD and EHWP Strategic Framework. Be able to work independently. Skilled to develop on-going training in OHS principles to all categories of staff good communication, report writing and facilitation skills. Sound organizing, planning, presentation skills. Counselling, decision making, good communication skills.

DUTIES : Implementation of Occupational Health and Safety Act 85 of 1993 and COID Act 130 of 1993. Conduct workplace hazard identification and risk assessment (HIRA) in liaison with managers and ensure there are safe operating procedures where necessary. Conduct training to all categories of personnel. Perform medical surveillance. Maintain all appropriate records and documents relevant to OHS. Participate in Institutions' and Province's determined Committees, Task Teams, and Forum for service improvement. Facilitate, implementation of National, Provincial legislation regarding OHS protocols and monitoring thereof. Develop and monitor the implementation of education and training programs in field. Active participation in Employees wellness program. Assist with waste management. Management of (IOD)injury on duty. Active participation in PILIR committee development and maintenance of OHS structure according to legal requirements. Working closely with IPC and EAP coordinators.

ENQUIRIES : Ms N Serobatse Tel No: (011) 411-3563 / Ms M Nkuna Tel No: (011) 411-3677/3516

DEPARTMENT OF ROADS AND TRANSPORT

In line with the Department's employments Equity Plan, preference will be given to Persons with Disabilities, Coloured Females, Indian Females, White Females

APPLICATIONS : candidates. To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za>

CLOSING DATE : 07 August 2026

NOTE : For general enquiries please contact Human Resource on 011 355-7082/7043. Only online applications will be considered. 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.

OTHER POSTS

POST 26/143 : **DEPUTY DIRECTOR: FRAUD, CORRUPTION AND INTEGRITY MANAGEMENT REF NO: REFS/050481**

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : National Diploma (NQF Level 6)/Degree (NQF level 7) in Forensic Investigation/ Risk Management/ Internal Auditing / Forensic Auditing. 3-5 years' experience at Assistant Director level (Junior Management) within Fraud and Anti-Corruption and Investigation environment. Knowledge and Skills: GPG and GPDRT policies and procedures, Knowledge and understanding of relevant legislation and Public Service Regulations. Knowledge of Fraud and corruption environment, Written and verbal communication (at an executive management level) and Ability to communicate at all levels and across all sectors using various medium (e.g. presentation). Analytical and problem-solving skills, Report writing, Policy and strategic planning and Problem solving and analysis.

DUTIES : Investigate all fraud and corruption. Investigate all allegations of fraud and corruption received from internal and external persons. Conduct statement taking, evidence collection and draft preliminary investigative reports. Prevent fraud and corruption within the Department. Conduct research on latest fraud and corruption legislation and develop educational programs. Develop and implement fraud prevention and anti-corruption strategies and programmes. Conduct fraud risk assessment. Detect fraud and corruption. Detect suspicious/hidden patterns and abnormal behaviour across data types. Manage the preparation of detection reports and closure. Create an ethical environment and improve good governance. Liaise with both internal and external stakeholders and draft an annual schedule of awareness sessions. Develop, implement and review anti- corruption and integrity management policies, strategies and procedures of the unit. Develop strategic framework on anti-corruption and integrity management fraud prevention plan. Manage integrity management measures and promote ethical conduct in the department. Ensure SMS members and other categories of designated employees submit Financial Disclosures in line with the Financial Disclosure Framework. Manage the development of fraud and ethics risk register for the Department. Ensure submission of fraud risk action plan progress reports by business. Manage Resources (human, equipment/asset etc.). Manage grievances according to prescribed procedures.

ENQUIRIES : Ms. A. Mkhombo Tel No: (011)355 -7521 / Ms. P. Mabasa Tel No: (011) 355 7175

POST 26/144 : **ASSISTANT DIRECTOR: CASE MANAGEMENT REF NO: REFS/050487**
 (Re-advert, people who applied previously are encouraged to re-apply.)

SALARY : R487 197 per annum (Level 09), (plus benefits)
CENTRE : Johannesburg (Head Office)

<u>REQUIREMENTS</u>	:	National Diploma/Degree (NQF level 6/7) in Labour Relations/ Human Resource Management/ Law as recognised by the South African Qualifications Authority (SAQA). Minimum of 3 – 5 years of experience in Labour Relations, collective bargaining, legal environment and/or case management, of which 2 years must be at a supervisory level. Knowledge and skills: GPG and GPDRT policies and procedures, and relevant legislation and Public Service Regulations, people management and empowerment and problem-solving analysis.
<u>DUTIES</u>	:	Manage and maintain a case management system. Acknowledge and register all cases in the Department. Analyse reports received and charge employees to determine grounds of misconduct. Ensure investigations are conducted and liaise with Labour Unions' representatives and make recommendations. Facilitate dispute resolution. Attend the conciliation and arbitration proceedings on all set down disputes. Coordinate and facilitate disciplinary processes. Facilitate the acknowledgement and receipt of arbitration awards. Coordinate and facilitate disciplinary processes. Attend to all formal disciplinary hearings and progressive discipline within the Department. Promote fair and sound Labour relations practices in the Department. Provide advisory role on all labour relations matters and challenges. Development of labour relations. Development of Labour relations policies, manuals and guidelines.
<u>ENQUIRIES</u>	:	Ms. A. Mkhombo Tel No: (011) 355 -7521 / Ms. P. Mabasa Tel No: (011) 355 7175
<u>POST 26/145 050352</u>	:	<u>ASSISTANT DIRECTOR: HEALTH AND WELLNESS REF NO: REFS/</u> Branch: Corporate Services (Re-advert)
<u>SALARY</u>	:	R487 197 per annum (Level 09), (plus benefit)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6)/ Degree (NQF Level 7) in Human Science / Social Science (Social Work) / Counselling Psychology. Registration with the Health Professions Council of South Africa or South Africa African Council for Social Services Professions. 3-5 experience within Employee Health and Wellness Environment of which 2 years must be at a supervisory level. Knowledge and Skills: Project management methodologies Business performance management Community relations & Stakeholder relationship management. Analytical thinking Research, Computer utilization, Policy formulation Conflict management, financial management, Adaptability during changes to meet the goals Strategic management Change/diversity management. Knowledge of GPG and DPSA policies and procedures, relevant legislation and Public Service, Regulations Understanding of expectations of customers Knowledge of SLAs. Management information knowledge of GPG political and executive structures.
<u>DUTIES</u>	:	Develop and promote disease and chronic illnesses management programmes. Manage and promote mental health and psychosomatic illnesses. Manage injury on duty and incapacity due to ill health. Develop and implement policies, procedures, guidelines and promote occupational health education. Manage resources (Human / equipment / Assets). Conduct awareness programmes on the functions and purpose of health surveillance and the relevant laws and regulations. Develop and implement a toolkit for Mental Health Promotion in the workplace which looks at practical steps for addressing mental health. Measure the impact of programmes that reduce the psychosocial and physical demands of the workplace that trigger stress. Develop and implement strategies to reduce stigma and discrimination against people living with mental diseases as well as the promotion of human rights and wellness. Provide and promote utilization of counselling and support services. Develop cost effective health care programmes to quantify Return on investment ROI. Develop Departmental Health and Productivity Management Policy and flexible policies that address work-life balance. Coordinate the implementation of wellness programmes, projects and interventions. Manage staff Plan, organize and control activities pertaining to the functions of the programme Provide technical advice to management Evaluate and monitor performance of employees to ensure achievement of strategic goals.
<u>ENQUIRIES</u>	:	Ms. A. Mkhombo Tel No: (011) 355 7521 / Ms. P. Mabasa Tel No: (011) 355 7175

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

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

- APPLICATIONS** : Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980 email: Niemeyer.Intern@kznhealth.gov.za
- CLOSING DATE** : 14 August 2026
- NOTE** : Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. It will be expected candidate(s) to be available for interview process on a day, all shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/THRT2026) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department).

OTHER POST

- POST 26/146** : **PROFESSIONAL NURSE (SPECIALTY) (THEATRE) REF NO: NMH/THRT/2026 (X2 POSTS)**
- SALARY** : Grade 1: R495 423 – R581 931 per annum, Plus Rural Allowance 8% Benefits: 13th Cheque, medical aid (optional), Housing Allowance (Employees must meet the prescribed requirements)
Grade 2: R607 350 – R752 913 per annum, Plus Rural Allowance 8% Benefits: 13th Cheque, Housing Allowance (Employees must meet the prescribed requirements), medical aid (optional).
- CENTRE REQUIREMENTS** : Niemeyer Memorial Hospital
- Grade 1:** Experience: A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Plus one year Post basic qualification in Operating Theatre Nursing. **Grade 2:** Experience: A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in a speciality after obtaining one year post basic qualification in the relevant speciality. Senior Certificate or equivalent qualification. Degree/ Diploma in General Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. One (1) year post basic qualification in Theatre. Current registration with South African Nursing Council as a Professional Nurse (2026 SANC receipt) a minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Knowledge, Skills, Experience and Competencies Required: Strong interpersonal, communication and presentation skills. Ability to make

independent decision. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, procedures, prescriptions and legislation.

DUTIES

: Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses. To execute Professional Nursing Duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties within the prescriptions of all applicable legislation. To assist the Operational Manager in charge of the Theatre with the overall management and the necessary support for the effective functioning of the Theatre. Develop competencies in scrub, circulating, recovery room and set room duties. Ensure safe environment to achieve desired outcome of surgical interventions. Work collaboratively with Surgeons and Anesthetists to meet patient needs during theatre procedures and ensure responsibility for patient care. Ensure safe environment for patients by assisting junior nursing staff members through teaching and supervising. Plan, provide and supervise nursing activities in the different allocated specialty. Ensure fiscal control of materials, supplies and equipment. Provision of efficient floor nurses duties. Manage/ co-ordinate the smooth functioning of the instrument room.

ENQUIRIES

: Mrs GN Nkosi Tel No: (034) 331 3011

NOTE

: NB: Equity Target: Male African.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

APPLICATIONS

: Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV online. Applicants may also visit any one of our Designated Online Application Centre's (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 Centers (DOACS) at www.kznonline.gov.za/kznjobs

Direct your application quoting the reference number of the post you are applying for;

Head Office Posts: Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to Director: Human Resource Management Department of Public Works & Infrastructure, Private Bag X9142, Pietermaritzburg, 3200. For attention: Mrs. ZJ Hlongwane. Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg.

Southern Region Posts: Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Regional Director, Department of Public Works, Southern Regional Office, Private Bag X9153 Pietermaritzburg, 3200. For the attention of Ms P Singh, or alternatively it can be Hand Delivered to: 10 Prince Alfred Street, Pietermaritzburg.

Ethekwini Region Posts: Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Regional Director, Department of Public Works & Infrastructure, Private Bag X54336, Durban, 4000. For attention: Ms NT Phewa or alternatively hand delivered to 455A Jan Smuts Highway, Mayville, Durban.

North Coast Region Posts Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Regional Director, Department of Public Works & Infrastructure, Private Bag X42, Ulundi, 3838. For attention: Mr S Zulu, Alternatively, Applications can be delivered to King Dinuzulu Highway, LA Administrative Building, Ulundi.

Midlands Region Posts: Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Regional Director, Department of Public works, and Private Bag X9963, Ladysmith, 3370. For attention: Ms N Mabizela, Alternatively, Applications can be delivered to 40 Shepstone Road, Umkhamba Gardens Ladysmith, 3370.

CLOSING DATE

: 07 August 2026

NOTE

: Directions To Candidates Note to applicants: The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer and Women and people with disabilities are encouraged to apply. Applications must be submitted individually on the prescribed new approved Z83 form, the

form is available from the website www.kznworks.gov.za or can be obtainable from any Public Service department, and must be accompanied by a comprehensive Curriculum Vitae (CV). Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted candidates only. Faxed or electronic copies will not be considered. Candidates are urged to view the guidelines available to all prospective candidates applying for vacant position on the departmental website before completing applications for posts. Candidates are also advised not to send their applications through registered mail, as the Department will not take responsibility for non-collection thereof. It is the applicants' responsibility to have foreign qualifications assessment for equivalent by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instructions will be disqualified. Please note that the Department reserves the right not to fill the post. Recommended candidate's personal information will be subject to vetting prior to an offer of appointment being made. Candidates are expected to be available on the date set for the interviews or they may be disqualified. Should you not have been contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application being unsuccessful. Please note that further communication shall be restricted to those candidates who will have been shortlisted. The appointed candidate shall be required to sign a performance agreement. Please note that reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment to facilitate this. The filling of this post will be guided by the Department's Employment Equity targets. Please note that requests for higher salaries will not be entertained for the advertised posts, however it may only be considered for posts falling within the Occupational Specific Dispensation (OSD) subject to the existing provisions. Candidates applying for advertised posts in the Department, will be deemed to have granted consent to their personal information being used to determine suitability in terms of the POPIA Act, 4 of 2013. Please note that employment verifications shall be undertaken for all experience which has been recognized for shortlisting purposes, experience in the public service will need to be supported with a signed job description and PERSAL service record history and experience from the private sector needs to be supported by a certificate of service confirming the name of company, position held, periods of employment and duties performed. Experience that cannot be verified will result in the applicant being disqualified. 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 26/147</u>	:	<u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DD/SCM/NCR2026</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package) to be structured in accordance with the rules for Middle Management Services [MMS]
<u>CENTRE</u>	:	North Coast Region (Ulundi)
<u>REQUIREMENTS</u>	:	Grade 12 plus a relevant tertiary qualification at NQF level 7. A minimum of 3 years' related supply chain management experience at a junior management level (ASD). Computer packages, namely (Word processing, Spreadsheet, Presentation and Outlook). A valid Driver's licence.
<u>DUTIES</u>	:	Manage and co-ordinate pre-bid and adjudication services. Manage and co-ordinate procurement and post-bid services. Manage Provisioning Services and demand management services. Manage logistics services. Manage the implementation of policies. Manage the resources of the component.
<u>ENQUIRIES</u>	:	Mr ZE Mahaye Tel No: (035) 874 3348
<u>POST 26/148</u>	:	<u>DEPUTY DIRECTOR: PROGRAMME MANAGEMENT REF NO: DD/PM/MR2026</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package) to be structured in accordance with the rules for Middle Management Services [MMS]

<u>CENTRE</u>	:	Midlands Region (Ladysmith)
<u>REQUIREMENTS</u>	:	Grade 12 plus a relevant tertiary qualification at NQF level 6 in the built environment or related field. A minimum of 3 years' related built environment experience. Computer literacy (Word processing, Spreadsheet, Presentation and Outlook). A valid Driver's licence.
<u>DUTIES</u>	:	Manage the implementation of Programmes within the Region. Manage and monitor programme expenditure and the preparation of financial progress reports. Facilitate effective stakeholder and WIMS management. Deliver policies and strategies aimed at improving service delivery. Manage the resources of the Sub-Directorate.
<u>ENQUIRIES</u>	:	Mr S Davids Tel No: (036) 638 8000
<u>POST 26/149</u>	:	<u>ENGINEER (PRODUCTION) GRADE A</u>
<u>SALARY</u>	:	R914 517 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Head Office (Pietermaritzburg)
	:	(Electrical/ Mech) Ref No: HO/ENG/E/2026 (X1 Post)
	:	(Civil/Structural) Ref No: HO/ENG/CS/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree, 3 years post-qualification engineering experience, compulsory registration with ECSA as a Professional Engineer and a valid driver's licence.
<u>DUTIES</u>	:	Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Undertake human capital development. Undertake administration and budget planning in respect of projects. Undertake related research and development.
<u>ENQUIRIES</u>	:	Mr TL Mchunu Tel No: (033) 260 3714
<u>POST 26/150</u>	:	<u>CONSTRUCTION PROJECT MANAGER (PRODUCTION) GRADE A REF NO: CPM/MR-2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R914 517 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Midlands Region (Ladysmith)
<u>REQUIREMENTS</u>	:	An appropriate National Higher Diploma with a minimum of 4 years and six months certified experience Or a B. Tech with a minimum of 4 years certified managerial experience Or an Honours Degree with a minimum of 3 years' experience. All qualifications must be in the Built Environment field. A valid driver's licence and compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment.
<u>DUTIES</u>	:	Manage and co-ordinate all aspects of construction projects. Undertake project accounting and financial management. Undertake office administration related to projects. Undertake research and development in respect of construction projects.
<u>ENQUIRIES</u>	:	Mr. S Davids Tel No: (036) 638 8071
<u>NOTE</u>	:	NB: Provision exists for salary packages to be reviewed for production positions, based on an additional notch for every two years post registration previous and relevant experience as per the provisions of the OSD.
<u>POST 26/151</u>	:	<u>QUANTITY SURVEYOR (PRODUCTION) GRADE A REF NO: QS/ETH/2026</u>
<u>SALARY</u>	:	R791 604 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Ethekwini Regional Office (Durban)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree in Quantity Surveying, 3 years post-qualification Quantity Surveying experience, compulsory registration with SACQSP as a Professional Quantity Surveyor and a valid driver's licence.
<u>DUTIES</u>	:	Perform quantity surveying activities on construction projects. Undertake human capital development. Undertake office administration and budget planning. Undertake research and development.
<u>ENQUIRIES</u>	:	Mr. S Kunene at 083 3815806
<u>POST 26/152 2026</u>	:	<u>QUANTITY SURVEYOR (PRODUCTION) GRADE A REF NO: NCR/QS/2026</u>
<u>SALARY</u>	:	R791 604 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	North Coast Region (Ulundi)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree in Quantity Surveying, 3 years post-qualification Quantity Surveying experience, compulsory registration with SACQSP as a Professional Quantity Surveyor and a valid driver's licence.

<u>DUTIES</u>	:	Perform quantity surveying activities on construction projects. Undertake human capital development. Undertake office administration and budget planning. Undertake research and development.
<u>ENQUIRIES</u>	:	Mr ZE Mahaye Tel No: (035) 874 3348
<u>POST 26/153</u>	:	<u>ASSISTANT DIRECTOR: YOUTH WOMEN & PEOPLE WITH DISABILITY REF NO: HO/ADYWPWD/072026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate and recognized NQF level 6 qualification in Development Studies / Public Management / Administration / Community Development qualification plus 3 years relevant experience at a supervisory level in empowerment environment. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.
<u>DUTIES</u>	:	Implement Youth Development Programmes. Facilitate Women Empowerment Programmes. Administer the implementation of empowerment Programmes for People with Disability. Provide administrative support services. Provide advice and guidance and input to policy.
<u>ENQUIRIES</u>	:	Ms D Mncube Tel No: (033) 355 5603
<u>POST 26/154</u>	:	<u>INTERNAL CONTROL OFFICER REF NO: HO/AOCPS/062026</u>
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	NQF level 6 in Accounting/ Auditing/ Internal Auditing plus minimum of one year experience in Accounting/ Auditing/ Internal Auditing/ Internal Control field. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.
<u>DUTIES</u>	:	Facilitate and perform audit related queries/ recommendations. Facilitate and perform the verification of processed transactions to ensure that accuracy and completeness of financial and SCM transactions. Ensure compliance monitoring to relevant legislation, regulation, departmental policies procedures and processes. Co-ordinate and conduct all investigations of irregular and expenditure losses and fraud. Provide inputs on the development and review of departmental internal control policies, frameworks, and procedure manuals.
<u>ENQUIRIES</u>	:	Ms R Gunpath Tel No: (033) 355 4002
<u>POST 26/155</u>	:	<u>ADMINISTRATIVE OFFICE: ACQUISITION REF NO: AO/ZSD/ACQ/26</u>
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Zululand Sub-District Office (Nongoma)
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. A minimum of 3 years' relevant experience. Computer literacy (Ms Word, PowerPoint, Excel and e-mail). A valid driver's licence.
<u>DUTIES</u>	:	Monitor pre-bid services. Administer post-bid services. Render adjudication service. Render procurement of goods and services. Supervise human resources/staff.
<u>ENQUIRIES</u>	:	Ms WP Khathini Tel No: (035) 831 7300
<u>POST 26/156</u>	:	<u>ADMINISTRATIVE OFFICER: TAX AND BANKING REF NO: HO/AOTAX/072026</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent plus 3 years' relevant experience in Finance environment. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.
<u>DUTIES</u>	:	Ensure that records and IRP5 certificates accurately maintained. Tax reconciliation (Bi-annual and Annual). Monitor the Departmental bank account including the clearance of banking related suspense accounts. Keep and issue Petty cash.
<u>ENQUIRIES</u>	:	Mr SO Nsibande Tel No: (033) 355 3772
<u>POST 26/157</u>	:	<u>PERSONAL ASSISTANT</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)

<u>CENTRE</u>	:	Head Office: Pietermaritzburg and Durban for the Ethekwini post: Head of Department (HOD) Ref No: HO/PAHOD/072026 (X1 Post) Supply Chain Management (SCM) Ref No: HO/PASCM/072026 (X1 Post) Infrastructure Maintenance and Technical Support (IMTS) Ref No: HO/PAIMTS/072026 (X1 Post) Regional Director: Ethekwini Ref No: H/MAN/HG/ER/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	A Grade 12 plus Secretarial Diploma or equivalent qualification. A minimum of three (3) experience in rendering a support service to senior management. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook.
<u>DUTIES</u>	:	Provides a secretarial support service. Renders administrative support services. Provides support regarding meetings. Supports with the administration of the budget for the office. Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Dr V Govender (Head of Department Tel No: (033) 355 5560 Dr M Mbili (Supply Chain Management Tel No: (033) 355 5495 Ms NQ Gcaba (IMTS) Tel No: (033) 260 3722 Mr DS Naicker at 083 456 9511
<u>NOTE</u>	:	NB: Candidates may be subjected to a computer assessment to determine computer literacy.
<u>POST 26/158</u>	:	<u>COMMUNICATION OFFICER REF NO: HO/COMM/072026 (X2 POSTS)</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	Grade 12 plus appropriate NQF level 6 in Communication / Public Relations plus a minimum of 1 year experience in relevant field. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.
<u>DUTIES</u>	:	Provide a departmental public relations service. Provide a departmental media liaison service. Provide support in the production of publications. Provide administrative duties and communication related support for the component.
<u>ENQUIRIES</u>	:	Mr M Khumalo Tel No: (033) 355 5495
<u>POST 26/159</u>	:	<u>ADMINISTRATIVE OFFICER: CONSTRUCTION PROCUREMENT SERVICES REF NO: HO/AOCPS/072026</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	A Grade 12 or equivalent plus 3 years' relevant experience in Supply Chain Management environment. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.
<u>DUTIES</u>	:	Co-ordinate and facilitate secretarial support to the Bid Adjudication Committee (BAC). Ensure secretarial support to the Bid Specification and Bid Evaluation Committees (BEC). Co-ordinate secretarial support to the SCM Forum meeting. Compile a comprehensive database of all submissions to and from the committees. Provide inputs on the development and review of departmental construction SCM policies, frameworks, and procedure manuals.
<u>ENQUIRIES</u>	:	Ms A Sewmohan Tel No: (033) 355 5455
<u>POST 26/160</u>	:	<u>ADMINISTRATIVE OFFICER: ACQUISITION (X2 POSTS)</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Harry Gwala (Ixopo) Ref No: AO/ACQ/HG/SR26 Umgungundlovu (Pietermaritzburg) Ref No: AO/ACQ/UMG/SR26
<u>REQUIREMENTS</u>	:	A Grade 12 or equivalent plus 3 years' relevant experience. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.
<u>DUTIES</u>	:	Administer pre-bid processes. Administer post-bid processes. Render adjudication services. Render procurement of goods and services. Supervise staff.
<u>ENQUIRIES</u>	:	Mr TW Nkomo (Harry Gwala) Tel No: (039) 834 0700 Mrs C Buthelezi (uMgungundlovu) Tel No: (033) 3557100

<u>POST 26/161</u>	:	<u>ADMINISTRATIVE OFFICER: POST BID: SUPPLY CHAIN MANAGEMENT REF NO: AO/POST BID/SR26</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Southern Regional Office (Pietermaritzburg)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent plus 3 years' relevant experience. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.
<u>DUTIES</u>	:	Provide contract administration services. Provide post-bid services to the Region. Monitor and control the extension of validity periods and the signing administration. Exercise control over supplier, contractor and consultant payments. Supervise staff.
<u>ENQUIRES</u>	:	Ms MP Kunene Tel No: (033) 8971402
<u>POST 26/162</u>	:	<u>HUMAN RESOURCE SUPERVISOR (EMPLOYEE BENEFITS) REF NO: HRS/EB/SRO/26</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Southern Regional Office (Pietermaritzburg)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent plus 3 years' relevant experience. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.
<u>DUTIES</u>	:	Administer salary adjustments. Administer pension matters. Administer transfers, translations, secondments and service terminations. Supervise staff.
<u>ENQUIRIES</u>	:	Mr SL Luthuli Tel No: (033) 8971418
<u>POST 26/163</u>	:	<u>ADMINISTRATION OFFICER: LOGISTICS REF NO: AO/LOG/ETH/2026</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Ethekwini (Durban)
<u>REQUIREMENTS</u>	:	Grade 12 plus 3 years National Diploma / Degree, 1 year experience. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.
<u>DUTIES</u>	:	Fleet Management (Technical). Fleet Management (Administration). Supervision of Subsidized and Private on official vehicles. Supervise staff.
<u>ENQUIRIES</u>	:	Mr. N Miya at 063 6876593
<u>POST 26/164</u>	:	<u>ADMINISTRATIVE OFFICER: POST BID REF NO: AO/PB/MR-2026</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Midlands Region (Ladysmith)
<u>REQUIREMENTS</u>	:	A Grade 12 plus a relevant Degree or National Diploma. A minimum of one (1) years' relevant work experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's licence.
<u>DUTIES</u>	:	Provide Contract Administration Services. Provide post Bid services to the Region. Monitor and control the extension of validity periods and the signing administration. Exercise control over supplier, contractor and consultant payments. Supervise Human Resources/Staff.
<u>ENQUIRIES</u>	:	Ms. GB Mthethwa Tel No: (036) 638 8177
<u>POST 26/165</u>	:	<u>HUMAN RESOURCE SUPERVISOR REF NO: HRS/ZDO/2026</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Zululand District Office (Ulundi)
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. A minimum of 3 years' relevant experience. Computer literacy (Ms Word, PowerPoint, Excel and e-mail). A valid driver's license.
<u>DUTIES</u>	:	Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices. Monitor Human Resource personnel records. Co-ordinate and implement EPMDS matters in the district. Co-ordinate the HRD matters. Supervise human resources/staff.
<u>ENQUIRIES</u>	:	Mr NM Zungu Tel No: (035) 879 8300
<u>POST 26/166</u>	:	<u>LEGAL ADMINISTRATION OFFICER MR3/MR4/MR5 REF NO: LAO/LS/032024 (X1 POST)</u>
<u>SALARY</u>	:	MR3: R337 563 - R385 965 per annum

		MR4: R403 929 - R461 838 per annum MR5: R483 219 - R685 812 per annum Dependant on number of years of post qualification relevant experience [as per the provisions contained within the Occupational Specific Dispensation (OSD) for Legally Qualified Personnel in the Public Service]
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Pietermaritzburg
	:	A Grade 12 plus an appropriate Bachelor of Laws (LLB) degree or equivalent qualification. MR3: At least 2 years' appropriate post-qualification legal experience and MR4: At least 5 years' appropriate post-qualification legal experience and MR5: At least 8 years' appropriate post-qualification legal experience. Experience preferably in commercial litigation, property law/ conveyancing and contract drafting matters. Admission as an Attorney or an Advocate. Computer Literacy in Word processing, Spreadsheet, Presentation and email software programmes & a valid driver's licence.
<u>DUTIES</u>	:	Interpret, draft and edit a wide variety of legal documents such as a contract, guarantees etc. in order to protect the interests of the Department. Providing litigation advisory services for the Department. Provide accurate and well –researched legal opinions and advice. Advising and dealing with general public service and policy issues, ensuring compliance with legislation and keeping abreast of legal developments and conducting research on the law. Developing and drafting of provincial legislation as required by the Department. Assist with the development of Departmental policies.
<u>ENQUIRIES</u>	:	Ms A Khan Tel No: (033) 355 5666
<u>POST 26/167</u>	:	<u>WORKS INSPECTOR</u>
<u>SALARY CENTRE</u>	:	R280 278 per annum (Level 06)
	:	Structural: Harry Gwala – Ixopo Ref No: WI/STRUCT/HG/SR26 Mechanical: Umgungundlovu -PMB Ref No: WI/MECH/UMG/SR26
<u>REQUIREMENTS</u>	:	An accredited National Diploma (Technical / N / S streams) or equivalent qualification; or N3 Certificate plus a passed Trade Test in the built environment; or Registration as an Engineering Technician.
<u>DUTIES</u>	:	Render a basic inspection service of work done on minor new and existing structures on a project basis. Analyse and compile relevant documentation for work to be undertaken on minor new and existing structures. Oversee the work of contractors. Gather and submit information related to the Extended Public Works Programme (EPWP).
<u>ENQUIRES</u>	:	Mr TW Nkomo (Harry Gwala posts) Tel No: (039) 834 0700 Mrs C Buthelezi (uMgungundlovu posts) Tel No: (033) 355 7100
<u>POST 26/168</u>	:	<u>WORKS INSPECTOR ELECTRICAL (BUILDING MANAGER: HEAD OFFICE- 191 PRINCE ALFRED STREET - PMB) REF NO: WI/ELEC/UMG/ SR26</u>
<u>SALARY CENTRE</u>	:	R280 276 per annum (Level 06)
<u>REQUIREMENTS</u>	:	Umgungundlovu -Pietermaritzburg Grade 12 or equivalent plus a National Diploma (T/N/S streams) or equivalent or N3 and pass trade test in the building environment, or Registration as an Engineering technician, computer literacy in the following software packages, namely (Word Processing, Spreadsheet, Presentation and E-mail Software Programs. A valid driver's license.
<u>DUTIES</u>	:	Render basic inspection service of work done on minor new existing structure on the project basis. Analyse and compile relevant documentation for work to be done on minor new and existing structures. Oversee the work of contractors. Gather and submit information in terms of the extended Public Works Programme. (EPWP)
<u>ENQUIRIES</u>	:	Mrs C Buthelezi Tel No: (033) 355 7100
<u>POST 26/169</u>	:	<u>WORKS INSPECTOR ELECTRICAL (BUILDING MANAGER: LA BUILDING - ULUNDI) REF NO: WIS/NCR/26</u>
<u>SALARY CENTRE</u>	:	R280 276 per annum (Level 06)
<u>REQUIREMENTS</u>	:	Zululand Sub-District (Ulundi) Grade 12 or equivalent plus a National Diploma (T/N/S streams) or equivalent or N3 and pass trade test in the building environment, or Registration as an Engineering technician, computer literacy in the following software packages, namely (Word Processing, Spreadsheet, Presentation and E-mail Software Programs. A valid driver's license.

<u>DUTIES</u>	:	Render basic inspection service of work done on miner new existing structure on the project basis. Analyse and compile relevant documentation for work to be done on minor new and existing structures. Oversee the work of contractors. Gather and submit information in terms of the Extended Public Works Programme. (EPWP).
<u>ENQUIRIES</u>	:	Mr NM Zungu Tel No: (035) 879 8300
<u>POST 26/170</u>	:	<u>ARTISAN</u>
<u>SALARY CENTRE</u>	:	R253 341 per annum, (OSD)
	:	Harry Gwala District Office, Ixopo
	:	Electrical Ref No: ARTISAN/ELECTRICAL/HG/SR26 (X1 Post)
	:	Painter Ref No: ARTISAN/PAINTER/HG/SR26 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate trade test. A valid Driver's Licence (Minimum Code B – Manual transmission). Computer Literacy.
<u>DUTIES</u>	:	Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Carry out Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions: Compile and submit reports; Provide inputs to the operational plan; Keep and maintain job record/register; and supervise and mentor staff. Maintain expertise and ensure Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRES</u>	:	Mr TW Nkomo Tel No: (039) 834 0700
<u>POST 26/171</u>	:	<u>ARTISAN: ELECTRICAL (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R253 341 per annum, (OSD)
	:	Uthukela District Office (Ladysmith) Ref No: ART/UTHUK-2026
	:	Amajuba District Office (Newcastle) Ref No: ART/AMAJ-2026
<u>REQUIREMENTS</u>	:	An appropriate trade test certificate. A Valid driver's licence (Code B-Manual transmission).
<u>DUTIES</u>	:	Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Carry out Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions: Compile and submit reports; Provide inputs to the operational plan; Keep and maintain job record/register; and supervise and mentor staff. Maintain expertise and ensure Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Mr TI Letompa: Harry uThukela District Office Tel No: (036) 6382900 Mr. PN Zulu: Amajuba District Office Tel No: (036) 638 8000
<u>POST 26/172</u>	:	<u>ADMINISTRATION CLERK</u>
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05)
	:	Head Office: Pietermaritzburg
	:	Administration Clerk: Office Of HOD Ref No: HO/ACHOD/072026 (X1 Post)
	:	Administration Clerk: ICT Ref No: HO/ACICT/072026 (X1 Post)
	:	Administration Clerk: SCM Ref No: HO/ACSCM/072026 (X3 Posts)
	:	Administration Clerk: Building Ref No: HO/ACBM/072026 (X1 Post)
	:	Accounting Clerk: Bookkeeping Ref No: HO/ACBK/072026 (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent plus proven computer literacy (Ms Word, Excel, PowerPoint and Outlook). Preference may be given to candidates who are proven to be computer literate and who's qualifications /or subjects are relevant to the post. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.

<u>DUTIES</u>	:	Render general clerical support services. Provide clerical support services within the respective components. Administer correspondence for the component.
<u>ENQUIRES</u>	:	Mr T Mgenge: Office of HOD Tel No: (033) 355 5694 Ms. N Zondi: ICT Tel No: (033) 260 3785 Ms. N Zulu: SCM Tel No: (033) 355 5563 Ms. G Khuzwayo: Building Tel No: (033) 260 4216 Mr. SO Nsibande: Finance Tel No: (033) 355 3772
<u>POST 26/173</u>	:	<u>DRIVER: EXECUTIVE SUPPORT (OFFICE OF THE HOD) REF NO: HO/DR/ES/072026</u>
<u>SALARY</u>	:	R201 093 per annum (Level 04)
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent. A valid driver's licence and 7 to 12 months relevant experience.
<u>DUTIES</u>	:	Core driver functions. Secondary functions that can be performed. Preparing accident and incident reports as necessary. Keep the assigned vehicle(s) inside and outside.
<u>ENQUIRES</u>	:	Ms T Mgenge Tel No: (033) 355 5694
<u>POST 26/174</u>	:	<u>HANDMAN REF NO: H/MAN/HG/SR/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R170 226 per annum (Level 03)
<u>CENTRE</u>	:	Harry Gwala District Office, Ixopo
<u>REQUIREMENTS</u>	:	ABET Level 4 qualification or equivalent; 0–6 months relevant experience. Computer Literacy.
<u>DUTIES</u>	:	Assist in the maintenance of offices, official buildings, and related services. Perform general labour and support services. Provide operational support on site. Maintain office equipment and furniture.
<u>ENQUIRES</u>	:	Mr TW Nkomo Tel No: (039) 834 0700
<u>NOTE</u>	:	NB. Recommended candidates will be subjected to a security clearance, competency assessment and will also be required to disclose their financial interests and will also be subjected to a technical assessment during the selection process.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

This Department is an equal opportunity, affirmative action Employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts. All candidates whose transfer/promotion/appointment will promote representatively will receive preference.

- APPLICATIONS** : Applications quoting the relevant reference should be forwarded as follows:
The Head of the Department, Post To: Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or Hand Deliver to: MetLife Towers, (Post Office Building), T Floor (Registry Office), Post Office Building, Kimberley or Email applications to: HRA@ncdedat.gov.za
- FOR ATTENTION** : Ms. M. Musa
- CLOSING DATE** : 07 August 2026
- NOTE** : Interested applicants must submit their applications for employment to the address specified above. The application must include a duly completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <https://www.dpsa.gov.za/>, and a detailed Curriculum Vitae CV; contactable referees (telephone numbers and email addresses must be indicated). Please note a separate application is required for each position applied for. Applications received using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant. Failure to fully complete, initial and sign this form will lead to disqualification of the application during the selection process. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application but must submit the new (Z83) form and detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview following a formal communication from Human Resources unit. In instances where applicants are in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and only submit proof of such evaluation upon being shortlisted for a post. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit a copy of their Permanent Residence Permits only if shortlisted. Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. The Department reserves the right not to make any appointment(s) to the above post/s. Applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, or applications received after the closing date will be disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that suitable candidates will be subjected to a technical assessment as well as satisfactory personnel suitability checks (criminal record check, citizenship verification, financial-asset record check, qualification/study verification and previous employment verification. Successful candidates will also be subjected to a security clearance process. Women and persons with disabilities are encouraged to apply. The successful candidate will be required to sign the performance agreement within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

OTHER POSTS

POST 26/175	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE PRACTICES AND ADMINISTRATION REF NO: NCDEDAT/2026/05 (X1 POST)</u>
<u>SALARY</u>	:	R932 292 - R1 098 195 per annum (Level 11), (all-inclusive TCE package)
<u>CENTRE</u>	:	Kimberley Office
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a tertiary NQF level 7 Degree in Human Resource Management. A minimum of 3-4 years' relevant experience at Assistant Director level within a Human Resource Management environment. Valid Driver's license. Knowledge & Skills: Knowledge and understanding of Human Resource Management environment. Knowledge of the PERSAL System (Added advantage: PERSAL controller), Knowledge of policies/implementation strategies. Knowledge of Human Resource Management Legislation/ Directives. Leadership Skills. Planning and organising skills. Problem-solving skills. Policy Development Skills. Presentation Skills. Interpretation skills. Interpersonal skills. Conflict Management skills. Analytical thinking. Communication skills (verbal/written). Computer skills. Research skills. Project management skills.
<u>DUTIES</u>	:	Managing service benefits within the Department: Manage the application and implementation of all service benefits (GEPF, GEHS, PILIR, etc.). Manage coordination of employee service terminations (retirements, resignations, etc.). Ensure the accurate implementation of leave on PERSAL, leave audits of employees and payment of leave gratuities and provision of advice and support regarding leave management. Manage exit interviews. Managing Recruitment and Selection services within the department: Manage the recruitment, selection and appointment of employees whilst ensuring compliance with employment laws and regulations during the recruitment and Selection process (advert, interviews and appointments). Manage and monitor the departmental vacancy rate. Ensure proper administration of appointments, promotions etc. Ensure accurate capturing of personnel information on PERSAL. Management of HR records: Ensure proper human resource record keeping. Ensure an updated filing system. Implement filing control measures. Provide support during Audits. Coordinate submission of HR records reports. Provide operational leadership in management, coordination, monitoring and evaluation of human resources and activities within the HRA & P unit: Management of human resources including Discipline management. Training and Development, PMDS, EHW management, Attendance and leave management, Mainstreaming of females, youth and persons with disabilities. General management in terms of: Budget monitoring. Input, preparation, implementation, monitoring and reporting on Strategic/ Annual Performance/ Operational and HR Plan of the unit. Management of governance structures and systems e.g. PERSAL. Utilisation and care of assets within the unit. Determine specifications for procurement of goods and services. Provision of accurate human resource information, i.e. vacancy rate, turnover rate, etc., for reporting purposes, e.g. HR Plan, HRPIR, EE Report, MANCO Presentations. Attend strategic sessions. Provide input towards the Risk register of the sub-directorate. Attending quarterly forums on HR-related matters which impact audit outcomes. Presenting to and attending internal forums e.g. Staff information sessions, Planning Forum, EMC, Strategic sessions etc. to create awareness and educate on correct application and implementation procedures relating to HR matters to minimise risks associated with audit queries and findings
<u>ENQUIRIES</u>	:	Ms. MR Musa Tel No: (053) 839 4076
POST 26/176	:	<u>DEPUTY DIRECTOR REF NO: NCDEDAT/2026/06 (X1 POST)</u>
<u>SALARY</u>	:	R932 292 - R1 098 195 per annum (Level 11), (all-inclusive TCE package)
<u>CENTRE</u>	:	Kimberley Office
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a tertiary NQF level 7 Degree in Communication/ Journalism. A minimum of 3-4 years' experience at Assistant Director level within a communications environment. A valid driver's license. Knowledge & Skills: Knowledge of government communication frameworks. Understanding of the Public Service Act and Public Service Regulations. Familiarity with the Government Communication and Information System (GCIS) prescribed standards. Expertise in integrated communication planning and stakeholder engagement models Grasp of risk- and crisis-communication protocols in a public-sector context. Communication Skills. Interpersonal skills. Team leadership. Computer literacy. Graphic Design. Professional

		writing and editing skills. Strategic and Planning skills. Basic Project Management.
<u>DUTIES</u>	:	Manage the development and implementation of the communication strategy in terms of both internal and external departmental communication: Develop and maintain an internal and external communication policies and strategies aligned with Departmental goals. Manage the development (including layout, design) and distribution of a regular employee newsletter featuring project updates, success stories, and upcoming events. Manage and update the departmental intranet or collaboration platform with news, policy changes, and resource libraries. Quality-assure leadership messages, memos, and all-staff emails before publishing. Provide communication toolkits and templates for officials to ensure consistent application/ adherence to Corporate Image standards of the department. Produce and distribute press materials, including press releases, media advisories, and executive statements to announce news, product launches, and corporate milestones. Manage corporate content which promotes the departmental public image on social-media channels; schedule regular posts, monitor engagement, and update messaging for consistency and timeliness. Maintain relationships with journalists, analysts, influencers, and industry partners; maintain segmented media and influencer databases for targeted outreach. Provide input to and implement proactive and reactive crisis-communication strategies and protocols; assisting in drafting of holding statements, manage rapid response workflows, and liaise with legal and leadership to protect reputation. Provide content management and media liaising support services: Develop and maintain an integrated content calendar covering digital, social, print, and multimedia channels. Edit and publish articles, blog posts, videos, infographics, and podcasts, ensuring alignment with brand voice and objectives. Review and distribute press releases, media advisories, talking points, and backgrounders to announce news, events, and milestones. Coordinate interviews, press conferences, and media visits; brief spokespeople and provide necessary materials. Respond promptly to media inquiries, fact-check requests, and interview arrangements; serve as the central liaison between journalists and internal subject-matter experts. Maintain diplomatic content and media interactions, comply with legal, regulatory, and brand guidelines and secure necessary approvals before publication. Implement a rapid-response protocol for crisis situations, ensuring timely content updates and press handling to protect reputation. Provide public liaison and events management services: Develop and maintain a public liaison and events strategy aligned with organisational objectives and community needs. Coordinate distribution of public outreach materials, including newsletters, brochures, social-media posts, and community notices. Liaise with government officials, local authorities, and community leaders to secure permits, endorsements, and participation. Facilitating activities relating to media accreditation, press zones, and interview schedules; prepare spokespeople with talking points and Q&A briefs. Provide post-event follow-up services: distribute thank-you notes, collect feedback via surveys, analyse satisfaction metrics and produce impact/feedback reports. Maintain and refine an events toolkit: templates, checklists, vendor lists, risk-assessment forms, and promotional collateral. Provide operational leadership in the management, coordination, monitoring and evaluation of human resources and activities within the Communications unit: Management of human resources including Discipline management, Training and Development, PMDS, EHW management, Attendance and leave management, Mainstreaming of females, youth and persons with disabilities. General management in terms of: Budget monitoring, Input, preparation, implementation, monitoring and reporting on Strategic/ Annual Performance/ Operational and HR Plan of the unit. Utilisation and care of assets within the unit. Recordkeeping and reporting.
<u>ENQUIRIES</u>	:	Mr. TG Ngamole Tel No: (053) 839 4028
<u>POST 26/177</u>	:	<u>LABOUR RELATIONS OFFICER REF NO: NCDEDAT/2026/07 (X1 POST)</u>
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07)
<u>CENTRE</u>	:	Kimberley Office
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a tertiary NQF level 6 qualification in Labour Law/ Labour Relations/HRM or related fields. 1-2 years relevant experience within a Labour Relations field. A valid driver licence will be an added advantage. Skills & Knowledge: In-depth knowledge of Labour Relations Legislation, Processes of Labour Relations matters, Knowledge of

the Public Service Act & regulations, Processes of the CCMA, PSCBC and GPSSBC. Good communication skills, computer literacy, facilitation skills, conflict resolution skills, analytical skills, presentation skills, negotiation skills, organising skills and interpersonal relationship skills.

DUTIES

: Rendering of Labour Relations Advisory Services: Provide advice and guidance on labour relations issues to management and employees, ensuring alignment with legislative frameworks. Conducting relevant research to keep abreast with changes in legislation. Ensure adherence to labour laws, regulations, collective agreements, and internal HR policies, supporting the Department's compliance goals. Act as an advisor to management on proactive strategies to minimise workplace conflicts, ensuring a fair and consistent approach to employee relations. Attend, participate and present at internal and external forums/sessions. Conducting relevant research and interpreting results in order to advise accordingly. Provision of dispute resolution & case management services: Investigate employee grievances, misconduct, and disputes. Represent the department in disciplinary hearings, grievance procedures, and mediation processes. Proactively manage case files and track outcomes. Liaise with unions and other stakeholders on dispute resolution and collective bargaining matters. Compilation of charge sheets. Accompanying and/ or serving documents to stakeholders. To capture, report, track and safeguard information pertaining to Labour/ Employee Relations: Establish, maintain and update/ capture information on relevant systems databases. Collection of and coordination/ consolidation of information collected for compliance reporting. Compilation of draft compliance reports and escalating for quality assurance. Record keeping of compliance reports/ dispute resolution bundles and outcomes and consequence management related documents. Compile and distribute agendas relating to Labour relations sessions to members of relevant meetings/ committees/ sessions etc. Compilation of draft minutes of Labour Relations sessions held in line with discussions and decisions. Coordinating meetings and information sharing sessions with internal and external stakeholders ensuring logistical arrangements are in place. Preparing bundles/ case files. Input into policy development/ reviewal. Provide capacity building services within the department: Coordinating meetings and information sharing sessions with internal and external stakeholders which included presenting/ sharing information in terms of Labour Relations processes and procedures. Liaising with HR to ensure training programs align with organisational needs and strategic HR goals.

ENQUIRIES

: Mr. L. Vezi Tel No: (053) 839 4000

PROVINCIAL ADMINISTRATION: NORTH WEST

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT, CONSERVATION, AND TOURISM

It is the Department's intention to promote Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. White males and females are encouraged to apply.

- APPLICATIONS** : Completed application forms and the Comprehensive CV quoting the relevant reference number, may either be hand-delivered to Department of Economic Development, Environment, Conservation and Tourism, NWDC Building, Cnr University Drive and Provident Street, Mmabatho, 2745. OR E-mail: dedectapplications@nwpg.gov.za
- CLOSING DATE** : 07 August 2026
- NOTES** : Application must be submitted on a newly subscribed Z83 Form, obtainable from any Public Service Department, which must be signed and dated (and unsigned and not dated Z83 form will disqualify an application) and must be accompanied by a recently updated, comprehensive CV, including the details of at least three contactable referees (should be people who recently worked with the applicant). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not being contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed and late applications will be considered. 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. Successful completion of the Nyukela Public Service (SMS Pre Entry Certificate) is required prior to finalisation of an appointment into any SMS post. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful applicants will be required to enter into an employment contract and a performance agreement. Disclosure of financial interests is a requirement. NB: Applicants who previously applied for these posts need not re-apply.

MANAGEMENT ECHELON

- POST 26/178 NW** : **CHIEF DIRECTOR: ECONOMIC PLANNING REF NO: 01/DEDECT/2026/**
- SALARY** : R1 554 696 per annum (Level 14), (all-inclusive remuneration package), 60% or 70% of the inclusive salary package must go into the basic salary.
- CENTRE** : Mahikeng
- REQUIREMENTS** : An appropriate Bachelor's Degree (NQF Level 7) in the field of Business Economics / Economic Planning or equivalent qualification as recognised by SAQA Postgraduate qualification(s) in the Economics field of study will be an added advantage Extensive experience in the field of economic development, export and investment promotion Knowledge and understanding of the economic development sector, as well as, industry development Experience of conducting economic development research A minimum of 5 years' experience at a senior management level or equivalent to SMS level from other sectors A valid driver's license. Competencies: Financial management Strategic capability and leadership Programme and Project management Change management Knowledge Management Service delivery Innovation Problem solving and Analysis People management and Empowerment Client

		orientation and customer focus Communication Honesty and Integrity Computer literacy.
<u>DUTIES</u>	:	Perform functions as a Chief Economist Develop and implement interventions and strategies to stimulate economic growth and development through industry development, trade and investment promotion Facilitate and co-ordinate the development of the major Provincial economic sectors (agro processing, manufacturing, mining beneficiation, tourism and green economy) Facilitate the support of industries in order to contribute to the acceleration of economic growth rate Address the millennium development goals, national and provincial goals of job creation and the constitutional mandate Facilitate and undertake research that will inform the development and review of economic development plans, policies and strategies in alignment with national and provincial priorities Conduct research and feasibility studies on prospective projects in terms of, inter alia, technical, socio-economic, environmental and financial management and market processes to aid decision-making about the type of project support and links to sector development Manage the implementation of broad economic strategies and other imperative initiatives to transform the provincial economy e.g. Special Economic Zones (SEZ), Black industrialists and Industrial parks Develop and implement key economic sectors strategies that influence provincial economy growth and development Facilitate and manage creation of an enabling environment for key Provincial industries that have the potential to significantly contribute to job creation, skills development, establishment and growth of small medium and large business and support BBBEE through rural and township economy within the four districts of the Province To enhance the competitiveness of the province's priority economic sectors and ensure that they can compete within a global, continental and international scale Manage strategic projects and partnership/ service level agreements with key stakeholders in provincial prioritised economic sectors and ensure that are successful completed within budgetary timelines and performance requirements Manage the performance of the Chief Directorate.
<u>ENQUIRIES</u>	:	Mr. R. E. Mofokane Tel No: (018) 388 5823
<u>POST 26/179</u>	:	<u>CHIEF DIRECTOR: CORPORATE SERVICES REF NO: 02/ DEDECT/2026/ NW</u>
<u>SALARY</u>	:	R1 554 696 per annum (Level 14), (all-inclusive remuneration package), 60% or 70% of the inclusive salary package must go into the basic salary.
<u>CENTRE</u>	:	Head Office – Mahikeng
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree (NQF Level 7) as recognised by SAQA. A minimum of 5 years' experience at a senior management level or equivalent to SMS level from other sectors. A valid driver's license. In-depth knowledge and understanding of corporate services management in public service. Competencies: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Change management skills. Knowledge management skills. Service delivery innovation skills. Problem-solving and analysis skills. People management and empowerment skills. Client orientation and customer focus. Communication skills. Honesty and integrity. Networking and presentation skills. Computer skills. Excellent, in-depth knowledge of and insight into all applicable policy frameworks governing the public sector.
<u>DUTIES</u>	:	Oversee the rendering of Human Resource Management & Development Services within the Department. Manage the provision of strategic support and administration services. Oversee the legal support services of the Department. Oversee security compliance and transformation within the Department. Oversee the management of ICT Corporate communication and Knowledge management within the Department. Ensure departmental compliance to the PAIA and POPIA. Monitor Communications Services within the Department. Coordinate strategic planning cycle, strategic and business plans. Collate organizational performance reports quarterly and annually. Manage and provide support services to the entire department. Manage information by ensuring that all information in the department is secure/ accessible/reliable and properly recorded. Minimize risk to the department by ensuring that controls for all internal processes are in place. Develop and implement efficient reporting systems to ensure optimal internal decision-making for management. Manage the departmental PMDS for Senior Management Services in line with the Annual Performance Plan and implementation plan as well as annual report. Provide financial and personnel

		leadership and ensure overall management and control of the Chief Directorate Corporate Services.
ENQUIRIES	:	Mr. R. E. Mofokane Tel No: (018) 388 5823
POST 26/180	:	<u>CHIEF DIRECTOR: INTEGRATED ECONOMIC DEVELOPMENT SERVICES (IEDS) REF NO: 03/ DEDECT/2026/NW</u>
SALARY	:	R1 554 696 per annum (Level 14), (all-inclusive remuneration package), 60% or 70% of the inclusive salary package must go into the basic salary.
CENTRE REQUIREMENTS	:	Head Office – Mahikeng An appropriate Bachelor's Degree (NQF Level 7) or equivalent as recognised by SAQA. A higher qualification in Economics / Economic Development / Economic Management and Analysis / Business Entrepreneurship will serve as an added advantage. A minimum of 5 years' experience at a senior management level or equivalent to SMS level from other sectors. A valid driver's license. Competencies: Financial management, Strategic Capability and Leadership, Programme and Project management, Change management, Knowledge management, Service delivery innovation, Problem solving and Analysis, People management and Empowerment, Client orientation and customer focus, Communication, Honesty and Integrity. Computer literacy.
DUTIES	:	Manage the contribution by the Department to the local economic growth and development. Identify regulatory burdens that negatively affect business development. Manage strategic projects and partnership / service delivery level agreements with key stakeholders in the sector and ensure that they are successfully completed within the budgetary timelines and performance requirements. Manage the empowerment of enterprises of the designated groups with the aim of addressing economic disparities. Manage the implementation of broad economic strategies and other imperative initiatives to transform the provincial economy. Conduct viability and financial management and market processes to aid decision-making about the type of project support and links to support programmes. Assess the impact on increased coordination and partnership regarding funding of enterprises (SMMEs and Cooperatives). Facilitate the alignment of all procurement policies to empower Cooperatives and SMMEs at provincial and local levels. Ensure proper implementation of the incubation and skills development programme to sustain small businesses in the province. Manage the implementation of Departmental Risk Management policy. Collaborate with municipalities through their integrated development plans to develop and implement enterprise development programmes towards improved Local Economic Development. Manage the provision of technical support to the Province and municipalities during the implementation of Small Business Portfolio programmes within the districts/municipalities (DDM). Manage and ensure effective and efficient utilisation of the financial, human and physical resources of the Chief Directorate in line with the applicable legislation. Communication (verbal, written and formal presentations, etc) with stakeholders from diverse backgrounds and deliver relevant information.
ENQUIRIES	:	Mr. R. E. Mofokane Tel No: (018) 388 5823
POST 26/181	:	<u>CHIEF DIRECTOR: BUSINESS REGULATORY AND CONSUMER PROTECTION (BUSREG) REF NO: 04/ DEDECT/2026/NW</u>
SALARY	:	R1 554 696 per annum (Level 14), (all-inclusive remuneration package), 60% or 70% of the inclusive salary package must go into the basic salary.
CENTRE REQUIREMENTS	:	Head Office – Mahikeng An appropriate Bachelor's degree (NQF Level 7) or equivalent as recognised by SAQA. A higher qualification in Business Administration / Business Management / Management will serve as an added advantage. A minimum of 5 years' relevant experience at a senior management level or equivalent to SMS level from other sectors. Valid driver's license. Competencies: Financial management. Strategic capability and leadership. Programme and project management. Change management. Knowledge management. Service delivery innovation. Problem-solving and analysis. People management and empowerment. Client orientation and customer focus. Honesty and integrity.
DUTIES	:	Oversee an enabling regulatory environment that supports economic growth. Oversee compliance level on liquor licensing. Oversee compliance on business licensing. Oversee the programme adherence to the maintenance of effective and efficient transparent systems of financial management and effective management of risks. Oversee the contribution by the Business

		Regulations sector to job creation and regulation of informal businesses. Oversee implementation of economic programmes. Manage and implement consumer protection and regulatory strategies, administration of liquor and business regulation.
ENQUIRIES	:	Mr. R. E. Mofokane Tel No: (018) 388 5823
POST 26/182	:	<u>DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: 05/ DEDECT/ 2026/NW</u>
SALARY	:	R1 317 384 per annum (Level 13), (all-inclusive remuneration package), 60% or 70% of the inclusive salary package must go into the basic salary.
CENTRE	:	Head Office – Mahikeng
REQUIREMENTS	:	An appropriate Bachelor's Degree (NQF Level 7) in Human Resource Management / Public Administration / Public Management / Industrial Psychology or equivalent qualification as recognised by SAQA. A minimum of 5 years relevant experience at a middle/senior management level or equivalent to SMS level from other sectors. Client focussed HR strategist. A thorough understanding of policy formulation and coordination. Proven experience in or through understanding of the Human Capital Management and broader talent management strategies. A good background in turnaround and change management strategies. Experience and insight into legislation that impacts on human resource practices and administration. A valid driver's license. Competencies: A result-driven, customer-focused approach, with excellent planning, organisational communication (written and verbal) and presentation skills. Analytical and innovative thinking. Knowledge of human and financial resource management. Good computer literacy in the Microsoft Office suite (Word, Excel and PowerPoint). The ability to work in highly pressured environment and driven by a sense of urgency to meet deadlines. Leadership skills. Research and policy formulation. Presentation and facilitation skills. Executive report-writing skills. People management. Financial management. Strategic planning. Project management. Change and knowledge management. Negotiation skills. Knowledge of Government systems (PERSAL).
DUTIES	:	Provide leadership and strategic direction in the Directorate. Ensure the provision of comprehensive organisational development support. Co-ordinate and integrate the service delivery programmes of the department. Manage and utilise resource practice and administration. Manage overall employee relations. Develop and manage employee health and wellness. Manage and co-ordinate human capital planning, salaries and information systems services that support the departmental strategy. Design and manage strategic human resource training and development services. Manage and utilise resources in accordance with relevant directives and legislation.
ENQUIRIES	:	Mr. M. J. Matebesi Tel No: (018) 388 1335
POST 26/183	:	<u>DIRECTOR: CONSUMER PROTECTION REF NO: 06/ DEDECT/2026/NW</u>
SALARY	:	R1 317 384 per annum (Level 13), (all-inclusive remuneration package), 60% or 70% of the inclusive salary package must go into the basic salary.
CENTRE	:	Head Office - Mahikeng
REQUIREMENTS	:	An appropriate Bachelor's Degree (NQF Level 7) in the related field as recognised by SAQA. A minimum of 5 years relevant experience at a middle/ senior management level or equivalent to SMS level from other sectors. A valid driver's license. Competencies: Strategic capability and leadership. Programme and project management. Financial management. Change management. Knowledge management and empowerment. Client orientation and customer focus. Communication skills. Honesty and integrity. Computer literacy.
DUTIES	:	Develop, implement and promote measures that ensure the rights and interests of consumers. Render consumer education and service delivery services. Provide for prohibition and control of unfair business practices in the interests and protection of consumers. Investigate consumer complaints. Render consumer affairs court services. Render consumer education and advisory services. Ensure compliance and enforcement of legislation related to commerce.
ENQUIRIES	:	Ms. K. C. Taoana Tel No: (018) 388 5959
POST 26/184	:	<u>DIRECTOR: SUPPLY CHAIN AND FLEET MANAGEMENT REF NO: 07/ DEDECT/2026/NW</u>

<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive remuneration package), 60% or 70% of the inclusive salary package must go into the basic salary.
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree (NQF Level 7) in Supply Chain Management / Financial Management / Economics / Auditing or equivalent qualification as recognised by SAQA. A minimum of 5 years relevant experience at a middle/senior management level or equivalent to SMS level from other sectors. Knowledge and experience in Supply Chain, Assets and Fleet management. Must be computer literate and must have worked on an enterprise resource planning (ERP) system. A valid driver's license. Competencies: Strategic capability and leadership. Programme and project management. An in-depth knowledge of applicable financial legislations and regulations, including exposure to Preferential Procurement Policy Framework Act (PPPFA), Broad-based black empowerment Act, Standards of Generally Recognised accounting Practice and the Public Finance Management Act. Knowledge and understanding of Government imperatives and priorities. Knowledge and understanding of the white paper on the transformation of public service delivery (Batho Pele). Proven leadership, management, project management, communication, interpersonal, conflict resolution, analytical and financial management skills. Must be able to work under pressure.
<u>DUTIES</u>	:	Provide strategic direction, leadership and management regarding Supply Chain, Asset and Fleet Management functions. Develop, manage and execute the key strategic objectives and business plans of the Supply Chain, Asset and Fleet Management. Ensure the necessary organisational capacity is created and managed for delivery on core operational requirements. Manage the performance of the unit to ensure quality service delivery and achievement of key strategic objectives. Ensure effective financial and human resources management. Interpret, understand and implement Supply Chain Management and asset management as contained in relevant legislation, regulations and GRAP standards. Develop and implement relevant policies and procedures with respect to Supply Chain, Asset and Fleet Management. Develop and implement internal control procedures to ensure the effective functioning of the unit and management of risk. Ensure sound contract management systems.
<u>ENQUIRIES</u>	:	Ms. K. C. Molosiwa Tel No: (018) 388 5922

**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** : 17 August 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 26/185** : **SCIENTIST (PRODUCTION LEVEL): NUTRITION AND PRODUCT QUALITY (ELSENBURG) REF NO: AGR 54/2025 R1**

- SALARY** : Grade A: R791 604 - Grade C: R1 189 767 per annum, (OSD as prescribed)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 4-year Degree: BSc (Hons) or BSc (Agric) in Animal Science; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Professional Natural Scientist in Animal Science; Three years post-qualification experience in animal nutrition research; A valid driving licence. Competencies: Working knowledge of the following: Programme and project management; Scientific methodologies and models; Computer-aided scientific applications; Technical report writing; Data analysis; Policy development and analysis; Presentation skills; Mentoring. Skills in the following: Team leadership; Analytical skills; Communication; Networking; People management; Planning and organising; Problem solving and analysis; Change management; Innovation; Computer literacy; Ability to work independently; Proven ability to conduct research in animal nutrition.
- DUTIES** : Develop and implement farm animal research methodologies, systems and standard operating procedures; Perform farm animal research data analysis and compliance functions; Research and development; Human capital development. It will be an advantageous to have the following: PhD in Animal Science (Nutrition), Proven proficiency in feed formulation and a record of publications in animal nutrition.
- ENQUIRIES** : Ms M Mulaudzi Tel No: (021) 808 5220

- POST 26/186** : **ASSISTANT DIRECTOR: OFFICE OF THE HOD (ELSENDBURG) REF NO: AGR 29/2026**

- SALARY** : R487 197 - R573 897 per annum (Level 09)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of and working experience in 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; Planning, project management, data analytics, research, monitoring and evaluation processes and procedures; Public Service reporting processes; Human capital management and development; Protection of Personal Information Act (POPIA); Skills in the following: Computer literacy; Communication (written and oral); Interpersonal; Data analysis; Project planning; Planning and organising; Presentation/facilitation/coaching & mentoring; Stakeholder management; Report writing.
<u>DUTIES</u>	:	Render administrative support services: Provide administrative support in respect of the budget; Coordinate the office administration functions- e.g. typing, filing, file tracking system, dealing with correspondence, telephone; Compile itinerary and submit trip approvals; Make subsistence and traveling arrangements and submit all claims (transport, daily allowance and travel allowances); Handle procurement, stores, budget control and give inputs on budget; Analyse the relevant Public Service and Departmental prescripts/policies and other documents and ensure that the applications thereof is understood properly; Communication and liaising: Liaise with various agricultural agents as well as the general public; Assist with the execution of the inter- and intra- governmental function; Liaise with other provincial departments and ministries as well with other government bodies on the three spheres e.g. national departments, provincial governments, ministries and local authorities; Review and direct internal and external correspondence /e-mails / invitations to the relevant stakeholders; Render personal support to the HOD; Managerial functions
<u>ENQUIRIES</u>	:	Dr Mogale Sebopetsa Tel No: (021) 808 5006
<u>POST 26/187</u>	:	<u>ANIMAL HEALTH TECHNICIAN: ANIMAL HEALTH: BOLAND (KHAYELITSHA) REF NO: AGR 74/2025 R1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 - R486 501 per annum (Level 08) Department of Agriculture, Western Cape Government An appropriate National Diploma/B-Degree in Animal Health; A minimum of 1-year appropriate post-qualification experience; Compulsory registration as an Animal Health Technician with the South African Veterinary Council (SAVC) in the appropriate field; A valid driving licence (Code EB or higher). Competencies: Communication skills (written and verbal); Good planning and organisational skills; Good interpersonal, analytical, and problem-solving skills; Computer literacy (MS Word, MS Excel, MS PowerPoint, MS Outlook); Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Animal Disease Control; Import and Export Policy Control Perform Epidemiology investigations; Veterinary Public Health; Animal welfare.
<u>ENQUIRIES</u>	:	Mr. MB Cupido Tel No: (021) 808 5027
<u>POST 26/188</u>	:	<u>ADMINISTRATIVE OFFICER: AGRICULTURAL PARTNERSHIP FOR YOUTH DEVELOPMENT (ELSENBURG) REF NO: AGR 17/2026 R1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 – R398 277 per annum (Level 07) Department of Agriculture, Western Cape Government An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant experience; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Working knowledge of the following: IPS/LOGIS and BAS; Relevant legislation/ policies/ prescripts and procedures; Financial regulations and instructions to ensure smooth administrative functioning of the financial administration and procurement; knowledge of working procedures in terms of the working environment; Disciplinary code and procedures; People management; Skills in the following: Computer literacy in MS Office Package (Word, Excel, Outlook and PowerPoint) and internet

	proficiency; Networking and presentation; Communication (written and verbal); Planning and organising; Analytical; Database management; Report writing; Interpersonal skills; Problem solving; Ability to work independently and as part of a team; Proven ability to solve problems innovatively; Work under pressure and meet deadlines.
<u>DUTIES</u>	: Supervise implementation and administration of the external developmental initiatives "EDI" Programmes: Comprehensive Agricultural Support Programme (CASP); Agricultural Partnership for Youth Development (APFYD); Young Professional Persons Programme (YPP); and Premiers Advancement of Youth (PAY)/ First Working Experience; Coordination agricultural partnership for youth development projects and internship; Administer internships, and the Agricultural Partnership for Youth Development and Internship and bursaries programmes; Perform administrative functions; Promotion of Agriculture as a career path for youth (travel extensively to promote agriculture as a career of choice throughout the Western Cape province, including working after hours and weekends when required); People Management.
<u>ENQUIRIES</u> 5448.	: Mr J Constable Tel No: (021) 808 5044 / Ms I Stander Tel No: (021) 808

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

<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>CLOSING DATE</u>	: 17 August 2026
<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.

OTHER POSTS

<u>POST 26/189</u> <u>17/2026</u>	: <u>ADMINISTRATIVE OFFICER: ARTS AND CULTURE REF NO: CAS</u>
<u>SALARY</u>	: R338 106- R398 277 per annum (Level 07)
<u>CENTRE</u>	: Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification), A minimum of 1-year relevant experience. A valid Code B (or higher) driving licence. Competencies: Ability to capture and analyses data; Excellent people skills; Writing and Reporting; Planning and Organising; Following Instructions and Procedures in terms of the working environment. Financial management in line with all financial prescripts; presentation skills; communication skills; knowledge, understanding and technical experience in technology and computer skills.
<u>DUTIES</u>	: Render administrative support to the cultural facilities; Oversee the maintenance and upgrades at cultural facilities; Provide financial management support to the cultural facilities; Perform supervisory functions.
<u>ENQUIRIES</u>	: Ms Lindsay Jephtha at Lindsay.Jephtha@westerncape.gov.za .
<u>POST 26/190</u>	: <u>ADMINISTRATION CLERK: LIBRARY SERVICE (HERMANUS REGION)</u> <u>REF NO: CAS 18/2026</u>
<u>SALARY</u>	: R237 453 – R279 708 per annum (Level 05)
<u>CENTRE</u>	: Department of Cultural Affairs and Sport, Western Cape Government.

<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification); A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Computer Library; Clerical Duties; Data capturing; Collecting statistics. Skills in the following: Written and verbal communication; Planning and organising; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Provide administrative support to the region and affiliated public libraries; Provide asset control support services; provide personnel administration support services within the office; Provide financial administration support services in the regional office.
<u>ENQUIRIES</u>	:	Ms N Maloyi at Naledi.Maloyi@westerncape.gov.za
<u>POST 26/191</u>	:	<u>FINANCE CLERK: LIBRARY ADMINISTRATIVE SUPPORT SERVICES</u> <u>REF NO: CAS 19/2026</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government.
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Basic knowledge of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual); Basic financial operating systems such as Basic Accounting System (BAS), Logistical Information System (LOGIS). Skills needed: Written and verbal communication; Proven computer literacy (MS Excel, WORD, PowerPoint; Numeracy.
<u>DUTIES</u>	:	Render Financial Accounting transaction: Receive invoices; Check invoices for correctness, verification and approval (internal control); Process invoices (capture payments); Filing of all documents; Collection of cash; Perform Bookkeeping support services: Capture all financial transactions; Clear suspense accounts; Record debtors and creditors; Process electronic banking transactions; Compile journals; Render a budget support service: Collect information from budget holders; Compare expenditure against budget; Identify variances; Capture, allocate virements on budgets; Distribute documents with regard to the budget; File all documents; Receive and capture cash payments.
<u>ENQUIRIES</u>	:	Ms M Hendricks Tel No: (021) 483 2436
<u>POST 26/192</u>	:	<u>ADMINISTRATION CLERK: LIBRARY SERVICE (STELLENBOSCH REGION) REF NO: CAS 20/2026</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government.
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification); A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Computer Library; Clerical Duties; Data capturing; Collecting statistics. Skills in the following: Written and verbal communication; Planning and organising; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Provide administrative support to the region and affiliated public libraries; Provide asset control support services; provide personnel administration support services within the office; Provide financial administration support services in the regional office.
<u>ENQUIRIES</u>	:	Ms S Booysen Tel No: (021) 483 2332
<u>POST 26/193</u>	:	<u>REGISTRY/RECEPTION CLERK: ARCHIVE ADMINISTRATIVE SUPPORT SERVICES REF NO: CAS 21/2026</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government.
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer; Working knowledge and understanding of the legislative framework governing the Public Service; Knowledge of storage and retrieval procedures in terms of the working environment; Understanding of the work in registry. Skills in the following:

	Numeracy skills; Literacy skills; Language skills; Good verbal and written communication skills; Ability to work in a team.
DUTIES	: Attend to clients; Handle telephonic and other enquiries received; Receive and register hand delivered mail/files; Receive all mail; Sort, register and dispatch mail; Distribute notices on registry issues; Opening and close files according to record classification system; Filing/storage, tracing (electronically/manually) and retrieval of documents and files; Complete index cards for all files; Open and maintain franking machine register; Frank post, record money and update register daily; Undertake spot checks on post to ensure no private post is included; Lock post in postbag for messengers to deliver to Post Office; Open and maintain remittance register; Record all valuable articles as prescribed in the remittance register; Hand delivers and signs over remittances to finance; Send wrong remittances back to sender via registered post and record reference number in register; Keep daily record of number of letters franked; Electronic scanning of files; Sort and package files for archives and distribution.
ENQUIRIES	: Ms A Kupe Tel No: 021 483 0411

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	: 17 August 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-pre-entry-programme/ 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, thanks 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 26/194	: DIRECTOR: RED TAPE REDUCTION REF NO: DEDAT 22/2026
SALARY	: R1 317 384 per annum (Level 13), (all-inclusive salary package)

<u>CENTRE</u>	:	Department of Economic Development and Tourism, Western Cape Government.
<u>REQUIREMENTS</u>	:	An undergraduate legal qualification (NQF level 7) as recognised by SAQA; Minimum of 5 years' experience middle and/or senior management experience. Competencies: Strategic Capability and Leadership; Knowledge of government processes and procedures; Project and Programme Management; Change Management; People Management and Empowerment; Excellent written and verbal skills; Advanced knowledge of business development support measures; and Financial Management.
<u>DUTIES</u>	:	Experience to identify and address regulatory and legislative blockages that inhibit economic growth and development; Experience to identify and address systemic process- and procedurally inefficiencies in business-facing services that impede business efficiency and growth; Experience to advocate and create awareness and support capacity-building amongst key stakeholders of the imperative of red tape reduction; Experience to facilitate the resolution of red tape enquiries and business complaints; Experience to lead recruitment aligned to approved staffing plans, and drive employee development through training, mentoring, and capacity-building initiatives to ensure sustained service delivery excellence; Experience to oversee performance management, evaluation, and recognition systems, while promoting sound labour relations, maintaining discipline, and contributing to workforce, service delivery, and information resource planning; Experience to lead the Directorate's strategic planning and business planning processes by continuously defining and reviewing its objectives and priorities, monitoring performance against measurable targets, ensuring legislative compliance and proper record-keeping, and providing regular, high-level reporting to the Chief Director on operational and strategic matters; Experience to oversee and direct the Directorate's budgeting processes, including preparation of annual and adjustment budgets, ensuring effective and compliant financial and procurement management, alignment of expenditure with strategic objectives, robust contract and risk management, accurate reporting to oversight bodies, and responsible management of assets.
<u>ENQUIRIES</u>	:	Mr John Peters Tel No: (021) 483 9417

OTHER POSTS

<u>POST 26/195</u>	:	<u>DEPUTY DIRECTOR: RED TAPE REDUCTION REF NO: DEDAT 24/2026</u> (2 Year Contract)
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Economic Development and Tourism, Western Cape Government.
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years management experience; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to Strategy Development and Stakeholder management; Global, 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; SMME sector, including policies, dominant issues, role-players and service providers. Skills in the following: Written and verbal communication; Computer literacy in MS Office Package (Word, Excel, PowerPoint); Analytical; Report writing; Interpersonal skills; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Identify blockages and inhibitors to economic growth and development; Advocate and create awareness amongst stakeholders of the significance of red tape; Facilitate the resolving of identified blockages and regulatory restraints; Management of Human resources and Finance.
<u>ENQUIRIES</u>	:	Ms A Augustus at aeysa.augustus@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 26/196</u>	:	<u>ASSISTANT DIRECTOR: CAPE CATALYST REF NO: DEDAT 23/2026</u>
<u>SALARY</u>	:	R487 197 - R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Department of Economic Development and Tourism, Western Cape Government.
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' administrative or project management experience in an economic development environment. Competencies: Working knowledge of the following: Infrastructure Development/Sector Development; Public administration; Applicable legislative and regulatory requirements, policies and standards; Project Management; Relationship Management; Monitoring and evaluation methods, tools and techniques; Skills in the following: Numeracy; Computer Literacy; Language; Analytical; Planning and organising; Problem solving; Research; Communication skills (written and oral); Facilitation; Presentation; Monitoring and evaluation; Stakeholder management; Project planning.
<u>DUTIES</u>	:	Provide project administration support in respect of projects and programmes; Develop and prepare funding proposals for projects and programmes; Provide project office services and administration as it relates to the programmes; Develop and administer procurement processes or transfers of projects; Develop terms of reference (Tor) and compliance processes; Oversee service providers and implementing agencies compliance to terms and conditions of projects; Monitor and evaluate project progress to ensure alignment of project objectives; Identify project risks; Implement risk mitigation measures and administer red tape challenges; Participate in strategic and decision-making processes; Perform information gathering and analysis of finding; Compile an inventory of data sources; Develop and administer databases and information systems; Provide input in the development of strategies; Contribute to the conceptualisation of projects and programmes aligned to the Department's strategic framework and objectives; Coordinate suitable and preferred stakeholders to the development and implementation of projects and programmes; Formulate and implement stakeholder management strategies related to projects and programmes; Develop and maintain the required stakeholder relationships; Provide a secretariate service at stakeholder forums and with task teams; Administer the stakeholder database; Develop and implement communication and information sharing methods; Coordinate Integrated Development Planning: Provide support to ensure alignment with municipal Integrated Development Plans (IDP's) and Spatial Development Frameworks (SDFs); Assist with the spatial analysis and mapping of Cape Catalyst projects in relation to the above; Liaise with municipal planning, infrastructure and economic development officials to facilitate alignment; Contribute to the preparation of planning inputs, alignment reports, briefing notes and presentations for decision-making structures; Keep a log of economic catalytic infrastructure opportunities emanating from provincial as well as municipal infrastructure assets; Provide support in respect of budget planning and financial management: Contribute to the preparation of short-term (1 year) and longer-term (2-5 years) budget plans; Support the monitoring of expenditure for the purpose of sound fiscal responsibility; Support the preparation of consolidated financial reports for decision-making assessment.
<u>ENQUIRIES</u>	:	Mr Jan Bezuidenhout Tel No: (021) 483 5827
<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.

EDUCATION DEPARTMENT (WCED)

- APPLICATIONS** : Applications must be submitted by using the following URL <https://www.westerncape.gov.za/education> via Google Chrome or Mozilla Firefox.
- CLOSING DATE** : 28 August 2026
- NOTE** : The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae; applicants are therefore required to ensure that their profiles are fully completed. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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.

MANAGEMENT ECHELON

- POST 26/197** : **DIRECTOR: FINANCIAL ACCOUNTING REF NO: 325**
Branch: Corporate Services
- SALARY** : R1 317 384 per annum (Level 13), an all-inclusive salary package consists of a basic salary and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
- CENTRE** : Cape Town
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA. At least 5 years of experience at middle or senior management level. Successful completion of the Certificate for entry into Senior Management Service (SMS). Valid driver's licence. Knowledge: Applicable legislative and regulatory framework. Principles and practice of financial accounting. Proven knowledge of financial statements. Tools and techniques for accounting and reporting. Government financial systems. Systems approach to solving problems. Change management and people skills. The ability to give clear direction in realising objectives and clear and concise communication. Leadership, team building and interpersonal skills. Computer literacy (Excel, Word and PowerPoint). Proficiency in at least two of the three official languages of the Western Cape.
- DUTIES** : Act as Departmental Accountant for the Western Cape Education Department. Develop, implement, monitor and review departmental

accounting policies, procedures and processes. Responsible for the reconciliation and management of the Departmental Bank Account. Manage own revenue policies, tariffs, systems and procedures. Perform month-end and year-end accounts closure process. Prepare the Quarterly and Annual Financial Statements and supporting working papers. Manage liabilities and commitments within budget constraints, including; recording, reconciliation and settlement. Monitor Departmental Asset and Liability accounts. Manage receivables due to the department, including; the recording, collection, banking and write-off of irrecoverable amounts. Responsible for Salary Administration and the pay-over of statutory deductions, i.e. tax, pensions, etc. Consolidate and reconcile payroll data and prepare statutory and other payroll returns. Maintain statutory and other required registers with supporting documents, including but not limited to registers of unauthorised, fruitless and wasteful and irregular expenditure and register of losses, damages and claims. Manage all audit responses including the Auditor- General, Internal Audit and Forensic Investigative Unit. Manage and maintain transversal financial systems. Identify staff capacity needs and ensure training interventions. Manage directorate's budget in line with the strategic objectives of the Department. Provide strategic direction for Financial Administration within the Department.

ENQUIRIES : Mr L Ely Tel No: (021) 467 2537

DEPARTMENT OF HEALTH AND WELLNESS

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

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

CLOSING DATE : 07 August 2026, 17:00 PM

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

OTHER POSTS

POST 26/198 : **MEDICAL SPECIALIST GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)**
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 : Paarl Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Specialist in Obstetrics and Gynaecology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Obstetrics and Gynaecology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Obstetrics and Gynaecology. Inherent requirement of the job: The successful candidate will be required to engage in the remunerated commuted overtime system and participate in the after-hours call system. Participation in the termination of pregnancy services. Valid (Code B/EB) driver's license, willingness, and ability to travel. Competencies (knowledge/skills): A proven ability to perform basic gynaecological and obstetric ultrasounds is needed. The candidate must have an excellent track

		record of clinical, research and educational skills. Clinical experience with high-risk obstetrics, gynaecological surgery, and ultrasound is required. The ability to achieve and maintain good interpersonal relations with staff, patients, and their families is essential. Clinical notes and referral writing skills must be of a high standard. Verbal and written communication skills as well as analytical and problem-solving skills must be exemplary. Experience with teamwork, planning, organisation and co-ordination of the safe management of a labour ward is indispensable. Computer literacy in the use of MS Word and Excel, as well as the ability to use online resources, is required.
<u>DUTIES</u>	:	Ensure the delivery of a safe, efficient, patient-centred, high-quality and cost-effective clinical service that addresses the burden of disease within the Rural West Health Ecosystem by providing comprehensive specialist obstetric and gynaecological services, including the independent and safe performance of major and minor gynaecological surgical procedures. Managing high-risk obstetric patients and specialist gynaecology outpatient clinics, ensuring evidence-based assessment, appropriate management, and continuity of care. Performing and supervising complex obstetric procedures, including assisted vaginal deliveries, breech deliveries, postpartum sterilisations, and complicated caesarean sections. Performing and interpreting obstetric and gynaecological ultrasound examinations and providing clinical supervision and training to junior medical staff in ultrasound practice. Providing clinical leadership, supervision, teaching, mentoring and skills development to medical officers, registrars, interns, and other healthcare professionals to promote high standards of clinical practice. -Ensuring the maintenance of accurate, comprehensive and high-quality clinical records in accordance with legal, ethical and departmental requirements. Complying with all applicable administrative policies, legislation, protocols and prescripts of the Western Cape Department of Health and Wellness. Promoting effective and efficient utilisation of human, financial and material resources to support sound financial management and service sustainability. Participating in undergraduate and postgraduate teaching, in-service training, continuous professional development, clinical governance, and quality improvement initiatives. Contributing to the development, review and implementation of clinical guidelines, protocols and standard operating procedures. Participating in specialist outreach services to district hospitals within the Rural West Health Ecosystem to strengthen service delivery, clinical support and capacity building. Participating fully in the provision of termination of pregnancy services in accordance with applicable legislation, ethical standards and departmental policies.
<u>ENQUIRIES NOTE</u>	:	Dr H Le Riche, email: Heloise.LeRiche@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 to health professionals who apply for registration for the first time in a specific category with the relevant council (including individuals who must apply for a change in registration status).
<u>POST 26/199</u>	:	<u>MANAGER: PHARMACEUTICAL SERVICES</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R1 375 245 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Khayelitsha/Eastern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the South African Pharmacy Council as a Pharmacist. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel in the Metro. Competencies (knowledge/skills): Strong leadership, inclusive of management, professional mentorship, organisation and strategic planning. Project management skills. Computer Literacy and data use and analysis. Appropriate experience in Pharmaceutical systems used in the public sector. Appropriate supervisory/managerial experience. Appropriate Training and experience in Drug Supply Management.

<u>DUTIES</u>	:	Strategic planning and implementation and monitoring and evaluation of relevant policies. Technical support to the pharmacy staff and pharmacy for quality assurance and clinical services governance. Overall leadership and coordination of the Pharmacy services within the Khayelitsha/ Eastern Sub-structure. Ensure good Pharmacy practices are institutionalised in the service platform. In-depth knowledge of the Health Act, National Drug Policy, Pharmacy Act, World Health Organisation and relevant policies of the WCG: Health and Wellness.
<u>ENQUIRIES</u>	:	Mr JA Kruger Tel No: (021) 360-4622
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 26/200</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (EMERGENCY MEDICINE)</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</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	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 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. Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a 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. Inherent requirement of the job: Valid (Code B/ EB) drivers' licence. Advanced Cardiac Life Support (ACLS), Advanced Paediatric Life Support (APLS/PALS) certification. Competencies (knowledge/ skills): Demonstrated clinical experience and competence in Emergency Medicine. Strong communication skills. Ability to work effectively within a multidisciplinary team and engage professionally with staff at all organisational levels. Commitment to teaching, training, and the development of an academic career in Emergency Medicine. Sound clinical decision-making and leadership skills in a high-acuity environment. Advanced Trauma Life Support (ATLS) certification.
<u>DUTIES</u>	:	Provide comprehensive clinical management of all patients presenting to the Emergency Centre, including neonates, children, adolescents, and adults. Assess, stabilise, resuscitate, and manage critically ill and injured patients. Supervise, support, and teach undergraduate students, interns, community service officers, and healthcare professionals working within the Emergency Centre. Participate actively in continuous professional development, quality improvement initiatives, clinical governance activities, and academic programmes. Participate in the departmental overtime roster as required. Provide clinical support in other hospital departments when required to meet service delivery needs.
<u>ENQUIRIES</u>	:	Dr P Cloete Tel No: (021) 799-1183 or email: Philip.cloete@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirement, 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 registration for the first

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

<u>POST 26/201</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3</u> West Coast District
<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>	:	Vredendal North Clinic, Matzikama Sub-district
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years' relevant experience after registration as 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. 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. Inherent requirement of the job: Willingness to partake in the commuted overtime system at Vredendal Hospital. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal, communication, leadership and computer skills. Sound knowledge of PHC approach. Knowledge in managing PHC conditions. Knowledge of relevant Acts, guidelines, Policies and regulations administered by Western cape Health Department. Ability to work in a team.
<u>DUTIES</u>	:	Clinical Service Provision. Forensic Service provision. Service Management. Training and Development. Research and support.
<u>ENQUIRIES</u>	:	Dr Ockuis Tel No: (027) 213-2037
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 26/202</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>	:	Vanguard CHC, Southern/Western Sub-structure
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect

of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirement of the job: A Valid driver's licence. Willingness to work within the Geographical area at various facilities. Willingness to perform Commuted overtime at the geographical 24-hour facilities as well as ability to work after-hours. Competencies (knowledge/skills): Knowledge and management of general medical and surgical conditions as well as emergency conditions at a PHC level. Experience working at a Primary Care level after community service. Knowledge applicable to South African TB and HIV care guidelines, mental health care and other chronic diseases, woman and child health care and management of emergencies and acute presentations. Comprehensive, evidence based, direct patient-centered clinical service provision at a primary care level. Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to perform outreach services within the Southern Western substructure and to provide support and guidance to junior colleagues and nurses.

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

ENQUIRIES : Dr A Razack Tel No: (021) 200-4500
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written or oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

POST 26/203 : **CLINICAL PSYCHOLOGIST GRADE 1 TO 3**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R907 617 per annum
 Grade 2: R1 055 292 per annum
 Grade 3: R1 221 843 per annum
 (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist in Clinical Psychology. Registration with a professional council: Registration with the HPCSA as a Clinical Psychologist. Experience: **Grade 1:** None after registration as with the HPCSA as a Psychologist in respect of RSA qualified employees. 1 Year relevant experience after registration with the HPCSA as a Psychologist 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 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist 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 16 years relevant experience after registration with the HPCSA

as Psychologist in respect of RSA qualified employees. A minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa inherent requirement of the job: Valid Driver's License. Willingness to travel independently between wards and service areas on hospital premises in the performance of your duties. Willingness to arrange your own transport to attend occasional off-site facilities/meetings in the performance of your duties. Competencies (knowledge/skills): Sound knowledge of clinical psychology assessment, diagnosis, psychotherapeutic interventions and psychometric assessment. Ability to function effectively within a multidisciplinary mental health team in a specialist psychiatric setting. Knowledge of relevant legislation including the Mental Health Care Act, Criminal Procedure Act, Child Care and Protection legislation, HPCSA ethical guidelines and applicable Department of Health policies. Ability to provide psychological consultation, supervision, teaching and training to students, interns and other healthcare professionals. -Good organisational, administrative, report writing, problem-solving and time management skills. Computer literacy and the ability to maintain accurate clinical and statistical records. Excellent verbal and written communication. Ability to work independently, demonstrate professional leadership, and adapt to different clinical service environments.

DUTIES : Render comprehensive clinical psychology services including psychological assessment, diagnosis, psychometric evaluation, risk assessment, formulation, treatment planning and report writing. Provide evidence-based individual, group and family psychotherapy and contribute to psychosocial rehabilitation and mental health promotion programmes. Participate in multidisciplinary clinical activities including ward rounds, case discussions, and consultation and liaison services. Maintain clinical governance standards through appropriate administration, record keeping, referral management, statistics reporting and participation in quality improvement activities. -Contribute to the training, supervision and evaluation of intern psychologists and other students in accordance with HPCSA requirements. Participate in academic, teaching, research, continuing professional development and service development activities. Represent Psychology on relevant hospital and departmental committees and contribute to the strategic development of psychological services. Provide outreach, consultation and support services to district hospitals, community facilities and other stakeholders as required.

ENQUIRIES : Mr W Hawa, email: waseem.hawa@westerncape.gov.za
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 26/204 : **PHARMACIST GRADE 1 TO 3 (X3 POSTS)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R882 816 per annum
 Grade 2: R954 339 per annum
 Grade 3: R1 041 402 per annum
 (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Northern/Tygerberg Sub-Structure Office (X1 Post)
 Khayelitsha/Eastern Sub-Structure Office (X1 Post)
 Southern/Western Sub-Structure Office (X1 Post)

REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with SAPC as a Pharmacist. Experience: **Grade 1:** None after registration as Pharmacist with the SAPC in respect of SA employees. One-year relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A Minimum of 5 years relevant experience after registration as Pharmacist with a recognised foreign health professional council in respect of

SA qualified employees. 6 Years relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 13 years relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees whom it is not required to perform Community Service as required in SA. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws and sound understanding of GPP compliance Ability to work accurately under pressure and maintain a high standard of professionalism. Sound Management, communication and conflict handling skills. Computer literacy and experience in quality and data management. Experience in working as a member of a multidisciplinary team and in stakeholder engagement. training and capacity development in pharmaceutical services.

DUTIES : Coordinate and manage pharmacy training, internship, community service and learner programmes and ensure SAPC regulatory compliance, pharmacy registrations, licensing and accreditation requirements. Provide guidance on pharmacy legislation, Good Pharmacy Practice (GPP) standards and quality assurance processes. Support tutor development, learner monitoring, assessments and professional development programmes and provide operational and service delivery support to pharmacy facilities, including acting management responsibilities when required. Coordinate pharmaceutical financial reporting, expenditure monitoring and statutory submissions and contribute to workforce planning, capacity building and the establishment of future training sites. Manage private provider pharmaceutical order processes and statistical reporting. Coordinate and strengthen Antimicrobial Stewardship (AMS) programmes to promote appropriate medicine use and clinical governance and support and monitor cold chain management compliance across facilities.

ENQUIRIES : Ms T Parker Tel No: (021) 815-8876 for NTSS, Mr J Van Niekerk Tel No: (021) 360-4641 for KESS, Mr A Joseph Tel No: (021) 202-0981 for SWSS

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)". Candidates will be subjected to a practical/written and oral assessment.

POST 26/205 : **OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND OPD)**
West Coast District

SALARY : R720 819 per annum
CENTRE : Swartland Hospital, Swartland 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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited in Emergency Nursing or Critical Care Nursing (Adult). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant speciality. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to work after hours (weekends, public

		holidays and night duty). Competencies (knowledge/skills): Knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Hospital and Emergency Centre Triage Information System (HECTIS) and South African Triage System (Basic knowledge and experience in human resource management, labour relations, financial and supply chain procurement processes. Experience in the use of clinical equipment and control of budget levels. The ability to promote quality patient care through the setting, implementation, and monitoring of standards. Effective communication, interpretation, leadership, execute discipline, decision-making and conflict resolution skills.
DUTIES	:	Coordination of optimal, holistic specialised nursing care within set standards and within a professional /legal framework. Manage effectively the utilisation and supervision of resources. Coordination of the provision of effective training and research. Provision of effective Support to Nursing Services. Maintain professional growth/ethical standards and self-development.
ENQUIRIES	:	Ms L Julius Tel No: (022) 487-9304
NOTE	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written and oral assessment.
POST 26/206	:	<u>QUALITY ASSURANCE MANAGER</u>
SALARY	:	R605 742 per annum
CENTRE	:	Red Cross War Memorial Children's Hospital
REQUIREMENTS	:	Minimum educational qualification: Appropriate Four-Year Diploma/Degree or equivalent in Health Sciences registerable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in a health environment. Appropriate managerial experience. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Excellent computer skills (MS Word, Excel and Power Point), sound interpersonal, managerial, communication and leadership skills. Sound knowledge and appropriate experience in Quality Assurance, Risk Management, Health and Safety and Infection Prevention and Control. Good verbal and written communication skills. Analytical, strategic thinking and creativity skills. Ability to capture, interpret and compile reports. Ability to think and function independently and to critically analyse data.
DUTIES	:	Engage with and live out the core values of the Western Cape Department of Health & Wellness. Effective leadership and management of the institutional Quality Assurance Plan. Effective people management within the Quality Assurance Department. Formulate standard operating procedures and strategies for quality improvement and drive implementation thereof. Effective co-ordination, control, monitoring and evaluation of quality improvement, risk management, Occupational health and safety and infection prevention and control programs, in line with health policies and regulatory norms and standards. Assist departments with achieving compliance with the Quality Assurance Plan. Support and promote staff education and development initiatives. Collect and analyse data and provide technical reports for internal and external stakeholders. -As a member of the Executive Management Committee, provide technical and strategic support to the CEO and the Management team on all aspects of quality improvement, risk management, occupational health & safety and infection prevention & control. Promote a culture of excellence, accountability, continuous learning and patient-centred care throughout the hospital.
ENQUIRIES	:	Dr AN Parbhoo Tel No: (021) 658-5005
NOTE	:	No payment of any kind is required when applying for this post.
POST 26/207	:	<u>SOCIAL WORKER SUPERVISOR GRADE 1 TO 2</u> Chief Directorate: Metro Health Services
SALARY	:	Grade 1: R496 668 per annum Grade 2: R608 859 per annum
CENTRE	:	Khayelitsha District Hospital
REQUIREMENTS	:	Minimum educational qualification: Appropriate qualification in Social Work that allows for registration with the South African Council for Social Service Professionals (SACSSP) as a Social Worker. Registration with a professional council: Registration with a Professional Council for Social Service Professions (SACSSP) as a Social Worker. Experience: A minimum of 7 years appropriate experience in social worker after registration as Social Worker with SACSSP. Competencies (knowledge/skills): Sound knowledge of

		relevant legislation including the Mental Health Care Act, Children's Act and Domestic Violence Act. Knowledge of hospital-based social work services and integrated health and social development services delivery. Proven supervisory, leadership and people management skills. Ability to manage statutory process, governance, reporting and compliance. Excellent communication, report writing, problem solving and decision-making skills. Computer literate (MS Office, data and Information Management Systems).
DUTIES	:	Provide operational and professional leadership in the management of Social Work services across all inpatients, outpatient and specialized service areas within a large Metro District Hospital, including the Acute Psychiatric Unit. Manage the social work department and provide clinical and administrative supervision to social workers and students in accordance with SACSSP, OSD and WCDOH prescripts. Ensure effective delivery of statutory, psychosocial and mental social work services through quality assurance, case review and ethical oversight. Coordinate social work input into multi-disciplinary patient care, discharge planning and referral pathways to promote continuity of care and reduce avoidable delays. Ensure compliance with relevant legislation, policies, protocols and governance requirements, including accurate record keeping and reporting. Manage service statistics, compile reports and participate in audits, quality improvements initiatives and clinical governance processes. Facilitate in-service training, capacity development and professional development of staff and students.
ENQUIRIES	:	Dr A Martin Tel No: (021) 360-4427
NOTE	:	No payment of any kind is required when applying for this post.
POST 26/208	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 AND 2 (PRIMARY HEALTH CARE) (X7 POSTS)</u> Chief Directorate: Metro Health Services
SALARY	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
CENTRE	:	Vanguard CHC (X2 Posts) Du Noon CHC (X1 Post) District Six CDC (X3 Posts) Lotus River CDC (X1 Post)
REQUIREMENTS	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (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 Care Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant speciality. Inherent requirement of the job: Valid driver's licence (Code B/EB). Willingness to work overtime when necessary. Willingness to work at other facilities within the Southern/Western Sub-Structure. Competencies (knowledge/skills): Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Communication skills (written and verbal).
DUTIES	:	Assist with the provision of Comprehensive PHC clinical service to surrounding communities. Plan and implement Health Promotion and Prevention activities in facility and community as part of COPC. Liaise with internal and external stakeholders as part of the multi-disciplinary team. Clinical governance as part of quality assurance. Information Management and timeous submission of reports and participation in facility audits. Assist with management of human resources and the development of staff.
ENQUIRIES	:	Mr M Lingani Tel No: (021) 695-8200 - Vanguard CHC, Mr R Hall Tel No: (021) 200-4501-Du Noon CHC, Ms N Diedericks Tel No: (021) 833-5400-District Six CDC, Ms Z Sambo Tel No: (021) 703-313- Lotus River CDC

NOTE	:	No payment of any kind is required when applying for this post.
POST 26/209	:	<u>LECTURER NURSING GRADE 1 TO 2 (UNDERGRADUATE)</u> Western Cape College of Nursing
SALARY	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
CENTRE	:	Boland/Overberg, Southern Cape Karoo and Metro Campus
REQUIREMENTS	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880 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 Nursing Education (R212). Or A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Nursing Education. Registration with a professional council: Registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/ recognisable nursing experience after registration as a Professional Nurse with 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: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Possess good communication (written & verbal) and presentation skills. Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring, and evaluation. Sound conflict management and decision making/problem solving skills. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.
DUTIES	:	Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Conduct clinical accompaniment of students. Coordinate the teaching and learning of nursing programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Supervision of students. Participate in the development and review of nursing curricula for Undergraduate Diploma Programmes. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the College.
ENQUIRIES	:	Dr Magerman Tel No: (021) 684-1202 / Dr S Mottian Tel No: (044) 813-1993 (Southern Cape/Karoo Campus) / Ms L Strauss Tel No: (023) 814-0090 (Boland/Overberg Campus)
NOTE	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification or post-graduate qualification in the relevant specialty.
POST 26/210	:	<u>ADMINISTRATIVE MANAGER: CORPORATE SERVICES</u> Garden Route District
SALARY	:	R487 197 per annum
CENTRE	:	Alan Blyth Hospital, Ladismith, and Kannaland Sub-district
REQUIREMENTS	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience and knowledge of the

		management of support services with reference to people management, finance and supply chain management and facility management and supervision. Inherent requirements of the job: A valid driver's (Code B/EB/C1) license. Willingness to work overtime and be on standby. Competencies (knowledge/skills): Advanced computer literacy (MS Word, Excel). Good communication skills (written and verbal). Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills.
<u>DUTIES</u>	:	Efficient and effective strategic planning of the corporate services at Alan Blyth Hospital and Kannaland Sub District with support to PHC Services. Management of personnel administration, human resource development & training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Finance and supply chain management. Management of hospital fees, admissions and medical records. Effectively manages all facility-based support services and oversees maintenance requirements. Support to Medical Manager and management team.
<u>ENQUIRIES</u>	:	Dr C Dreyer Tel No: (044) 203-7203
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical evaluation and competency test.
<u>POST 26/211</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 TO 3 (MENTAL HEALTH)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R413 121 per annum Grade 2: R482 499 per annum Grade 3: R564 822 per annum
<u>CENTRE</u>	:	Southern Western Sub-Structure Office
<u>REQUIREMENTS</u>	:	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 Occupational Therapist. Experience: Grade 1: None after registration with the 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 is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA as an Occupational Therapist. Minimum of 11-year relevant experience after registration with the HPCSA as an Occupational therapist in respect of foreign qualified employees, of whom 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 as an Occupational Therapist. Minimum of 21-year relevant experience after registration with the HPCSA as an Occupational therapist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Microsoft Office). Knowledge of PFMA, Ideal Clinic, and other relevant policies, protocols, and guidelines. Ability to work within a multidisciplinary team to ensure holistic care. Report writing skills. Analytic thinking, independent decision-making and problem-solving skills. Experience in community Occupational Therapy services. Must be proactive, innovative and an independent team leader. Experience in setting up treatment programs within a PHC setting. Knowledge of mental health legislations and related legal and ethical practices. Knowledge of public service acts and regulations.
<u>DUTIES</u>	:	Assessment and treatment of community mental health patients. Contribute to the development and implementation of Occupational Therapy programs in the community. Follow the relevant policies and SOPs within the Occupational Therapy field. Administrative duties. Develop objectives and action plans for own area of work. Co-ordination of services in the district. Contribution to the awareness, promotion of mental health, and prevention of mental illness.
<u>ENQUIRIES</u>	:	Mr B Van Der Schyff Tel No: (021) 799-1103
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council

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

<u>POST 26/212</u>	:	<u>SENIOR PERSONNEL PRACTITIONER</u> Cape Winelands Health District
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Cape Winelands District Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate three-year National Diploma/Degree. Experience: Appropriate experience in the field of Human Resource Administration. Appropriate experience in the PERSAL system. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to drive between the various Cape Winelands Sub Districts. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, and PERSAL). Good knowledge and experience in Human Resource Management. Ability to provide and facilitate training. Good interpersonal, communication, presentation and writing skills.
<u>DUTIES</u>	:	Responsible for co-ordination, supervision and control of component as well as support to supervisor. Assist with all transversal personnel practices, including all employment practices, conditions of service and terminations and SPMS within the district office and Sub districts. Render a support and advisory service with regard to personnel administration and human resource management. Provide training and advice with regards to all relevant HRM policies, legislation, prescripts and procedure within the district to ensure the correct implementation. Assist with the administration of FCE and Workplace Assessments Monitor and enforce All CWD Institutions to comply with HR policies. Coordination of HR Audit Action and CMI for the district Responsible for audit compliance for the district. Responsible PILIR Administration for the district. Render professional service with regards to district financial Disclosures and ORW.
<u>ENQUIRIES</u>	:	Mr DW September Tel No: (023) 348-8100
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 26/213</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES (RECEPTION)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Khayelitsha CHC, Khayelitsha/Eastern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative and supervisory experience in reception. Inherent requirements of the job: Valid (Code B/EB) driver's license. After-hours availability to provide administrative support for shift staff. Competencies (knowledge/skills): Good communication skills. Strong leadership abilities to ensure correctness of work. Advance computer literacy (MS Word, Excel, PowerPoint). PHCIS, appointment system and duplication reports. Extensive knowledge of Clinicom/PHCIS.
<u>DUTIES</u>	:	Co-ordinate registry services and folder management of the facility. Supervise, manage and develop reception administration, including welcome helpdesk Clerk with regards to recordkeeping, complaints management, switchboard operation, folder hygiene and operating the patient registration system. Responsible for MVA claims, J88. Assist the Facility Manager and Line Managers with regards to the administrative management of the reception, records management, archiving and disposal and revenue generation. Assist with infrastructure, IT equipment and assets and submit daily statistics. Manage HR functions, SPMS, training of subordinates, leave administration, duty rosters, overtime, and assist with Labour Relations.
<u>ENQUIRIES</u>	:	Mr D Grootboom Tel No: (021) 360-5207
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 26/214</u>	:	<u>ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Khayelitsha/Eastern Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management. Inherent

		requirements of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Good working knowledge and experience in Health Information System (SINJANI; PHCIS; IDEAL CLINIC MONITORING SYSTEM & DHIS). Advanced computer literacy in MS Windows (Word and Excel, Power Point & Outlook). Logical thinker, with an eye for detail and ability to produce accurate and reliable outputs within a pressured and deadline driven environment.
<u>DUTIES</u>	:	Co-Ordinate all health statistics in sub-structure. Data verification and submission to district information office in prescribed format, within set time frames and according to the Information Management Policy. Conduct and assist with audits at facility level. Participate in Sub-structure health information co-ordinating activities. Supervision and staff performance management. Information management support to all health facilities within sub-structure.
<u>ENQUIRIES</u>	:	Mr M Khonono Tel No: (021) 360-4624
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be required to undergo a competency assessment.
<u>POST 26/215 FEMALE)</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: SURGERY</u>
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE REQUIREMENTS</u>	:	Paarl Hospital 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. OR A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse or General Nurse. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Willingness to rotate to other wards in the facility excluding maternity. Competencies (knowledge/skills): Knowledge of Nursing Care processes and procedures Nursing Act. Problem solving and decision-making. Report writing skills. Good interpersonal skills. Health promotion and team building.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. -Maintain constructive working relationship with nursing and other stakeholders. -Utilise human, material, and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms S Arendse Tel No: (021) 860-2564 or email: Stephanie.Arendse@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>POST 26/216</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PALLIATIVE CARE)</u> Chief Directorate: Rural Health Services

<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE REQUIREMENTS</u>	:	Paarl Hospital
	:	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. OR A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse or General Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate / recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work overtime as or when required. Willingness to undergo palliative care training. Competencies (knowledge/skills): Excellent theoretical and clinical knowledge in general nursing and experience in/ knowledgeable about palliative care. Passionate about palliative care. Flexible, responsive, critical and creative thinking, complex problem-solving skills, ability to work collaboratively within the MDT and between internal and external teams. Computer Literacy.
<u>DUTIES</u>	:	Facilitate the provision of holistic institutional nursing care to patients in an environment which promotes core values and human dignity. Ensure that quality of nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practices. Ensure realisation of strategic goals and objectives of the Palliative unit with regards to inpatient and outpatient care. Ensure supportive role from ward staff i.r.o end of life patients, receiving and referrals of patients, performing patient assessments and ensuring patients and appropriately managed and monitored by mentoring and guiding ward staff appropriately. Ensure that effective health promotion and comprehensive health care are in place for treatment of patients and ensure the effective utilisation of resources to provide quality and sustainable patient care. Coordination of relevant monthly meetings, liaising and communication with the multi-disciplinary teams, effective utilisation of training and research opportunities and effective administrative management of reporting on Palliative care.
<u>ENQUIRIES NOTE</u>	:	Ms M Rust, email: Magda.Rust@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 change in registration status).
<u>POST 26/217</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: HIV/AIDS/STI/TB)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE REQUIREMENTS</u>	:	Stikland Hospital
	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Competencies (knowledge/skills):

		Knowledge of the Provincial HIV/AIDS/STI/TB programmes and the Strategic Plan. Computer literacy (MS Word, PowerPoint and Excel). Ability to work independently and in a multi-disciplinary team. Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation. Appropriate experience working with HIV/AIDS/TB patients.
<u>DUTIES</u>	:	Provision of optimal, holistic nursing care to mental users with set standards within a professional/legal framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.
<u>ENQUIRIES</u>	:	Mr M Gayiya Tel No: (021) 940-4424
<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 26/218</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: CLINICAL FACILITATOR)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Inherent requirements of the job: Willingness to work outside of normal working hours. Willingness to attend congresses/courses / workshops. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Knowledge of the nursing processes & procedures as outlined in Nursing Act and the SANC regulations. Skills to plan, organise & coordinate the service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the nurse training department.
<u>DUTIES</u>	:	Facilitate the development of learning opportunities for all nursing personnel. Facilitate the in-service training /updating of skills and competencies as well as the orientation programme for nurses. Evaluate and assess the competencies and skills of nursing personnel and personal development. Ensure the appropriate placement and accompaniment of nursing personnel. Assist with the effective management and utilisation of physical, material and financial resources within the nurse training department.
<u>ENQUIRIES</u>	:	Ms WA Klein Tel No: (044) 802-4327
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidate will be subjected to a practical. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 26/219</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (X2 POSTS)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE REQUIREMENTS</u>	:	Otto Du Plessis Hospital, Cape Agulhas 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. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts (weekends, public holidays and nights) and willingness to work overtime when necessary. Willingness to rotate within the different departments of the hospital. Competencies (knowledge/skills): Basic computer skills in MS Word, Excel, Outlook. Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (Clinical practice/quality patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
<u>ENQUIRIES NOTE</u>	:	Ms N Adams Tel No: (028) 424-1167 No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 26/220</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3 (X2 POSTS)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R264 750 per annum Grade 2: R306 411 per annum Grade 3: R330 540 per annum
<u>CENTRE REQUIREMENTS</u>	:	Wesfleur Hospital, Southern/Western Sub-structure Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic) or Pharmacist Assistant (Post-Basic) Institutional. Registration with a professional council: Registration with the SAPC as a Pharmacist Assistant (Post Basic) (Institutional) or Pharmacist Assistant (Post Basic). Experience: Grade 1: None after registration with the SAPC as Pharmacist's Assistant (Post-Basic) Grade 2: A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirements of the job: Valid Driver's License (Code B/EB) and willingness to travel.

		Competencies (knowledge/skills): Good computer literacy. Fluent in JAC. Ability to work as part of a team or independently. Ability to work under pressure.
<u>DUTIES</u>	:	Assist with issuing of pharmaceutical products and ensure quality provision of Pharmaceutical Care, including prescription evaluation. Working under both direct and indirect supervision of a pharmacist within the Atlantis basin which includes Mamre CHC. Assist with the control of stock by managing the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with the packing of pharmaceuticals products. Assist with the control and distribution finished pharmacy products. Assist with the collation and organizing of information for research purposes and any reasonable job-related requests within the scope of practice of the Pharmacist Assistant: Post Basic.
<u>ENQUIRIES NOTE</u>	:	Ms S Moosa Tel No: (021) 816-8551
	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 26/221</u>	:	<u>PERSONNEL OFFICER: ADVERTISING</u> Directorate: People Practices and Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum
	:	Head Office, Cape Town
	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, and Outlook). Good accurate typing skills. Good organising skills. Good interpersonal skills
<u>DUTIES</u>	:	Process and draft request for advertising. Weekly placement of adverts in the external media, Public Service Vacancy Circular, Government website and online portal. Process invoices from the service provider for payment of accounts to Finance. Effective and efficient record keeping with regards to advertising of posts. Liaise with districts/institutions with regard to problematic requests and follow up all pending request on a regular basis. Provide assistance to HR Officers with regard to the advertising online portal
<u>ENQUIRIES NOTE</u>	:	Mr B Brenton Tel No: (021) 483-5009
	:	No payment of any kind is required when applying for this post.
<u>POST 26/222</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum
	:	Western Cape Rehabilitation Centre
	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management and Finance Administrative processes. Inherent requirement of the job: A valid (code B/EB) driver's licence. -Willingness to travel and work overtime when required. Expected to travel between O&P Centre and Brackengate Facility to provide support when operationally required. Competencies (knowledge/skills): Knowledge of LOGIS, EPS, CSD, WCSEB, ESL, SCOA and BAS Systems. Knowledge of the PFMA, National and Provincial Treasury Regulations. Knowledge of the Accounting Officer's System of the Department of Health including delegations. Computer literacy (MS Word, Excel, Outlook). Good communication and interpersonal skills. Ability to function independently as well as in a multi-disciplinary team. Good communication and interpersonal skills. Knowledge of the PFMA, National and Provincial Treasury Regulations. Knowledge of the Accounting Officer's -System of the Department of Health including delegations. Computer literacy (MS Word, Excel, PowerPoint). Ability to function independently as well as in a multi-disciplinary team.
<u>DUTIES</u>	:	Assist end-users with compilation of specifications. Ensure effective and efficient procurement are done in time, as per approved Budget. Capture

		requisitions and other documentation of the Supply Chain (LOGIS) system. Communicate and take minutes for the Quotation Committee. Capturing and processing of LOGIS and BAS payments on receipt and in compliance to the PFMA, NTR's, PTI's and Departmental Finance Instructions and Circulars. Follow up on outstanding commitments. File all relevant documentation and ensure audit compliance. Handle supplier queries and regular communication with end-users. Provide support to colleagues and supervisors. Processing of acquisition for goods or services. Maintenance of warehouse, i.e. receiving and issuing of goods, storage of goods, inventory control.
ENQUIRIES	:	Ms S Jainodien Tel No: (021) 370-2311
NOTE	:	No payment of any kind is required when applying for this post.
POST 26/223	:	<u>ADMINISTRATION CLERK: ADMISSIONS</u> Chief Directorate: Metro Health Services
SALARY	:	R237 453 per annum
CENTRE	:	Victoria Hospital
REQUIREMENTS	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a hospital patient administration environment. Inherent requirement of the job: Willingness to work shifts (weekends, public holidays and night shift) Including overtime and rotation as per operational needs. Competencies (knowledge/skills): Ability to work both independently and within a team. Knowledge of hospital fees policies and procedures. Good interpersonal and communication skills. Computer literacy.
DUTIES	:	Clinicom & HECTIS patient reception functions that include attendances & disposals as per PGWC Hospital Fees policies and procedures. Booking of appointments & patients transport on Healthnet. Attending to patient queries (both verbal and written). Responsible for receiving, handling and safekeeping of state money. Various Reception tasks or duties assigned to you by immediate supervisor. Covering for colleagues and relief between departments as per operational needs.
ENQUIRIES	:	Mr A Sedres Tel No: (021) 799-1144
NOTE	:	No payment of any kind is required when applying for this post.
POST 26/224	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN (FEES)</u> Chief Directorate: Rural Health Services
SALARY	:	R237 453 per annum
CENTRE	:	Paarl Hospital
REQUIREMENTS	:	Minimum educational qualification: Senior Certificate (Grade 12 or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent). Experience: Appropriate experience in a Fees-related environment dealing with Clinicom Patient Administration. Inherent requirements of the job: Rotate between departments as per operational requirements if required. Competencies (knowledge/skills): Computer literacy. (MS Office, MS Word, Excel, PowerPoint and Outlook). Knowledge and experience in Clinicom, Accounts Receivable (AR) system, Basic Accounting System (BAS), Uniform Patient Fees Schedule (UPFS) manual, Hospital Memorandum 18, JAC and Public Finance Management Act (PFMA).
DUTIES	:	Perform cashier duties, including allocation of external funders and debtor payments as well as completion of all BAS transactions e.g., deposits, day-ends, journals and special journals. Complete the balancing and reconciliation processes between BAS and AR System. Follow-up on medical aid and non-medical aid outstanding invoices in line with Hospital Fees Manual Chapter 18 and related finance instructions, including management of foreign debtors. General fees administration and account-related duties/enquiries as per UPFS and billing requirements. Control the JAC Information and JAC Error Report. Relief colleagues and undertake various other clerical duties as and when required.
ENQUIRIES	:	Ms R Arendse Tel No: (021) 860-2580 or email: Raymone.Arendse@westerncape.gov.za
APPLICATIONS	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE	:	No payment of any kind is required when applying for this post.
POST 26/225	:	<u>ADMINISTRATION CLERK: SUPPORT</u> Chief Directorate: Emergency and Clinical Services Support
SALARY	:	R237 453 per annum

<u>CENTRE REQUIREMENTS</u>	:	Service Priorities Coordination, Increasing Wellness
	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Valid driver's license. Willingness to travel throughout the Province. Competencies (knowledge/skills): Knowledge and understanding of public health, project management, health promotion and cross-sectoral partnership. Good interpersonal and research skills. Computer literacy (MS suite, and digital platforms). Administrative skills. Ability to prioritise and organise work, exercise self-discipline and function under pressure, to work independently and in a team. Creativity, self-motivation, assertiveness and ability to innovate and take initiative.
<u>DUTIES</u>	:	General Office Administration across Life Course Priority Areas. Provide logistical coordination and event management support for provincial, district, and intersectoral campaigns across the life-course portfolios. Support the financial and supply chain management (SCM) processes of the unit to ensure the timely acquisition of resources and compliance with financial guidelines. Record Keeping, Database Maintenance, and Monitoring and evaluation Support.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K Fortune Tel No: (021) 815-8667
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.
<u>POST 26/226</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (VARIOUS COMPONENTS) (X8 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R229 440 per annum Grade 2: R272 778 per annum Grade 3: R319 071 per annum
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory
	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as an Enrolled Nurse. Registration with a professional council: Registration with the SANC as Enrolled Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as an Enrolled Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as an Enrolled Nurse. Inherent requirement of the job: Willingness to work shifts and after-hours including weekends, public holidays and night duty. Willingness to rotate to other departments. Ability to lift and turn patients, stand for long hours and lift heavy equipment. Competencies (knowledge/skills): Knowledge of Nursing Practices. Knowledge of Infection Prevention Control, control measures and practices. Ability to interpret basic clinical signs and symptoms. Basic computer literacy.
<u>DUTIES</u>	:	Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth, ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms T Wulff Tel No: (021) 404-2109
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".
<u>POST 26/227</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (OPD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R229 440 per annum Grade 2: R272 778 per annum Grade 3: R319 071 per annum
<u>CENTRE REQUIREMENTS</u>	:	Victoria Hospital
	:	Minimum educational qualification: Qualification that allows registration with South African Nursing Council as Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: none, Grade 2: A minimum of 10 years' appropriate experience in nursing

		after registration as Staff Nurse with SANC, Grade 3: A minimum of 20 years appropriate /recognizable experience in nursing after registration as Staff Nurse with SANC. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Willingness to rotate within the hospital in different wards. Ability to work under pressure. Competencies (knowledge/skills): Basic communication skills (both written and verbally). Ability to function as part of a team. Good human relations. The ability to render nursing care of an acceptable and safe standard.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES NOTE</u>	:	Ms JJ Phillips, email: Jessica.phillips@westerncape.gov.za
	:	No payment of any kind is required when applying for this post.
<u>POST 26/228</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (THEATRE AND TRAUMA)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R229 440 per annum Grade 2: R272 778 per annum Grade 3: R319 071 per annum
<u>CENTRE REQUIREMENTS</u>	:	Beaufort West Hospital
	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Grade 3: A minimum of 20 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willingness to work shifts, night duty, including weekends, public holidays as well as overtime. Willingness to assist in the other wards in the hospital and at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication and interpersonal relationships. Self- discipline and motivation. Ability to work under pressure. Ability to work in a team across the service platforms.
<u>DUTIES</u>	:	Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self- development. Take actions to improve quality of nursing care. Participate in infection prevention and control.
<u>ENQUIRIES NOTE</u>	:	Mr JCB Kiewiet Tel No: (023) 414 -8200
	:	No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 26/229</u>	:	<u>ARTISAN ASSISTANT (ELECTRICAL)</u> Directorate: Engineering and Technical Services
<u>SALARY</u>	:	R201 093 per annum
<u>CENTRE</u>	:	Metro West, Zwaanswyk, Station Road Retreat
<u>REQUIREMENTS</u>	:	Minimum requirement: Grade 10 or equivalent. Experience: Appropriate experience of maintenance and repairs of electrical components. Inherent requirements of the job: Ability to operate and use required tools and equipment skilfully and safely. Ability to perform heavy physical labour. A valid (Code B) driver's licence. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Acts.
<u>DUTIES</u>	:	Perform standby duties. Carry out minor maintenance and repairs of electrical fixtures and components. Assist with repairs and emergency breakdowns (including after-hours repairs). Assist with the control and requisitioning of material and parts. Clean areas where work has been carried out. Ensure that all tools and materials are available before commencing any tasks. Assist the artisan Cadre in the execution of their respective duties.

ENQUIRIES	:	Mr D Bosman Tel No: (021) 918-1632
NOTE	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
POST 26/230	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (UROLOGY) (SESSIONAL)</u> Chief Directorate: Metro Health Service (24 hours per week) (A Total of 24 sessions will be filled. The number of sessions will be finalized at interview stage not exceeding 20 sessions per appointment)
SALARY	:	Grade 1: R671 per hour Grade 2: R766 per hour Grade 3: R887 per hour
CENTRE	:	New Somerset Hospital
REQUIREMENTS	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Urology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Urology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Urology. 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 Urology. 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 Urology. Inherent requirement of the job: A Valid Driver's licence Competencies (knowledge/skills): Ability to successfully run an extremely busy Urology service on a district level. Tertiary knowledge and skills in the field of emergency Urology as well as district level elective Urology. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. Appropriate experience in trauma and emergency Urology surgery as the primary surgeon and treating specialist.
DUTIES	:	Provision of clinical service delivery at specialist level across the full spectrum of general Urologic Surgery. The specialist primary responsibility would be trauma and emergency Urology at district level. Provision of clinical service delivery at specialist level of elective Urology Surgery (district level). Supervision of clinical and operative activities of Urology surgeons- in-training. Active participation in the postgraduate and undergraduate teaching programmes of the Division of Urology. Effective management and administration of a wide range of "Portfolios" and develop, conduct and supervise research projects. Training and Teaching of medical officers and Urology registrars and relevant burden of disease Research and Audits.
ENQUIRIES	:	Prof H Bougard Tel No: (021) 402-6444
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)".

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	:	17 August 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 26/231 : **ARCHITECT (PRODUCTION LEVEL): EDUCATION INFRASTRUCTURE REF NO: DOI 63/2026**

SALARY : Grade A: R791 604 per annum, (OSD as prescribed)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : 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: 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; Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.

DUTIES : 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.

ENQUIRIES : Ms C du Plooy at candice.duplooy@westerncape.gov.za

POST 26/232 : **ARCHITECT (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE REF NO: DOI 66/2026**

SALARY : Grade A: R791 604 per annum, (OSD as prescribed)
CENTRE : Department of Infrastructure, Western Cape Government.
REQUIREMENTS : 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: 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; Computer literacy;

<u>DUTIES</u>	:	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>	:	Mr E du Plooy at Etienne.duPlooy@westerncape.gov.za
<u>POST 26/233</u>	:	<u>PROFESSIONAL ELECTRICAL ENGINEER (PRODUCTION LEVEL):</u> <u>EDUCATION INFRASTRUCTURE REF NO: DOI 32/2026 R1</u>
<u>SALARY</u>	:	Grade A: R914 517 - R975 582 per annum Grade B: R1 030 296 - R1 109 925 per annum Grade C: R1 172 184 - R1 376 199 per annum (Salary will be determined based on post registration experience as per OSD prescript).
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government An appropriate Electrical Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Technical report writing; Creating high performance culture; Professional judgement; Networking. Skills in the following: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; Computer literacy (MS Office); Planning and organising; Conflict management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Experience of contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and all relevant built environment legislation; knowledge of public sector procurement; Ability to work under pressure.
<u>DUTIES</u>	:	Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; and Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; and Administer performance management and development; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and

		control expenditure; and Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; and Liaise with relevant bodies/councils on engineering-related matters.
ENQUIRIES	:	Ms T Potgieter Tel No: (021) 483 4881
POST 26/234	:	<u>PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ROAD INVESTMENT PLANNING REF NO: DOI 44/2025 R1</u>
SALARY	:	Grade A: R914 517 - Grade C: R1 376 199 per annum, (Salary will be determined based on post registration experience as per OSD prescript).
CENTRE	:	Department of Infrastructure, Western Cape Government.
REQUIREMENTS	:	Civil Engineering Degree (B Eng/ BSC(Eng)) or relevant qualification; Three years post-qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B or higher driving licence. Competencies: Knowledge of the following: Transport modelling theory and software; Traffic analysis and assessment of traffic studies and proposals; Transport planning legislation and environment to include: National Land Transport Act (Act 5 of 2009); Spatial Planning and Land Use Management Act (Act 16 of 2013); Road infrastructure design with a particular focus on project identification and road planning; Project evaluation and assessment in terms of: Economic Assessment; Multi-Criteria Assessment; Corridor Management Strategies and Arterial Management Plans; Data Management; Skills needed: Preparation of written proposals and submissions; Written and verbal communication; Analytical; Evidence-based decision making; Self-management to include planning and organising; Customer focus and responsiveness; Conflict management; Proven computer literacy; Innovation.
DUTIES	:	Development and evaluation of project proposals with and without model assessment; Transport model management; Development and management of transport model standard operating procedures; Development and management of Road Investment Strategy; Development and management of Corridor Management Strategies; Management of consultants and internal projects; Liaison with various stakeholders in the transport infrastructure planning environment.
ENQUIRIES	:	Ms M Barker at (076) 716 0984 or Melissa.Barker@westerncape.gov.za
POST 26/235	:	<u>STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: DOI 65/2026 (X2 POSTS)</u>
SALARY	:	R413 001 - R486 501 per annum (Level 08)
CENTRE	:	Department of Infrastructure, Western Cape Government
REQUIREMENTS	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Accounting, Financial Management, or a related field; A minimum of 3 years relevant experience in management accounting, budgeting, or a financial project management environment. Competencies: Knowledge of the following: Public Finance Management Act (PFMA) and Treasury Regulations; Management accounting principles (budgeting, monitoring and reporting); Government financial systems (e.g. BAS, LOGIS, SCOA); Applicable legislative, regulatory and governance frameworks; Financial analysis, data management and reporting methodologies. Skills in the following: Financial analysis and reporting; Budgeting and forecasting; Computer literacy (intermediate or advanced MS Excel, MS Word, MS Outlook); Numeracy and analytical thinking; Planning and organising; Communication (written and verbal); Problem-solving and decision-making; Data management and reconciliation; Report writing and presentation; Stakeholder engagement; Ability to work under pressure and meet deadlines; Attention to detail and accuracy.
DUTIES	:	Provide Budget Planning and Preparation; Provide Budget Support and Financial Control; Calculate Adjustments Estimate and Main Budget Development; Maintain Financial Governance, Compliance and Stakeholder Support.
ENQUIRIES	:	Mr M Solomons Tel No: (021) 483 6008
POST 26/236	:	<u>ELECTRICAL ENGINEERING TECHNICIAN (PRODUCTION LEVEL): ENGINEERING SERVICES (HEALTH INFRASTRUCTURE) REF NO: DOI 62/2026</u>

<u>SALARY</u>	:	Grade A: R407 337 - Grade C: R610 131 per annum, (Salary will be determined based on post registration experience as per OSD prescribed).
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government.
<u>REQUIREMENTS</u>	:	National Diploma in Electrical Engineering or relevant qualification; Three years relevant post qualification technical (Engineering) experience; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A valid code B driving licence. Competencies: Knowledge of the following: Technical: Project Management knowledge and experience; Technical design and analysis knowledge; Research and development; Computer-aided engineering; AutoCAD drawing; Knowledge of legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication; Computer skills; People Management; Planning and Organising; Change Management; Good analytical, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy (MS Project, Word, Excel, and PowerPoint).
<u>DUTIES</u>	:	Render technical services; Assist Engineers, Technologists and associates in field, workshop, and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and review and or produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases and supervise and control technical and related personnel and assets; Research and development; Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise and liaise with relevant bodies/councils on engineering related matters.
<u>ENQUIRIES</u>	:	Mr E Du Plooy Tel No: (021) 483 8261

POST 26/237 : **PERSONAL ASSISTANT: IMMOVABLE ASSET MANAGEMENT REF NO: DOI 64/2026**

<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	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 secretarial/ administrative support services to management/ senior management; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: General Support; Financial Support; Record keeping; Relevant policies and procedures. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Good interpersonal and decision-making skills; Planning and Organising; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Provide a secretarial/ receptionist support service to the manager; Render administrative support services; Provide support to the manager regarding meetings; Support the manager with the administration of the manager's budget; Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Ms I Rohlwink at (082) 048 8966

DEPARTMENT OF LOCAL GOVERNMENT

<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>CLOSING DATE</u>	:	17 August 2026
<u>NOTE</u>	:	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-pre-entry-programme/> 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, thanks 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 26/238</u>	:	<u>DIRECTOR: PUBLIC PARTICIPATION REF NO: LG 17/2026</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government.
<u>REQUIREMENTS</u>	:	A B-degree (NQF 7), as recognised by SAQA; 5 years' middle / senior management level experience. Competencies: Strategic Management; Change management; Programme and Project Management; People Management; Financial Management.
<u>DUTIES</u>	:	Line Management; promote public participation through providing guidance and assistance with regards to the institutionalisation and functionality of municipal ward committees; promote meaningful involvement in the affairs of local government with reference to the effectiveness and functionality of a ward committee; ensure proper management and oversight of the Community Works Programme in the Province; provide guidance and assistance to the department and municipalities regarding the institutionalisation of human rights; support with communication initiatives in municipalities; Strategic Management (including change management); People Management; Financial Management.
<u>ENQUIRIES</u>	:	Ms. N Zamxaka Tel No: (021) 483 4449

OTHER POSTS

<u>POST 26/239</u>	:	<u>DEPUTY DIRECTOR: DISASTER PREPAREDNESS & RESPONSE (TYGERBERG) REF NO: LG 19/2026</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3 years National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' experience in middle management. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002) as amended; Disaster preparedness and response; Working experience with the 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. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Crisis Management; Project Management; Risk analysis; Ability to work independently and as part of a team.

DUTIES : Manage the Provincial Disaster Management Centre; Provide Support and assist the District and City of Cape Town Centres; Develop and maintain a provincial contingency plan (preparedness and response) and disaster management plans; Manage the disaster response operations; Manage the evaluation/ review/ development of disaster management contingency plans; To oversee and manage people and financial management; Plan and manage the work of and account for the overall performance of the Sub-directorate; To manage leadership & strategic management of the Sub-directorate.

ENQUIRIES NOTE : Ms Sonja Chinnian Tel No: (021) 937 6306
: 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 26/240 : **ASSISTANT DIRECTOR: DISASTER INSTITUTIONAL CAPACITY (TYGERBERG) REF NO: LG 18/2026**

SALARY CENTRE REQUIREMENTS : R487 197 - R573 897 per annum (Level 09)
: Department of Local Government, Western Cape Government
: An appropriate 3 years National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in the disaster management field. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002) as amended; Sound stakeholder forum management; Best practice regarding disaster management and fire rescue services; Knowledge of and working experience with the 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, labour practices and performance 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 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. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Crisis Management; Project Management; Risk analysis; Ability to work independently and as part of a team.

DUTIES : To assist with the coordination and facilitate: Establish the functioning of IGR Disaster Management structures in the province, including Workgroups; Collate, compile and submit Disaster Management Annual Report and responsible for Monitoring and Evaluation related reporting; Develop disaster management (DM) legislation and frameworks; Coordinate Special Events and Disaster Management, disaster response, including standby duties, and coordinating media enquiries; Responsible for capacity-building initiatives; To assist with the management of human resources, performance management, financial management, leadership & strategic management in the Sub-directorate.

ENQUIRIES : Ms S Chinnian Tel No: (021) 937 6306
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

DEPARTMENT OF POLICE OVERSIGHT AND COMMUNITY SAFETY

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 : 17 August 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 26/241 : **SENIOR ADMINISTRATIVE OFFICER: COMMUNITY POLICE RELATIONS**
REF NO: POCS 04/2026

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Department of Police Oversight and Community Safety, Western Cape Government.

REQUIREMENTS	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of and working experience of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Community development and client liaison (internal and external); Service delivery orientations; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; 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. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skill (written and verbal); Strategic planning; Facilitation; Organisation building; Problem-solving; Report writing; Negotiation, motivational, monitoring and evaluation; Ability to work independently and as part of a team.
DUTIES	:	Support and maintain good relations between the Department and safety partners (i.e. Community Police Forums (CPFs), Neighbourhood Watch (NHWs), district municipalities, Community Safety Forums (CSFs), South African Police Services (SAPS); Administer the Community Safety funding system; Conduct formal assessments on the functionality of the safety partners [e.g. Community Safety Forums (CSFs)]; Facilitate effective and efficient communication with safety partners and stakeholders; Managerial/ Supervisory functions.
ENQUIRIES	:	Mr Justin Lottring at (079) 323 2502

POST 26/242 : **ADMINISTRATION CLERK: INSTITUTION OF SOFT SECURITY REF NO: POCS 03/2026**

SALARY CENTRE	:	R237 453 – R279 708 per annum (Level 05)
	:	Department of Police Oversight and Community Safety, Western Cape Government.
REQUIREMENTS	:	A grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Understanding of the 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; Interpersonal relations; Flexibility and Teamwork.
DUTIES	:	Render general clerical support services for the sub-directorate: Record, organise, store, capture and retrieve correspondence and data (line function), update registers and statistics; Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services, obtain quotations and complete procurement forms for the purchasing of inventory; Provide personnel administration clerical support services within the component: Keep and maintain a leave and attendance registers for the component, keep and maintain personnel records in the component; Provide financial administration support services in the component: Liaise with stakeholders to receive and review Community Safety Partnership Funding (CSPF) reports and payments, process CSPF payments.
ENQUIRIES	:	Ms N Daniels at 082) 7919 184

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	:	17 August 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

<u>POST 26/243</u>	:	<u>ASSISTANT DIRECTOR: RISK ADVISOR REF NO: DOTP 41/2026</u>
<u>SALARY</u>	:	R487 197 - R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' relevant experience; A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Extensive knowledge of enterprise risk management frameworks and working principles; familiarity with public sector legislative and regulatory knowledge such as PFMA and national treasury risk management regulations. Applicable legislation and regulatory frameworks. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Excellent Communication skills (written and verbal); Ability to deal with various levels of management and exercise utmost discretion in respect to sensitive and confidential information. Negotiation skills; Analytical and problem-solving skills; Advisory and personal judgement skills; facilitation and stakeholder engagement skills; planning, organising and time-management skills; relationship and interpersonal skills.
<u>DUTIES</u>	:	To supervise and implement the risk management framework in the organisation; Implement and maintain the enterprise risk management policies, strategies and operational plans; Ensure risk mitigation and control support; prepare and submit professional, high-quality and accurate reports; facilitate the identification, analysis and assessment of risks.
<u>ENQUIRIES</u>	:	Ms Aaqelah Haq Tel No: (021) 483 8318
<u>POST 26/244</u>	:	<u>CHIEF ANALYST DEVELOPER: ECONOMIC GOVERNANCE AND ADMINISTRATION REF NO: DOTP 81/2026</u>
<u>SALARY</u>	:	R487 197- R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' experience in software development and analysis. Competencies: Knowledge of the following: Information technology systems; Technical standards/procedures; Managerial functions; Needs and priorities of stakeholders; Service level agreements; National and Internal IT policies and trends; Financial Management; Project Management. Skills needed: Planning and organising; Full spectrum of development; Communication (written and verbal); Good decision making.
<u>DUTIES</u>	:	Plans, organises and controls activities of staff responsible for the development of program application and the analysis of systems; Ensure competency of subordinates through training; Systems analysis: Develops functional and technical specifications to meet the business needs of the client; Software development: Constructs and implements application programs; Quality control: Ensures technical and functional standards are observed; Prepares system documentation including training manuals; Liaison with clients.
<u>ENQUIRIES</u>	:	Ms E De Bruyn Tel No: (021) 483 6634.
<u>POST 26/245</u>	:	<u>CAPACITY BUILDING OFFICER: EDUCATION AND CULTURAL AFFAIRS AND SPORTS REF NO: DOTP 82/2026</u>
<u>SALARY</u>	:	R487 197- R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government

<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-degree (equivalent or higher) in Human Resource Development (HRD)/ Education / Project Management. A minimum of 3 years' relevant experience in Training or similar environment; A valid Code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Knowledge and understanding of project management; Knowledge of operational management practices; Mentoring and coaching practices; National and provincial instruments and legislation pertaining to human resources management, financial management and supply chain management; Policies of the government of the day (national and provincial); Provincial government functions and services; Statutory framework governing the broad management of the public service; Staff performance management system; disciplinary and grievance procedure; Knowledge of training and learning methodologies. Skills: Data Analytics; Computer Literacy; Language skills; Performance Management; Reporting; Information and Data Management; Facilitation and Training; Strategic and performance Planning.
<u>DUTIES</u>	:	Project and activity management: Plan project activities and budgets, ensuring technical and functional standards are observed; Coordinate project resources to achieve timely delivery of milestones; Report on project progress and manage contracts, including financial control of outsourced project; Training and Development: Design, develop and update ICT learning material and courses; Deliver training programmes and facilitate interventions by external providers; Evaluate and assess the impact of training interventions for continuous improvement and training and application skills in digital technologies across basic skills, productivity tools, artificial intelligence across various delivery modalities including a learning management system ; Research: Analyse training needs and identify opportunities for digital and alternative learning solutions; Research and recommend new ICT learning methods, tools and approaches; Provide quality assurance of training interventions and frontline support through helpdesk services; Course management and support: Keep record of and analyse users' particular needs, from which further training courses, digital learning opportunities and FAQ websites will be developed; Provide professional advice and assistance to project leaders and managers in defining projects and creating project plans; Perform financial control/certification of outsourced projects; Moderate quality assessor training evaluation reports; Perform contract management for outsourced projects.
<u>ENQUIRIES</u>	:	Ronwynne Rhoda Tel No: (021) 9007111
<u>POST 26/246</u>	:	<u>ASSISTANT DIRECTOR: SERVICE CONDITIONS REF NO: DOTP 85/2026</u>
<u>SALARY</u>	:	R487 197- R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B Degree or higher) in Human Resources or related; a minimum of 3 years' relevant experience. A valid Code B driving licence or higher. 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 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, National and Provincial Treasury Regulations, 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 Relations legislation and regulations; Knowledge and understanding of performance management in general.

DUTIES : Implement and monitor the pension administration process; Implement and monitor Service Conditions Compliance and Allowance Administration; Implement Injury on Duty & Deductions processes; Coordinate Leave Audits, Administrative Functions, Service Termination Benefits, and Incentive Schemes; Coordinate the Processing of Leave Applications and the Administration of Temporary Incapacity Leave; Managerial functions; People management; Financial management.

ENQUIRIES : Mr N Lukhai Tel No: (021) 483 0836

POST 26/247 : **PERFORMANCE PRACTITIONER: PERFORMANCE CONSULTING REF NO: DOTP 84/2026**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government.
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Information Technology or related; A Minimum of 3 years' experience in network infrastructure management or information technology; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Networks; ICT Infrastructure; Technical standards/ procedures; Needs and priorities of stakeholders; Managerial functions; Service Level Agreements; National & International IT policies and Trends; Financial management; Project management; HR matters; Skills needed: Computer; Planning and organising; Organising; Research; Creativity; Decision making; Planning and co-ordination; Problem solving and Conflict management; Ability to work independently and as part of a team; Communication skill (written and verbal).

DUTIES : Plans, organises and controls activities of staff and contractors who are responsible for the development of infrastructure; Quality control; Develop and maintain network infrastructure; Prepares documentation including training manuals; Liaison with client departments; Experience in Remote/ Telephonic IT support will be advantageous.

ENQUIRIES : Ms G Jansen Tel No: (021) 483 2750

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 : 17 August 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 26/248 : **ASSISTANT DIRECTOR: NORMATIVE FINANCIAL COMPLIANCE (PFMA) REF NO: PT 16/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government

<u>REQUIREMENTS</u>	:	An appropriate 3-year B-degree (equivalent or higher) in Finance or Economics; Minimum of 3 years public sector finance experience and understanding of PFMA and Treasury regulations. Competencies: Knowledge of the following: Administrative procedures relating to financial legislation; Norms and standards (PFMA), Treasury Regulations, National and Provincial Treasury Directives and the financial governance environment, including the internal audit framework; Verbal and written communications skills, including report writing; Ability to think analytical and use data to acquire insights.
<u>DUTIES</u>	:	Research, develop and update financial governance norms and standards; Monitor, evaluate and report on compliance with the Public Finance Management Act; Maintain and implement the Financial Management Capacity Maturity Model or other relevant governance monitoring; Maintain, rollout and update the Governance Framework according to the need of the environment; Annual analysis and evaluation of audit outcomes and submission of reports to Cabinet and SCOPA; Support institutions with implementation of the governance framework; Project Management.
<u>ENQUIRIES</u>	:	Mr J Facoline Tel No: (021) 483 4388.

DEPARTMENT OF SOCIAL DEVELOPMENT

<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>CLOSING DATE</u>	:	17 August 2026
<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.

OTHER POSTS

<u>POST 26/249</u>	:	<u>OFFICE MANAGER: OFFICE OF THE CHIEF DIRECTOR: SERVICE DELIVERY MANAGEMENT AND COORDINATION REF NO: DSD 56/2026</u>
<u>SALARY</u>	:	R487 197 - R537 897 per annum (Level 09)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree) or higher; A minimum of 3 years experience in rendering executive support functions to top management. Competencies: Knowledge of the following: Public Service reporting procedures; Modern systems of governance and administration; Policies, regulations, internal arrangements and procedures; SMS Manual; Financial Manual; Administrative and financial management; Budget control and management; Procurement and tender administration; Human resource management; All aspects pertaining to line functions within the Department; Skills needed: Research; Analytical thinking; Financial Management; Project Management; Managerial skills; Proven computer literacy; Written and verbal communication; Problem solving; Conflict resolution.
<u>DUTIES</u>	:	Manage engagements: Ensure that the management support staff compiles programmes; Render line administrative support services: Develop and maintain systems in the office of the Chief Director's Office that will contribute towards improving efficiency in the office; Execute research, analyse information and compile complex documents for the Chief Director: Conduct research and compile comprehensive documents (not linked to a specific line function) for the Chief Director with regard to issues forthcoming from meetings; Provide Support to the Chief Director with regards to meetings;

		Screen documents to determine actions/information/documents required for the meeting; Manage resources of the office of the Chief Director: Determine and collate information with regards to the budget needs of the office of the Chief Director; Remains up to date with regards to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Chief Director: Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
ENQUIRIES	:	Ms A Van Reenen Tel No: (021) 483 9392
POST 26/250	:	<u>STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: DSD 58/2026</u>
SALARY	:	R413 001 - R486 501 per annum (Level 08)
CENTRE	:	Department of Social Development, Western Cape Government
REQUIREMENTS	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in finance; A minimum of 2 years' experience in Financial Management. Competencies: Proven Knowledge in the following: Public Finance Management ACT (PFMA), National Treasury Regulations (NTR), OPTI, Division of Revenue Act (DORA), department instructions and delegations; Compilation of financial statements, Financial Management Systems (FMS) and PERSAL; Cash flow procedures (monthly reporting on revenue and expenditure); Budget process; Skills needed: analytical, problem-solving, report writing, communication (written and verbal), proven computer literacy (MS Office packages), and numerical and mathematical. 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 modern systems of governance and administration; Knowledge and understanding of public service procedures, processes and systems. Commented [KH1]: Please add the relevant knowledge that the job holder is required to have. 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 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 performance management system in general; Knowledge and understanding of the national and Provincial Treasury Regulations; knowledge and understanding of the Division of Revenue Act (DoRA); knowledge and understanding of Generally Accepted Accounting Principles (GAAP); knowledge and understanding of the Basic Accounting System (BAS) and PERSAL systems; knowledge and understanding of budget and MTEF processes.
DUTIES	:	Provide budgeting and planning services; Provide budget monitoring and reporting services; Implement and maintain financial management policies and processes; Maintain financial Information and knowledge management; Coordinate budget inputs from Head Office, SDA's, Chief Directorates and Facilities; Assist with the compilation of the Medium Term Expenditure: Framework (MTEF) budget; Compile and manage Adjustments Budget submissions; Capture and maintain approved budgets and adjustments on BAS; Align departmental budgets with strategic plans, APPs and operational plans; Perform costing of programmes, projects and policy initiatives; Analyse affordability and funding availability.
ENQUIRIES	:	Jeanine Abercrombie Tel No: (021) 483 3927
POST 26/251	:	<u>SOCIAL WORKER ATLANTIS AND BERGRIVER SDA REF NO: DSD 57/2026 (X2 POSTS)</u>
SALARY	:	Grade 1: R338 206 - R397 668 per annum, (OSD as prescribed) Grade 2: R413 004 – R478 395 per annum, (OSD as prescribed) Grade 3: R496 668 - R583 833 per annum, (OSD as prescribed)

**CENTRE
REQUIREMENTS**

Grade 4: R608 859 – R754 785 per annum, (OSD as prescribed)
Department of Social Development, Western Cape Government
A relevant tertiary qualification in social work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as a social worker: Registration with the South African Council for Social Service Professions as a social worker, **Grade 1:** No experience. **Grade 2:** A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years of appropriate experience in social work after registration as a social worker with the South African Council for Social Service Professions; A valid Code B driving licence. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and knowledge management, protocol and professional ethics, Relevant legislation, policies, and prescripts (norms and standards); social dynamics, work values, and principles; developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination, and exclusion. Written and verbal communication, report writing, self-management, motivation, Good planning and organizing, Problem-solving and analytical Computer literacy, Presentation and facilitation, Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organizations, and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers
Grade 1 Good communication skills, Report-writing skills, Self-management skills; Motivation skills; Good planning and organizing skills; Problem-solving and analytical skills; computer literacy, presentation and facilitation, and client orientation and customer focus.

DUTIES

Render a social work service about the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant programs (casework, group work, and community work). Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and support social auxiliary workers' continuous professional development. Keep up to date with new developments in the social work and social welfare fields. Perform all the administrative functions required of the job.

ENQUIRIES

Ms I Koen Tel No: (021) 840 3500

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
NOTE**

17 August 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 POST

POST 26/252 : **PRINCIPAL PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS REF NO: WCMD 93/2025 R1**

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : Grade 12 (equivalent or higher qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6 years experience in the field; A valid code A and EC driving licence; No Criminal record. Competencies: Knowledge of the following: Operational functioning of the Directorate Traffic Law Enforcement; National Road Traffic Act, 1996 (Act 93 of 1996); Road Traffic Amendment Act, 2008 (Act 64 of 2008); Firearms Control Act, 2000 (Act 60 of 2000); Criminal Procedure Act, 1977 (Act 51 of 1977); Firearms Control Regulations, 2004; National Road Traffic Regulations, 2000; Dimensional and Mass Limitations and the Requirements for Abnormal Load Vehicles (TRH 11); Guidelines from the Director of Public Prosecutions. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Planning; Organising; Leadership; Monitoring; People Management; Investigations; Motivational; Analytical; Operational/Project Management; Negotiation; Interpretation; Legal Evidential; Ability to work under pressure; Willingness to regularly travel away from the office.

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

ENQUIRIES : Mr J Mostert Tel No: (021) 483 0138/1