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Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 28 OF 2025

DATE ISSUED: 08 AUGUST 2025

### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 4 SMS pre-entry certificate

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

### AMENDMENT

: **PROVINCIAL ADMINISTRATION: GAUTENG: DEPARTMENT OF RAODS AND TRANSPORT:** Kindly note that the following post of Administrative Clerk (X5 Posts): Provincial Regulatory Entity with Ref No: Refs/023112, advertised in Public Service Vacancy Circular 27 dated 01 August 2025, have been withdrawn.

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF INFRASTRUCTURE DEVELOPMENT**

*The Department of Infrastructure Development is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.*

<b><u>APPLICATIONS</u></b>	:	To apply for the below position, please apply online at <a href="https://jobs.gauteng.gov.za">https://jobs.gauteng.gov.za</a> . Only online applications will be considered and for general enquiries please contact Human Resource at 076 521 4118.
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>NOTE</u></b>	:	In line with the Department's Employment Equity Plan, People with Disabilities are encouraged to apply. Applicants must utilise the most recent Z83 application for employment form issued by the Minister for the Public Service and Administration in line with the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. The New Z83 form, obtainable from the GPG Professional Job Centre website, any Public Service Department or the DPSA website <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> , all other documents are submitted by shortlisted candidates). Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity 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.

**MANAGEMENT ECHELON**

<b><u>POST 28/145</u></b>	:	<b><u>DEPUTY DIRECTOR-GENERAL: HEALTH BRANCH REF NO: REFS/023045</u></b> Branch: Health Infrastructure, Maintenance and Technical Portfolio Support
<b><u>SALARY</u></b>	:	R1 813 182 - R2 135 835 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Johannesburg) An undergraduate qualification at NQF Level 8 or equivalent qualification as recognised by SAQA in Built Environment. A minimum of 8 Years' experience at senior management level. A valid driver's license. Must be registered with the relevant Council. Pre-Entry SMS Certificate. Competencies: Knowledge of: Intergovernmental Fiscal Relations Act of 1997. Intergovernmental framework Act of 2005, National Building Standards Act of 1977 and Regulation, Construction Industry Development Board Act of 2000 and Regulations, Council for Built Environment Act of 2000, PFMA and Treasury Regulations, Provincial/Departmental Supply Chain Management Policies, Preferential Procurement Act of 2000 and Regulations, Public Service Act of 1994 and Regulations of 2001, Occupational Health and Safety Act of 1993 and Regulations, Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils, Health Act, Regulations and Guidelines pertaining to infrastructure, All different contract options for leases, Basic Conditions of Employment Act, 1997, SDA, Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System, Project management, Basic Supply Chain Management, Strategic capability, PFMA & Treasury Regulations, Basic research analysis, Diversity management, People

## **DUTIES**

management & empowerment and Change management. Skills: Leadership, Networking, Negotiation, Conflict management and Planning and organization. Attributes: Strategic, Decisive, Quality oriented.

: Manage and direct the provision of credible information and inputs to the Provincial Department of Health in terms of the preparation of the User Asset Management Plan [U-AMP]. Oversee timeous assessments of land suitability and availability. Provide strategic leadership for the determination of technical and functional norms and standards. Provide strategic leadership for the design and implementation of condition assessments for Health Facilities. Manage and direct the development of life cycle costs and maintenance plans taking into consideration maintenance backlogs. Oversee that credible data for the preparation of financial and non-financial reports from a GIAMA perspective that should be submitted by the Provincial Department of Health. Manage and direct the development & implementation of maintenance plans for all Health Facilities. Manage and direct the development and approval of the Infrastructure Programme Implementation Plan [IPIP] for Health. Manage and direct the finalisation and approval of the procurement plans supported by Departmental SCM. Manage any high level interaction in terms of contract management and reporting. Manage reporting on infrastructure delivery to Provincial & National Treasury, Heads of Departments, MECs and the Provincial EXCO. Manage and direct adherence to the Service Delivery Agreements and resolve any disputes. Report on the effective management of financial resources for projects. Report progress regarding implementation of infrastructure projects to relevant Governance structures. Manage and direct the finalisation of needs for framework contracts in close consultation with Health. Manage and direct the implementation of the construction procurement strategy, as developed by GDoH, to deliver on time and in line with all legislative imperatives. Meet on a regular basis the Head of Infrastructure within Department of Health, to resolve any issues pertaining to the delivery of services by DID to Health. Guide the development and updating of the longer term integrated provincial infrastructure plan. Manage and direct high-level interaction with key stakeholders such as Municipalities and Public Entities to promote delivery of services within the required timelines of the longer term integrated provincial infrastructure plan. Manage and direct effective functioning and provision of engineering inputs to the design and implementation of Capex projects. and direct effective functioning and provision of engineering inputs to the design and implementation of non-Capex projects. Manage and direct effective maintenance of laundries and boilers. Manage and direct the improvement and roll-out of the maintenance management system. Manage and direct any maintenance issues reported by the Provincial Department of Health. Manage adequate resources and functioning of Academic Maintenance Hubs. Manage adequate resources and functioning of District Maintenance Hubs. Manage the Service Delivery Agreements and resolve any disputes. Manage plans for supplies and interact with Departmental Supply Chain Management [SCM] to promote seamless procurement and delivery. Manage and direct gaps in technical skills. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the of the departmental budget allocations. Demonstrate knowledge of general concepts of financial planning, budgeting and forecasting and how they interrelate. Manage and monitor financial risk. Continuously look for new opportunities to obtain and save funds. Prepare financial reports and guidelines based on prescribed formats. Understand and weigh up financial implications of propositions. Align expenditure to cash flow projections. Develop corrective measures/actions to ensure alignment of budget to financial resources. Develop operational plans for the Directorate and work plans for each direct subordinate. Manage written contributions to Departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc. Impact positively on learn morale, sense of belonging and participation. Achieve strategic objectives against specified performance measures. Translate strategies into action plans. Secure cooperation from colleagues and learn members. Seek mutual benefit/win-win outcomes for all concerned. Manage human resources in unit and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written

		feedback [aligned to quarterly performance assessments] to personnel on performance.
<b><u>ENQUIRIES</u></b>	:	Ms. Amanda Nene at 072 668 0029/076 521 4118
<b><u>POST 28/146</u></b>	:	<b><u>DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: REFS/023050</u></b> Branch: Corporate Services
<b><u>SALARY</u></b>	:	R1 813 182 – R2 135 835 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary) The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Johannesburg (Head Office) An undergraduate qualification at NQF level 8 and a Postgraduate qualification at NQF level 8 or equivalent qualification as recognised by SAQA in Public Management/Administration, Social Science, Business Management/ Administration, Law, Management, Human Resources Management or related qualification. A minimum of 8 Years' experience at senior management level. A valid driver's license. Pre-Entry SMS Certificate. competencies: Knowledge of PFMA/ Treasury Regulations. Knowledge of Provincial/Departmental Supply Chain Management Policies. Public Service Act of 1994 and Regulations of 2016. Government Immovable Asset Management Act of 2007. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998. Change Management. Project Management. Conflict Management. Financial Management. People Management. Strategic Management. Skills: Planning and organising. Leadership. Policy formulation. Policy analysis. Attributes: Strategic. Decisive. Influential.
<b><u>DUTIES</u></b>	:	Manage the coordination strategic planning services, service delivery plans, standards and customer care. Manage the implementation of integrated monitoring and evaluation services. Manage the provision of internal and external communication services. Manage the development and implementation of knowledge management. Manage the development and monitoring of the implementation of ICT policies, processes and procedures. Manage the provision and facilitation of infrastructure and operational support services. Manage the provision and maintenance of ICT administrative systems and data integrity. Manage conducting of ICT research. Manage the monitoring of adherence to implementation of information technology policies based on MISS. Manage provision of human resources management in the department. Manage the provision of legal advice, litigation and legal compliance and legal contract administration services. Manage the development and implementation of security management policies, systems and procedures. Manage the administration and monitoring of the implementation of security measures, including access control. Manage the provision of vetting services. Manage the development of policies and processes for office support and auxiliary services. Manage the provision and maintenance of internal record management. Manage the development of transformation policies, programmes, strategies and the monitoring of implementation. Manage the conducting of research, development of internal systems and maintenance of baseline information on beneficiaries and services offered. Manage the establishment of forums and engagement of stakeholders on the promotion and implementation of programme and projects. Manage the monitoring and conducting of impact assessments. Sign performance agreements for the unit based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in the unit and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Develop and update the service delivery and work plan for the unit. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the

		Department through quarterly personnel meetings. Manage skills transfer between personnel in the unit and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Manage and monitor financial risk. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan and any other report required.
<b><u>ENQUIRIES</u></b>	:	Ms. Amanda Nene at 072 668 0029/076 521 4118
<b><u>POST 28/147</u></b>	:	<b><u>CHIEF DIRECTOR: HEALTH INFRASTRUCTURE AND TECHNICAL PORTFOLIO SERVICES REF NO: REFS/023047</u></b> Branch: Health Infrastructure, Maintenance and Technical Portfolio Support
<b><u>SALARY</u></b>		R1 494 900 – R1 787 328 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Johannesburg)
	:	An undergraduate qualification at NQF Level 7 in Built environment as recognized by SAQA. Registration with Engineering and Built Environment Council as a Professional in the Built environment. A minimum of 5 years' experience at senior managerial level. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: Knowledge of: Intergovernmental Fiscal Relations Act of 1997. Intergovernmental framework Act of 2005, National Building Standards Act of 1977 and Regulation, Construction Industry Development Board Act of 2000 and Regulations, Council for Built Environment Act of 2000, PFMA and Treasury Regulations, Provincial/Departmental Supply Chain Management Policies, Preferential Procurement Act of 2000 and Regulations, Public Service Act of 1994 and Regulations of 2001, Occupational Health and Safety Act of 1993 and Regulations, Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils, Health Act, Regulations and Guidelines pertaining to infrastructure, All different contract options for leases, Basic Conditions of Employment Act, 1997, SDA, Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System, Project management, Basic Supply Chain Management, Strategic capability, PFMA & Treasury Regulations, Basic research analysis, Diversity management, People management & empowerment and Change management. Skills: Leadership, Networking, Negotiation, Conflict management and Planning and organization. Attributes: Strategic, Decisive, Quality oriented.
<b><u>DUTIES</u></b>	:	Manage interaction with the Provincial Department of Health to Department of Health to develop and agree on a Service Delivery Agreement for the provision of day to day, routine/ preventative and emergency maintenance services to all Health Facilities [Head Office, District Managers and Chief Executive Officers of Hospitals]. Manage regular meetings with the Provincial Department to provide feedback on service rendered. Manage the determination of budgetary requirements for work to be outsourced. Manage the budgeting and issuing framework contracts to be issues for maintenance work that cannot be provided through in-house technical personnel supported by Departmental Supply Chain. Manage consultation with Health on integration of contract framework contracts to promote efficiency and savings. Manage the use of framework contracts [package orders and task orders]. Monitoring contract implementation to validate conditions of contracts within agreed time frames, budgets and quality standards. Manage the readiness of Capital Infrastructure designs for Health portfolio for tenders to facilitate the delivery of infrastructure projects. Manage the timeous, affordable, and quality completion of refurbishment and renovations of Health facilities. Provide guidance regarding the validation of finding performance. Provide guidance regarding the assessments to determine progress and optimisation of how infrastructure budgets are achieving intended deliverables. Guide validations to ascertain adherence to the implementation of service delivery agreements. Guide the assessments of infrastructure programme implementation plans and consolidated infrastructure plans. Provide advice/ inputs regarding the review of infrastructure procurement processes. Guide the review and monitoring of

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

<b><u>ENQUIRIES</u></b>	:	Ms. Sikelelwa Mboto Tel: 076 942 4090
<b><u>POST 28/148</u></b>	:	<b><u>CHIEF DIRECTOR: MAINTENANCE REF NO: REFS/023051</u></b> Branch: Health Infrastructure, Maintenance and Technical Portfolio Support
<b><u>SALARY</u></b>	:	R1 494 900 – R1 787 328 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Johannesburg)
	:	An undergraduate qualification at NQF Level 7 in Engineering/ Built Environment as recognized by SAQA. A minimum of 5 years' experience at senior managerial level. Registration with one of the Engineering/Built Environment professions in South Africa as a professional is compulsory. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: Knowledge of Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005. Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Preferential Procurement Act of 2000 and Regulations. Skills: Strong conceptual and formulation skills. Strong leadership skills with specific reference to the ability to display thought leadership in complex applications. Excellent communication skills. Attributes: The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances. The ability to handle conflict. Good interpersonal relations, strong leadership and ability to motivate staff. The ability to lead and direct teams of professionals and service provider.
<b><u>DUTIES</u></b>	:	Client Management. Manage interaction with the Provincial Department of Health to develop and agree on a Service Delivery Agreement for the provision of day-to-day, routine/preventative and emergency maintenance services to all Health Facilities. [Head Office, District Managers and Chief Executive Officers of Hospitals]. Manage regular meetings with the Provincial Department to provide feedback on service rendered. Manage the determination of budgetary requirements for work to be outsourced. Manage agreements with the Provincial Department of Health on the budgeting for work to be outsourced. Maintenance Management System. Manage the determination of budgetary requirements for the implementation of the maintenance management system. Roll out of the maintenance management system at all Health Facilities. Monitor that each Health Facility has a maintenance plan. Monitor that technical condition assessment information are collected by District Maintenance Hubs and updated on the Immovable Asset Register. Manage

Framework Contracts. Manage the budgeting and issuing framework contracts to be issued for maintenance work that cannot be provided through in-house technical personnel supported by Departmental Supply Chain Management. Manage consultation with the Education and Other Provincial Departments Branch on integration of framework contracts to promote efficiency and savings. Manage the use of framework contracts [package orders and task orders]. Monitor contract implementation to validate conditions of contracts are being adhered to. Manage implementation of contracts within agreed time frames, budgets and quality standards. District and Facility Maintenance Hubs. Manage adequate resources and functioning of Academic Maintenance Hubs. Manage adequate resources and functioning of District Maintenance Hubs. Manage the development of plans and budgets for supplies and tools required by maintenance personnel. Manage the procurement of supplies and tools [equipment] supported by the Departmental Supply Chain Management Unit. Manage the design and roll out of the asset management system at each Health Facility to safeguard the supplies and equipment [movable assets]. Manage the budgeting and implementation of maintenance programmes for all equipment. Manage financial reporting on the use of movable assets [equipment, tools and supplies]. Technical Support Services. Manage the budgeting for and rendering of Category 3 Maintenance Services to all Health Facilities. Manage the provision of electrical, mechanical, building and medical gas maintenance services through outsourced contracts and provision of internal specialised service. Manage human resources in the unit and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Determine the Human Resources needs for the unit in consultation with Corporate Services. Develop and update the service delivery and work plan for the unit. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage skills transfer between personnel in the unit and outside technical assistants and/or consultants. Financial Management. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the unit in terms of the departmental budget allocations. Manage the effective spending of infrastructure grant funding. Strategic Management. Manage client relations and stakeholder management. Manage risks and implementation of risk mitigation strategies. Align the strategic priorities and the work plans of the unit with the priorities of DID. Develop operational plans for the unit and work plans. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.

<b><u>ENQUIRIES</u></b>	:	Ms. Sikelelwa Mboto at 076 742 4090
<b><u>POST 28/149</u></b>	:	<b><u>CHIEF DIRECTOR: OTHER PROVINCIAL DEPARTMENTS REF NO: REFS/023057</u></b> Infrastructure Maintenance and Technical Portfolio Services Branch: Education and Other Provincial Departments Infrastructure Maintenance and Technical Portfolio
<b><u>SALARY</u></b>	:	R1 494 900 – R1 787 328 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Johannesburg) An undergraduate qualification at NQF Level 7 in Built Environment as recognized by SAQA. A minimum of 5 years' experience at senior managerial level. Registration with one of the Built Environment professions in South Africa as a professional is compulsory. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: Knowledge of Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005. Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act

of 2007. Preferential Procurement Act of 2000 and Regulations. Skills: Strong conceptual and formulation skills. Strong leadership skills with specific reference to the ability to display thought leadership in complex applications. Excellent communication skills. Attributes: The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances. The ability to handle conflict. Good interpersonal relations, strong leadership and ability to motivate staff. The ability to lead and direct teams of professionals and service provider.

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: Manage and direct the provision of professional inputs to Other Provincial Departments in terms of the preparation of the User Asset Management Plan [U-AMP]. Manage and direct the validation of the suitability and availability of land and services for Other Provincial Departments. Manage and direct integrated planning for the acquisition and/or disposal of land and property for Other Provincial Departments. Determine lifecycle costs for immovable assets of other Provincial Departments. [Including all Offices]. Develop maintenance plans for immovable assets of Other Provincial Departments. [Including all Offices]. Manage the submission of information for the updating of the Provincial Asset Register for Other6 Provincial Departments' immovable assets. Manage and direct the planning and design for Technical Condition Assessments for Departmental Facilities in consultation with Other Provincial Departments. Manage interaction with all relevant stakeholders to provide property services timeously and adequately to Other Provincial Departments. Manage the collaboration with Municipalities and Public Entities in terms of the provision of services to Other Provincial Departments. Manage and direct the provision of professional inputs to Other Provincial Departments in terms of the preparation of Infrastructure Programme Management Plans [IPMPs]. Manage and direct the provision of professional inputs and appropriate systems to Other Provincial Departments to submit successful infrastructure bids for the allocation of performance-based grants. Manage the provision of professional inputs to Other Provincial Departments in terms of the determination of technical and functional norms and standards for infrastructure projects, coordinate development of RPRP based on IPMP. Manage the approval process for building plans in terms of National and Local Government Building Regulations, relevant SANS and any heritage requirements. Finalise the Infrastructure Programme Implementation Plans [IPIPs] for sign off by Other Provincial Departments. Manage the preparation and implementation of Service Delivery Agreements with Other Provincial Departments. Prepare the annual procurement plan for all Other Provincial Departments' infrastructure projects/programmes and submit to Departmental Supply Chain Management for sign off. Manage social facilitation with local communities and contractors and intervene where required. Monitor adherence to timeframes, budgets and quality assurance standards for all infrastructure contracts being implemented for Other Provincial Departments. Report progress regarding implementation of infrastructure projects to relevant Governance structures. Manage property and infrastructure inputs for longer term integrated infrastructure planning in the province. Manage maintenances projects and soft services for Other Provincial Departments. Manage the effective spending of infrastructure grant funding. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan or any other reports.

## **ENQUIRIES**

: Ms. Sikelelwa Mboto at 076 942 4090

## **POST 28/150**

: **CHIEF DIRECTOR: INFRASTRUCTURE RESEARCH, PLANNING AND SYSTEMS FEF NO: REFS/023059**  
Chief Directorate: Infrastructure Research, Planning and Systems

## **SALARY**

: R1 494 900 – R1 787 328.per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

## **CENTRE REQUIREMENTS**

: Head Office (Johannesburg)  
: An undergraduate qualification at NQF Level 7 in Economic and Management Sciences (informatics) and/or Built Environment as recognized by SAQA. A minimum of 5 years' experience at senior managerial level. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: Knowledge of



PFMA/DORA/Treasury Regulations. All different contract options for infrastructure projects. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Broad Based Black Empowerment Act of 2003. Project Management. People Management. Financial Management. Conflict Management Skills: Financial management skills. Presentation Skills. Communication skills (verbal and written). Computer literacy. Project management skills. Attributes: Responsive. Credible. Flexible. Quality-oriented. Creative. Responsive.

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: Manage and direct the commissioning of relevant research as requested by line managers and trends in the institutional environment within which GDID functions. Manage and direct research projects in line with the approved research agenda of GDID. Manage and direct the interpretation of relevant research publications and include findings in policies and/or public debate of GDID. Manage and direct the development and updating of guidelines, standards and norms for any policy to be developed by GDID. Manage and direct the implementation of quality assurance on all policies developed by GDID and provide feedback to line managers. Manage and direct the development of all policies on green technology. Manage and direct the drafting of legislation and regulations in consultation with Legal Services and related stakeholders. Manage and direct compliance with legislation and regulations in relation with policies and research findings. Manage and direct the coordination of tracking of National and Provincial Legislation updates and amendments. Manage and direct the sharing of knowledge in collaboration with Corporate Services. Review and sign off on research. Manage and analyse property management rates, market related rates and trends. Manage and direct research into appropriate best practice property management, facilities management and portfolio management systems and processes. Review and sign off on research. Manage and direct relevant research pertaining to occupational health and safety & quality. Manage and direct the setting of quality and occupational health and safety standards in line with legislative requirements and international standards. Manage and direct the establishment, roll out and continued improvement of the project and programme management systems in infrastructure delivery. Manage and direct the provision of professional guidance to EPWP for the design of contractor development programmes. Manage and analyse industry trends for infrastructure delivery. Manage and direct research into appropriate best practice for construction methodologies, alternative built solutions and site management. Manage and direct relevant aspects related to the use of Professional Service Providers including appropriate fee structures. Manage and direct research on market related trends regarding construction and Professional Service Providers fee rates. Manage and direct sharing of knowledge in terms of changes made to construction procurement contracts. Manage and direct the establishment, updating and continued improvement of the built environment specific documentation system. Manage and direct the analysis of protocols and policies to determine specific green technology projects and programmes. Manage and research into worldwide development in green technology. Manage and direct the planning, design and budgeting of green technology projects. Manage and direct the implementation of green technology projects. Manage and direct the reporting on and monitoring of green technology projects. Manage and direct the implementation of post project evaluations to inform future design of green technology projects. Manage and direct the cost effectiveness of proposed green technology projects and programmes. Manage interaction with local and international stakeholders to inform longer term infrastructure planning in close collaboration with related Planning Forums. Manage interaction at different inter and intra governmental fora. Manage the development of inputs for longer term infrastructure and property planning from the perspective of GDID. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage funds in the unit in compliance with Public Finance

Management Act and the Treasury Regulations. Limit under spending or overspending by the unit in terms of the departmental budget allocations. Manage the effective spending of funding for special green technology projects and programmes. Align the strategic priorities and the work plans of the unit with the priorities of DID. Develop operational plans and work plans for subordinates. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.

<b><u>ENQUIRIES</u></b>	:	Ms. Sikelelwa Mboto at 072 668 0029/076 521 4118
<b><u>POST 28/151</u></b>	:	<b><u>CHIEF DIRECTOR: CONSTRUCTION PROCUREMENT SCM REF NO: REFS/023056</u></b> Branch: Finance and SCM
<b><u>SALARY</u></b>	:	R1 494 900 – R1 787 328 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Johannesburg)
	:	An undergraduate qualification at NQF Level 7 in Supply Chain Management/ Economics/ Accounting/Business Administration as recognized by SAQA. A minimum of 5 years' experience at senior managerial level. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: Knowledge of Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Public Service Act of 1994 and Regulations of 2016. Government Immovable Asset Management Act of 2007. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the procurement policy and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. Change Management. Project Management. Conflict Management. Financial Management. People Management. Strategic Management Skills: Strong conceptual and formulation skills. Strong leadership skills with specific reference to the ability to display thought leadership in complex applications. Excellent communication skills. Attributes: The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances. The ability to handle conflict. Good interpersonal relations, strong leadership and ability to motivate staff. The ability to lead and direct teams of professionals and service provider.
<b><u>DUTIES</u></b>	:	Manage and direct the development of a Supply Chain Management policy framework that deals with the whole spectrum of construction procurement. Manage the determination of delegations for construction procurement. Establish construction procurement processes and procedures [Standard Operating Procedures] that are fair, competitive, equitable, transparent and cost effective. Manage the design and implementation of a system to monitor performance of suppliers and the performance of the Contracting Institution. Manage the development of risk mitigation strategies to evaluate performance of suppliers. Manage the development of Standard Procurement Templates. Manage the appointment, training and vetting of Tender Committee members. Monitor implementation of construction procurement strategies requested/submitted by sector departments. Manage and direct inputs to the Strategic and Annual Performance Plans to support the achievement of the construction procurement policy in the Institution. Manage finalisation of procurement plans. Manage finalisation of Bid Specification Documentation, Advertisement processes and Tender Clarification Meetings. Manage the processes related to the receipt and opening of Tender Proposals and/or Expressions of Interest. Manage and direct responsiveness testing. Manage and direct Tender Evaluation processes. Manage and direct Tender Adjudication processes. Monitor the trends on tender amounts submitted by various contractors in various sectors. Manage the design and implementation of controls to comply with contract requirements. Manage and review all cancellations, amendments, expansions, variations, extensions or transfer of contracts awarded through the Bid Committee System. Manage implementation of penalties where required. Manage expansions of contracts

above the amounts provided in terms of contingencies. Manage motivations to authorise increases in the total prices excluding price adjustment for inflation in excess of the amount stated in the contract and make recommendations. Manage motivations for events which in terms of the contract increase the total of prices or time for Completion by more than 1% and make recommendations. Manage the preparation of performance reports for the professional service provider based on inputs received from the relevant infrastructure units. Monitor communication between SCM and infrastructure units in order for various branches to meet all contractual timelines and related obligations. Manage and direct the preparation, submission and/or presentation of monthly reports. Manage and direct the preparation, submission and/or presentation of annual reports. Manage and direct the preparation, submission and/or presentation of general/ad hoc reports. Manage registration of projects awarded to contractors with CIDB. Manage updates of information on CIDB website pertaining to various projects (i.e. from start to completion/cancellation). Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the of the departmental budget allocations. Demonstrate knowledge of general concepts of financial planning, budgeting and forecasting and how they interrelate. Manage and monitor financial risk. Continuously look for new opportunities to obtain and save funds. Prepare financial reports and guidelines based on prescribed formats. Understand and weigh up financial implications of propositions. Align expenditure to cash flow projections. Develop corrective measures/actions to ensure alignment of budget to financial resources. Develop operational plans for the Directorate and work plans for each direct subordinate. Manage written contributions to Departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc. Impact positively on learn morale, sense of belonging and participation. Achieve strategic objectives against specified performance measures. Translate strategies into action plans. Secure cooperation from colleagues and learn members. Seek mutual benefit/win-win outcomes for all concerned. Support stakeholders in achieving their goals. Develop and update the service delivery and work plan for the unit. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage skills transfer between personnel in the unit and outside technical assistants and/or consultants. Plan & allocate work responsibilities and processes to control work performance including quality assurance.

**ENQUIRIES**

:

Ms. Sikelelwa Mboto at 076 942 4090

**POST 28/152**

:

**CHIEF DIRECTOR: FACILITIES AND ESTATE MANAGEMENT REF NO: REFS/023061**

Branch: Property Management  
(12 Months Contract)

**SALARY**

:

R1 494 900 – R1 787 328 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees. Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

**CENTRE  
REQUIREMENTS**

:

Head Office (Johannesburg)

:

An undergraduate qualification at NQF Level 7 in Property Management/ Facilities Management/ Real Estate/Bsc in Civil/Electrical/Building Engineering as recognized by SAQA. A minimum of 5 years' experience at senior managerial level in facilities or buildings management. A valid driver's license. Pre-Entry SMS Certificate. Competencies: Knowledge of Public Service Act of 1994 and Regulations of 2016, PFMA/ Treasury Regulations, all different contract options for leases, Provincial/Departmental Supply Chain Management Policies, Government Immovable Asset Management Act of 2007, Gauteng Land Administration Act of 1996, Provincial Land Administration Act, 1998, Spatial Planning and Land Use Management Act, 2013, Provincial Infrastructure Delivery Management System, Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils, Basic Conditions of Employment Act, 1997, National Building Standards Act of 1977 and Regulations, Council for Built Environment Act of 2000, Occupational Health and Safety Act of 1993 and Regulations. Change Management, Project

Management, Conflict Management, Financial Management, People Management, Strategic Management. Knowledge of Contract Management and the interpretation and implementation of contracts with supplier. Knowledge and experience of Accommodation and Office Space Planning. Skills: Communication. Report writing. Analytical. Negotiation. Facilitation. Presentation. Planning and organising. Leadership. Attributes: Strategic. Decisive. Influential.

## **DUTIES**

: Develop strategic plans for current issues in facilities management (including capital works). Manage facility assessments including planning and budgeting to inform maintenance services for leased out, unoccupied buildings and Surplus to Requirements (STRs) properties. Manage the provision of hard and soft services. Manage the provision of property physical verification and inspections (leased and unoccupied properties and vacant land). Ensure that facilities meet legislative prescripts (including health, security and energy efficiency requirements). Ensure that landlords maintain facilities and comply with OHS and other legislative requirements in line with Service Level Agreements. Conduct research to identify new technologies to improve efficiency and cost reduction in facilities management. Coordinate Architects, Engineers and Contractors to ensure facilities management projects are completed within time and costs. Establish and enforce safety protocols in all facilities to ensure employee health and wellbeing. Manage development and implementation of maintenance plans for all government-owned facilities. Manage and direct standardization of Facilities Management processes, procedures and controls to ensure uniformity within DID to minimize the organisation's financial and legal risks. Manage facilities lease contracts and bidding processes. Ensure optimal occupancy of all immovable assets leased (Space Planning). Manage the setting of norms and standards for leases. Manage interaction with Provincial Departments to ascertain budgets for leases and finalized lease requirements. Manage the procurement of leases supported by the Departmental Supply Chain Management. Manage lease portfolios and contracts in line with service level agreements and contract conditions (Operating leases & Leasing of GPG owned portfolio). Manage structured facility assessments and inspections of all leased in facilities and ensure that landlords maintain facilities and comply with OHS and other legislative requirements in line with Service Level Agreements. Manage the payment of operating leases. Manage the design of guidelines for the inspection of leased properties and capacitate infrastructure units on the application of the guidelines. Oversee and coordinate all matters related to Tenant Installation requirements on leased properties, including space customization, landlord obligations, cost allocations and ensuring compliance with lease provisions and departmental needs. Manage debtors in terms of utilities services. Manage and direct the development and implementation of building maintenance policies, processes, standard procedures and control framework to ensure compliance with governance and best practice. Sign performance agreements for the unit based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in the unit and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to implementation of risk mitigation strategies quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Determine the Human Resources needs of the unit in consultation with Corporate Services. Develop and update the service delivery and work plan for the unit. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage and direct skills transfer between personnel in the unit and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the unit in terms of the departmental budget allocations. Manage client relations and stakeholder management. Manage risks and. Align the strategic priorities and the work plans of the unit with the priorities of DID. Develop operational plans for Branch and work plans. Manage written contributions to departmental quarterly

		progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.
<b><u>ENQUIRIES</u></b>	:	Ms. Sikelelwa Mboto at 076 942 4090
<b><u>POST 28/153</u></b>	:	<b><u>DIRECTOR: ACADEMIC MAINTENANCE HUBS REF NO: REFS/023052</u></b> Chef Directorate: Maintenance
<b><u>SALARY</u></b>	:	R1 266 714 - R1 492 122 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Johannesburg)
	:	An undergraduate qualification at NQF Level 7 in Mechanical/Electrical Engineering as recognized by SAQA. A minimum of 5 years' experience at middle/senior managerial level. Must be registered with Engineering Council of South Africa. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: Knowledge of Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005. National Building Standards Act of 1977 and Regulations. Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. PFMA and Treasury Regulations. Skills: Interpersonal Relations. Conflict management. Communication. Networking. Negotiation. Computer literacy. Presentation. Analytical. Report writing. Facilitation. Attributes- Proactive and resourceful, Cost conscious, Quality oriented, Responsive, People oriented, Innovative, Credible, Problem-solving ability, Strategic, Decisive, Credible and Motivating.
<b><u>DUTIES</u></b>	:	Prepare annual operational and procurement plan. Manage funds in the District Maintenance Hub in compliance with Public Finance Management Act and the Treasury Regulations. Manage the roll out of the maintenance management system and full capacitation of the District Maintenance Hub. Monitor the updating the maintenance management system in terms of approved plans. Make recommendations on interventions to be implemented. Ensure safety compliance in all machinery and buildings. Implement preventative and planned maintenance on all plant and equipment. Manage and monitor implementation of technical repairs. Oversee the provision of suppliers and spares. Manage the customisation of specifications. Manage procurement within delegations. Monitor performance of suppliers and contractors. Intervene if performance of suppliers and contractors are below standard. Recommend payments of suppliers and contractors. Liaise with suppliers and contractors in terms of outsourced services. Provide inputs to specifications for new repairs. Manage the procurement process within delegations. Oversee effective implementation of new installations. Validate that users are trained on the use of new equipment. Validate that maintenance management system has been updated. Validate performance by suppliers and contractors before invoices are approved for payment. Manage the effective and efficient functioning of stores. Manage offices and movable assets. Manage the provision of corporate services in the district and to the Facility Maintenance Hubs. Manage financial and supportive logistical services. Prepare budgets for the Academic Maintenance Hubs. Manage training for maintenance personnel. Manage the effective and efficient use of job creation programmes. Meets with Heads of Health Facilities, Health District Manager, Municipalities, and Public Entities. Manage service delivery standards and turnaround times. Keep Clients informed on progress. Follow up if Clients are satisfied with service standards and timeframes. Address complaints of Clients and manage feedback to Clients. Monitor compliance with Occupational Health and Safety Act (OHS) in the District and Facility Maintenance Hubs. Plan for the required resources to comply with OHS requirements. Manage implementation of OHS activities and prepare regular progress reports in line with the legislative requirements. Manage compliance of technical personnel in terms of all aspects pertaining to a safe environment. Participate in the OHS committees and provide technical guidance to OHS committee members. Manage compliance with SANS i.e. SANS 0142 Electrical compliance; HVAC; Building regulations. Manage compliance with Health care core standards. Manage the implementation of electrical, mechanical and building inspection services. Manage the implementation of condition assessments. Manage the validation of technical information and submit for updating on the immovable asset

register. Manage implementation of inspections on capex and maintenance projects. Keep updated with new technologies and procedures. Manage human resources in the Maintenance Hub and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Determine Human Resources needs of the Academic Maintenance Hub. Develop and update the service delivery and work plan for Maintenance Hub. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage skills transfer between personnel in the Maintenance Hub and outside technical assistants and/or consultants. Plan & allocate work responsibilities and processes to control work performance including quality assurance.

<b><u>ENQUIRIES</u></b>	:	Ms. Sikelelwa Mboto at 076 942 4090
<b><u>POST 28/154</u></b>	:	<b><u>DIRECTOR: INFRASTRUCTURE DELIVERY NORTHERN CLUSTER REF NO: REFS/023053</u></b> Chief Directorate: Education Infrastructure, Maintenance and Technical Portfolio Services
<b><u>SALARY</u></b>	:	R1 266 714 - R1 492 122 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Johannesburg) An undergraduate qualification at NQF Level 7 in built environment as recognised by SAQA. A minimum of 5 years' experience at middle/ senior managerial level. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: PFMA/DORA/Treasury Regulations. All different contract options for infrastructure projects. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Public Service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Skills: Strategic capability and leadership. Problem solving and analysis. Creativity, Financial management. Customer focus and responsiveness. Communication. Computer and People management skills. Planning and organising. Conflict management. Negotiation skills Change management Attributes- Responsive. Credible, Flexible, Quality-oriented, Creative, Responsive. Decision making. Team leadership.
<b><u>DUTIES</u></b>	:	Manage the professional inputs being provided to the Provincial Department of Education in terms of the preparation of the construction procurement strategy and the Infrastructure Programme Management Plan [IPMP]. Manage the professional inputs being provided to the Sub Directorate Technical Portfolio Services in terms property management norms and standards. (Life cycle costs, maintenance plans, etc). Manage the professional inputs being provided to the Provincial Department of Education in terms of new technology, revised norms, standards, innovations, and renewable energy. Manage the professional inputs being provided to the Provincial Department of Education in terms of the final project list and budgetary implications. Manage the agreed procurement strategy to optimise economies of scale, reduce costs, reduce inefficiencies, and promote seamless service delivery. Manage the enforcement of standardised designs where applicable. Direct and prepare the Infrastructure Programme Implementation Plan [IPIP] for sign off by the Provincial Education Department. Direct and prepare the procurement plan for the Provincial Department of Education supported by the Departmental Supply Chain Management. Manage the development and agreement of the Service Delivery Agreements. Manage the implementation of services in line with the signed Service Delivery Agreements. Manage the updating of IPIP including cash flow projection aligned to allocated budgets. Manage the validation of building plans in terms of National and Municipal Building Regulations.

Manage the nomination and appointment of suitable professionals from the Provincial Education Department and the Directorate in collaboration with the Departmental Supply Chain Management Unit (SCM). Manage the registration of projects on the CIDB i-tender system. Manage the final appointment of Professional Service Providers and Contractors on successful conclusion of procurement processes [SCM] supported by the Department of Education and SCM. Manage the issuing of work and batch orders, where applicable. Manage sign-off by the Provincial Department of Education in terms of the IPIP and different Project Execution Plans (PEPs). Manage the implementation of contacts in line with budgets, timeframes, and quality standards. Manage regular site visits. Manage all cost and scope variations. Manage the signing-off on invoices. Prepare regular progress reports to the Provincial Department of Education. Manage regular interaction with the Provincial Department of Education to pro-actively identify problems and jointly agree on solutions. Manage the provision of inputs and credible data to the financial and non-financial performance reports being submitted by the Provincial Department of Education. Provide progress reports at all the relevant Governance Infrastructure Structures. Consolidate and provide reports on projects implemented by Alternative Implementing Agents until phasing out of Alternative Implementing Agents have been completed. Manage the validation of final accounts in close collaboration with Departmental Supply Chain Management (SCM). Manage the release of construction guarantees in close collaboration with SCM. Manage the collection of all documentation including as-built plans and submission to the centralised document warehouse. Manage the final cost analysis of each project. Manage inputs for updating of cost and space norms based on learning generated during post project evaluation. Manage the preparation of performance reports for submission to CIDB. Manage the close out of all projects and prepare close out reports. Approve contract documentation as prepared by the relevant Infrastructure Professionals before submission to the Departmental Supply Chain Management. Monitor that award and/or contract cancellations are captured on the required databases including on the CIDB register of projects. Guide performance reports on contracts being prepared by the relevant Infrastructure Professionals. Assess and recommend motivations for waiving of penalties and low performance damages and submit to the Departmental Supply Chain Management. Assess and recommend an increase in time or prices in terms of a contract provided it does not exceed the total of prices at award by more than the amounts stated in the Treasury Regulations in consultation with Legal Services and relevant Infrastructure Professionals before submission to Departmental Supply Chain Management. Assess and recommend termination and/or cancellation of contracts based on inputs from Infrastructure Professionals and Legal Services. Analyse recommendations made by the relevant Infrastructure Professionals and decided on the implementation of appropriate mitigation strategies to manage in a pro-active manner potential contractual implications. Obtain the inputs of the Deputy Director Contract Management Specialist and the Legal Services on all aspects of contract management. Undertake ad hoc independent site visits to verify correctness of information submitted in reports and status on sites. Participate in site visits arranged by Provincial Treasury and/or other stakeholders. Report all non-performance issues to Risk Management.

**ENQUIRIES**

: Ms. Amanda Nene at 072 668 0029/076 521 4118

**POST 28/155**

: **DIRECTOR: MANAGEMENT ACCOUNTING REF NO: REFS/023055**  
Chief Directorate: Financial Management

**SALARY**

: R1 266 714 - R1 492 122 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

**CENTRE  
REQUIREMENTS**

: Head Office (Johannesburg)  
: An undergraduate qualification at NQF level 7 in Financial Management/Accounting/Business Administration. A minimum of 5 years' experience at middle/senior managerial level. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: Knowledge of GPG and DID policies and procedures. Relevant legislation and Public Service Regulations.

## **DUTIES**

Understanding DID related projects or agencies. Knowledge of SLAs. Knowledge of the procurement policy and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations, Financial Delegations and Risk Management. Skills: Communication. Report writing. Analytical Presentation. Planning and organising. Leadership. Negotiation, Influencing. Attributes- People oriented. Innovative. Credible.

: Support the Chief Director and other departmental officials in the execution of their functions in terms of the Public Finance Act and Treasury Regulations. Establish and maintain appropriate systems (analytical tools, information systems and models or projections of cost behaviour) and policies to ensure effective and efficient management of resources. Establish and implement strategic budget systems. Manage performance of the departmental programmes. Manage budget and expenditure and trading accounts of the department. Maintain communication with the CFO and availability of relevant financial information. Maintain full and proper records of financial affairs of the department. Ensure correspondence of departmental expenditure with the vote of the department and the main division within the department. Develop effective and appropriate mechanisms to prevent unauthorised expenditure. Manage the identification of revenue sources. Reconcile revenue records. Manage compliance with the annual Division of Revenue Act. Implement and monitor well-designed best practice revenue models for the department. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the of the departmental budget allocations. Demonstrate knowledge of general concepts of financial planning, budgeting and forecasting and how they interrelate. Manage and monitor financial risk. Continuously look for new opportunities to obtain and save funds. Prepare financial reports and guidelines based on prescribed formats. Understand and weigh up financial implications of propositions. Align expenditure to cash flow projections. Develop corrective measures/actions to ensure alignment of budget to financial resources. Manage client relations and stakeholder management. Manage risks and implementation of risk mitigation strategies. Align the strategic priorities and the workplans of the unit with the priorities of DID. Develop operational plans for Branch and work plans. Manage written contributions to Departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc. Sign performance agreements for the unit based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in unit and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Develop and update the service delivery and work plan for the unit. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage skills transfer between personnel in the unit and outside technical assistants and/or consultants. Plan & allocate work responsibilities and processes to control work performance including quality assurance.

## **ENQUIRIES**

: Ms. Sikelelwa Mboto at 076 942 4090

## **POST 28/156**

: **DIRECTOR: FINANCIAL ADMINISTRATION AND ACCOUNTING SERVICES**  
**REF NO: REFS/023060**  
Chief Directorate: Financial Management

## **SALARY**

: R1 266 714 - R1 492 122 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

## **CENTRE REQUIREMENTS**

: Head Office (Johannesburg)  
: An undergraduate qualification at NQF Level 7 in Financial Management/Accounting/Business Administration or related qualification as recognised by SAQA. A minimum of 5 years' experience at middle/senior managerial level. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: knowledge of GPG and DID policies and procedures. Relevant



	legislation and Public Service Regulations. Understanding DID related projects or agencies. Knowledge of SLAs. Knowledge of the procurement policy and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations, Financial Delegations and Risk Management. Skills: Communication. Report writing. Analytical Presentation. Planning and organising. Leadership. Negotiation, Influencing. Attributes - People oriented. Innovative. Credible.
<b><u>DUTIES</u></b>	: Manage the development and monitoring of financial administration and accounting policies, systems and processes. Manage the provision of delegations and governance frameworks. Manage financial information systems. Manage the provision PAYE, UIF and debt management services. Manage the provision of reconciliation and accounting services. Manage the submission of monthly financial reports. Manage the preparation of quarterly and annual financial statements. Manage the analysis of expenditure and provision of financial support to Responsibility Managers. Manage the provision of support to District Maintenance Hubs in terms of expenditure against budgets. Manage the certification of payroll and processing of employee costs, advances, claims and transfers. Manage the allocation and approval of payments on systems. Manage payment-related queries. Sign performance agreements for the Directorate based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in the Directorate and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Determine the Human Resources needs of the Directorate in consultation with Corporate Services. Develop and update the service delivery and work plan for Directorate. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage and direct skills transfer between personnel in the Directorate and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage funds in the Directorate in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the Directorate in terms of the departmental budget allocations. Manage client relations and stakeholder management. Manage risks and implementation of risk mitigation strategies. Align the strategic priorities and the work plans of the Directorate with the priorities of GDID. Develop operational plans for Directorate and work plans for each Director in the Directorate. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan.
<b><u>ENQUIRIES</u></b>	: Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<b><u>POST 28/157</u></b>	: <b><u>DIRECTOR: SCM CONSTRUCTION PROCUREMENT (EDUCATION)</u></b> <b><u>HEALTH REF NO: REFS/023046</u></b> Chef Directorate: Construction Procurement: SCM
<b><u>SALARY</u></b>	: R1 266 714 - R1 433 355 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<b><u>CENTRE REQUIREMENTS</u></b>	: Head Office (Johannesburg) : An undergraduate qualification at NQF Level 7 in Supply Chain Management/Logistics/Cost and Management Accounting/Business Management/Business Administration/Strategic Source/Purchasing Management recognized by SAQA. A minimum of 5 years' experience at middle/senior managerial level. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the procurement policy and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. Knowledge of BAS. Change Management. Project

**DUTIES**

Management. Conflict Management Financial Management. Skills: Planning and organising. Leadership. Policy formulation. Policy analysis. Attributes- Strategic. Decisive. Influential.

: Manage demand and planning. Manage the review of business cases for procurement. Manage the confirmation of needs and priorities of Sector Departments for infrastructure projects. Manage the finalisation of procurement plans. Manage cross functional teams to finalise bid specification documentation. Manage contracts and supply chain performance. Manage the administration of contracts. Manage the opening, updating and maintenance of project records and files. Manage supply chain performance. Manage guarantees and retention. Manage administrative and financial close out of projects. Manage acquisition. Manage the supplier database, vetting and tender administration. Manage evaluation and award of tenders. Manage professional secretariat services to procurement committees. Manage the provision of professional secretariat services for Documentation Review Committee. Manage the provision of secretariat services for Bid Evaluation Committee. Manage the provision of professional secretariat services for Bid Adjudication Committee. Manage the provision of professional secretariat services for tender briefing meetings. People Management. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Financial Management. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the unit in terms of the departmental budget allocations. Manage the effective spending of infrastructure grant funding. Strategic Management. Manage client relations and stakeholder management. Manage risks and implementation of risk mitigation strategies. Align the strategic priorities and the work plans of the unit with the priorities of DID. Develop operational plans for the unit and work plans. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.

**ENQUIRIES**

: Ms. Sikelelwa Mboto at 076 942 4090

**POST 28/158**

: **DIRECTOR: HUMAN RESOURCES ADMINISTRATION REF NO: REFS/023049**

Chief Directorate: Human Resources Management

**SALARY**

: R1 266 714 - R1 492 122 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

**CENTRE REQUIREMENTS**

: Head Office (Johannesburg)

: A qualification at NQF Level 7 in Human Resources Management as recognised by SAQA. A minimum of 5 years' experience at middle/senior managerial level. A valid driver's license. A Pre-Entry SMS Certificate. Full PESRSAL Certificate is mandatory. Competencies: knowledge of GPG and DID policies and procedures. Relevant legislation and Public Service Regulations. Understanding of expectations of customers. Knowledge of Contracts. Management information knowledge. Project management methodologies. Project Management. People Management. Financial Management. Conflict Management. Skills: Problem solving. Diversity awareness. Communication. Analytical. Initiative. Innovation/ continuous

	improvement. Planning and organising. Leadership Negotiation. Influencing Attributes - People oriented. Innovative.
<b><u>DUTIES</u></b>	: Manage the advertising of posts. Manage the provision of support with selection processes. Manage the administration of appointments. Manage the provision of conditions of services. Manage the provision of HR registry services. Manage the administration of termination of services. Manage the conducting of HR audits. Manage and provide support with the implementation of PILLIR. Manage the development and maintenance of database and systems regarding HR information. Manage HR reports and staff establishment. Manage HR communications. Manage the staff establishment. Manage payroll. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the unit in terms of the departmental budget allocations. Manage the effective spending of infrastructure grant funding. Manage client relations and stakeholder management. Manage risks and implementation of risk mitigation strategies. Align the strategic priorities and the work plans of the Chief Directorate with the priorities of GDID. Develop operational plans for Chief Directorate and work plans for each Director in the Chief Directorate. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.
<b><u>ENQUIRIES</u></b>	: Ms. Sikelelwa Mboto at 076 942 4090/076 521 4118
<b><u>POST 28/159</u></b>	: <b><u>DIRECTOR: LOGISTICAL OFFICE SUPPORT SERVICES REF NO: REFS/023054</u></b> Directorate: Logistical Office Support Services
<b><u>SALARY</u></b>	: R1 266 714 - R1 492 122 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<b><u>CENTRE REQUIREMENTS</u></b>	: Head Office (Johannesburg) : A qualification at NQF Level 7 in Public Administration /Public Management/Business Administration/ Social Sciences. A minimum of 5 years' experience at middle/ senior managerial level. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: GPG and DID policies and procedures. Relevant legislation and Public Service Regulations. Contract Management. Knowledge of SLAs. Understanding of expectation of customers. Skills: Communication, Analytical, Research, Negotiation and Report writing. Planning and Organising. Ability to convert Policy into action. Attributes- Self Driven, Innovative. Team player and Flexible, Proactive and Resourceful. Quality oriented. Influential and problem-solving Client focused/centric.
<b><u>DUTIES</u></b>	: Manage the development of policies and processes for office support and auxiliary services. Develop a master plan to manage the logistics of all GDID buildings. Develop full review report for gap analysis and intervention strategies. Set minimum standards for registry services and transport services. Establish appropriate service provider and contractor databases. Manage the provision and maintenance of internal record management services. Manage administration and coordination of proper Records. Manage registry according to the National Archives Act. Manage the provision of centralised secretary and driver/messenger services. Manage the development of transport services

blueprint. Manage parking allocations and set requirements for occupancy ratios. Manage the daily rendering of Messenger and Courier services. Manage the provision of professional secretariat services for executive meetings and executive committees. Manage the provision of food and office support services. Manage rendering of departmental Diaries services. Manage the provision of auxiliary services. Manage the provision of printing services. Develop policies and processes. Manage the provision of telecommunication services. Manage the provision of reproductive and printing services. Manage mass reproduction functions. Manage the provision of reception and switchboard services. Manage the Switchboard and Telephonic activities. Manage the co-ordination of Tele-directory communications. Manage front line Reception desk services to depart internal and external clients. People Management, Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Financial Management. Strategic Management. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the unit in terms of the departmental budget allocations. Manage the effective spending of funding for special green technology projects and programmes. Strategic Management. Align the strategic priorities and the work plans of the unit with the priorities of DID. Develop operational plans and work plans for subordinates. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.

**ENQUIRIES**

: Ms. Sikelelwa Mboto at 076 942 4090/076 521 4118

**POST 28/160**

: **DIRECTOR: ORGANISATIONAL RISK MANAGEMENT REF NO: REFS/023048**  
Branch: Office of the HOD

**SALARY**

: R1 266 714 - R1 492 122 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

**CENTRE REQUIREMENTS**

: Head Office (Johannesburg)  
: An undergraduate qualification at NQF Level 7 in Risk Management or Commerce as recognised by SAQA. A minimum of 5 years' experience at middle/ senior managerial level. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: GPG and DID policies and procedures. PFMA and Treasury regulations. Relevant legislation and Public Service Regulations. Understanding DID related projects or agencies. Knowledge of Financial Management and Provisioning Administration. National Treasury Risk Management Framework. Policy development. Change management. Project Management. Skills: Financial management. Human Resources and Administration. Project management. Presentation and Report writing. Planning and Organising. Stakeholder relationship management. Negotiation and dispute resolution. Facilitation of workshops and meetings with diverse spectrum of role players at senior level. Attributes- Decisive, Team worker. Diversity and Customer focused. Proactive and resourceful. Flexible/ Change oriented. Cost conscious. Quality oriented. Responsive, People oriented, Credible and Innovative. Problem solving ability. Decisive and Strategic.

**DUTIES**

: Manage the development, implementation and execute a comprehensive process for identifying, assessing, mitigating, monitoring and reporting on risk. Manage the development, implementation and maintenance of the department's enterprise risk management (ERM) strategy and supporting policies. Manage the conducting of risk analysis, develop and manage the department's risk maturity profile in the core and support business. Manage the compilation of the strategic and operational risk register. Manage the reporting of all relevant ERM matters, including findings, risk positions and recommendations to relevant stakeholders. Manage the coordination of

SCOPA and Audit Committee. Manage the evaluation and prioritization of risk analysis projects across the department. Manage the utilization of sources of information (e.g. internal audit reports, investigation reports, security reports etc.) to validate results of risk identification and assessment processes/workshops. Manage the supporting of Risk Management Operational Committee. Manage the development and implementation of the business continuity management plans, policies and strategies. Manage the conducting of awareness campaigns to alert employees of disruptive events. Manage the supporting of the Business Continuity Management Committee. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the unit in terms of the departmental budget allocations. Manage the effective spending of infrastructure grant funding. Manage client relations and stakeholder management. Manage risks and implementation of risk mitigation strategies. Align the strategic priorities and the work plans of the Directorate with the priorities of GDID. Develop operational plans for unit and work plans for each Deputy Director in the unit. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.

Ms. Amanda Nene at 072 668 0029/076 521 4118

#### **ENQUIRIES**

**POST 28/161**

: **DIRECTOR: PROPERTY MANAGEMENT AREA 2 (REVENUE AND EXPENDITURE MANAGEMENT) REF NO: REFS/023058**  
Branch: Property Management

#### **SALARY**

: R1 266 714 - R1 492 122 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

#### **CENTRE REQUIREMENTS**

: Head Office (Johannesburg)  
: An undergraduate qualification at NQF Level 7 or equivalent in Property Studies/ Finance/Business Economics or related as recognised by SAQA. A minimum of 5 years' experience at middle/senior managerial level in property finance environment. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: Knowledge of PFMA/ Treasury Regulations. Property Finance. All different contract options for leases. Provincial/Departmental Supply Chain Management Policies. Revenue Management. Debtors Management. Public Service Act of 1994 and Regulations of 2016. Government Immovable Asset Management Act of 2007. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998. Change Management. Project Management. Conflict Management. Financial Management. People Management Strategic Management. Skills: Planning and organising. Communication. Computer literacy. Analytical. Presentation. Report writing. Interpersonal skills. Attributes – Strategic. Decisive. Influential. Team player. Able to work independently. Professional. Confidential. Ability to work under pressure. Quality- driven.

## **DUTIES**

: Manage Property Financial planning, budgeting and reporting. Manage and coordinate the financial planning and budgeting process for the Branch. Manage and ensure inclusion of identified risks and opportunities into the financial forecast/plans. Manage the validation of all municipal account. Manage the payments of all municipal accounts services, rates & taxes and lease payments. Manage the payments of all landlord accounts. Manage all debtors and creditors related to municipal services and rental accounts. Manage and direct payments of rentals in line with lease contracts. Creditor's management. Manage payment of all creditors within prescribed period. Manage and ensure accurate monthly billing of all rentals and recoveries (rates & taxes, water, electricity). Manage and direct the collection of lease payments. Conduct monthly/quarterly/annual accounts reconciliation. Debtor's management. Manage reconciliation of all accounts. Manage relationship between the Directorate, internal and external audit team. Manage and ensure timeous response on all internal and external audit request for information. Manage and co-ordinate all directorate queries and responses. Manage implementation of audit mitigation plans to reduce audit findings in the Property Branch. Sign performance agreements for the Directorate based on approved Job Descriptions, Strategic and Annual Performance Plans and Operation Plans of the Department. Manage human resource in the Directorate and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback (aligned to quarterly performance assessments) to personnel on performance. Mentor and coach personnel. Determine the Human Resources needs of the Directorate in consultation with Corporate Services. Develop and update the service delivery and work plan for the Directorate. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities to the Department through quarterly personnel meetings. Manage and direct skills transfer between personnel in the Directorate and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage funds in the entire Chief Directorate in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the Property Management branch in terms of the departmental budget allocations. Ensure timeous allocation of all accruals. Conduct analysis activities to improve the Branch's financial performance. Manage and review the actual performance against the plan to identify gaps, update forecasts and recommend actions to improve performance where required. Manage development of contingency plans. Manage the accuracy and alignment in reporting between the reporting done by Departmental financial team and the Branch. Manage client relations and stakeholder management. Manage risks and implementation of risk mitigation strategies. Align the strategic priorities and the work plans of the Directorate with the priorities of DID. Develop operational plans for the Directorate. Manage written contributions to departmental quarterly progress reports, Annual Reports, SCOPA, Budget speeches, Annual Performance Plan, etc. Provide adhoc, monthly, quarterly and annual financial reporting.

## **ENQUIRIES**

: Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

## **POST 28/162**

: **DIRECTOR: OFFICE OF THE HOD REF NO: REFS/023183**  
Branch: Office of the HOD

## **SALARY**

: R1 266 714 - R 1 492 122 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

## **CENTRE REQUIREMENTS**

: Head Office (Johannesburg)  
: An undergraduate qualification at NQF Level 7 in Public Administration/Business Management or related field as recognised by SAQA. A minimum of 5 years' experience at middle/senior managerial level. A valid driver's license. Pre-Entry SMS Certificate. Competencies: Knowledge of GPG and DID policies and procedures. Understanding of different project management principles. Relevant legislation and Public Service Regulations. Understanding DID related projects or agencies. Understanding of

expectations of customers. Knowledge of SLAs. Management information knowledge. Planning and organisation of meetings, conferences & travel schedules. People management. Financial Management. Project Management. Policy development. Skills: Ability to draft complex documentation. Ability to manage various office activities. Ability to work under pressure. Ability to make sound judgements. Customer service oriented. Financial management. Change management. Attributes – Diversity management. Self-management. Quality Orientated. Problem solving ability. Cost conscious. Innovative. Decisive.

## **DUTIES**

: Ensure efficient liaison between the Offices of the HoD and MEC. Ensure the effective coordination between the Office of the HoD and Office of the Premier. Ensure provision of effective secretariat support services to the HoD. Establish and maintain systems for effective workflow to enable enhanced function of the Department through the Branches of the Department. Monitor compliance with relevant committees and legislature bodies' resolutions, to which the department accounts. Ensure that all reports from different branches in the Department are coordinated, analysed and consolidated. Facilitate and prepare monthly management reports for the MEC. Coordinate the planning and budgeting for the office of the HOD. Supervise the provision of secretariat services to ensure formalised decision-making structures in the Department. Ensure document management and classification of documents. Ensure the management of the HoD's diary, year plan and decision notices, effectively. Ensure appropriate accessibility arrangement for key stakeholders to the Office of the HoD. Sign performance agreements for the Directorate based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in the Directorate and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Manage funds in the Directorate in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the Directorate in terms of the departmental budget allocations. Align the strategic priorities and the work plans of the Directorate with the priorities of GDID. Develop operational plans for Directorate and work plans for each employee in the Directorate. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.

## **ENQUIRIES**

: Ms. Sikelelwa Mboto at 076 742 4090

## **OTHER POSTS**

## **POST 28/163**

: **CHIEF ENGINEER: MECHANICAL REF NO: REFS/022707**  
Chief Directorate: Engineering Services

## **SALARY**

: R1 266 450 - R2 388 657 per annum, (all-inclusive package). The package includes a basic: salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).

## **CENTRE REQUIREMENTS**

: Head Office (Johannesburg)  
: A Degree at (NQF 7) in Mechanical Engineering (B Eng/ BSC Eng) or relevant qualification recognised by SAQA. A minimum of six years post qualification experience as a registered Professional Engineer. Compulsory registration with ECSA as a Professional Engineer. A valid driver's licence. Competencies: Knowledge of Act of 1977 and Regulations. Knowledge of Engineering Profession Act, 2000, Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. Knowledge of PFMA/DORA/Treasury Regulations. Knowledge of All different contract options for infrastructure projects. Knowledge of Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Knowledge of Broad. Based Black Empowerment Act of 2003. Knowledge of Preferential Procurement Act of 2000 and Regulations. Knowledge of Public Service Act of 1994 and Regulations of 2016. Knowledge of Government Immovable Asset Management Act of 2007. Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Skills: Strategic capability and

**DUTIES**

leadership. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication and Computer skills. People management skills. Planning and organising. Conflict management and negotiation skills. Attributes: Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting. Professional judgment. Research and Development. Creating a high-performance culture.

: Perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology. Pioneer new engineering services. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure sufficient cash flow management. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES**

: Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

**POST 28/164**

: **CHIEF ENGINEER: STRUCTURAL/ CIVIL REF NO: REFS/022708**  
Chief Directorate: Engineering Services.

**SALARY**

: R1 266 450 - R2 388 657 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).

**CENTRE  
REQUIREMENTS**

: Head Office (Johannesburg)  
: A Degree at (NQF 7) in Civil/Structural Engineering (B Eng/ BSC Eng) or relevant qualification as recognised by SAQA. A minimum of six years post qualification experience as a registered Professional Engineer. Compulsory registration with ECSA as a Professional Engineer. A valid driver's licence. Competencies: Knowledge of Act of 1977 and Regulations. Knowledge of Engineering Profession Act, 2000, Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. Knowledge of PFMA/DORA/Treasury Regulations. Knowledge of All different contract options for infrastructure projects. Knowledge of Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Knowledge of Broad-Based Black Empowerment Act of 2003. Knowledge of Preferential Procurement Act of 2000 and Regulations. Knowledge of Public Service Act of 1994 and Regulations of 2001. Knowledge of Government Immovable Asset Management Act of 2007.



	Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Skills: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication and Computer skills. People management skills. Planning and organising. Conflict management and negotiation skills. Attributes: Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting. Professional judgment. Research and Development. Creating a high-performance culture.
<b><u>DUTIES</u></b>	: Perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology. Pioneer new engineering services. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure sufficient cash flow management. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<b><u>ENQUIRIES</u></b>	: Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<b><u>POST 28/165</u></b>	: <b><u>CHIEF ENGINEER: CIVIL/STRUCTURAL REF NO: REFS/022727</u></b> Directorate: Infrastructure Delivery Eastern/Central Cluster
<b><u>SALARY</u></b>	R1 266 450 - R2 388 657 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<b><u>CENTRE REQUIREMENTS</u></b>	: Head Office Johannesburg : A Degree (NQF 7) in Structural/Civil Engineering (B Eng/ BSC Eng) in Civil/Structural Engineering or relevant qualification recognised by SAQA. A minimum of six years post qualification experience as a registered Professional Engineer. A valid Driver's License. Compulsory registration with ECSA as a Professional Engineer. Knowledge of Public Service Act of 1994 and Regulations of 2016. Government Immovable Asset Management Act of 2007. Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. National Environmental Management Act, 1998 and related Protocols and Regulations. PFMA/DORA/Treasury Regulations,

Practice Notes, Instructions, Circulars. Knowledge of Provincial/Departmental Supply Chain Management Policies. Construction Industry Development Board Act of 2000 and Regulations. Hazardous Substances Act 15 of 1973. Broad Based Black Empowerment Act of 2003. Knowledge of Engineering Profession Act of 2000. Skills: Strategic capability and leadership. Problem solving and analysis. Creativity, Financial management, Customer focus and responsiveness. Communication, Computer skills, People management, Planning and organising, Conflict management, Negotiation skills and Change management. Attributes: Responsive, Credible, Flexible, Quality-oriented, Creative, Decision making and Team leadership. Competencies: Knowledge of Public Service Act of 1994 and Regulations of 2016. Government Immovable Asset Management Act of 2007. Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. National Environmental Management Act, 1998 and related Protocols and Regulations. PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars. Knowledge of Provincial/Departmental Supply Chain Management Policies. Construction Industry Development Board Act of 2000 and Regulations. Hazardous Substances Act 15 of 1973. Broad Based Black Empowerment Act of 2003. Knowledge of Engineering Profession Act of 2000. Skills: Strategic capability and leadership. Problem solving and analysis. Creativity, Financial management, Customer focus and responsiveness. Communication, Computer skills, People management, Planning and organising, Conflict management, Negotiation skills and Change management. Attributes: Responsive, Credible, Flexible, Quality-oriented, Creative, Decision making and Team leadership.

## **DUTIES**

: Perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology. Pioneer new engineering services. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Assist with the establishment of the statutory structures as required in terms of the Act. Monitor OHS training interventions at all Health Facilities in terms of equipment. Monitor compliance of equipment with the OHS Act in all Health Facilities. Monitor training and related activities. Monitor safety audits. Monitor waste management policies and procedures. Monitor effective implementation of waste management and compliance with legislative requirements. Ensure continuous professional development to keep up with new technologies and procedure. Research on technical engineering technology to improve expertise. Liaise with relevant bodies and councils on engineering related matters. Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient

		communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.
<b><u>ENQUIRIES</u></b>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<b><u>POST 28/166</u></b>	:	<b><u>DEPUTY DIRECTOR: PROVINCIAL MAINTENANCE HUB REF NO: REFS/023158</u></b> Chief Directorate: Maintenance
<b><u>SALARY</u></b>	:	R896 436 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Johannesburg) A qualification at NQF Level 6 or 7 in Built Environment /Project Management. A minimum of. 5 years' experience, of which 3 years must be at ASD level. A valid driver's license. Competencies: GPG and Department of DID policies and procedures. Relevant legislation and Public Service Regulations. Understanding Department of DID related projects or agencies. Understanding of expectations of customers. Knowledge of SLAs. Management information knowledge. Skills: Analytical thinking, Research. Computer Literacy. Policy formulation. Interpretation of statutes and policies. Financial management. Customer relationship management. Performance management. Adaptability during changes to meet goals Attributes- Decisive, Team worker, Diversity focused. Customer focused. Proactive and resourceful. Flexible/ change oriented. Cost conscious, Quality oriented, Innovative. Problem solving ability.
<b><u>DUTIES</u></b>	:	Prepare annual operational plan. Prepare annual procurement plan. Manage funds in the Provincial Maintenance Hub in compliance with Public Finance Management Act and the Treasury Regulations. Monitor the updating the maintenance management system in terms of approved plans. Analyse technical information. Make recommendations on interventions to be implemented. Monitor implementation of technical repairs. Provide guidance on repairs. Manage the provision of supplies and spares. Manage the customisation of specifications. Manage procurement through LOGIS. Monitor performance of suppliers. Intervene if performance of suppliers is below standards. Recommend payments of suppliers. Liaise with suppliers in terms of outsourced services. Provide inputs to specifications for new repairs. Manage the procurement process. Oversee effective implementation of new installations. Validate that users are trained on the use of new equipment. Validate that maintenance management system has been updated. Validate performance by suppliers before invoices are approved for payment. Meet with Heads of Health Facilities and suppliers. Agree on service delivery standards and turnaround times. Keep Clients informed on progress. Follow up if Clients are satisfied with service and timeframes. Address complaints of Clients and manage feedback to Clients. Keep updated with new technologies and procedures. Apply new technologies and research findings in the work environment. Sign performance agreements for the Provincial Maintenance Hub based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in the Provincial Maintenance Hub and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Plan and allocate work responsibilities and processes to control work performance including quality assurance.
<b><u>ENQUIRIES</u></b>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<b><u>POST 28/167</u></b>	:	<b><u>DEPUTY DIRECTOR: TECHNICAL SERVICES REF NO: REFS/023160</u></b> Chief Directorate: Maintenance
<b><u>SALARY</u></b>	:	R896 436 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<b><u>CENTRE</u></b>	:	Tshwane District Maintenance Hub

<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF Level 6 or 7 in Built Environment. A minimum of 5 years' experience, of which 3 years should be at the ASD level. A valid driver's license. Competencies: GPG and DID Policies, Strategies and Processes. Relevant legislation, regulations and policies. PFMA and Treasury Regulations. Provincial/Departmental Supply Chain Management Policies. Intergovernmental Fiscal Relations Act of 1997 and Intergovernmental Framework Act of 2005. Skills: Communication, Risk Analysis, Technical specification and designs. Report- writing. Computer Literacy. Attributes- People centred. Honesty and integrity. Attention to detail. Problem-solver. Results-focused.
<b><u>DUTIES</u></b>	:	Manage the preparation of the annual operation plan. Manage the preparation of the annual procurement plan. Manage updating of the maintenance management systems in terms of approved plans. Manage the customizations of specifications. Manage the procurement processes of all goods and services, technical spares and supplies, including specification and participation in evaluation and bid adjudication. Control and monitor funds for the maintenance in compliance with PFMA and Treasury Regulations. Manage procurement through the prescribed system. Manage maintenance schedules (corrective and preventative) and maintenance plans. Conduct condition assessments related to all disciplines. Perform inspections, verify lifespan of electro-mechanical equipment and maintenance records. Manage implementation of day-to-day maintenance services. Manage implementation of routine and preventative maintenance services. Meet with Heads of health facilities and suppliers. Agree on service delivery standards and turnaround times. Follow up if clients are satisfied with services and timeframes. Address complaints of clients and manage feedback to clients. Sign performance agreements for the unit based on approved job descriptions, strategic and annual performance plans of the department. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs. Provide regular verbal and written feedback to personnel on performance. Mentor and coach personnel. Develop a succession plan for the unit. Develop and update the service delivery and work plan for the unit. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage skills transfer between personnel in the Maintenance Hub and outside technical assistants and/or consultants. Plan & allocate work responsibilities and processes to control work performance including quality assurance.
<b><u>ENQUIRIES</u></b>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<b><u>POST 28/168</u></b>	:	<b><u>DEPUTY DIRECTOR: BOILERS REF NO: REFS/023161</u></b> Chief Directorate: Engineering Services
<b><u>SALARY</u></b>	:	R896 436 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Tshwane
	:	A qualification at NQF Level 6 or 7 in Built Environment. A minimum of 5 years' experience, of which 3 years should be at ASD level. A valid driver's license. Registration with Professional Body [Technician/ Technologist/Engineer] will be added advantage. Competencies: GPG and DID Policies, Strategies and Processes. Relevant legislation, regulations and policies. PFMA and Treasury Regulations. Provincial/Departmental Supply Chain Management Policies. Intergovernmental Fiscal Relations Act of 1997 and Intergovernmental Framework Act of 2005. Skills: Communication. Risk Analysis. Technical specification and designs. Report- writing. Computer Literacy. Attributes- People centred. Honesty and integrity. Attention to detail. Problem-solver. Results-focused.
<b><u>DUTIES</u></b>	:	Prepare annual operational plan. Prepare annual procurement plan. Manage funds for the boiler maintenance compliance with Public Finance Management Act and the Treasury Regulations. Monitor the updating of the maintenance management system in terms of approved plans. Analyse technical information. Make recommendations on interventions to be implemented. Monitor implementation of technical repairs. Provide guidance on repairs. Manage the provision of suppliers and spares. Manage the customisation of

specifications. Manage the procurement through prescribed system. Monitor performance of suppliers. Intervene if performance of suppliers is below standards. Recommend payments of suppliers. Liaise with suppliers in terms of outsourced services. Provide inputs to specifications for new repairs. Manage the procurement process. Oversee effective implementation of new installations. Validate that users are trained on the use of new equipment. Validate that maintenance management system has been updated. Validate performance by suppliers before invoices are approved for payment. Plan and budget for water treatment. Manage procurement of Service Providers for water testing. Manage water treatment contracts. Interpret water testing results for updating of maintenance plans for Boilers. Meets with Heads of Health facilities and suppliers. Agree on service delivery standards and turnaround times. Keep Clients informed on progress. Follow up if Clients are satisfied with service standards and timeframes. Address complaints of Clients and manage feedback to Clients. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

<b><u>ENQUIRIES</u></b>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<b><u>POST 28/169</u></b>	:	<b><u>DEPUTY DIRECTOR: SECURITY MANAGEMENT SERVICES REF NO: REFS/023166</u></b> Directorate: Security Management Services
<b><u>SALARY</u></b>	:	R896 436 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Johannesburg) A qualification at NQF 6 or 7 in Security Management/ Policing Science/Criminology. A minimum of 5 years' experience, of which 3 years must be at ASD level. A valid driver's license. State Security Agency (SSA) Security Manager's Course. Competencies: Public Service Act and Regulations. GPG and GDID policies, procedures, strategies and plans. Public Financial Management Act (PFMA) and Treasury Regulations. National Information Security Policy. Service Delivery Principles (Batho Pele) Principles of security investigations. Skills: Verbal and written communication. Time management. Negotiation. Problem solving and analysis. Facilitation. Interpersonal relation. Computer Literacy. Attributes- Ability to work independently. Reliable. Honest. Customer-oriented. Quality-oriented.
<b><u>DUTIES</u></b>	:	Draft internal security policy and guidelines for all departmental buildings and monitor compliance. Develop a strategy to mitigate risk, maintain continuity of operations and safeguard the institution. Provide advice and guidance with regards to security policies and standards. Advise management on security matters. Conduct threat and risk assessments within the Department and recommend countermeasures commensurate with the risk identified. Create and maintain a security risk awareness program. Monitor the extent of adherence/compliance to the security policy and measures and initiate corrective/disciplinary measures. Create, develop and maintain a security training capacity for the department and conduct training sessions of all officials. Liaise with other organs of state on security matters. Research and deploy state-of-the art technology solutions and innovative security management techniques to safeguard the Department's assets. Implement the MPSS and MISS. Coordinate and implement site security, operations and activities to ensure protection of executives, managers, employees, customers,

stakeholders, visitors, etc and physical and information assets, while ensuring optimal use of personnel and equipment. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants.

<b><u>ENQUIRIES</u></b>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<b><u>POST 28/170</u></b>	:	<b><u>DEPUTY DIRECTOR: TRANSFORMATION AND MAINSTREAMING REF NO: REFS/023168</u></b> Directorate: Transformation and Mainstreaming
<b><u>SALARY</u></b>	:	R849 702 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office A qualification at (NQF 6)/Degree (NQF 7) in Development Studies, Public Administration, Social Sciences or equivalent qualification as recognised by SAQA. A minimum of 5 years relevant public or private sector experience in of which 3 years must be at ASD level. A valid driver's license. Competencies: Knowledge of GPG and DID policies and procedures. Legislation and Public Service Regulations. DPSA guidelines Knowledge of Departmental Strategy and Employment Equity Act. Skills -Communication. Computer literacy. Analytical. Presentation. Report writing. Interpersonal skills. Attributes - Self-Driven. Innovative. Team player. Adaptable Competencies: Knowledge of PFMA/ Treasury Regulations. All different contract options for leases. Provincial/Departmental Supply Chain Management Policies. Public Service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Project Management. Financial Management. Conflict Management. People Management. Skills- Communication. Report writing. Analytical, Negotiation, Facilitation, Presentation, Interpretation of legislation, Financial and administrative skills and Budgeting. Planning and organising, Leadership, Negotiation, Influencing. Attributes: Self- Driven. Responsible. Innovative. Team Player. Adaptable. Resilient. Strategic. Decisive. Credible. Motivating.
<b><u>DUTIES</u></b>	:	Advocate for gender, women, youth, disability, older persons, LGBTIQ+ and historically disadvantaged needs to be considered and integrated in departmental planning processes. Provide strategic and operational support to various Directorates/ Sub-Directorates on compliance with National and Provincial reporting obligations related to matters of transformation and mainstreaming. Co -ordination role in respect of main streaming of historically disadvantaged, women, LGBTIQ+, persons with disabilities, older persons and youth development issues in the departmental programmes and budgets. Development and monitoring of policy frameworks, strategies, plan of action, minimum norms, standards and practice in respect of mainstreaming of historically disadvantaged and targeted / vulnerable groups. Provide analytical research, monitoring and report writing capacity. Implement performance review mechanisms established to continuously monitor and evaluate all programmes as informed by the status quo report as well the 5years POA of the Department and Provincial Government. Manage the implementation of advocacy and awareness campaigns to further the rights of youth in the department and in Province. Co -ordinate the Departmental and Municipal Intergovernmental gender, disability and older persons, youth and LGBTIQ+forums and sectorial meetings to institutionalize delivery to the targeted / vulnerable groups. Compilation of regular reports for the various

targeted stakeholders and organs of Government. Uphold and contribute towards Good-Governance & Management practices and implementation of Batho- Pele principles.

**ENQUERIES** : Ms. Sikelelwa Mboto at 076 942 4090/076 521 4118

**POST 28/171** : **DEPUTY DIRECTOR: LOGISTICAL OFFICE SUPPORT REF NO: REFS/023176**  
Directorate: Logistical Office Support Services

**SALARY** : R896 436 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).

**CENTRE REQUIREMENTS** : Head Office (Johannesburg)  
: A qualification at (NQF 6)/ Degree (NQF 7) in Logistics Management/ Administration/Office Management/Public Administration/Public Management as recognised by SAQA. A minimum of 5 years relevant experience in office support services of which 3 years must be at ASD level. A valid driver's license. Competencies: Knowledge of GPG and DID policies and procedures. Legislation and Public Service Regulations. Contract Management. Knowledge of SLAs Skills - Communication. Computer literacy. Analytical. Presentation. Report writing. Interpersonal skills. Attributes - Self-Driven. Innovative. Team player. Adaptable.

**DUTIES** : Develop policies and processes for office support and auxiliary services. Provide and maintain internal record management services. Maintenance of the File Plan. Provide centralized registry and driver/messenger services. Render food and office support services. Provide reproduction and mass printing services. Provide reception, telephonic, and switchboard services. Manage the co-ordination of Tele-directory communications. Manage frontline reception desk services to departmental internal and external clients. Develop a master plan to manage the logistics of all DID buildings. Perform contract management functions for internal projects in the Directorate. Develop full review report for gap analysis and intervention strategies. Set minimum standards for registry services and transport services. Establish appropriate service provider and contractor databases. Manage physical and electronic information and records. Manage administration and coordination of the electronic management system, manage e-submissions and workflows. Manage registry per the National Archives Act. Develop a transport services blueprint. Manage the daily rendering of messenger and courier services. Manage mass reproduction functions. Provide professional secretariat services for executive meetings and executive committees. Manage rendering of departmental Diaries services. Ensure the Terms of Reference (ToRs) and Charters for management meetings are adopted, approved and ensure that they are updated as and when necessary. Ensure compliance with the Management and Performance Management Tool (MPAT) reporting timelines. Ensure that request for meetings documents are submitted to managers within deadlines. Quality control of documents received from managers and forwarded for approval. Ensure that documents received comply with the standard template for management meetings. Ensure that documents are produced and packs distributed to relevant stakeholders. Ensure that all received document for meetings are circulated to managers. Ensure that meeting proceedings (e.g.) minutes taking and action list / urgent decisions for the meetings are drafted and circulated to managers. Ensure that recorded decisions are communicated timeously to the respective managers for implementation. Ensure that follow-ups on the action list are done with respective managers and that the consolidated action list are done with respective managers and that the consolidated actions list of the inputs are received from managers. Maintain a record of decisions for each meeting. Ensure that adopted minutes of each financial year are approved and are archived. Ensure that meetings are recorded and audio recordings are kept safely for future reference.

**ENQUIRIE** : Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

<b><u>POST 28/172</u></b>	:	<b><u>DEPUTY DIRECTOR: RECRUITMENT AND APPOINTMENTS REF NO: REFS/023177</u></b> Chief Directorate: Human Resources Management
<b><u>SALARY</u></b>	:	R896 436 per annum. The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Johannesburg) A qualification at NQF Level 6 or 7 in Human Resources Management. PERSAL Certificate is mandatory. A minimum of 5 years' experience, of which 3 years should be at ASD level. A valid driver's license. Competencies: Knowledge of GPG and DID policies and procedures. Relevant legislation and Public Service Regulations. Understanding of expectations of customers. Knowledge of Contracts. Management information knowledge. Project management methodologies. Project Management. People Management. Financial Management. Conflict Management Skills- Problem solving. Diversity awareness. Communication. Analytical. Initiative. Innovation/ continuous improvement. Planning and organising. Leadership. Negotiation and Influencing Attributes- Cost conscious. Flexible/ change oriented. Proactive and resourceful. Quality oriented. Innovative. Decisive. Credible and motivating.
<b><u>DUTIES</u></b>	:	Manage and oversee the function of recruitment, advertising, including the management of the department's day to day relationship with external advertising agents, ensuring that adverts are placed. Authorise weekly advertising schedule and final advert proofs for placement. Assist with off-site recruiting activities including participation in job fairs and professional information sessions. Quality check pre-screening, short listing and interview facilitation to ensure compliance and effective utilisation of resources. Assist with pre-screening and facilitation of interview processes for MMS and SMS positions and when required. Provide inputs in terms of work priorities in accordance with business needs. Serve as committee member on on-boarding committee and provide inputs where required. Manage monthly handover and processing of appointments. Ensure monthly information is communicated to all stakeholders and appointments are announced. Develop and maintain relationships with service providers. Manage services rendered by service providers in terms of SLA's. Manage orders created for service providers in order to avoid overspending. Review service providers on database and source providers in terms of expertise required where necessary. Review and implement recruitment processes to ensure effective time-to-fill metrics are achieved, while managing to achieve EE targets. Provide inputs into monthly reports and interpret data to provide meaningful analysis. Oversee graduate recruitment and Employment Equity as well as Disability recruitment programmes. Ensure all recruitment policies, procedures and techniques are adhered to and provide inputs for policy and strategy reviews through the development of internal controls. Manage equipment in assessment room. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance
<b><u>ENQUIRIES</u></b>	:	Ms. Amanda Nene at 072 648 9579



<b><u>POST 28/173</u></b>	:	<b><u>DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: REFS/023163</u></b> Chief Directorate: Financial Management
<b><u>SALARY</u></b>	:	R896 436 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Johannesburg)
	:	A qualification at NQF level 6/7 in Financial Management/Auditing. A minimum of 5 years' experience of which 3 years should be at ASD level. A valid driver's license. Competencies: Knowledge of the public service regulatory framework. Knowledge of the department's strategy. In depth knowledge of the public finance management Act, Treasury regulations, financial delegations and risk management. Sound knowledge of internal control framework. Public service anti-corruption strategy and fraud prevention measures, government financial systems, principles and practice of financial accounting. Auditing knowledge. Skills: Communication. Computer literacy. Analytical. Presentation, Report writing and Interpersonal skills. Attributes: Team Player. Able to work independently. Confidential. Ability to work under pressure. Quality-driven.
<b><u>DUTIES</u></b>	:	Review the implementation of audit action plan (AG & GAS) designed to resolve audit findings with relevant management. Assess whether action plan have been fully implemented and identify obstacles preventing implementation and advice management accordingly. Implement and monitor a tracking tool for all requested information. Review the request received and facilitate the clarification of any discrepancies with auditors prior to circulating to the relevant managers for providing information within the agreed timelines. Manage the tracking of requested information to be submitted to the auditors daily and assist auditors with any uncertainties on process or process owners which may exist. Manage and guide the team with the quality assurance of all requested information and packaging for submission to auditors with within agreed timelines. Review and quality assure all responses of relevant managers according to supporting documents. Assess if responses are relevant to the actual finding and if action plans do in fact address the root causes for all such finding before submission to auditors. Facilitate the AG war room for tracking the implementation of audit recommendations. Prepare circulars on the improvement of internal controls to address the weaknesses identified during the audit. Coordinate awareness sessions of the internal control systems and its crucial role to departmental officials. Prepare and assess condonation request before approval of the CFO and HOD to request the condonation of Irregular Expenditure. Facilitate the assessment and determination of the Unauthorised, Irregular and Fruitless and Wasteful test. Follow up on the quarterly PFMA compliance reporting to GPT. Assess whether the correct identification of areas impacted by possible misconduct was made by the team and ensure the necessary referrals are made to the Risk management during the reviews and quality assurance of individual reports. Conduct Preliminary evaluation of the overall control environment through engagement with management, reviews of auditor's report, approved plans, review of investigation as well as key controls assessment to be able to adequately commence the internal control plan. Facilitate the development of testing procedures for detail testing of all policies, legislations, norms and standards without assistance from supervisors. Prepare the consolidated reports on the specific work area which the assessment was undertaken for submission to the process owner and to CFO and HOD. Prepare SCOPA responses on internal control deficiencies. Prepare key control dashboard. Develop clean audit strategy. Prepare and maintain list of policies that are in place in the department. Benchmark existing policies against policies that should be in place for the department to function efficiently. Advise relevant components regarding the need to develop policies to improve internal controls and assist with development of policies and procedures. Review of existing policies from time to time and provide recommendations for improvement. Develop compliance universe and compliance action plans. Monitor and report to GPT on the progress of implementation of the compliance action plan quarterly. Coordinate the implementation of policies and procedures in the Department. Review test of controls in various business units. Review the implementation of financial reporting framework when preparing financial statements. Review the implementation of non-financial information framework when preparing annual performance plan and performance report. Review the quarter financial

reports and annual financial report. Review quarterly performance report and annual performance report. Provide assurance on the procurement of goods and service by reviewing of the tender files and RFQ files. Provide assurance on the acceptance and transfer of immovable assets terms of section 42 of PFMA to CFO and HOD. Sign performance agreements for the unit based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in the unit and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Determine the Human Resources needs of the unit in consultation with Corporate Services. Develop and update the service delivery and work plan for the unit. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage and direct skills transfer between personnel in the unit and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

<b><u>ENQUIRIES</u></b>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<b><u>POST 28/174</u></b>	:	<b><u>DEPUTY DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: REFS/ 023164</u></b> Directorate: Good and Services SCM
<b><u>SALARY</u></b>	:	R896 436 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Johannesburg) A qualification at NQF level 7 in Supply Chain Management/Accounting/Economics. A minimum of 5 years' experience, of which 3 years should be at ASD level. A valid driver's license. Competencies: Knowledge of the public service regulatory framework. Knowledge of the department's strategy. In depth knowledge of the public finance management Act, Treasury regulations, financial delegations and risk management. Sound knowledge of Project Management, people Management, financial management and conflict management. Skills: Communication. Computer literacy. Analytical. Presentation, Report writing, planning and organising, negotiation and influencing skills. Attributes- Team Player. Able to work independently. Confidential. Ability to work under pressure. Quality-driven.
<b><u>DUTIES</u></b>	:	Manage advertising the invitation to tender on the CIDB iTender/Register of Projects and/or on the Government Tender Bulletin and/or in suitable media if required. – the task will be informed by the type of procurement procedures defined in the procurement strategy]. It could also include invitations for expressions of interest. Prepare motivations for shortened periods of advertising of tenders and submit to Director SCM Construction Procurement [within thresholds]. Monitor the availability of tender documents. Manage the supply of tender documents, collection of deposits and issuing receipts. Monitor register of documents issued. Monitor existence of a dedicated, clearly marked tender box. Manage Tender Clarification Meetings. Validate additional information provided to tenderers. Manage the closing of the tender invitation and or expression of interest at the correct place, time and date. Monitor the opening of the tender box and recording of all tenders and/or expressions of interest that were received on time. Monitor the opening of all tenders and/or expressions of interest received on time in accordance with the procurement specification documentation. Monitor the return of tenders that were received late unopened with letter stating reason for return. Monitor opening of each tender in line with procurement specification document. Manage publication of the names of all tenderers that submitted on time on the Departmental website within 10 workdays after the closure date of the tender for a period of at least 30 days. Monitor the review of tenders to ascertain that all required documents are included in the tender proposal, documents are completed accurately and signed off by the tenderer. Monitor the verification of the tax compliance status, BBBEE status, declaration of interest and that bidder is not listed in the database of restricted suppliers or the register for tender defaulters. Monitor

confirmation that joint venture contracts are included and signed [where applicable] and the registration of sub-contractors. Monitor confirmation that the required documentation in terms of professional registration has been provided. Monitor confirmation of the legality of the tenderers and their grading status on the CIDB grading system. Validate the schedule indicating which tenders are not responsive and the reasons for a tender to be non-responsive. Manage preparation of a tender/quotation register to track and manage the tender process. [Includes the validity period of tenders and adherence to timeframes]. Monitor the evaluation of tenders/ quotations in line with the criteria stated on the bid documentation and the preference point system and the evaluation method adopted for the procurement. Monitor the evaluation of alternative built industry solutions if offered in tenders. Monitor scoring depending on agreed evaluation criteria. Manage the performance of a risk analyses based on the highest-ranking tenders or in line with the Construction Procurement Policy. [Capability, capacity and performance, legal status, conflict of interest, validate offices & assets]. Monitor compilation of a tender/quotation evaluation report with recommendation of the Bid Evaluation Committee on the award of the bid to the Bid Adjudication Committee. In the case of expressions of interest, the following is applicable: Manage preparation of an expression of interest evaluation register to track and manage the process. Monitor evaluation of expressions of interest in line with the criteria stated. Monitor evaluation of alternative built industry solutions if offered in submissions. Monitor scoring depending on agreed evaluation criteria. Monitor compilation of an expression of interest evaluation report from the designated official / Bid Evaluation Committee and make recommendations. Confirm the compliance of the procurement process with the requirements, integrity and reasonableness of the process. Preparation of Bid Adjudication Committee Report. Submit recommendations to the Accounting Officer or delegated Official. Manage preparation of letters to inform tenderers in writing on the outcomes of the tender award process. [Award and non-awards]. Manage publication of tender awards on the Departmental Website indicating contract number, description of services, price, name of the tenderer, BBBEE status, duration of the contract and brand names. Manage debriefing meetings if required. Determine appeals period. Manage investigations into complaints regarding the construction procurement system and/or processes followed. Formulate report on the outcome of the investigation. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

**ENQUIRIES**

: Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

**POST 28/175**

: **ENGINEER PRODUCTION: ELECTRICAL GRADE A-C**

**SALARY**

: R879 342 - R1 323 267 per annum, (all-inclusive package) The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).

**CENTRE**

: Head Office (Johannesburg):  
Chief Directorate: Education (Technical Portfolio Service) Ref No: REFS/022723  
Directorate: Infrastructure Delivery Northern Cluster Ref No: REFS/022725

	Directorate: Infrastructure Delivery Eastern/ Central Cluster Ref No: REFS/022727
	Directorate: Research and Green Technology Ref No: REFS/022726
	Chief Directorate Health Ref No: REFS/022712
	Chief Directorate: Engineering Services Ref No: REFS/022713
<b><u>REQUIREMENTS</u></b>	: An Engineering Degree in Electrical (B Eng / BSC (Eng) or equivalent qualification. A minimum of 3 years' post qualification experience in Engineering is required. Must be a registered as a Professional Engineer with ECSA. Must have a valid driver's license. Competencies: Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis Programme and project management. Computer-aided engineering applications. Knowledge of legal compliance. Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy Conflict management, Problem solving, Research, Technical report writing and Networking.
<b><u>DUTIES</u></b>	: 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 works according to norms and standards and code of practice and approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and process and administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor, control expenditure and service report on expenditure and service delivery.
<b><u>ENQUIRIES</u></b>	: Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<b><u>POST 28/176</u></b>	: <b><u>ENGINEER PRODUCTION: STRUCTURAL/ CIVIL GRADE A-C</u></b>
<b><u>SALARY</u></b>	: R879 342 - R1 323 267 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).
<b><u>CENTRE</u></b>	: Head Office (Johannesburg): Directorate: Other Provincial Departments Infrastructure Delivery Ref No: REFS/ 022729 (X2 Posts) Directorate: Asset Management systems and Plans Ref No: REFS/022721 Chief Directorate: Engineering Services Ref No: REFS/022722
<b><u>REQUIREMENTS</u></b>	: An Engineering Degree in Structural/Civil (B Eng / BSC (Eng) or equivalent qualification. A minimum of 3 years' post qualification experience in Engineering is required. Must be a registered as a Professional Engineer with ECSA. Must have a valid driver's license. Competencies: Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis Programme and project management. Computer-aided engineering applications. Knowledge of legal compliance. Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy

	Conflict management, Problem solving, Research, Technical report writing and Networking.
<b><u>DUTIES</u></b>	: 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 works according to norms and standards and code of practice and approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and process and administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor, control expenditure and service report on expenditure and service delivery.
<b><u>ENQUIRIES</u></b>	: Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<b><u>POST 28/177</u></b>	: <b><u>ENGINEER PRODUCTION: MECHANICAL</u></b>
<b><u>SALARY</u></b>	: R879 342 - R1 323 267 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes the state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).
<b><u>CENTRE</u></b>	: Head Office (Johannesburg) Directorate: Other Provincial Departments Infrastructure Delivery Ref No: REFS/022718 Directorate: Research and Green Technology Ref No: REFS/022724 Chief Directorate: Ref No: REFS/022711
<b><u>REQUIREMENTS</u></b>	: An Engineering Degree in Mechanical (B Eng / BSC (Eng) or relevant qualification. A minimum of 3 years' post qualification experience in Engineering is required. Must be a registered as a Professional Engineer with ECSA. Must have a valid driver's license. Competencies: Public Service Act of 1994.Public Service Regulations, 2016.PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007.National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998.Engineering Profession Act of 2000. Engineering design and analysis Programme and project management. Computer-aided engineering applications. Knowledge of legal compliance. Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, financial management, Customer focus and responsiveness, Communication, Computer literacy Conflict management, Problem solving, Research, Technical report writing and Networking.
<b><u>DUTIES</u></b>	: 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. Approve engineering works according to prescribed norms and standards. 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. Administer performance management and development. Keep up with new technologies and procedures. Research on engineering technology to improve expertise Liaise with relevant bodies/councils on engineering-related matters. Manage resources and prepare and consolidate inputs for facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on delivery expenditure and service.
<b><u>ENQUIRIES</u></b>	: Ms. Sikelelwa Mboto at 076 942 4090/076 521 4118

<b><u>POST 28/178</u></b>	:	<b><u>QUANTITY SURVEYOR PRODUCTION GRADE A-C</u></b>
<b><u>SALARY</u></b>	:	R761 157 - R1 144 008 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes the state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg) Directorate: Other Provincial Departments Infrastructure Delivery Ref No: REFS/022731 (X2 Posts) Directorate: Other Health Facilities Infrastructure Delivery Ref No: REFS/022714 (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	A Degree in Quantity Surveying or relevant qualification. A minimum of 3 years post qualification Quantity Surveyor experience required. Must be registered with SACQSP as a Professional Quantity Surveyor. A valid driver's license. Competencies: Knowledge of Public Service Act of 1994. Knowledge Public Service Regulations, 2016.PFMA and Treasury Regulations, Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007.National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines-Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, financial management, Customer focus and responsiveness, Communication, Computer literacy, Conflict management, Problem solving, Research, Technical report writing, Networking.
<b><u>DUTIES</u></b>	:	Coordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity surveying related policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects and estimates accomplished by building designers and/or sub professional personnel. Mentor, train and develop candidate quantity surveying and related technical and administrative personnel to promote skill/knowledge transfer and adherence to sound principles and code of practice. Supervise quantity survey work and processes. Administer performance management and development. Prepare and consolidate inputs for the facilitation of resource utilization. Undertake continuous professional development according to council guidelines. Conduct research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity surveying related matters. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. Undertake continuous professional development according to council guidelines. Conduct research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity surveying related matters.
<b><u>ENQUIRIES</u></b>	:	Ms. Sikelelwa Mboto at 076 942 4090/076 521 4118
<b><u>POST 28/179</u></b>	:	<b><u>CANDIDATE SCIENTIST: PORTFOLIO TECHNICAL SERVICES REF NO: REFS/023178</u></b> Directorate: Portfolio Technical Services
<b><u>SALARY</u></b>	:	R660 612 – R701 148 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	Science Degree (Bsc)/ Btech or relevant qualification. Must be registered with SACNASP as a Candidate Natural Scientist or have the registration upon appointment or one month after appointment. No previous experience required. A valid driver's license. Competencies: Knowledge of: Scientific methodologies, Research and development Computer- aided scientific applications, Knowledge of legal Compliance, Technical report writing,

		Professional judgement. Skills: Analytical, Creativity, Self-management, Customer focus and responsiveness, Communication, Networking, Computer literacy, Planning and organising, Conflict management, Problem solving and analysis Attributes: Responsive, Credible, Flexible, Quality-oriented, Creative.
<b><u>DUTIES</u></b>	:	Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to engineering standards. Evaluate of existing technical manuals, standard drawings and procedures to incorporate new technology. Promote safety in line with statutory and regulatory requirements. Prepare inputs for the facilitation of resource utilisation. Adhere to regulations and procedures for SCM and HR administration. Report on service delivery. Keep up with new technologies and procedures. Research/literature studies on technical architectural technology to improve expertise. Liaise with relevant bodies/councils on architectural-related matters. Follow approved programme of development for registration purposes.
<b><u>ENQUIRIES</u></b>		Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<b><u>POST 28/180</u></b>	:	<b><u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT SCM REF NO: REFS/023149 (X2 POSTS)</u></b> Directorate: Construction Procurement (Health and Education)
<b><u>SALARY</u></b>	:	R468 459 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification at NQF Level 7 in Supply Chain Management or relevant qualification as recognized by SAQA. A minimum of 3 years' experience, of which 2 years should be at supervisory level. A valid driver's license. Competencies: Knowledge of the Public Service Regulatory Framework, Knowledge of the department Strategy, Knowledge of the SCM and procedures, In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management, Project Management, People Management, Financial Management, Conflict Management Skills: Communication, Computer literacy, Analytical, Presentation, Report writing, Planning and organising, Leadership, Negotiation, Influencing. Attributes: Team player, Able to work independently, Professional, Confidential, Ability to work under pressure, Quality-driven, Strategic, Decisive, Credible, Motivating.
<b><u>DUTIES</u></b>	:	Research the relevant identified needs (in line with the SCM strategy). Analyse requirements, undertake research, determine and develop proposals for implementation. Assess the results of the research on the market, interpret and develop proposals for procurement methodology. Ensure compliance with quality requirements. Determine whether specifications should contain any special conditions. Collect information from the relevant role players according to the prescribed template. Check (engage) and analyse the information. Confirm availability of budget. Check alignment against strategic and other objectives. Consolidate into procurement plan and table for approval by the accounting officer. Determine whether a specification for the relevant commodity exists. If not, oversee the collection and collation of information and the compilation of specifications/terms of reference. Compile and publish request for proposals as required. Perform general quality assurance of information in the supplier database. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.
<b><u>ENQUIRIES</u></b>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

<b><u>POST 28/181</u></b>	:	<b><u>ASSISTANT DIRECTOR: CONTRACTS MANAGEMENT REF NO: REFS/023150 (X2 POSTS)</u></b> Directorate: SCM: Construction Procurement Management (Health and Education)
<b><u>SALARY</u></b>	:	R468 459 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification at NQF Level 7 or equivalent qualification as recognised by SAQA in NQF level 7 in SCM or Finance. A minimum of 3 Years' experience in Contract management of which 2 years must be at supervisory level. A valid driver's license. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of SCM and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management Skills: Communication, Computer literacy, Analytical, Presentation, Report writing. Attributes: must be team player must be able to work independently, professional confidential, ability to work under pressure and quality driven.
<b><u>DUTIES</u></b>	:	Administer variations to the contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancelations and develop proposals for approval. Undertake dispute resolutions and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Monitor supplier performance according to the contract and service level agreement. Monitor supplier performance according to the contract and service level agreement. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.
<b><u>ENQUIRIES</u></b>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<b><u>POST 28/182</u></b>	:	<b><u>ASSISTANT DIRECTOR: ACQUISITIONS: DIVISION: TENDER ADMINISTRATION AND VETTING REF NO: REFS/023159</u></b> Directorate SCM: Construction Procurement Management (Education)
<b><u>SALARY</u></b>	:	R468 459 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification at NQF 6 or 7 as recognised by SAQA in Supply Chain Management/Economics/Accounting. A minimum of 3 Years' experience in Supply Chain Management of which 2 years must be at supervisory level. A valid driver's license. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of SCM and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. Financial management and Project management Skills: Communication, Computer literature, Analytic, presentation and report. Attributes: must be a team player, be able to work independently, must be professional, confidential and must have ability to work under pressure.
<b><u>DUTIES</u></b>	:	Advertise the invitation to tender on the CIDB iTender/Register of Projects and/or on the Government Tender Bulletin and/or in suitable media if required. – the task will be informed by the type of procurement procedures defined in the procurement strategy]. It could also include invitations for expressions of interest. Compile register of documents issued. Provide for a dedicated, clearly marked tender box. Assist in preparing presentations to inform potential service providers of the exact requirements of the procurement processes and project



specific details. Assist in providing clarity to questions being posed at the Tender Clarification Meeting. [If there is no Clarification Meeting arranged, all replies to questions must be copied to all tenderers]. Issue any additional information or addenda to tender documents if required. Close the tender invitation and or expression of interest at the correct place, time and date. Open the tender box and record all tenders and/or expressions of interest that were received on time. Open all tenders and/or expressions of interest received on time in accordance with the procurement specification documentation. Read out the name of the tenderer and if relevant the price [if required in terms of the procurement specification document). Monitor that tenders that were received late are dealt with in the correct manner. Monitor that tenders are opened, recorded and published correctly. Review vetting processes to understand all the requirements for vetting. Schedule annual validation of information on Supplier Data Base. Schedule vetting of all tenderers to comply with procurement plan schedules. Schedule vetting of public servants in collaboration with Corporate Services. Prepare progress reports on the scheduling of vetting processes and submit them to the Deputy Director: Acquisitions. Inform the Deputy Director: Acquisitions of any challenges with vetting processes in a pro-active manner. Develop and/or customize forms and procedures that will be used for all vetting processes. Validate that the information on the supplier database is correctly updated. Validate that communication with all Service Providers on the database to update their information where required through the Gauteng Department of Finance is implemented. Obtain updated lists of public servants that work in SCM in the Department, Infrastructure /Property Professionals in the Department projects and also the representatives of other Provincial Departments. Complete with the public servants the required forms for vetting. Interact with Corporate Services in the Department and NIA to manage and complete the vetting processes. Monitor changes in the human resources profile of SCM in GDID and/or any SCM committee to update vetting processes. Allocate tenders and/or expressions of interest for responsiveness testing. Monitor that responsiveness testing is correctly implemented. Sign off on responsible testing. Develop a tracking system to control the flow of tender documents from advertising to handing over to Evaluations. Establish a filing system for keeping records. Submit copies of documents pertaining to advertising, opening and recording of tenders and for vetting of suppliers for updating of Project Files by the Deputy Director: Contracts and Performance Submit copies of vetting of Public Servants to Corporate Services for record keeping on Personnel Files. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

**ENQUIRIES**

: Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

**POST 28/183**

: **ASSISTANT DIRECTOR: PROFESSIONAL SECRETARIAT SERVICES REF NO: REFS/023169**

Directorate: SCM Construction Procurement (Education)

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R468 459 per annum, (plus benefits)  
: Head Office (Johannesburg)  
: An undergraduate qualification at NQF Level 6 or 7 in Supply Chain Management/ Economics/Accounting/Public Administration. A minimum of 3 years' experience, of which 2 years should be at supervisory level. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the departmental Strategy. Knowledge of the SCM and

		procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. Project Management, People Management, Financial Management and Conflict Management Skills: Communication, Computer literacy, Analytical, Presentation and Report writing. Planning and organising, Leadership and Negotiation. Attributes- Team player, able to work independently, Professional, Confidential. Ability to work under pressure and Quality-driven. Decisive, Credible and Motivating.
<b><u>DUTIES</u></b>	:	Supervise preparation and issuing of agendas for different procurement Committees and meetings. Coordinate completion of attendance registers and capturing of minutes of meetings. Validate the correctness and professional quality standards of the minutes before being issued. Notify the Accounting Officer, Auditor General and Provincial Treasury if the Bid Adjudication Committee recommends a different bidder than the one recommended by Bid Evaluation Committee. Coordinate the recordings and safekeeping of all agendas and minutes and follow ups with the relevant stakeholders on the implementation of decisions recorded in minutes. Supervise the development and updating of a database with contact details of all members of the SCM committees. Quality assure submissions of BAC. Coordinate circulation of decisions of BAC. Supervise filing of minutes and other administrative documentation. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.
<b><u>ENQUIRIES</u></b>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<b><u>POST 28/184</u></b>	:	<b><u>ASSISTANT DIRECTOR: TENDER EVALUATIONS REF NO: REFS/023172</u></b> Directorate: SCM Construction Procurement (Education)
<b><u>SALARY</u></b>	:	R468 459 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification at NQF Level 6 / 7 in Supply Chain Management or Economics or Accounting. A minimum of 3 years' experience of which 2 years should be at supervisory level. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the departmental Strategy. Knowledge of the SCM and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. Project Management, People Management, Financial Management and Conflict Management Skills: Communication, Computer literacy, Analytical, Presentation and Report writing. Planning and organising, Leadership and Negotiation. Attributes- Team player, able to work independently, Professional, Confidential. Ability to work under pressure and Quality-driven. Decisive, Credible and Motivating.
<b><u>DUTIES</u></b>	:	Prepare pre-qualification and / or tender documents, as appropriate, that are compatible with the approved procurement plan. Incorporate the evaluation criteria. Incorporate the contract options. Assist to identify sections in the bid documentation that require additional information or amendments. Assist to determine clearly closing time and date of tenders and the physical location of the tender box and/or related procurement procedures. Prepare a tender/quotation register to track and manage the tender process. (Includes the validity period of tenders and adherence to timeframes). Assist to perform a risk analysis based on the highest-ranking tenders or in line with the Construction Procurement Policy. (Capability, capacity and performance, legal status, conflict of interest, validate offices & assets). Assist to compile a tender/quotation evaluation report with recommendation of the Bid Evaluation

Committee on the award of the bid to the Bid Adjudication Committee. In the case of expressions of interest the following is applicable: Prepare an expression of interest evaluation register to track and manage the process. Assist to record all scores against approved evaluation criteria. Prepare letters to inform tenderers in writing on the outcomes of the tender award process. (Award and non-awards). Publish tender awards on the Departmental Website indicating contract number, description of services, price, name of the tenderer, BBBEE status, duration of the contract and brand names. Assist to conduct investigation into complaints regarding the construction procurement system and/or processes followed. Assist to prepare reports to record the outcome of investigation. Develop a tracking system to control the flow of tender documents. Establish a filing system for keeping of records. Submit copies of documents for updating of Project Files by the Deputy Director: Contracts and Performance. Manage human resources and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

**ENQUIRIES** : Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

**POST 28/185** : **SENIOR ADMINISTRATIVE OFFICER: LOGISTICS & DISPOSALS (INVENTORY) REF NO: REFS/023167**  
Directorate: Goods & Services SCM

**SALARY** : R397 116 per annum, plus benefits  
**REQUIREMENTS** : A qualification at NQF Level 6/7 in Supply Chain Management/Logistics/Cost and Management Accounting/Business Management/Strategic Source/Purchasing Management. A minimum of 2 – 3 years of experience. Competencies: Knowledge of the Public Service Regulatory Framework, Knowledge of the department Strategy, Knowledge of the SCM policy and procedures, In depth knowledge of the Public Finance Management, Act, Treasury Regulations' Financial Delegations and Risk Management. Skills: Communication, Computer Literacy, Analytic Presentation Report. Attributes: Team player, Able to work independently, Professional, Quality-driven, Ability to work under pressure.

**DUTIES** : Receive requisitions. Process requisitions. Coordinate the Placement of orders for goods and services. Place orders for the service in case of a required service. Order and acquire goods if not a store item or the item is not in stock. Receive and check goods. Capture goods on relevant procurement system. Return damaged incorrect and substandard goods. Issue goods as required. Prepare and collect payment documents. Facilitate continuous monitoring of inventory. Facilitate stock taking according to stock taking plan. Conduct comparison of stock counted with official records. Identify outdated, unserviceable, redundant and obsolete stock. Prepare the identified stock for disposal. Develop proposals for the disposal method. Present to the disposal committee for approval.

**ENQUIRIES** : Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

**POST 28/186** : **SENIOR ADMINISTRATIVE OFFICER: MOVABLE ASSETS REF NO: REFS/023170**  
Directorate: Goods & Services SCM

**SALARY** : R397 116 per annum, plus benefits  
**CENTRE** : Head Office (Johannesburg)  
**REQUIREMENTS** : A qualification at NQF Level 6/7 in Supply Chain Management/ Logistics/ Cost and Management Accounting/ Business Management/ Strategic Source/ Purchasing Management. A minimum of 2 – 3 years' experience. Competencies: Knowledge of the Public Service Regulatory Framework, Knowledge of the department Strategy, Knowledge of the SCM policy and procedures, In depth knowledge of the Public Finance Management, Act, Treasury Regulations' Financial Delegations and Risk Management. Skills: Communication, Computer literacy, Analytical, Presentation, Report writing. Attributes: Team player, Able to work independently, Professional, Quality-driven, Ability to work under pressure.

<b><u>DUTIES</u></b>	:	Receive all movable assets. Perform quantity and quality control. Allocate inventory and bar codes to assets. Capture asset information in the relevant registers. Determine the asset allocation according to furniture and equipment policy and procedures of the department. Capture asset information on the inventory list of the asset holder. Issue asset and inventory list to asset holder. Facilitate delivery of assets to asset holder. Facilitate approval of the movable asset register updates. Monitor assets for compliance with asset control prescripts. Monitor assets for physical condition, utilization functionality and financial performance. Monitor the performance of asset verification according to prescribed time frames. Compile reports on the state of assets. Inform, guide and advise departmental employees on asset management matters. Contribute to design and development of asset management systems, policies, strategic and annual
<b><u>ENQUIRIES</u></b>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<b><u>POST 28/187</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER: TENDER ADMINISTRATION AND VETTING REF NO: REFS/023151</u></b> Directorate: Construction Procurement (Health)
<b><u>SALARY</u></b>	:	R397 116 per annum, (plus benefits).
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF Level 6 or 7 in Supply Chain Management/Economics/Accounting as recognized by SAQA. A minimum of 2 – 3 years' experience. A valid driver's license. Competencies: Knowledge of the Public Service Regulatory Framework, Knowledge of the department Strategy, Knowledge of the SCM and procedures, In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management, Financial management, Project management, Change Management, Project Management, Conflict Management, Financial Management, People Management, Strategic Management. Skills: Planning and organising, Leadership, Communication, Computer literacy, Analytical, Presentation, Report writing. Attributes: Team player, Able to work independently, Professional, Confidential, Ability to work under pressure, Strategic, Decisive, Influential.
<b><u>DUTIES</u></b>	:	Assist to advertise the invitation to tender on the CIDB iTender/Register of Projects and/or on the Government Tender Bulletin and/or in suitable media if required – the task will be informed by the type of procurement procedures defined in the procurement strategy. It could also include invitations for expressions of interest. Make tender documents available. Supply tender documents, collect deposits and issue receipts. Compile register of documents issued. Assist to provide for a dedicated, clearly marked tender box. Collect documents required for Tender Clarification Meetings. Issue any additional information or addenda to tender documents if required. Record all tenders that were received late. Return of tenders that were received late unopened with letter stating reason for return. Open each tender in line with procurement specification document. Mark relevant documentation in line with the Departmental Construction Procurement Procedures. Publish the names of all tenderers that submitted on time on the Departmental website within 10 work days after the closure date of the tender for a period of at least 30 days. Assist with vetting processes. Collect all relevant vetting forms. Validate correctness of data on vetting forms. Undertake physical vetting processes where required. Extract a list of all suppliers that provide professional consulting services and contractor services on a recurring basis. Validate the correctness of their information on the Supplier Data Base in terms of addresses, bank details, tax clearance certificates, Broad Based Black Economic Empowerment Verification Certificates, etc. Communicate with all Service Providers on the data base to update their information where required through Gauteng Department of Finance. Administer through Gauteng Department of Finance the on-going updating of correct information for Contractors and Professional Service Providers on the Supplier Data Base. Review tenders to ascertain that all required documents are included in the tender proposal, documents are completed accurately and signed off by the tenderer. Verify the tax compliance status, BBBEE status, declaration of interest and that bidder is not listed in the database of restricted suppliers or the register for tender defaulters. Confirm that joint venture contracts are included and signed [where applicable] and the registration of sub-contractors. Confirm that the required documentation in terms of professional registration has been provided. Confirm the legality of the

tenderers and their grading status on the CIDB grading system. Prepare schedule indicating which tenders are not responsive and the reasons for a tender to be non-responsive. Assist to develop a tracking system to control the flow of tender documents from advertising to handing over to Evaluations. Assist to establish a filing system for keeping of records. Keep records or submit to relevant sub directorate. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

**ENQUIRIES**

: Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

**POST 28/188**

: **SENIOR ADMINISTRATIVE OFFICER: TENDER EVALUATION REF NO: REFS/023173**

Directorate: SCM Construction Procurement (Education)

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R397 116 per annum, (plus benefits)

: Head Office (Johannesburg)

: A qualification at NQF Level 6 or 7 in Supply Chain Management/ Economics/Accounting. A minimum of 2- 3 years' experience. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the SCM and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. Financial management. Project management Skills: Communication, Computer literacy, Analytical, Presentation and Report writing. Planning and organising, Leadership, Negotiation Influencing Attributes- Team player, able to work independently, Professional, Confidential. Ability to work under pressure.

**DUTIES**

: Assist to prepare pre-qualification and / or tender documents, as appropriate, that are compatible with the approved procurement plan. Assist to incorporate the evaluation criteria. Assist to incorporate the contract options. Assist to identify sections in the bid documentation that require additional information or amendments. Assist to determine clearly closing time and date of tenders and the physical location of the tender box and/or related procurement procedures. Assist to prepare a tender/quotation register to track and manage the tender process. (Includes the validity period of tenders and adherence to timeframes). Assist to perform a risk analysis based on the highest-ranking tenders or in line with the Construction Procurement Policy. (Capability, capacity and performance, legal status, conflict of interest, validate offices & assets). Assist to compile a tender/quotation evaluation report with recommendation of the Bid Evaluation Committee on the award of the bid to the Bid Adjudication Committee. In the case of expressions of interest the following is applicable: Assist to prepare an expression of interest evaluation register to track and manage the process. Assist to record all scores against approved evaluation criteria. Assist to prepare letters to inform tenderers in writing on the outcomes of the tender award process. [Award and non-awards]. Publish tender awards on the Departmental Website indicating contract number, description of services, price, name of the tenderer, BBBEE status, duration of the contract and brand names. Assist to conduct investigation into complaints regarding the construction procurement system and/or processes followed. Assist to prepare reports to record the outcome of investigation. Supervise the collection of documents. Submit copies of documents. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by

subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

**ENQUIRIES** : Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

**POST 28/189** : **ENGINEERING TECHNICIAN PRODUCTION: MECHANICAL REF NO: REFS/022710**  
Chief Directorate: Engineering Services

**SALARY** : R391 671 - R586 665 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).

**CENTRE** : Head Office (Johannesburg)  
**REQUIREMENTS** : National Diploma in Engineering or relevant qualification. A minimum of 3 years post qualification technical experience. Compulsory registration with ECSA as a Professional Engineering Technician. A valid driver's licence. Competencies: Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. National Environmental Management Act of 1998. Engineering design and analysis. Programme and project management. Computer-aided engineering applications. Knowledge of legal compliance. Technical design and analysis knowledge. Skills- Project management. Technical report writing. Communication. Computer. People management. Planning and organising. Change management. Creativity. Problem solving and analysis. Decision making. Attributes- Teamwork. Customer focus and responsiveness.

**DUTIES** : 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. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Provide inputs 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. Supervise and control technical and related personnel and assets. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters

**ENQUIRIES** : Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

**POST 28/190** : **ENGINEERING TECHNICIAN PRODUCTION: GRADE A-C STRUCTURAL/CIVIL REF NO: REFS/ 022723 (X2 POSTS)**  
Chief Directorate: Engineering Services

**SALARY** : R391 671 – R586 665 per annum, plus benefits. The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).

**REQUIREMENTS** : National Diploma or relevant qualification in Structural/ Civil Engineering. A minimum of 3 years post qualification technical experience required. Valid Driver's License. Registered as a Professional Engineering Technician with ECSA. Competencies: Knowledge- Public Service Act of 1994. Public Service

		Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis. Programme and project management Computer-aided engineering applications. Knowledge of legal compliance Skills- Project management. Technical design and analysis. Research and development. Computer-aided engineering applications. Technical report writing. Problem solving and analysis. Decision making. Customer focus and responsiveness. Communication Attributes- Responsive. Credible. Flexible. Quality-oriented. Creative.
<b><u>DUTIES</u></b>	:	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. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Provide inputs 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. Supervise and control technical and related personnel and assets. Keep up with new technologies and procedures. Research on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.
<b><u>ENQUIRIES</u></b>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<b><u>POST 28/191</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: TENDER EVALUATION REF NO: REFS/023175</u></b> Directorate: SCM Construction Procurement (Education)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum, plus benefits Head Office (Johannesburg) An undergraduate qualification at NQF Level 6 or 7 in Supply Chain Management/ Economics/Accounting/ Logistics. A minimum of 1- 2 years 'experience. competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the SCM policy and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. Knowledge of Accounting Standards. Skills: Communication, Computer literacy, Analytical, Presentation, Report writing Attributes- Team player, Able to work independently Professional, Confidential. Ability to work under pressure. Quality-driven.
<b><u>DUTIES</u></b>	:	Assist to prepare pre-qualification and / or tender documents, as appropriate, that are compatible with the approved procurement plan. Assist to incorporate the evaluation criteria. Assist to incorporate the contract options. Assist to identify sections in the bid documentation that require additional information or amendments. Assist to determine clearly closing time and date of tenders and the physical location of the tender box and/or related procurement procedures. Assist to compile a tender/quotation evaluation report with recommendation of the Bid Evaluation Committee on the award of the bid to the Bid Adjudication Committee. Assist to compile a tender/quotation evaluation report with recommendation of the Bid Evaluation Committee on the award of the bid to the Bid Adjudication Committee. Assist to conduct investigation into complaints regarding the construction procurement system and/or processes followed. Assist to prepare reports to record the outcome of investigation. Assist to establish a filing system for keeping of records. Keep records or submit to relevant sub directorate.
<b><u>ENQUIRIES</u></b>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<b><u>POST 28/192</u></b>	:	<b><u>PERSONAL ASSISTANT REF NO: REFS/023165</u></b> Chief Directorate: Construction Procurement: SCM
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum, plus benefits Head Office (Johannesburg) Secretarial Diploma (NQF Level 5) or equivalent. A minimum 3 – 5 years' experience in rendering a support service to senior management. Competencies: Knowledge of: Knowledge of the relevant

## **DUTIES**

legislation/policies/prescripts and procedures, Basic knowledge on financial administration, Skills: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Computer literacy. Sound organizational skills. Good people skills. Written communication skills. Ability to do research and analyse documents and situations. Attributes: Good telephone etiquette, High level of reliability, Ability to act with tact discretion, good grooming and presentation, Self-management and motivation.

: Receive telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Perform advanced typing work. Operate and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Record engagements of the senior manager. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinate with and sensitizes/advises the manager regarding engagements. Compile realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safe keeping of all documentation in the office in line with relevant legislation and policies. Scrutinize routine submissions/reports and make notes and/or recommendations for the manager. Obtain inputs, collate and compile reports, e.g. Progress reports, monthly reports, management reports. Respond to inquiries received from internal and external stakeholders. Draft documents as required. File document manager and the unit where required. Collect, analyze and collate information requested by the manager. Clarify instructions and behalf of the manager. Coordinate travel arrangements. Prioritize issues in the office of the manager. Manage the leave register and telephone accounts for the unit. Handle the procurement of standard items like stationery and refreshments. Obtain the necessary signatures on documents like procurement advice and monthly salary reports. Coordinate logistical arrangements for meetings when required. Scrutinize documents to determine actions/information/other documents required for the meetings. Collect and compile all necessary documents for the manager to inform him/her of the contents. Record minutes /decisions and communicate to relevant role-players, follow-up upon progress made. Prepare briefing notes for the manager as required. Collect and coordinate all the documents that relate to the manager's budget. Assist the manager in determining funding requirements for purposes of MTEF submissions. Keep records of expenditure commitments, monitor expenditure and alert the manager of possible over and under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consult with the DDG and compile draft memos for this purpose. Compare the MTEF allocations with the requested budget and inform the DDG of changes. Remain up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remain abreast with the procedures and process that apply in the office of the manager.

## **ENQUIRIES**

: Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

## **POST 28/193**

: **ADMIN OFFICER: ACQUISITIONS: DIVISION: TENDER ADMINISTRATION AND VETTING REF NO: REFS/023162 (X2 POSTS)**  
Directorate: SCM: Construction Procurement Management (Education)

## **SALARY CENTRE REQUIREMENTS**

: R325 101 per annum, plus benefits  
: Head Office (Johannesburg)  
: A qualification at NQF 6 or 7 as recognised by SAQA in Supply Chain Management/Economics/Accounting/ Logistics. A minimum of 1-2 years' experience in Supply Chain Management. A valid driver's license. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the SCM policy and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management Knowledge of Accounting Standards. Skills: Communication Computer literacy and Analytical Presentation Report writing Attributes: must be team player must be able to work independently, professional confidential, ability to work under pressure and quality driven.



<b><u>DUTIES</u></b>	:	Supply tender documents, collect deposits and issue receipts. Compile register of documents issued. Assist to provide for a dedicated, clearly marked tender box. Collect documents required for Tender Clarification Meetings. Record all tenders that were received late. Return of tenders that were received late unopened with letter stating reason for return. Open each tender in line with procurement specification document. Mark relevant documentation in line with the Departmental Construction Procurement Procedures. Publish the names of all tenderers that submitted on time on the Departmental website within 10 workdays after the closure date of the tender for a period of at least 30 days. Assist in developing a tracking system to control the flow of tender documents from advertising to handing over to Evaluations. Assist in establishing a filing system for keeping records. Keep records or submit them to relevant sub directorate.
<b><u>ENQUIRIES</u></b>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<b><u>POST 28/194</u></b>	:	<b><u>ADMINISTRATIVE CLERK REF NO: REFS/023171</u></b> Directorate: Goods & Services SCM
<b><u>SALARY</u></b>	:	R228 321 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate. No previous experience required. Competencies: GPG and DID policies and procedures. Legislation and Public Service Regulations. Skills: Communication, Report writing, Research. Attributes- Self-Driven, Innovative, Team player, Adaptable.
<b><u>DUTIES</u></b>	:	Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component.
<b><u>ENQUIRIES</u></b>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

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

**APPLICATIONS**

: All applications must be addressed to Mrs R Erasmus, Human Resource Management Services, Registrar Programme, Department of Health, 330 Langalibalele Street, Natalia Building, Room 6-106 South Tower or online through the e-Recruitment system at [www.kznhealth.gov.za/kznjobs](http://www.kznhealth.gov.za/kznjobs) or directly to the following email address [Registrar.Applications@kznhealth.gov.za](mailto:Registrar.Applications@kznhealth.gov.za). Applicants are discouraged from sending applications through registered mail/postal service as the Department will not be responsible for non-collection of these applications.

**FOR ATTENTION**  
**CLOSING DATE**  
**NOTE**

: Mrs R Erasmus, Human Resources Tel No: (033) 395 2742/3347/2472  
 : 22 August 2025

: Medical Registrars - Training will take place at various sites for each discipline. Registrars may be required to spend time at various training institutions as required by the discipline. The site for the 1st year of training and subsequent rotations will be determined by the Academic Head of Discipline. Applicants are requested to apply separately for the disciplines of their interest. A maximum of three applications will be allowed which should be ranked in order of preference. One application for various Disciplines will not be accepted. Applications from applicants who are already appointed in the Registrar Programme will not be considered. As per HPCSA Regulations, the duration of Registrar training is 4/5 years, depending on the Discipline. All Registrars will be expected to register with the university for the MMED at own expense. All Registrars will be required to sign a contract which includes training AND service responsibilities. Registrars will be required to complete Performance Agreements and assessments as stipulated by the Department. Appointments are subject to the signing of a contract which includes a service pay-back period. Please note that proof of successful completion of the required examinations as indicated, is a pre-requisite and must be submitted if invited to an interview. The interview process will consist of technical and practical assessment aspects as well as an Ethical Assessment as part of the recruitment process. An assessment of competences will also be done as part of the selection process. This may include verification of qualifications, experience, reference checks etc. In addition to interview performance, selection will be based on multiple parameters. Please note that due to financial constraints, no S&T will be considered for the attendance of interviews, nor will resettlement allowance be considered for relocation purposes. Note: Dental Registrars - Training will be in Gauteng, Sefako Makgatho Health Sciences University (SMU). Dental registrars will be responsible for finding their own accommodation. The duration of training is 4 years. All Registrars will be expected to register with the University for the MChD/MDENT at own expense. All Registrars will be required to sign a service obligation contract with KZN DOH. Preference will be given to candidates from KZN. Appointments are subject to the signing of a contract which includes a service pay-back period. Please note that proof of successful completion of the required examinations as indicated, is a pre-requisite and must be submitted if invited to an interview. The interview process will consist of technical and practical assessment aspects as well as an Ethical Assessment as part of the recruitment process. An assessment of competences will also be done as part of the selection process. This may include verification of qualifications, experience, reference checks etc. In addition to interview performance, selection will be based on multiple parameters. Please note that due to financial constraints, no S&T will be considered for the attendance of interviews, nor will resettlement allowance be considered for relocation purposes. The following documents must be submitted: Applicants must ensure that they fully complete the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020 - 81/971431 effective 01 January 2021) in line with regulation of 10 of the Public Service Regulations, 2016. The Z83 should be accompanied by a recently updated, comprehensive CV on the information template provided to ensure the fair consideration of suitably qualified applicants and which is obtainable from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Incomplete or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of the Z83. Applications submitted

through the online platforms must include copies of the documents listed above. Copies of Qualifications, Registration Certificates and drivers license must not be submitted when applying for employment. Only shortlisted candidates will be requested to submit certified copies on or before the day of the interview. Copies of certified copies will not be accepted, and submission of such documents will render the applicant being disqualified. The post reference number must be indicated in the column provided on the form Z.83. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Persons with disabilities should feel free to apply for the post/s. Please note that due to the large number of applications received, applications will not be acknowledged. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Whilst applications are invited for the above disciplines, not all may be filled. Applicants will be advised in due course, should a discipline which has been applied for be excluded from this process. The Department is an equal opportunity affirmative action employer and to this end, has developed an Employment Equity Plan pursuant to the Employment Equity Act. Preference for the filling of these posts will be guided by the Departmental Equity Plan and targets for the occupational level concerned.

#### **OTHER POST**

<b><u>POST 28/195</u></b>	:	<b><u>MEDICAL AND DENTAL (VARIOUS DISCIPLINES)</u></b>
<b><u>SALARY</u></b>	:	R1 001 349 per annum, Applicants to note: Salary package is subject to OSD determination plus commuted overtime depending on needs of the Discipline/Institution.
<b><u>CENTRE</u></b>	:	Various (KZN): Discipline: Anaesthesiology, Pain Medicine & Critical Care Ref No: Reg.01/2026 Dermatology Ref No: Reg.02/2026 Emergency Medicine Ref No: Reg.03/2026 Internal Medicine Ref No: Reg.04/2026 Neurology Ref No: Reg.05/2026 Neurosurgery Ref No: Reg.06/2026 Nuclear Medicine Ref No: Reg.07/2026 Obstetrics & Gynaecology Ref No: Reg.08/2026 Oncology Ref No: Reg.09/2026 Ophthalmology Ref No: Reg.10/2026 Orthopaedics Ref No: Reg.11/2026 Otorhinolaryngology (Ent) Ref No: Reg.12/2026 Paediatrics & Child Health Ref No: Reg.13/2026 Paediatric Surgery Ref No: Reg.14/2026 Pathology (Forensic Med) Ref No: Reg.15/2026 Plastic Surgery Ref No: Reg.16/2026 Psychiatry Ref No: Reg.17/2026 Public Health Medicine Ref No: Reg.18/2026 Radiology Ref No: Reg.19/2026 Oral Medicine and Periodontology (Dental) Ref No: Reg.20/2026
<b><u>REQUIREMENTS</u></b>	:	Tertiary qualification (MBCHB) or equivalent (Medical); Registration certificate for Independent Practice with the Health Professions Council of South Africa as a Medical Practitioner; Current Annual Practicing Certificate from Health Professions Council of South Africa; Twelve (12) months post Community Service experience as a Medical Officer as at closing date of this advert; Valid code B/EB drivers license; Relevant Discipline Specific Minimum Requirements below (depending on the Discipline): Anaesthesiology, Pain Medicine & Critical Care: Minimum 12 Months full-time experience in Anesthesia post-Community Service and DA(SA) (or equivalent) and FCA Part 1 examination (or equivalent). Dermatology: Minimum 6 months Medical

Officer time in Dermatology and Minimum 6 months experience in a rural area or peripheral setting post community service and Contribution to social outreach programmes (shortlisted candidates will be requested to provide evidence and proof) and Accredited IsiZulu course for non-Zulu speaking candidates which should be attained within 1yr of registrar training and documented research or scientific peer reviewed publications. Emergency Medicine: Minimum 6 Months full-time, recent experience in the Discipline and Primary Exams in Emergency Medicine (FCEM Part I). Internal Medicine: Minimum 12 months experience in the Discipline and FCP Part I and minimum 6 months experience in a rural area or peripheral setting post community service. Neurology: Passed Part 1 Neurology exam and 6 months Internal medicine experience or 6 months as a medical officer in Neurology. Nuclear Medicine: Minimum 6 weeks' full time spent in Discipline. Neurosurgery: Minimum 6 months experience in Discipline and Primary exams. Obstetrics & Gynecology: Minimum 12 months experience in the Discipline at a Regional Hospital or at a hospital with a busy maternity unit (at least 300 deliveries per month) and FCOG Part I. Oncology: 6 Months full time, recent experience in the Discipline. Ophthalmology: Minimum 6 months experience in Ophthalmology post-Community Service and FC Ophthalmology (SA) Part I. Orthopaedics: 24 months (recent) experience the Discipline of Orthopaedics – HPCSA recognized site with consultant supervision and FCS (SA) Primary exams and ATLS training and Basic Surgical Skills Training. Otorhinolaryngology (ENT): FCORL(SA) or FCS(SA) Primary exams: and minimum 6 months experience in General Surgery and/or surgical specialties (e.g. ENT, neurosurgery, etc.) and minimum 3 months ICU and FCORL(SA) or FCS(SA) Intermediate Exams. Paediatric Surgery: Applicants must have passed the FCS (SA) Primary and Intermediate examinations. In addition, they must have completed a minimum of one year in a surgical discipline, of which at least 3 to 6 months should have been in a Paediatric surgical unit. Pediatrics & Child Health: Minimum 6 months experience in the Discipline in a Regional hospital and FC Paeds. Part I or Diploma in Child Health. Pathology (Forensic Medicine): Dip for Med (Path)/(Clin-Path). Plastic Surgery: FCS(SA) Intermediate exam and 6 months experience in the Discipline Plastic & Reconstructive Surgery. Psychiatry: Minimum 6 months experience in the Discipline and either FC Psych I or Diploma in Mental Health (or equivalent). Public Health Medicine: Minimum of 2 years Medical Officer time. Radiology: Minimum 12 months full-time experience as a Medical Officer in the Radiology Discipline post-Community Service and FC Rad Diag SA Part 1 exams. Oral Medicine and Periodontology (Dental): Minimum of three years of clinical experience as a general dental practitioner (Independent Practice) and successfully passed at least two (2) of the primary subjects necessary to specialize in OMP (Anatomy, Physiology and General Pathology) and a postgraduate qualification (Postgraduate Diploma or Master of Science in Dentistry, preferably in OMP). Basic knowledge of Medical Practice Ethics, ability to manage patients independently, ability to learn, innovate and be prepared to work overtime, good interpersonal skills, an interest in conducting research, knowledge and respect of the Patients' Rights Charter and Batho Pele Principles.

## **DUTIES**

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

## **ENQUIRIES**

: Anaesthesiology, Pain Medicine & Critical Care Prof D. Gopalan Tel No: (031) 260 4472  
Dermatology: Prof N. Dlova Tel No: (031) 260-4531  
Emergency Medicine: Dr S. Garach Tel No: (031) 260-4531  
Internal Medicine: Prof N. Magula Tel No: (031) 260-4242  
Neurology: Prof VB Patel Tel No: (031) 420 2359  
Neurosurgery: Dr. B. Enicker Tel No: (031) 240 1134  
Nuclear Medicine: Prof M Voster Tel No: (031) 260-4390  
Obstetrics & Gynaecology: Prof M. Sebitloane Tel No: (031) 260 4390

Oncologydr Stopforth Tel No: (031) 260 8959  
 Ophthalmology: Dr. N. Mathe Tel No: (031) 260-4341  
 Orthopaedics: Dr P Mthethwa Tel No: (031) 260 4297  
 OtorhinolaryngologY (ENT) Dr A Sibiya Tel No: (031) 260 4292  
 Paediatrics & Child Health: Dr L Mubaiwa Tel No: (031) 260-4348  
 Paediatric Surgery: Dr M. Sheik-Gafoor Tel No: (031) 240-1579  
 Pathology (Forensic Med): Prof Mfolozi Tel No: (031) 260 2580  
 Plastic Surgery: Prof M Daya Tel No: (031) 240 1168  
 Psychiatry: Prof B. Chiliza Tel No: (031) 260 4321  
 Public Health Medicine: Prof S Naidoo Tel No: (031) 260 4383  
 Radiology: Dr N Dlamini Tel No: (031) 260 4425  
 Oral Medicine and Periodontology (Dental) Dr N Daki Tel No: 033 395 2821  
 Department Of Health Hr Enquiries: Mrs R Erasmus Tel No: 033 395  
 2742/3347/2472

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

<b><u>APPLICATIONS</u></b>	:	Applicants are encouraged to submit their application through the Provincial Government e-Recruitment website at <a href="https://erecruitment.limpopo.gov.za">https://erecruitment.limpopo.gov.za</a> , however, hand and mail delivered applications are acceptable and must be submitted on the new Z83 application form obtainable from all Government Departments or can be downloaded from <a href="http://www.gov.za">www.gov.za</a> / <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> / <a href="http://www.labour.gov.za">www.labour.gov.za</a> and be addressed to: Director: Human Resource Management Services, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand delivered to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.
<b><u>CLOSING DATE</u></b>	:	22 August 2025 at 16h00.
<b><u>NOTE</u></b>	:	The Office of the Premier is an affirmative action employer. Designated race groups, females and persons with disabilities remain the target group and are encouraged to apply. The following must be considered in relation to the completion of the Z83 by applicants: The declaration on the Z83 must be signed in order for an applicant to be considered. All the fields in Part A, C and D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". If yes (provide detail)". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the Z83 application form for employment, and applicants are accountable for the information that is provided therein. NB: The questions related to conditions that prevent re-appointment under Part F of the Z83 application form must be answered with Yes or No, however, applicants currently employed by the public service do not need to complete the section. Applicants must quote the specific reference number indicated (starting with OTP:) on the post applying for in the Column "Reference Number" on Z83 application form. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Governance with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link is as follows: <a href="http://www.thensg.gov.za/training-course/sms-pre-entry-programme">www.thensg.gov.za/training-course/sms-pre-entry-programme</a> . A Compulsory pre-entry into the Senior Management Services (SMS) certificate from National School of Governance (NSG) will be required from the recommended candidate before the assumption of duty. As per the DPSA directive on Human Resources Management & Development for Public Service Professionalization Volume 1, "All shortlisted candidates, including SMS, shall undertake two (2) pre-entry assessments. One (1) will be a practical exercise, and the other one (1) will be an Integrity (Ethical Conduct) Assessment. Following the interview process, the selection panel will recommend suitable SMS candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be expected to enter into a performance agreement and sign an oath of secrecy. All appointments are subject to the personnel suitability check and recommended candidates will be subjected to security clearance procedures. The Office reserves the right NOT to make any appointment to the posts advertised. The employment decision shall among other determinations be

informed by the Employment Equity Plan of the Office. The successful candidate falling within the designated categories will be required to disclose his/her financial interests in accordance with the applicable prescripts within 30 days of assumption of duty. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage receiving. If you have not heard from the Office within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Note: Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) will only be submitted by shortlisted candidates to HR on or before the day of the interview date (prior to be interviewed), failure to produce the requested certified copies as mentioned, will result in an automatic disqualification from the process. Kindly note that NO payment of any kind is required when applying for posts advertised in this circular. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. The contents of the advertised vacant posts will also be posted on the following website: <https://erecruitment.limpopo.gov.za>, [www.limpopo.gov.za](http://www.limpopo.gov.za), [www.dpsa.gov.za](http://www.dpsa.gov.za) and Limpopo Provincial Departments social media platform. NB!!! The Office reserves the right to interview candidates virtually. In the event a candidate's preference is to attend a physical face-to-face interview process, the Office will not be liable for any expenses incurred.

#### **MANAGEMENT ECHELON**

<b><u>POST 28/196</u></b>	:	<b><u>DEPUTY DIRECTOR-GENERAL: CORPORATE MANAGEMENT REF NO: OTP: 07/25/01 (X1 POST)</u></b> Branch: Corporate Management
<b><u>SALARY</u></b>	:	R1 813 182 – R2 135 835 per annum (Level 15), (all-inclusive remunerative package)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate plus an appropriate postgraduate (NQF level 8) in Public Management / Business Administration or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of eight (08) years' experience at Senior Management level. SMS Pre-Entry (Nyukela) Certificate upon appointment. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Ensure effective Administration Support Services by providing Human Resource Management, Human Resource Development, Performance Management Development Services, Employee Health and Wellness Programmes. Manage Records and Facilities. Provide Departmental Information and Communication Technology Services. Manage and facilitate the provision of Organisational Risks, Security & Integrity Management Services. Manage and Facilitate Ethics. Manage and coordinate the implementation of Strategic Management Support Services by providing administrative support services to the Director General. Oversee the development of management effectiveness and leadership strategy. Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance in line with legislation. Manage Protocol, Events, Premier and DG Support Service by ensuring events are well managed, oversee the management for the Official Order of preference and coordinate& manage international visits. Oversee the management of Corporate Gifts and Flag Bank. Manage and facilitate the provision of Labour Relations Services and ensure that the implementation of grievance rules, Disciplinary Code and procedure, Dispute Resolution Procedure Councils and Chambers Resolutions in the Office are coordinated and evaluated. Ensure that grievances, misconduct cases, dispute resolution and capacity building in the Office of the Premier are handled and facilitated. Monitor and evaluate the implementation of collective agreement in the Office. Monitor the coordination of Public Service Industrial Action and oversee the provision of Departmental Training on all Labour Relations matters. Ensure effective Financial Management Services.

**ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S/ Mashitoa MR/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C at Tel No: (015) 287 6441 / 6665/ 6349 / 6027 / 6293 / 6588 / 6063 respectively.

#### **OTHER POST**

**POST 28/197** : **ASSISTANT DIRECTOR: MEDIA LIAISON SERVICES REF NO: OTP: 07/25 /02 (X1 POST)**  
Directorate: Research and Media Liaison Services

**SALARY CENTRE REQUIREMENTS** : R582 444 – R686 091 per annum (Level 10)  
: Polokwane  
: A Senior Certificate plus an undergraduate qualification (NQF level 6) in Journalism/ Media Studies/ Public Relations or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in Communication environment at a Supervisory level. A valid driver's license except for people with disability.

**DUTIES** : Coordinate the implementation of the Provincial Communication Strategy and promote integrated communication within three spheres of government. Develop Media and Communication Plans for government events. Coordinate and facilitate communication activities on media platforms. Compile media alerts/advisories and statements. Support provincial and national government with media related programmes. Organise government media briefings.

**ENQUIRIES** : Should be directed to Mesdames: Mgbo PM / Mokgalaka S/ Mashitoa MR/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C at Tel No: (015) 287 6441 / 6665/ 6349 / 6027 / 6293 / 6588 / 6063 respectively.

#### **DEPARTMENT OF TRANSPORT AND COMMUNITY SAFETY**

***The Limpopo Department of Transport and Community Safety is an equal opportunity, affirmative action employer with clear employment equity targets. ALL positions are targeting Women and Person with Disabilities.***

**APPLICATIONS** : quoting the relevant references `should be forwarded as follows The Head of Department  
Applications must be submitted via e-Recruitment system through the link at <http://erecruitment.limpopo.gov.za> and on new z83 form obtainable from all Government Departments or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za).  
**For Head Office posts:** Department of Transport and Community Safety, Private Bag X 9491, Polokwane, 0700 OR handed in at Phamoko Towers Building, Second (2nd) Floor, Office No. 45 at 40 Church Street, Polokwane, 0699.  
**Capricorn District,** 39 Church Street, Polokwane, The Director, Private Bag X9324, Polokwane 0700, at 073 170 6748  
**Sekhukhune District,** Lebowakgomo Govt. Complex. The Director, Private Bag X 61, Lebowakgomo, 0737, Tel No: (015) 633 5150.  
**Waterberg District:** NTK Building, Modimolle, 84 CNR Limpopo Street & Thabo Mbeki Street, The Director, Private Bag X1038, Modimolle, 0510, Tel No: (014) 718 2300/2311/2310.  
**Mopani District:** Giyani Govt, Complex. The Director, Private Bag X9679, Giyani, 0826, Tel No: (015) 811 7000.  
**Vhembe District,** Thohoyandou Govt. Complex, The Director, Private Bag X2145, Sibasa, 0970, Tel No 015 960 3000

**CLOSING DATE** : 29 August 2025 at 16h00  
**NOTE** : Applicants are to specify the centre on z83 form, which must be completed in full, originally signed, with reference number indicated and dated by the applicant. Application should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish



such business interest?”. Applicants may leave the following question blank if they are not in possession of such: “If your profession or occupation requires official registration, provide date and particulars of registration”. Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. Applicants are required to submit New Z83 and detailed CV. Only shortlisted applicants will be required to submit certified copies of their educational qualifications and other relevant documents on or before the day of the interviews. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The employer reserves the right to fill or not to fill the posts. Failure to submit the requested documents will result in your application not being considered. Due to austerity measures the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations. Suitable candidates will be subjected to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record check, verification of financial/assets record check and security vetting). Where applicable, candidates will be subjected to a skills/knowledge test. The employment decision shall be informed by the Employment Equity Plan of the Department. Applications received after the closing date whether posted or hand-submitted will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to shortlisted candidates only; due to the large number of applications we envisage. If you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA) No.3 of 2000.

#### **MANAGEMENT ECHELON**

<b><u>POST 28/198</u></b>	:	<b><u>CHIEF DIRECTOR: TRANSPORT REGULATION REF NO: LDTCS 001/2025</u></b>
<b><u>SALARY</u></b>	:	R1 494 900 per annum (Level 14). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification NQF level 7 in Traffic Law Enforcement/Road Safety Management or related qualification as recognized by South African Qualifications Authority (SAQA). Basic Diploma for Road Traffic Law Enforcement. Proof of completion of the SMS pre-entry programme (Nyukela) upon the appointment. 5 years' experience at a senior managerial level. Valid driver's license (with the exception of people with disabilities). Core And Process Competencies. Strategic Capability and Leadership; Knowledge of Change management principles; People Management and Empowerment, Programme and Project Management; Financial Management, Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Negotiation skills and understanding supply chain management principles. Knowledge and Skills: sound and in-depth knowledge and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge.
<b><u>DUTIES</u></b>	:	Manage and enforce National Road Traffic Act 93/1996, National Land Transport Act 5/2009, Criminal Procedure Act, and other related legislations. Manage the implementation of operational law enforcement and road safety plans. Manage registration and licensing services. Manage provision of traffic

		operational resources. Ensure the effective management of the Limpopo Traffic Training College. Ensure effective and efficient leadership. Management of service delivery improvement in traffic management. Manage human resources. Financial Management. Ensure effective and efficient asset management. Identify and manage risks. Manage Traffic Legislation development and compliance. Manage the implementation of transport safety outreach programmes. Manage traffic information and management systems. Provide incident management systems. Manage traffic administration services.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y: Tel No: (015) 295 1209, Ms. Mpe N.F: Tel No: (015) 294 8401 and Ms. Maphoto S.M: Tel No: (015) 295 1163
<b><u>POST 28/199</u></b>	:	<b><u>DIRECTOR: TRANSPORT INFRASTRUCTURE REF NO: LDTCS 002/2025</u></b>
<b><u>SALARY</u></b>	:	R1 266 714 per annum (Level 13), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Polokwane)
	:	An undergraduate qualification NQF level 7 in Public Administration or related qualification as recognized by South African Qualifications Authority (SAQA). A qualification in Transport Infrastructure/Engineering will be an added advantage Proof of completion of the SMS pre-entry programme (Nyukela) upon appointment. 5 years' experience at a middle/senior managerial level in the related field. Valid driver's license (except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership; knowledge of Policies and Prescripts; Knowledge of Change management principles; People Management and Empowerment, Programme and Project Management; Financial Management, Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Negotiation skills and understanding supply chain management principles. Knowledge And Skills: Sound and in-depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge.
<b><u>DUTIES</u></b>	:	Manage Transport Engineering services, Manage Infrastructure and EPWP, Provide leadership and strategic direction in the Directorate, Manage the component's resources against its strategic objectives.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y: Tel No: (015) 295 1209, Ms. Mpe N.F: Tel No: (015) 294 8401 and Ms. Maphoto S.M: Tel No: (015) 295 1163
<b><u>POST 28/200</u></b>	:	<b><u>DIRECTOR: PRE SUPPORT SERVICES REF NO: LDTCS 003/2025</u></b>
<b><u>SALARY</u></b>	:	R1 266 714 per annum (Level 13), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Polokwane)
	:	An undergraduate qualification NQF level 7 in Public Administration or related qualification as recognized by South African Qualifications Authority (SAQA). A qualification in Transport Infrastructure/Management/Engineering will be an added advantage. Proof of completion of the SMS pre-entry programme (Nyukela) upon appointment. 5 years' experience at a middle/senior managerial level in the related field. Valid driver's license (except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership; knowledge of Policies and Prescripts; Knowledge of Change management principles; People Management and Empowerment, Programme and Project Management; Financial Management, Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Negotiation skills and understanding supply chain management principles. Knowledge And Skills: Sound and in-depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge.
<b><u>DUTIES</u></b>	:	Administrative and Secretariat Services to the Provincial Regulating Entity [PRE] provision. Manage Public Transport Operating License Service

**ENQUIRIES** : Administration Services. Manage the Administration of Public Transport Operators and Routes Registration. Manage Public Transport Conflicts.  
Ms. Amika Y: Tel No: (015) 295 1209, Ms. Mpe N.F: Tel No: (015) 294 8401 and Ms. Maphoto S.M: Tel No: (015) 295 1163

#### OTHER POSTS

**POST 28/201** : **DEPUTY DIRECTOR: TRANSPORT REGULATION REF NO: LDTCS 004/2025**

**SALARY** : R1 059 105 per annum (Level 12), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.

**CENTRE REQUIREMENTS** : Mopani District (Giyani)  
: An undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). Basic Diploma for Road Traffic Law Enforcement. Any other qualifications in Road Traffic / Traffic Management will be an added advantage. 5 years' experience of which 3 years must be at Junior Management / Assistant Director level in a related field. Valid driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge And Skills: Knowledge of Road Traffic and Safety Acts, Accident reconstruction, Knowledge of Criminal Procedure Act, Road Safety history and current situation in SA, PFMA, negotiation skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at all levels. Ability to analyze the findings and make recommendations, understanding of the legislative framework governing public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge, high level report writing and computer skills.

**DUTIES** : Manage and enforce National Road Traffic Act 93/1996, National Land Transport Act 5/2009, Criminal Procedure Act, and other related legislations. Manage the implementation of operational law enforcement and road safety plans. Manage registration and licensing services. Manage provision of traffic operational resources. Ensure effective and efficient leadership. Management of service delivery improvement in traffic management. Manage human resources. Financial Management. Ensure effective and efficient asset management. Identify and manage risks. Manage Traffic Legislation development and compliance. Manage the implementation of transport safety outreach programmes. Manage traffic information and management systems. Provide incident management systems. Manage traffic administration services.

**ENQUIRIES** : Ms. Baloyi C Tel No: (015) 811 7022: Mr. Banyini N.G Tel No: (015) 711 7019

**POST 28/202** : **DEPUTY DIRECTOR: CORPORATE MANAGEMENT SERVICES REF NO: LDTCS 006 /2025**

**SALARY** : R896 436 per annum (Level 11), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.

**CENTRE REQUIREMENTS** : Capricorn District (Polokwane)  
: An undergraduate qualification (NQF level 6) OR equivalent Qualification as recognized by SAQA. A qualification in Public Administration will be an added advantage, 5 years of experience of which 3 years must be at an Assistant Director level in the same or related field. PERSAL Training/Certificate. Valid driver's license (with the exception of persons with disabilities) Core And Process Competencies: Knowledge of PERSAL, Computer Literacy, Financial Management skills, Management skills, Negotiation skills, Innovative thinking, Client Orientation and Customer Focus, Written and Verbal Communication Skills, Decision Making, Strong Leadership and Team building Skills, Policy Development Skills, Planning and Organizing skills, Conflict Management and Project Management. Knowledge And Skills: PFMA, negotiation skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at

		all levels. Ability to analyze the findings and make recommendations, high level report writing, understanding of the legislative framework governing public service i.e., Public Service Act, Public Service Regulation.
<b><u>DUTIES</u></b>	:	Manage Human Resource Management and Development Services. Manage employee wellness services. Manage information technology, information management and communication services. Manage transformation and service delivery improvement services. Manage records, facilities and EPWP program
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<b><u>POST 28/203</u></b>	:	<b><u>DEPUTY DIRECTOR: INFRASTRUCTURE AND EPWP REF NO: LDTCS 007/2025</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Polokwane)
	:	An undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Management Sciences or infrastructure management or support, Facilities Management built environment will be an added advantage. 5 years' experience of which 3 years must be at Junior Management / Assistant Director level in a related field. Valid driver's license (with exception of people with disabilities). Core And Process Competencies. Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge And Skills: Sound and depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge.
<b><u>DUTIES</u></b>	:	Manage the procurement of infrastructure projects Provide maintenance of departmental buildings internally and through implementing agents Manage Infrastructure delivery management strategy Manage the coordination of EPWP in the department Manage acquisition and disposal of property and land through the custodian Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<b><u>POST 28/204</u></b>	:	<b><u>SENIOR LEGAL ADMINISTRATION OFFICER REF NO: LDTCS 028/2025</u></b>
<b><u>SALARY</u></b>	:	R586 956 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	An LLB qualification or as otherwise determined by the Minister of Justice and Constitutional Development and as recognized by South African Qualifications Authority (SAQA). Eight (8) years post qualification legal experience. Valid driver's license (with exception of person with disabilities) Core And Process Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge And Skills: Sound and in-depth knowledge of South African Law, interpretation of Acts and Regulations, Legal Drafting, legal Research, Departmental Policies and Procedures. Ability to interpret, research and apply the law to a set of facts.
<b><u>DUTIES</u></b>	:	Provide Legal opinion and advice. Liaise with state attorney in litigation matters involving the department. Draft legal contracts Provide legal advisory services to the MEC, HoD and Employees in the Department.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<b><u>POST 28/205</u></b>	:	<b><u>CHIEF PROVINCIAL INSPECTOR (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R582 444 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Capricorn (Lebowagomo) Ref No: LDTCS 008/2025

		Vheme (Mutale) Ref No: LDTCS 009/2025
		Waterberg (Northam) Ref No: LDTCS 010/2025
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA 7-10 years working experience in traffic law enforcement field 3-5 years' experience at supervisory level Basic Road Traffic Diploma No criminal record Valid driver's license Core and Process Competencies. Extensive knowledge of Traffic Management policies and regulations, relevant legislations and traffic management regulations, communication skills problem solving and analysis knowledge management, service delivery innovation, client orientation and customer focus. Knowledge And Skills: Knowledge of Road Traffic and Safety Acts, Accident reconstruction, Knowledge of Criminal Procedure Act, Road Safety history and current situation in SA, PFMA, negotiation skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at all levels. Ability to analyze the findings and make recommendations.
<b><u>DUTIES</u></b>	:	Manage and enforce Road Traffic, public passenger, transport legislation Overall management of the traffic station/traffic control center Manage joint law enforcement activities and projects Manage resources and provide leadership and direction to all subordinates Identify and manage risks Manage the performance of all the administrative activities and related duties.
<b><u>ENQUIRIES</u></b>	:	Ms. Maja M Tel No: (014) 718 2335 Mr. Chavani T Tel No: (015) 960 3094
<b><u>POST 28/206</u></b>	:	<b><u>CHIEF PROVINCIAL INSPECTOR REF NO: LDTCS 011/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R582 444 per annum (Level 10) Capricorn PTU
	:	An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA 7-10 years working experience in traffic law enforcement field 3-5 years' experience at supervisory level Basic Road Traffic Diploma No criminal record Valid driver's license Core and Process Competencies. Extensive knowledge of Traffic Management policies and regulations, relevant legislations and traffic management regulations, communication skills problem solving and analysis knowledge management, service delivery innovation, client orientation and customer focus. Knowledge And Skills: Knowledge of Road Traffic and Safety Acts, Accident reconstruction, Knowledge of Criminal Procedure Act, Road Safety history and current situation in SA, PFMA, negotiation skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at all levels. Ability to analyze the findings and make recommendations.
<b><u>DUTIES</u></b>	:	Manage the implementation of PTU Management of stop and check Manage the assets and equipment of the unit Management of office administration Management of state vehicles.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<b><u>POST 28/207</u></b>	:	<b><u>ASSISTANT DIRECTOR: TRANSFORMATION AND SERVICE DELIVERY IMPROVEMENT REF NO: LDTCS 012/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum (Level 09) Waterberg District (Modimolle)
	:	An undergraduate qualification (NQF level 6) OR equivalent Qualification as recognized by SAQA. A qualification in Public Administration will be an added advantage 3 – 5 years of experience at a supervisory level in the same or related field Valid driver's license (with exception of people with disabilities). Core And Process Competencies. Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge and Skills: Sound and depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge.
<b><u>DUTIES</u></b>	:	Co-ordinate Service delivery improvements and customer care Co-ordinate service delivery complaints Co-ordinate special program within the district.
<b><u>ENQUIRIES</u></b>	:	Ms. Maja M Tel No: (014) 718 2335: Mr. Motloutsi F Tel No: (014) 718 2317
<b><u>POST 28/208</u></b>	:	<b><u>ASSISTANT DIRECTOR: SPECIAL PROGRAMMES REF NO: LDTCS 013/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Polokwane)
	:	An undergraduate qualification (NQF level 6) OR equivalent Qualification as recognized by SAQA. A qualification in Public Administration will be an added advantage 3 – 5 years of experience at a supervisory level in the same or related field Valid driver's license (with exception of people with disabilities). Core And Process Competencies. Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge and Skills: Sound and depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge.
<b><u>DUTIES</u></b>	:	Advocacy on special programmes Co-ordinate and facilitate Gender mainstreaming programmes Co-ordinate reasonable accommodation and capacity building Facilitate and co-ordinate job access programmes
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<b><u>POST 28/209</u></b>	:	<b><u>ASSISTANT DIRECTOR: REVENUE &amp; DEBT REF NO: LDTCS 014/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Accounting / Financial Management will be an added advantage. 3 – 5 year's experience at supervisory level in the same field or related field Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Computer literacy, Knowledge of PFMA and Financial Management, policy development skills, strong leadership and team building skills, Labour relations acts, Financial and cost accounting, Debtor management, Public relations, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Implement proper controls on revenue and debt collection Reconciliation on revenue and debt collection Co-ordinate revenue returns Implement compliance with rules and regulations of revenue policies Manage the recovery of departmental debt
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<b><u>POST 28/210</u></b>	:	<b><u>ASSISTANT DIRECTOR: EMPLOYEE WELLNESS REF NO: LDTCS 015 /2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Sekhukhune
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification NQF level 7 in Social Sciences/Social as recognized by SAQA, Work Registration with Relevant Professional Body 3 - 5 years' experience at supervisory level in the same field or related field Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills Knowledge and understanding of PFMA, Financial policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Co-ordinate the provision of wellness services Co-ordinate the provision of SHERQ and COID programs Co-ordinate the implementation of HIV/AIDS programs
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<b><u>POST 28/211</u></b>	:	<b><u>ASSISTANT DIRECTOR: EXPENDITURE REF NO: LDTCS 016 /2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum. (Level 09)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Polokwane)
	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Accounting / Financial Management will be an added advantage. 3 - 5 years' experience at supervisory level in the same field or related field Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Facilitate and monitor payments of accounts within thirty days Compile monthly, quarterly and annual financial reports Address audit queries and attend to requests Ensure compliance to payment policies and standard operating procedures Supervise subordinates.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M: Tel No: (015) 295 1163
<b><u>POST 28/212</u></b>	:	<b><u>ASSISTANT DIRECTOR: GITO: DISTRICT REF NO: LDTCS 017/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum (Level 09)
	:	Mopani (Giyani)
	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Information Technology will be an added advantage. 3 - 5 years' experience at supervisory level in the same field or related field Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Provide technical support functions to the district and traffic stations Standardise desktop software and update anti-virus software and server Manage the ICT Network Infrastructure. Ensure provision of IT equipment and services.
<b><u>ENQUIRIES</u></b>	:	Ms. Baloyi C Tel No: (015) 811 7022: Mr. Banyini N.G Tel No: (015) 711 7019
<b><u>POST 28/213</u></b>	:	<b><u>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: LDTCS 018/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum (Level 09)
	:	Head Office (Polokwane)
	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Accounting / Financial Management/Supply Chain Management will be an added advantage. 3 – 5 years' experience at supervisory level in the same field or related field. CSD Training/certificate will be an added advantage. Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Synergise, review and execute the bidding process Co-ordinate, review and compile the list of prospective providers for quotations Co-ordinate, review and source quotations from database according to the threshold values determined by the National Treasury Supervise employees to ensure an effective acquisition management service Undertake all administrative functions required with regard to financial and HR administration.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401

<b><u>POST 28/214</u></b>	:	<b><u>ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: LDTCS 019/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Risk Management will be an added advantage. 3 - 5 years' experience at supervisory level in the same field or related field Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Develop, co-ordinate and monitor implementation of risk Management strategies and risk management plans. Ensure Risk and Audit Steering Committee (RASC) to fulfil its responsibilities as outlined in the Charter. Ensure that risk management capability is developed and maintained in all Directorates of the Department. Ensure that there is proper risk management ownership by Management.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<b><u>POST 28/215</u></b>	:	<b><u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: LDTCS 020/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Public Administration or Management/ Monitoring and Evaluation will be an added advantage. 3 – 5 years relevant experience at supervisory level in monitoring and evaluation environment. Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Coordinate submission and consolidation of departmental reports. Coordinate and manage performance information review sessions of the department and agencies Coordinate and manage departmental performance reports from all business branches. Manage the implementation of Management Performance Assessment Tool (MPAT) in the department.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<b><u>POST 28/216</u></b>	:	<b><u>ASSISTANT DIRECTOR: DEPARTMENTAL TRANSPORT SERVICES REF NO: LDTCS 021/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Transport Management will be an added advantage. 3 - 5 years' experience at supervisory level in the same field or related field. Valid Driver's Licence (with exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Computer literacy, strong leadership and team building skills, Reporting skills, Decision making, Change management, Presentation skills, public relations, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Monitor purchase of Departmental Vehicles. Manage allocation of Departmental vehicles. Facilitate maintenance of Departmental vehicle asset



		register. Disposal of unserviceable assets. Ensure compliance of policy by the Department Officials.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<b><u>POST 28/217</u></b>	:	<b><u>ASSISTANT DIRECTOR: POLICE CONDUCT REF NO: LDTCS 022/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Public Administration/Policing will be an added advantage, 3 - 5 years' experience at supervisory level in the same or related field Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Domestic Violence Act, Criminal Procedure Act, sexual Offence Act, Crime Prevention Strategy, South African Criminal Justice System Act, National Development Plan, Civilian Secretariat for Police Service Act and Regulation, Policies related to Community Safety within the Municipality, PFMA, Computer literacy, Policy analysing skill, investigative skills, Reporting skills, Presentation skills, Public relations, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Assist in the management of service delivery complaints lodged against the SAPS in the Province, Conduct Court Watch Brief at Courts in the Province Assist in the analysis of Court Watch Brief reports and make follow-up with police stations identified Monitor the implementation of IPID recommendations by SAPS Supervise subordinates within the sub-component.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<b><u>POST 28/218</u></b>	:	<b><u>ASSISTANT DIRECTOR: NATIS AUDIT REF NO: LDTCS 023/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Public Administration/Licensing will be an added advantage 3 - 5 years' experience at supervisory level in the same or related field, e-NaTIS Training will be an added advantage Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Domestic Violence Act, Criminal Procedure Act, sexual Offence Act, Crime Prevention Strategy, South African Criminal Justice System Act, National Development Plan, Civilian Secretariat for Police Service Act and Regulation, Policies related to Community Safety within the Municipality, PFMA, Computer literacy, Policy analysing skill, investigative skills, Reporting skills, Presentation skills, Public relations, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Plan and ensure that internal and external audit of the e-NaTIS transactions are performed as per year programme Ensure that audits are conducted on previously filed documents Execute special audit at the request of Management (National, Provincial and Local) Coordinate and facilitate relevant requests for procurement of face value forms goods and services.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<b><u>POST 28/219</u></b>	:	<b><u>ASSISTANT DIRECTOR: CLUSTER CO-ORDINATION REF NO: LDTCS 024/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Public Administration will be an added advantage 3 - 5 year's experience at supervisory level in Administration Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Domestic Violence Act, Criminal

		Procedure Act, sexual Offence Act, Crime Prevention Strategy, South African Criminal Justice System Act, National Development Plan, Civilian Secretariat for Police Service Act and Regulation, Policies related to Community Safety within the Municipality, PFMA, Computer literacy, Policy analysing skill, investigative skills, Reporting skills, Presentation skills, Public relations, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Co-ordinate the JCPS and Social Sector Clusters. Facilitate Border Management matters. Participate in the management of events/crime awareness campaigns specific to the Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) -295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<b><u>POST 28/220</u></b>	:	<b><u>ASSISTANT DIRECTOR: COMMUNITY SAFETY &amp; PARTNERSHIP (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R468 459 per annum (Level 09)
	:	Waterberg (Modimolle) Ref No: LDTCS 026/2025
	:	Sekhukhune (Lebowakgomo) Ref No: LDTCS 025/2025
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Public Administration/Social Sciences will be an added advantage 3 - 5 years' experience at supervisory level within the relevant field/area Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Domestic Violence Act, Criminal Procedure Act, sexual Offence Act, Crime Prevention Strategy, South African Criminal Justice System Act, National Development Plan, Civilian Secretariat for Police Service Act and Regulation, Policies related to Community Safety within the Municipality, PFMA, Computer literacy, Policy analysing skill, investigative skills, Reporting skills, Presentation skills, Public relations, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Monitor the functionality of Statutory and Mandatory Community Policing and Community Safety forums Provide support to Mandatory and Statutory Community Policing and Community Safety forums Co-ordinate the implementation of Community Safety and Social Crime Prevention projects (including DVA and GBV) Capacitating of Community structures
<b><u>ENQUIRIES</u></b>	:	Ms. Maja M Tel No: (014) 718 2335
<b><u>POST 28/221</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROVINCIAL CRIME PREVENTION STRATEGY AND VOLUNTEER PROGRAMME REF NO: LDTCS 027/2025</u></b>
<b><u>SALARY CENTRE</u></b>	:	R468 459 per annum (Level 09)
<b><u>REQUIREMENTS</u></b>	:	Head Office (Polokwane)
	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognised by South African Qualification Authority SAQA A qualification in Social Sciences/Social Crime Prevention will be an added advantage 3 - 5 years' experience at supervisory level within relevant field/area. Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Crime Prevention Strategy, South African Criminal Justice System Act, National Development Plan, Civilian Secretariat for Police Service Act and Regulation, South African Police Act, PFMA, Computer literacy, strong leadership and team building skills, Reporting skills, Decision making, Change management, Presentation skills, Public relations, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Co-ordinate the implementation of the Integrated Crime and Violence Prevention Strategy Facilitate the implementation of the Rural Safety Strategy Facilitate the implementation of the volunteer programs Facilitation of events specific to Unit.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163

<b><u>POST 28/222</u></b>	:	<b><u>ARTISAN FOREMAN: MECHANICAL SERVICES REF NO: LDTCS 049 /2025</u></b>
<b><u>SALARY</u></b>	:	R382 047 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Waterberg (Modimolle)
<b><u>REQUIREMENTS</u></b>	:	An Appropriate Trade Test certificate in Diesel or Electromechanical 5 years' experience required as an Artisan. Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Change Management, Financial Management, Problem Solving and Analysis, Customer Focus and responsiveness, Communication. Planning and organizing and decision making. Computer – aided technical application, technical report writing and knowledge of occupational health and safety legislation.
<b><u>DUTIES</u></b>	:	Facilitate the repair, breakdown services and maintenance of both heavy and light government vehicles. Ensure technical services and support in the government garage /workshop in conjunction with Artisans. Manage administrative and related functions such as providing. inputs into the budgeting process, compiling and submitting reports as required etc. Financial management –Control and monitor expenditure according to budget to ensure efficient cash flow management. People management – manage development, motivation and utilization of human resources and manage subordinates' key performance areas by setting and monitoring performance standards. maintain and advance expertise. Continuous individual development to keep up with new technologies and procedures.
<b><u>ENQUIRIES</u></b>	:	Ms. Maja M Tel No: (014) 718 2335 Mr. Motloutsi F Tel No: (014) 718 2317
<b><u>POST 28/223</u></b>	:	<b><u>ARTISAN PRODUCTION GRADE C (REPAIRS AND SERVICE) (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R332 061 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Mopani (Giyani) Ref No: LDTCS 046 /2025 (X2 Posts) Sekhukhune (Lebowakgomo) Ref No: LDTCS 047/2025 Vhembe (Thohoyandou) Ref No: LDTCS 048/2025
<b><u>REQUIREMENTS</u></b>	:	An Appropriate Trade Test certificate in Diesel or Electromechanical 3-5 years' experience in the relevant field Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Change Management, Financial Management, Problem Solving and Analysis, Customer Focus and responsiveness, Communication. Planning and organizing and decision making. Computer – aided technical application, technical report writing and knowledge of occupational health and safety legislation.
<b><u>DUTIES</u></b>	:	Facilitate the repair, breakdown services and maintenance of both heavy and light government vehicles. Ensure technical services and support in the government garage /workshop in conjunction with Artisans. Manage administrative and related functions such as providing. inputs into the budgeting process, compiling and submitting reports as required etc. Financial management –Control and monitor expenditure according to budget to ensure efficient cash flow management. People management – manage development, motivation and utilization of human resources and manage subordinates' key performance areas by setting and monitoring performance standards. maintain and advance expertise. Continuous individual development to keep up with new technologies and procedures.
<b><u>ENQUIRIES</u></b>	:	Ms. Baloyi C Tel No: (015) 811 7022 Mr. Chabani T Tel No: (015) 9613094
<b><u>POST 28/224</u></b>	:	<b><u>STATE ACCOUNTANT: REVENUE AND DEBT REF NO: LDTCS 029/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Waterberg (Modimolle)
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Management will be an added advantage A minimum of 2 years' experience in the same or related field, BAS Training/results will be an added advantage. Valid Driver's Licence (Except for people with disabilities) Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills,

		transformation policies and procedures, Production process knowledge and skills.
<b><u>DUTIES</u></b>	:	Facilitate the creation and recovery of departmental debts. Reconciliation of revenue collected and debts. Monitoring and revenue collection and safekeeping of state funds. Ensure compliance to rules and regulations of revenue policies.
<b><u>ENQUIRIES</u></b>	:	Ms. Maja M Tel No: (014) 718 2335 Mr. Motloutsi F Tel No: (014) 718 2317
<b><u>POST 28/225</u></b>	:	<b><u>STATE ACCOUNTANT: FINANCIAL CONTROL REF NO: LDTCS 030/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Waterberg (Modimolle)
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Management will be an added advantage. A minimum of 2 years' experience in the same or related field. Valid Driver's Licence (Except for people with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.
<b><u>DUTIES</u></b>	:	Administer Salary matters Handle payment of Accounts Do budget planning and financial monitoring.
<b><u>ENQUIRIES</u></b>	:	Ms. Maja M Tel No: (014) 718 2335 Mr. Motloutsi F Tel No: (014) 718 2317
<b><u>POST 28/226</u></b>	:	<b><u>STATE ACCOUNTANT: EXPENDITURE REF NO: LDTCS 031 /2025 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Management will be an added advantage. A minimum of 2 years to experience in the same or related field. Valid Driver's Licence (Except for people with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.
<b><u>DUTIES</u></b>	:	Process submitted claims and requests Process payment of accounts within thirty days Implement payment policies and standard operating procedures
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<b><u>POST 28/227</u></b>	:	<b><u>STATE ACCOUNTANT: ACQUISITION REF NO: LDTCS 032/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Management/Supply Chain Management will be an added advantage. A minimum of 2 years to experience in the same or related field. Valid Driver's Licence (Except for people with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written

		Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.
<b><u>DUTIES</u></b>	:	Co-ordinate and execute the bidding process Co-ordinate and compile a list of prospective providers for quotations Source quotations from database according to the threshold values as determined by National Treasury Ensure an effective acquisition management services.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<b><u>POST 28/228</u></b>	:	<b><u>STATE ACCOUNTANT: DEMAND REF NO: LDTCS 033 /2025 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Management/Supply Chain Management will be an added advantage. A minimum of 2 years to experience in the same or related field. Valid Driver's Licence (Except for people with disabilities) Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills, Knowledge of CSD system.
<b><u>DUTIES</u></b>	:	Monitor the implementation of the procurement plan Draft specifications and terms of reference for required goods and services Registration of suppliers into CSD System Conduct prise analysis.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<b><u>POST 28/229</u></b>	:	<b><u>LABOUR RELATIONS OFFICER: REMEDIAL SERVICES REF NO: LDTCS 034 /2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification NQF level 6 in Labour Relations or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A minimum of 2 years to experience in the same or related field. Valid Driver's Licence (Except for people with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.
<b><u>DUTIES</u></b>	:	Facilitate remedial services Representing the Department in relevant forums Implement the Departmental disciplinary code and procedures Consult with trade unions on matters of mutual interest.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<b><u>POST 28/230</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: OPERATING LICENSES REF NO: LDTCS 035/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Waterberg (Modimolle)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. A minimum of 2 years' experience in the same or related field. Valid driver's license (except for persons with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills,

		negotiations skills, Computer literacy, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Register Taxi Associations and non-members. Arrange operating licenses board meetings. Verify vehicles ownership. Issue permits and operating licenses. Collect revenue.
<b><u>ENQUIRIES</u></b>	:	Ms. Maja M Tel No: (014) 718 2335 Mr. Motloutsi F Tel No: (014) 718 2317
<b><u>POST 28/231</u></b>	:	<b><u>OHS PRACTITIONER (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Mopani (Giyani) Ref No: LDTCS 036/2025
<b><u>REQUIREMENTS</u></b>	:	Sekhukhune (Lebowakgomo) Ref No: LDTCCS 037/2025 Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A minimum of 2 years' experience in the same or related field. Valid driver's license (except for persons with disabilities) Core and Process Competencies: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, COIDA, Public Finance Management Act, Occupational Health and Safety Act. Knowledge of DPSA EHWP Strategic Framework. Ensure proper hygiene system, Communicate and manage health and safety training and awareness campaigns; and ensure that all Accidents / Incidents are thoroughly investigated and reported. Knowledge And Skills: Computer literacy, Financial Management skills, Communications Skills (Verbal & Written Skills, Problem solving skills. Planning and organizing skills, Report writing skills, Presentation skills, Interpersonal Relations Skills, Diversity management, Teamwork & Collaboration skills.
<b><u>DUTIES</u></b>	:	Facilitate the promotion & implementation of Safety, Health, Environment, Risk and Quality (SHERQ) measures in the District Facilitate the promotion and Implementation of Occupational Injuries and Diseases (COID) Programme in the District Conduct & Implement the Disaster Management Contingency Plan for the District and Facilities/Institutions Facilitate the functioning of all OHS Act Statutory Governance Structures (Committees & management structures)
<b><u>ENQUIRES</u></b>	:	Ms. Baloyi C Tel No: (015) 811 7022
<b><u>POST 28/232</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: TRANSFORMATION AND SERVICE DELIVERY IMPROVEMENT REF NO: LDTCS 038/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Mopani (Giyani)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. A minimum of 2 years' experience in the same or related field. Valid driver's license (except for persons with disabilities) Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Co-ordinate customer care and service delivery Conduct customer satisfaction survey Co-ordinate research, investigations on service delivery.
<b><u>ENQUIRIES</u></b>	:	Mr. Baloyi C Tel No: (015) 811 7022 Mr. Chabani T Tel No: (015) 960 3094
<b><u>POST 28/233</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: FACILITIES AND AUXILIARY MANAGEMENT REF NO: LDTCS 039 /2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum. (Level 07)
<b><u>CENTRE</u></b>	:	Vhembe (Thohoyandou)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. A minimum of 2 years' experience in the same or related field. Valid driver's license (except for persons with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills,

		negotiations skills, Computer literacy, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Render photocopying services Render telecommunication services Handle office furniture.
<b><u>ENQUIRIES</u></b>	:	Mr. Chabani T Tel No: (015) 960 3094 Ms. Ravele T Tel No: (015) 960 3029
<b><u>POST 28/234</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: NATIS REF NO: LDTCS 040/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum. (Level 07)
<b><u>CENTRE</u></b>	:	Sekhukhune (Moutse)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. A minimum of 2 years' experience in the same or related field. Valid driver's license (except for persons with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Registration and licensing of vehicles Issue drivers and learner's licenses Issue roadworthy certificates Issue special vehicles permits, motor trade numbers and allocate license numbers.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<b><u>POST 28/235</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: PUBLIC TRANSPORT SERVICES (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Mopani (Giyani) Ref No: LDTCS 041 /2025 Sekhukhune (Lebowakgomo) Ref No: LDTCS 042/2025 Waterberg (Modimolle) Ref No: LDTCS 043/2025)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification National Diploma (NQF level 6) or equivalent as recognised by SAQA. A qualification in Transport Management will be an added advantage A minimum of 2 years' experience in the same or related field. Valid driver's license (except for persons with disabilities) Core and Process Competencies: Computer literacy, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience. Knowledge and Skills: Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, report writing, conflict resolution and problem-solving skills.
<b><u>DUTIES</u></b>	:	Investigate matters related to illegal public transport operations Inspect subsidized contract agreement and general permits Monitor bus timetable and routes Inspect bus and taxi routes Monitor scholar transport and animal-drawn carts
<b><u>ENQUIRIES</u></b>	:	Ms. Baloyi C Tel No: (015) 811 7022 Mr. Motloutsi F Tel No: (014) 718 2317
<b><u>POST 28/236</u></b>	:	<b><u>TRANSPORT SAFETY OFFICER (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Sekhukhune (Makhuduthamaga) Ref No: LDTCS 044/2025 Waterberg (Lephalale) Ref No: LDTCS 045/2025
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. A qualification in Transport Management/Road Safety will be an added advantage A minimum of two (2) to three (3) years' experience in the same or related field. Valid driver's license (except for persons with disabilities) Core and Process Competencies: Performance management, Research conducts, Public Relations, Community Development studies, financial management and PFMA, Labour Relations Act, Supply Chain management. Knowledge And Skills: Knowledge of all Road Safety products and programs, Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing.
<b><u>DUTIES</u></b>	:	Gather information of hazardous locations where and when required and do research to find solutions. Implement, facilitate and co-ordinate the implementation of roads safety education programs. Help with the planning of road safety awareness campaigns and projects, e.g Arrive Alive campaigns. Facilitate and coordinate the establishment of community road safety forums

		Assist with road safety education and communication product development Evaluate progress and submit monthly reports.
<b><u>ENQUIRIES</u></b>	:	Ms. Maja M Tel No: (014) 718 2335 Mr. Motloutsi F Tel No: (014) 718 2317
<b><u>POST 28/237</u></b>	:	<b><u>REGISTRY PRACTITIONER: RECORDS AND REGISTRY SERVICES (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R325 101 per annum (Level 07) Mopani (Giyani) Ref No: LDTCS 050 /2025 Sekhukhune (Lebowakgomo) Ref No: LDTCS 051/2025 Vhembe (Thohoyandou) Ref No: LDTCS 052/2025
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. A qualification in Archives and Records management will be an added advantage A minimum of 2 years' experience in the same or related field. Valid driver's license (with the exception of persons with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations, Client orientation, Customer Focus, Computer literacy, Communication, Interpersonal relations, Teamwork, Planning and Organizing.
<b><u>DUTIES</u></b>	:	Administer records management services Safe custody of Human Resource records. Compliance with Minimum information requirements Implementation of systematic disposal of terminated records.
<b><u>ENQUIRIES</u></b>	:	Ms. Baloyi C Tel No: (015) 811 7022 Mr. Chabani T Tel No: (015) 960 3094
<b><u>POST 28/238</u></b>	:	<b><u>PERSONAL ASSISTANT: HEAD OF DEPARTMENT AND GITO (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R325 101 per annum. (Level 07) Head Office (Polokwane): Hod Ref No: LDTCS 053/2025 Gito Ref No: LDTCS 054/2025)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification NQF level 6 or equivalent qualification as recognized by South African Qualifications Authority (SAQA). A qualification in Management Assistant or related qualification will be an added advantage. A minimum of 2 year's experience in the same or related field. Valid Driver's Licence (Except for persons with disabilities). Core and Process Competencies: Problem solving, Time management, Good Communication skills, Professionalism, Accuracy, Independence, Team player and patience, Record Management. Knowledge And Skills: Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, and problem-solving skills.
<b><u>DUTIES</u></b>	:	Provide secretarial/receptionist support service to the Hod. Render administrative support services, Support the Head of Department with the administration of the budget of the office, Provide all administrative support to the Head of Department.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<b><u>POST 28/239</u></b>	:	<b><u>FINANCE CLERK: SUPPLY CHAIN MANAGEMENT REF NO: LDTCS 055/2025 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R228 321 per annum (Level 05) Waterberg (Modimolle)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification Computer Literacy (Microsoft Office Package) A qualification in Financial Management/SCM will be an added advantage. Valid Driver's Licence (Except for people with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge and Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.



<b><u>DUTIES</u></b>	:	Provide demand and management services Provide acquisition management services Provide logistics management services.
<b><u>ENQUIRIES</u></b>	:	Ms. Maja M Tel No: (014) 718 2335 Mr. Motloutsi F Tel No: (014) 718 2317
<b><u>POST 28/240</u></b>	:	<b><u>ADMIN CLERK: NATIS (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Mopani (Tzaneen) Ref No: LDTCS 056/2025 Sekhukhune (Moutse)Ref No: LDTCS 057/2025
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification Computer Literacy (Microsoft Office Package) A qualification in Administration will be an added advantage. Valid Driver's Licence (Except for people with disabilities) Core and Process Competencies: Financial systems, Debtors management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication Knowledge and Skills: Knowledge and understanding of legislative framework governing Public Service, Information Systems, negotiation skills, analytical skills, Computer Literacy. Analytical thinking skills, Advanced financial management.
<b><u>DUTIES</u></b>	:	Registration and licensing of vehicles Issue drivers and learner's licenses Issue roadworthy certificates Issue special vehicles permits, motor trade numbers and allocate license numbers Render administrative duties.
<b><u>ENQUIRIES</u></b>	:	Ms. Baloyi C Tel No: (015) 811 7022
<b><u>POST 28/241</u></b>	:	<b><u>ACCOUNTING CLERK: ASSET AND INVENTORY REF NO: LDTCS 058 /2025</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Vhembe (Thohoyandou)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification Computer Literacy A qualification in Financial Management will be an added advantage. Valid Driver's Licence (Except for people with disabilities) Core and Process Competencies: Financial systems, Debtors management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication Knowledge and Skills: Knowledge and understanding of legislative framework governing Public Service, Information Systems, negotiation skills, analytical skills, Computer Literacy. Analytical thinking skills, Advanced financial management.
<b><u>DUTIES</u></b>	:	Conduct stock taking Update inventory registers Maintain and update relevant register. Provide a consolidated report on obsolete assets.
<b><u>ENQUIRIES</u></b>	:	Mr. Chabani T Tel No: (015) 960 3094 Ms. Ravele T Tel No: (015) 960 3029
<b><u>POST 28/242</u></b>	:	<b><u>ADMIN CLERK HR (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Head Office Ref No: LDTCS 059 /2025 (X2 Posts) Capricorn Ref No: LDTCS 060/2025 Mopani Ref No: LDTCS 061/2025
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent as recognised by SAQA. An undergraduate qualification in Human Resource Management / Development will be an added advantage. Valid driver's license (with the exception of persons with disabilities) Core and Process Competencies: Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independence, Team player and patience. Knowledge And Skills: Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, conflict resolution and problem-solving skills.
<b><u>DUTIES</u></b>	:	Administration of recruitment, selection processes, implementation of personal data. Administration of transfers, placement, relocation, secondments, and implementation of allowances. Administration and monitoring of leave matters. Administration of service benefits (long service, housing allowance, state guarantee, financial) and termination.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Baloyi C Tel No: (015) 811 7022
<b><u>POST 28/243</u></b>	:	<b><u>SECRETARY (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Capricorn Ref No: LDTCS 062 /2025 Mopani Ref No: LDTCS 063/2025 Sekhukhune Ref No: LDTCS 064 Vhembe Ref No: LDTCS 065/2025

<b><u>REQUIREMENTS</u></b>	:	Waterberg Ref No: LDTCS 066/2025 Grade 12 or equivalent qualification Computer Literacy A qualification in Management Assistant will be an added advantage. Valid Driver's Licence (Except for people with disabilities) Core and Process Competencies: Problem Solving and Analysis, Client Orientation and Customer Focus, Communication Knowledge and Skills: Knowledge and understanding of legislative framework governing Public Service, Information Systems, negotiation skills, analytical skills, Computer Literacy. Analytical thinking skills.
<b><u>DUTIES</u></b>	:	Provide administrative support to the District Director Manage the Director's diary Arrange meetings Facilitate accommodation bookings and other travellings Manage the flow of documents in and out of the Director's office.
<b><u>ENQUIRIES</u></b>	:	Ms. Baloyi C Tel No: (015) 811 7022 Mr. Chabani T Tel No: (015) 960 94 Ms. Maja M Tel No: (014) 718 2335
<b><u>POST 28/244</u></b>	:	<b><u>DRIVER/MESSENGER REF NO: LDTCS 067/2025</u></b>
<b><u>SALARY</u></b>	:	R193 359 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Sekhukhune (Lebowakgomo)
<b><u>REQUIREMENTS</u></b>	:	Grade 10 qualification/ABET/AET or equivalent qualification as recognized by SAQA. Public Driver Permit (PDP) will be an added advantage. 7-12 months driving experience. Valid driver's license Core and Process Competencies: Problem Solving and Analysis, Client Orientation and Customer Focus, Communication Knowledge and Skills: Knowledge and understanding of legislative framework governing Public Service, knowledge of the procedure to correct utilization of motor vehicle.
<b><u>DUTIES</u></b>	:	Drive light and medium motor vehicles transporting passengers and other departmental items (mail and documents) Do routine maintenance on allocated vehicles and report defect timely Complete all required and prescribed records and log books with regard to the vehicle and goods handled. Render messenger service in the relevant office.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401

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

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

- APPLICATIONS** : Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to [nchealthhr@ncpg.gov.za](mailto:nchealthhr@ncpg.gov.za). All applicants must complete an application register when an application is hand delivered
- CLOSING DATE** : 22 August 2025
- NOTE** : Applications must be submitted on the new prescribed application form Z83 obtainable from any Public Service Department or any Public Service Administration website. The fully completed and signed Z83 should be accompanied by a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only short-listed candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer/promotion/appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The request for certified documents will be limited to shortlisted candidates. The Human Resource Administration of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts

**OTHER POST**

- POST 28/245** : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER REF NO: NCDOH 91/2025**
- SALARY** : R896 436 per annum (Level 11), (all-inclusive package)
- CENTRE** : Provincial Office, Kimberley
- REQUIREMENTS** : An appropriate Degree or equivalent qualification at NQF Level 6. Three (3) years appropriate years' administrative experience in the Public Service. Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio. Extensive related experience in political or executive offices will serve as an added advantage. Proven management competencies. Working knowledge of the political and parliamentary process covered in South Africa. A valid drivers' licence.
- DUTIES** : Manage the administrative and co-ordination activities within the office of the executive authority – Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Compile correspondence, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support in the office of the executive authority. Develop, implement and maintain a filing system for the office of the executive authority. Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their

classification. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority – Brief the Head of Ministry on matters with regard to the executive authority's portfolio on the agenda of cabinet/executive council. Liaise with senior managers in the institutions within the executive authority's portfolio. Co-ordinate activities of the executive authority's office. Render a cabinet/executive council support service to the executive authority – Manage the distribution of memoranda to cabinet/executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of cabinet/executive council and alert the Head of Ministry and executive authority of actions to be taken and due dates. Supervise employees - General supervision of the employees in the office of the executive authority. Quality control of the work delivered by supervisees. Advise supervisees with regard to all aspects of the work. Serve as the formal disciplinary authority with regard to supervisees.

**ENQUIRIES**

: Mr S Ndelaphi Tel No: (053) 830 2000

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
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.*

**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.

**MANAGEMENT ECHELON**

**POST 28/246** : **CHIEF EXECUTIVE OFFICER: LENTEGEUR HOSPITAL**  
Chief Directorate: Metro Health Services

**SALARY** : R1 266 714 per annum, (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Lentegueur Hospital

**REQUIREMENTS** : Minimum educational qualification: An appropriate tertiary qualification (NQF level 7) in a Health/Social Science or related field as recognized by SAQA or 4-year degree in an appropriate management field with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services is a requirement (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS" and the full details can be sourced from the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated herewith are the responsibility of the applicant). Experience: Appropriate experience and proven track record in all major aspects of management within a health care environment. Inherent requirements of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Strong corporate management skills within a health care environment. Policy implementation and guidelines development. Strong business orientation with proven skills and ability in the financial management of health services. Open minded and ability to accommodate diverse views. Innovative, creative and lateral thinker. Ability to respond fast, decisively and appropriately to rapidly changing situations. Adaptive leadership capability.

**DUTIES** : Exercise leadership and overall governance of Specialist Psychiatric Hospital with departmental strategic priorities and framework. Overall responsibility for Clinical Governance of the Specialist Psychiatric Hospital ensuring and efficient management of all aspects of patient care. Overall responsibility for corporate governance, including all aspects of People Management and Development, Financial Management, Information Management, and Management of Support Services. Incumbent will be required to manage the health facility efficiently and effectively in terms of the management framework of the public service in accordance with the strategic direction of the National/Provincial Health department. Represent the institution appropriately in relevant internal and external governance interaction. Provide leadership support to the specific hospital and deliver quality, efficient liaison and cooperation with all service providers in the hospital's geographic wedge area of responsibility as well as the Health Facility Board and representatives of the community, Mental health Review board and District Health Council.

**ENQUIRIES** : Dr G Perez Tel No: (021) 815-8668

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

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

**CLOSING DATE** : 22 August 2025

**POST 28/247** : **DIRECTOR: INFRASTRUCTURE PLANNING**  
Directorate: Infrastructure Planning

**SALARY** : R1 266 714 per annum, (A portion of the package can be structured according to individual needs).

<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office, Cape Town
	:	Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in Engineering, Architecture, Urban and Regional Planning, or Quantity Surveying as recognised by SAQA, with at least 5 years' experience at a middle/senior managerial level. Post-graduate management qualification and registration as a Built Environment Professional with the relevant Council are desirable. The Pre-entry Certificate for the Senior Management Services is a requirement. Candidates not possessing this entry requirement can still apply but are requested to register for the course and complete it, as no appointment can be made in its absence. The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS", and full details can be sourced from the following link: <a href="https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/">https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/</a> . All costs associated herewith are the responsibility of the applicant. Experience: Public sector management and/or related management experience in the planning and delivery of infrastructure programmes in the Health sector. Inherent requirements of the job: Valid driver's license. Competencies (knowledge/skills): In-depth knowledge of management and administrative processes in the Public Service. Proven knowledge and management experience in the planning and delivery of infrastructure programmes for the health sector. Knowledge of the built environment professions. Strong leadership, communication, stakeholder engagement, and project management skills.
<b><u>DUTIES</u></b>	:	Lead the strategic planning and alignment of infrastructure with integrated service delivery models. Develop, review, and manage infrastructure planning frameworks, norms and standards. Oversee the preparation of the User Asset Management Plan (U-AMP), Business Cases, and Project Briefs. Strengthen interdepartmental and intergovernmental collaboration. Lead infrastructure modelling and spatial planning for the health sector. Coordinate infrastructure inputs to the Department's Strategic Plan, Annual Performance Plan, and Infrastructure Programme Management Plan. Manage policy development and technical inputs to infrastructure prioritisation models. Implement systems for monitoring, evaluation, and post-occupancy assessments. Build internal capacity, lead high-performing teams, and foster stakeholder trust and engagement. Contribute to ethical governance by implementing risk management, aligning spending with PFMA/DORA, and fostering performance-based grant strategies.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr L Angeletti-Du Toit at (071) 794-7771
	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	22 August 2025

#### OTHER POSTS

<b><u>POST 28/248</u></b>	:	<b><u>SENIOR REGISTRAR (MEDICAL) (ADULT NEPHROLOGY)</u></b> (2 Year Contract)
<b><u>SALARY</u></b>	:	R1 341 855 per annum, A portion of the package can be structured according to the individual's personal needs.)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Tygerberg Hospital, Parow Valley
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Internal Medicine. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Internal Medicine. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work after hours. Competencies (knowledge/skills): Good communication skills. Experience in nephrology. Previous research experience. Nephrology-specific accredited courses attended.
<b><u>DUTIES</u></b>	:	Successful completion of the MPhil (Nephrology). Successful completion of the Cert Nephrol Phys (SA) which includes all the logbook requirements of the college of Medicine. Participating fully in all activities of the division. Conducting research into kidney disease prevalent in South Africa.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Prof MY Chothia Tel No: (021) 938- 9239/ or email: <a href="mailto:yaziedc@sun.ac.za">yaziedc@sun.ac.za</a>
	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")

<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointments on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration as Medical Specialist in Internal Medicine with the relevant council (including individuals who must apply for change in registration status). The appointment as Senior Registrar will be for a maximum contract period of two years. Senior Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued and for any reason the appointment as a Senior Registrar also discontinues, consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their training should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disabilities are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as postgraduates with Stellenbosch University according to the yearbook and guidelines.
<b><u>CLOSING DATE</u></b>	: 22 August 2025
<b><u>POST 28/249</u></b>	: <b><u>MEDICAL SPECIALIST GRADE 1 TO 3 (MEDICAL GENETICS)</u></b>
<b><u>SALARY</u></b>	: Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<b><u>CENTRE REQUIREMENTS</u></b>	: Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Medical Genetics. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Medical Genetics. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist in Medical Genetics. <b>Grade 2:</b> 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 Medical Genetics. <b>Grade 3:</b> 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 Medical Genetics. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/ skills): Computer literacy. Strong ethical principles. Knowledge of relevant medico-legal matters. Leadership and organisational skills. Interpersonal skills. Ability to initiate own research projects and supervise research projects. Relevant clinical and counselling skills. Experience of under- and postgraduate teaching in the health sciences. Excellent written and verbal communication skills. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime.
<b><u>DUTIES</u></b>	: Provide comprehensive clinical care to patients with genetic defects or congenital anomalies, including cascade testing. Examination of pregnancy losses and arrange appropriate testing with view of future counselling. Provide comprehensive genetic counselling. Provide advice to doctors and other health professionals including pro-active education and guidance. Provide advice on laboratory investigations and review laboratory results. Supervise and provide training to registrars. Assist with training of under- and postgraduate students

		across service platform. Develop, implement and supervise research projects. Perform appropriate outreach screening and counselling services.
<b><u>ENQUIRIES</u></b>	:	Prof. S. Moosa Tel No: (021) 938-4217/9218
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 as Medical Specialist in Medical Genetics with the relevant council (including individuals who must apply for change in registration status)".
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/250</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 TO 3</u></b> Cape Winelands Health District
<b><u>SALARY</u></b>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum A portion of the package can be structured according to the individual's personal needs.
<b><u>CENTRE</u></b>	:	Worcester CDC, Breede Valley Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: <b>Grade 1:</b> None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of general medical and surgical conditions on hospital and PHC level and Knowledge applicable to South African TB and HIV care guidelines and including pediatrics HIV and Drug-resistant TB. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the District Health Service and computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Primary healthcare experience. Ability and willingness to do outreach services to clinics throughout the Breede Valley Sub-district, guiding health care colleagues in managing difficult PHC cases.
<b><u>DUTIES</u></b>	:	Provide quality outpatient care to patients in Breede Valley Sub-district Primary Healthcare facilities. Provide an Outreach and Support service to PHC facilities in the Breede Valley Sub-district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Breede Valley Sub-district facilities as required.
<b><u>ENQUIRIES</u></b>	:	Dr B Botha (Clinical Manager) Tel No: (023) 348-1305
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition



that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Breede Valley Sub-district for a period of 3 months from date of advert."

<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/251</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 TO 3 (ANAESTHESIOLOGY)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Tygerberg Hospital, Parow Valley 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: <b>Grade 1:</b> 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 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. <b>Grade 2:</b> 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. <b>Grade 3:</b> 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 requirements of the job: A valid (code B/EB) driver's license. Must participate in commuted overtime as per roster. Competencies (knowledge/skills): Effective leadership & interpersonal skills. Appropriate and sufficient clinical experience in Anaesthesiology since obtaining the degree of MBChB. Knowledge and practical experience in Cardiac Anaesthesia, Critical Care and Pain Medicine is essential. Diploma in Anaesthesiology.
<b><u>DUTIES</u></b>	:	Provision of safe medical care to patients in the operating theatres, Post-Anaesthesia High Care Unit, Pain Clinic and Critical Care unit at Tygerberg Hospital and associated training hospitals. Supervise and support medical interns and providing medical care on the service platform. Assist with the training of interns, medical students, nursing staff and paramedics. Involvement in research/audits relating to the discipline of Anaesthesiology.
<b><u>ENQUIRIES</u></b>	:	Prof S Chetty Tel No: (021) 938-9226
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post candidates may be subjected to 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 with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<b><u>CLOSING DATE</u></b>	:	22 August 2025

<b><u>POST 28/252</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 TO 3</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Delft Community Health Centre 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 Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Experience: <b>Grade 1:</b> 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 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. <b>Grade 2:</b> 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. <b>Grade 3:</b> 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 requirements of the job: A Valid driver's licence. Willingness to travel and perform relief duties when required. A Valid Basic Life Support certificate and Advance Cardiac Life Support certificate. Willingness to perform Commuted Overtime as per operational needs. Competencies (knowledge/skills): Experience in general medical and surgical conditions on PHC level. Experience of South African TB and HIV care guidelines (including drug resistant TB and HIV in children). Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to do outreach services to clinics throughout the Northern/Tygerberg Sub-District, guiding health care colleagues in managing difficult PHC cases.
<b><u>DUTIES</u></b>	:	Practicing cost-effective holistic patient care. Forensic and social service provision. Effective management and utilization of physical and financial resources and Clinical governance. Training and development. Effective data management. Quality of Care and Code of Conduct.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr. L Snyders Tel No: (021) 204-9400 Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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)". The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Shortlisted candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/253</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 TO 3 (INTERNAL MEDICINE)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R1 001 349 per annum

	Grade 2: R1 142 553 per annum
	Grade 3: R1 322 352 per annum
	(A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<b><u>CENTRE REQUIREMENTS</u></b>	<p>: Karl Bremer Hospital</p> <p>: 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 Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Experience: <b>Grade 1:</b> 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 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. <b>Grade 2:</b> 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. <b>Grade 3:</b> 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 requirements of the job: A valid Code B/C driver's license. Commuted overtime is compulsory. Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Competent and willing to work across disciplines if required.</p>
<b><u>DUTIES</u></b>	: Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Karl Bremer Hospital healthcare ecosystem. Ensure compliance by means of maintaining high quality clinical records. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct.
<b><u>ENQUIRIES APPLICATIONS</u></b>	<p>: Dr MMDV Basson Tel No: (021) 918-1205</p> <p>: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").</p>
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with their relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for other vacant Medical Officer Internal Medicine posts within the Chief Director Metro Health Services, for a period of 3 months from the date of the advert. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	: 22 August 2025
<b><u>POST 28/254</u></b>	: <b><u>MEDICAL OFFICER GRADE 1 TO 3 (SURGERY)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	<p>: Grade 1: R1 001 349 per annum</p> <p>: Grade 2: R1 142 553 per annum</p> <p>: Grade 3: R1 322 352 per annum</p> <p>: (A portion of the package can be structured according to the individual's personal needs).</p>
<b><u>CENTRE REQUIREMENTS</u></b>	<p>: Mitchells Plain District Hospital</p> <p>: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as</p>

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 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' 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 requirements of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Appropriate experience and skills in surgical care to manage a ward, theatre and outpatients at a large district level hospital. Ability to work in a team and all levels of staff. Must be able to perform amputations and minor surgical procedures safely and without surgical supervision. Candidates must be able to perform basic diagnostic upper endoscopy.

**DUTIES** : Clinical management of all acute and non-acute surgical and trauma emergencies at a busy district level hospital. Management of critically ill patients including resuscitation of patients while awaiting transfer to tertiary level care. Supervision and teaching of students and interns. Provide a proficient administrative service regarding all clinical and non-clinical matters and medicolegal work. Provide guidance and leadership towards strategic goals and objectives of the department. Ensure cost efficient service at clinical level with regards to laboratory services, blood, medicines, consumables and equipment.

**ENQUIRIES** : Dr FGool Tel No: (021) 377- 4382  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status) The pool of applicants will be considered for similar posts within the Department for a period of 3 months from date of advert.

**CLOSING DATE** : 22 August 2025

**POST 28/255** : **DEPUTY DIRECTOR: CHANGE MANAGEMENT**  
 Directorate: People Strategy, Sub- directorate: Change Management

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

**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: An appropriate three-year National Diploma/ Degree (NQF 6), preferably in the field of Organisational Psychology, Public Administration or Business Science. Experience: Appropriate 3 -5 years middle management experience (supervisory and management functions at an ASD level). Extensive (6 -10 years) work experience in change management. Inherent requirement of the job: Valid Code 8 (B, EB) driver's licence. Preparedness to work overtime, travel and overnight away, when required. Competencies (knowledge/skills): Behavioural: Deciding and Initiating Action; Relating and Networking; Applying Expertise and Technology; Persuading and influencing; Analysing; Leading and Supervising; Presenting and Communicating Information; Planning and Organising; Creating and Innovating; Delivery Results and Meeting Customer Expectations; Working

with People; Adapting and Responding to Change. Values: Integrity; Making a Difference; Appreciation of Diverse People; Continuous Growth Mindset; Caring; Respect Accountability, Person-Centred; Authenticity, Being of Service, Teamwork; Recognition; Collaboration. Skills: Analytical Thinking; Critical Reasoning; Attention to Detail; Excellent Written and Verbal Skills; Proficient in Report writing; Numeracy; Literacy; Driving; Computer Literacy; Project Management; Interpersonal Skills; Conflict and Change Management; Expert Consulting and Advisory Skills. Knowledge: Public Service Act; Public Service Regulations (as amended); PERSAL functions and training; DPSA and NDOH policies, prescripts and directives linked to all change management practices, Employment Equity Act, 1998; Codes of Good Practice Guides linked to EEA; Labour Relations Act, 1995; Protection of Personal Information Act, 2021; Procedural Administration and Justice Act, 2000; Promotion of Access to Information Act, 2000, Knowledge and understanding of performance management in general.

**DUTIES** : Facilitate the development and systematic review of the departmental change management strategy, policies, and practices, in close collaboration with the Department of the Premier (DotP), to ensure alignment with broader governmental objectives and best practices. Oversee and ensure the effective implementation of the departmental change management strategy and culture journey, in alignment with organisational objectives and in accordance with established policies and frameworks. Ensure the effective management of contracts with service providers responsible for the implementation of designated change management initiatives, in accordance with applicable procurement policies, service level agreements, and performance standards. Reporting, monitoring and evaluation (M&E). Plan, manage the workflows and account for the overall performance of the Sub- Directorate, including People Management and Financial Management.

**ENQUIRIES** : Ms R Shade Tel No: (021) 483 3717  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 22 August 2025

**POST 28/256** : **MEDICAL PHYSICIST GRADE 1 TO 3**

**SALARY** : Grade 1: R811 662 per annum  
 Grade 2: R916 437 per annum  
 Grade 3: R1 045 446 per annum  
 (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Tygerberg Hospital  
**REQUIREMENTS** : Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a Professional Council: Registration with the HPCSA as a Medical Physicist. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Physicist. **Grade 2:** 8 Years appropriate experience after registration with the HPCSA as a Medical Physicist. **Grade 3:** 16 Years appropriate experience after registration with the HPCSA as a Medical Physicist. Inherent requirements of the job: Willingness to work after hours and overtime. Competencies (knowledge/skills): Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic X-ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of radiotherapy medical physics. Knowledge of the statutory regulations regarding the medical use of ionising radiation. Good communication, interpersonal relationship, research, development and teaching skills. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy. Ability to work under pressure and meet deadlines. Potential to develop management skills.

**DUTIES** : Responsibility for the management of the dosimetry, quality assurance and radiation protection functions of Medical Physics in the Division of Radiation Oncology. Active participation in the routine execution of clinically related medical physics tasks. Ensure compliance with regulatory requirements Assistance with equipment tender preparation, evaluation and commissioning.

		Assistance with the lecturing in the teaching and training programme of the Medical Physics Department. Active participation and assistance with the management of the research and development programme of the Medical Physics Department.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr C Trauernicht Tel No: (021) (021) 938-6027, E-mail: <a href="mailto:cjt@sun.ac.za">cjt@sun.ac.za</a>
	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 as Medical Physicist with the relevant council (including individuals who must apply for change in registration status)".
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/257</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (COMPREHENSIVE HEALTH SERVICES)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R693 096 per annum Klipfontein / Mitchells Plain Sub-structure Office Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing (SANC) Council as Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and Midwife. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willing to travel. Competencies (knowledge/skills): Knowledge of the Community Orientated Primary Health Care (COPC) approach and Health Care 2030 vision. Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team as a supervisor.
<b><u>DUTIES</u></b>	:	Provide effective support to the Comprehensive Health, Community Based service and Facility Based service components in the Klipfontein / Mitchells Plain Sub-district. Manage the implementation of the COPC approach and support the external and internal interface. Support the Eye Care and Refraction Services. Organize and support with the recruitment, selection, orientation and training of staff. Monitor and support with quality data submission.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms P Van Niekerk Tel No: (021) 370-3072
	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/258</u></b>	:	<b><u>OPERATIONAL MANAGER (PRIMARY HEALTH CARE)</u></b> Garden Route District
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R693 096 per annum Touwsrante Community Clinic Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with SANC. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife and proof of current registration. A minimum of 9 years appropriate/recognisable nursing

experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Curative Skills in Primary Health Care (R48). Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Curative Skills in Primary Health Care (R48). Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willingness to rotate between PHC clinics within the Sub-district. Competencies (knowledge/skills): Exposure to managerial functions in Primary Health Care Facilities. Good communicate skills (verbal and written). Computer literacy (MS Office: Word, Excel and PowerPoint).

<b><u>DUTIES</u></b>	:	Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaise with relevant stakeholders including Facility Committees. Co-ordinate and evaluate Health programmes in respected area. Co-ordinate and evaluate Community Based Health Services in respected area. Overall management of clinic.
<b><u>ENQUIRIES</u></b>	:	Ms MJF Marthinus Tel No: (044) 814-1100
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ oral assessment. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from the date of advert.
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/259</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 TO 3 (ENT) 5/8TH POST</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	Grade 1: R625 842 per annum Grade 2: R714 096 per annum Grade 3: R826 470 per annum A portion of the package can be structured according to the individual's personal needs.
<b><u>CENTRE</u></b>	:	Paarl Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a Professional Council: Registration with the HPCSA as medical practitioner. Experience: <b>Grade 1:</b> 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 recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa <b>Grade 2:</b> 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 Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> 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: Participate in all aspects of the ENT (Ear, Nose, and Throat) service at Paarl Hospital and perform outreach in the Paarl Hospital ecosystem. Competencies (knowledge/skills): Appropriate experience in Ear, Nose, and Throat. Proven experience in procedural skills appropriate to the field of Ear, Nose, and Throat. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Ability to work independently

	and to manage time and administrative tasks effectively. Good professional attitude. Communication skills.
<b><u>DUTIES</u></b>	: Provide comprehensive Ear, Nose, and Throat care to patients by diagnosing and treating illnesses and other health conditions. Prescribe and manage treatment plans, including medication and therapies. Maintain accurate and detailed patient records. Refer patients to tertiary care or other healthcare providers when necessary. Participation in outreach services that are provided by the Ear, Nose, and Throat department. Financial management by effective and efficient use of resources. Complete the required CPD activities to maintain registration with the HPCSA. Participate in training and educational programs for healthcare professionals. Complete and submit required medical reports and documentation for legal and administrative purposes. Uphold the reputation and integrity of the medical profession.
<b><u>ENQUIRIES</u></b>	: Dr J West Tel No: (021) 860-2985/2725 or (email: <a href="mailto:joshua.west@westerncape.gov.za">joshua.west@westerncape.gov.za</a> )
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Chief Directorate: Metro Health Services for a period of 3 months from the date of advert.
<b><u>CLOSING DATE</u></b>	: 22 August 2025
<b><u>POST 28/260</u></b>	: <b><u>ASSISTANT DIRECTOR: AUDIOLOGY</u></b>
<b><u>SALARY</u></b>	: R638 856 per annum
<b><u>CENTRE</u></b>	: Groote Schuur Hospital
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Audiologist or Speech Therapist and Audiologist. Registration with a Professional Council: Registration with the Health Profession Council of South Africa (HPCSA) as an Audiologist or Speech Therapist and Audiologist. Experience: A minimum of 3 years' experience after registration with the HPCSA as an Audiologist or Speech Therapist and Audiologist. Competencies (knowledge/skills): Clinical expertise in diagnostic and rehabilitative audiology for both adolescent and adult populations. Strong background in strategic and operational planning, with the ability to align services to public health objectives. Deep understanding of clinical governance, compliance, and quality assurance processes. Demonstrated financial literacy and capability in managing healthcare resources effectively. High-level analytical and digital competence, with the ability to use clinical and performance data to inform service improvements. Outstanding interpersonal and communication skills, with a proven ability to collaborate across disciplines and sectors.
<b><u>DUTIES</u></b>	: Lead and manage multidisciplinary audiology teams to ensure the delivery of high-quality services. Oversee the delivery of diagnostic and rehabilitative audiology services tailored to the needs of adolescent and adult patients. Align departmental operations with broader healthcare policies and public health strategies. Ensure adherence to clinical governance frameworks and contribute to ongoing quality improvement initiatives. Analyze performance data and patient outcomes to inform service development and optimize clinical pathways. Build and maintain collaborative relationships with internal and external stakeholders to support integrated care delivery. Provide mentorship and supervision to junior staff and undergraduate students, fostering a culture of learning and professional development.
<b><u>ENQUIRIES</u></b>	: Mr L Naidoo Tel No: (021) 404 3405
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. As directed



by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment.

<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/261</u></b>	:	<b><u>CONTROL ENGINEERING TECHNICIAN GRADE A</u></b> <b><u>(ELECTRICAL/MECHANICAL)</u></b> Directorate: Engineering and Technical Services
<b><u>SALARY</u></b>	:	Grade A: R551 493 per annum, (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE</u></b>	:	Head Office, Cape Town, Professional Engineering Services (Location on the grounds of Karl Bremer Hospital)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: An appropriate National Diploma in Engineering (Electrical/Mechanical) or equivalent relevant qualification. Registration with a professional council: Registration with ECSA as a professional Engineering Technician. Experience: At least 6 years appropriate/recognisable experience after obtaining the relevant qualification e.g. National Diploma in Engineering. Appropriate experience in design, specification and maintenance of hospital infrastructure with a strong emphasis on plant, reticulation and engineering systems. Appropriate experience in the compilation of specifications and procurement documentation. Inherent requirements of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province, often at short notice. Willing to assist in other institutions and directorates. Physically fit and able to inspect buildings and related engineering infrastructure and machinery. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge in the compilation of specifications and tender documentation. Contracts and quality management skills. Knowledge of risk analysis and risk mitigation strategies and prioritisation. Conversant with OHSA and regulations pertaining to Electrical and Electrical installations. Conversant with NEC contracts especially the Short-, Term service- and Framework agreement forms of contracts. Computer literate (MS Word, Auto CAD and Excel). Knowledge and experience in computer aided design of engineering infrastructure in the health care environment. Sound interpersonal and good verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Compile specifications and tender documentation within time limits. Manage projects from inception to close-out. Liaise with clients with regard to information and work progress. Ensure continuity of service schedules, prioritizing work, and consideration of operational requirements. Ensure Engineering infrastructure, plant and equipment comply with Occupational Health and Safety Act. Built environment related regulations and prescripts in the Health Care environment.
<b><u>ENQUIRIES</u></b>	:	Mr S Reichert Tel No: (021) 830-3768
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. A practical/competency test may form part of the shortlisting and/or interview process, a full job description is available upon request.
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/262</u></b>	:	<b><u>RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND)/ SONOGRAPHER)</u></b> Cape Winelands Health District
<b><u>SALARY</u></b>	:	Grade 1: R491 256 per annum Grade 2: R575 250 per annum Grade 3: R676 716 per annum
<b><u>CENTRE</u></b>	:	Cape Winelands TB Centre, (Including Breede Valley Clinics)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Ultrasound. Experience: <b>Grade 1:</b> None for SA qualifies employees. 1-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees. <b>Grade 2:</b>

	Minimum of 10 years relevant experience after registration with HPCSA in Radiography (Ultrasound) in respect of SA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees. <b>Grade 3:</b> Minimum of 20 years relevant experience after registration with HPCSA in Radiography (Ultrasound) in respect of SA qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel within the Sub-district. Competencies (knowledge/skills): Computer literacy in word processing, data management and analysis. Ability to work independently and in a team with good interpersonal skills. Thorough knowledge of ante-natal-, ante-natal Doppler-, paediatric-, gynaecology- and abdominal- ultrasound studies. Completion of supplementary courses in diagnostic ultrasound and knowledge and interest in teaching in Obstetrics and Gynaecology at both undergraduate and post-graduate level.
<b><u>DUTIES</u></b>	: Provide a comprehensive diagnostic ultrasound service at an advanced level with the main focus on Obstetrics and Gynaecology (O&G) imaging in Breede Valley Sub District. General care of patients as part of a multi-disciplinary team. Effective administration within the ultrasound unit regarding patient service, appropriate referral as well as equipment management. Maintain case records and statistics. Supervise, train and assess junior colleagues, O&G / Radiology registrars and radiographers. Actively take part in CPD- program, as learner as well as In-service training.
<b><u>ENQUIRIES</u></b>	: Dr. BJAS Botha Tel No: (023) 348-1305
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Breede Valley Sub District for a period of 3 months from date of advert."
<b><u>CLOSING DATE</u></b>	: 22 August 2025
<b><u>POST 28/263</u></b>	: <b><u>RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND)</u></b>
<b><u>SALARY</u></b>	: Grade 1: R491 256 per annum Grade 2: R575 250 per annum Grade 3: R676 716 per annum
<b><u>CENTRE</u></b>	: Tygerberg Hospital
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer (Ultrasound). Registration with a Professional Council: Registration with the HPCSA as a Radiographer (Ultrasound). Experience: <b>Grade 1:</b> None after registration with the HPCSA as Radiographer (Ultrasound) in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as Radiographer (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> A minimum of 10 years' relevant experience after registration with the HPCSA as Radiographer (Ultrasound) in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as Radiographer (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 3:</b> A minimum of 20 years' relevant experience after registration with the HPCSA as Radiographer (Ultrasound) in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as Radiographer (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Render 40 - hours per week service as determined by the department. Competencies (knowledge/skills): Knowledge of Ultrasound protocols, and the use of

	Ultrasound equipment. Excellent written and verbal communication skills. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems.
<b><u>DUTIES</u></b>	: Provide an Ultrasound service. Produce ultrasonic images of high quality. Optimal patient care. Safe use and care of equipment. Accurate record keeping. Assist with training of Radiology Registrars and Ultrasound students. Participate in continuing professional development activities.
<b><u>ENQUIRIES</u></b>	: Ms B Dreyer Tel No: (021) (021) 938-5918
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 as Radiographer (Ultrasound) with the relevant council (including individuals who must apply for change in registration status)".
<b><u>CLOSING DATE</u></b>	: 22 August 2025
<b><u>POST 28/264</u></b>	: <b><u>CHIEF ARTISAN GRADE A: TECHNICAL SERVICES</u></b> Garden Route District
<b><u>SALARY</u></b>	: Grade A: R480 261 per annum
<b><u>CENTRE</u></b>	: Garden Route District Office, George
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Appropriate Trade Test Certificate in Electrician / Electrical Fitter, Mechanical or Millwright / Fitter and Turner. Experience: Ten (10) years appropriate post qualification experience as Artisan/ Artisan Foreman. Inherent requirements of the job: Responsible for duties in the Garden Route District. Valid (Code B/EB) driver's license and willingness to travel in the entire Western Cape Province. Willingness to perform standby and overtime duties. Physically fit to perform duties and work at heights and in confined spaces. Competencies (knowledge/skills): Technical design and analysis knowledge. Technical report-writing and technical consulting skills. Production, process knowledge and skills. Knowledge of all relevant legislation, policies, and prescripts applicable to health-related Engineering. Good interpersonal relations, leadership and communication skills (verbal and written). Computer Literacy in MS Word and Excel, MS Outlook (E-mails) and Internet.
<b><u>DUTIES</u></b>	: Manage maintenance and repair requirements for health facilities in the Garden Route District. Ensure maintenance and repairs to plants and medical and non-medical equipment, assets, furniture in the district. Planning and scheduling of Engineering and Own projects. Compiling of specifications for Engineering and Own projects. Management and supervision of district workshop and staff. Administrative duties related to the post. Ensure Occupational Health and Safety practices.
<b><u>ENQUIRIES</u></b>	: Mr R Joubert Tel No: (044) 803-2700
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from the date of advert.
<b><u>CLOSING DATE</u></b>	: 22 August 2025
<b><u>POST 28/265</u></b>	: <b><u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X5 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	: Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<b><u>CENTRE</u></b>	: Dr Abdurahman CDC (1 post) Heideveld CDC (X1 Post) Gugulethu CHC, Inzame Zabantu CHC (X1 Post) Nyanga CDC (X1 Post)

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least a 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a Professional Council: Registration with the South African Nursing Council as a Professional Nurse and Midwife. Experience: <b>Grade1:</b> A Minimum of 4 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the one-year post-basic qualification year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Inherent requirements of the job: A valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Basic computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. NIMART training or experience. Effective communication skills.
<b><u>DUTIES</u></b>	:	Assist and provide clinical comprehensive PHC service. Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and the NPO's. Collect data and submit reports on or before time. Assist with managing human and equipment resources. Ensure and effective administrative service. Facilitate clinical teaching, training and health education. Provision of effective clinical services. Partake in research activities.
<b><u>ENQUIRIES</u></b>	:	Ms S Patel-Abrahams Tel No: (021) 370-5008
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/266</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum (Plus non pensionable rural allowance of 8% of your annual basic salary).
<b><u>CENTRE</u></b>	:	Calitzdorp Clinic, Kannaland Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the specific specialty. Inherent requirements of the job: A valid (code B/EB) driver's license. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): Good communication skills (verbal and written). NIMART training or experience. Problem solving, report

	writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook).
<b><u>DUTIES</u></b>	: Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human Resources, Finance, SCM, Strategy and Health support and Infrastructure and equipment management under supervision.
<b><u>ENQUIRIES</u></b>	: Ms S Labuschagne Tel No: (028) 551-1342
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from the date of advert. Candidates will be subjected to a practical/ oral assessment.
<b><u>CLOSING DATE</u></b>	: 22 August 2025
<b><u>POST 28/267</u></b>	: <b><u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X4 POSTS)</u></b> Cape Winelands District
<b><u>SALARY</u></b>	: Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<b><u>CENTRE</u></b>	: Kyamandi CDC (X1 Post) Cloetesville CDC (X1 Post) Klapmuts CC (X1 Post) Aan Het CC (X1 Post); Stellenbosch Sub-District
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with duration of at least 1-year in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a Professional Council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). A Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the implementation of protocols, guidelines and standards. BANC & PACK training or experience.
<b><u>DUTIES</u></b>	: Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care of all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.

<b><u>ENQUIRIES</u></b>	:	Ms. MM Muller Tel No: (021) 808-6109
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for similar vacant posts within Stellenbosch Sub-district for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/268</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)</u></b> Cape Winelands District
<b><u>SALARY</u></b>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<b><u>CENTRE</u></b>	:	Drakenstein /Stellenbosch Sub-District
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. <b>Grade 2:</b> A minimum of 14 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned. Inherent requirements of the job: Valid Code (B/EB) driver's license and willingness to drive. Competencies (knowledge/skills): Good understanding of the District Health Service (DHS). Knowledge of the ethical and legal framework of the Acts, Regulations, Rules and policies that govern Occupational Health and Safety. Computer literacy skills (Microsoft office).
<b><u>DUTIES</u></b>	:	Provide and maintain an effective Occupational Health and Safety Risk Management programme within the rural District. Support the implementation of the immunization and medical surveillance programmes for staff. Ensure an effective provision, coordination, and management of clinical occupational health services. Ensuring effective administration of the occupational health service. Participate in Health Risk Assessments within the district. Assist in the competency and skill assessment, identification of the need and advice on the education and training of staff within the areas of control. Maintain sound Continuous Professional development.
<b><u>ENQUIRIES</u></b>	:	Mr E du Plessis Tel No: (023) 348-8126
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. A practical test may form part of the interview process. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: in Occupational Health and Safety with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within the Drakenstein- /Stellenbosch Sub District for a period of 3 months from the date of the advert.
<b><u>CLOSING DATE</u></b>	:	22 August 2025

<b><u>POST 28/269</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY) (X7 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Critical Care Nursing: General. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> 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 in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts including weekends, public holidays and night duty. Willingness to rotate to other units within the Trauma and Emergency department. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.
<b><u>DUTIES</u></b>	:	Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a professional Nurse in Trauma and Emergency. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Participate in research and training and development of community, staff and students to achieve optimal health care and rehabilitation of trauma and emergency patients. Deliver an effective outreach service. Assist with administrative duties, e.g. data collation and reporting
<b><u>ENQUIRIES</u></b>	:	Ms T Ndungane Tel No: (021) 404 6366
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Critical Care Nursing: General. Short-listed candidates may be subjected to a compulsory competency test. The pool of applicants will be considered for similar vacant posts within Groote Schuur Hospital for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/270</u></b>	:	<b><u>CASE MANAGER</u></b> Directorate: Management Accounting
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: An Appropriate three-year health related National Diploma/Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid Environment or Revenue Generation. Inherent requirements: Willingness to travel and spend long periods away from the office. A valid Code 08 Driver's Licence. Competencies (knowledge/skills): Good knowledge of the Uniform

		<p>Patient Fees Schedule (UPFS) and or other tariff structures, Managed Health Care or Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural codes. Ability to work with Excel spread sheets, Microsoft Word and web based programs (medical aids).</p>
<b><u>DUTIES</u></b>	:	<p>Assist various institutions with clearing of externally funded revenue back logs related to ICD-10 code assignment, UPFS assignment and the management of PMB conditions. Assist various Hospital Fees Departments with follow-up of outstanding medical scheme and state department balances and account queries. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments. Perform operational Case Management functions at various institutions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Assist with EDI rejections to ensure timely submission of medical scheme invoices. Provide quotations to H2, H3 and Foreign patients. Assist with the implementation of departmental case management policies and procedures by providing onsite skills development and training of relevant role players in matters relating to Case management.</p>
<b><u>ENQUIRIES</u></b>	:	Ms L Ismail at (072) 601-6586
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. This post will not be linked to any of the Occupational Specific Dispensations.
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/271</u></b>	:	<p><b><u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u></b> Chief Directorate: Metro Health Services</p>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Karl Bremer Hospital
<b><u>REQUIREMENTS</u></b>	:	<p>Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Supply Chain Management (Asset Management, Procurement, Warehousing). Inherent requirements of the job: Willingness to work after-hours when required. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to recognise and respond to problematic matters in the sphere of SCM. Good system management, management supervisory and numerical skills. Advanced computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook) and practical workable knowledge of Logis &amp; BAS. Ability to work independently and part of a team.</p>
<b><u>DUTIES</u></b>	:	<p>Develop and maintain an effective, efficient, and economic supply chain management administration and services including the Warehouse and Asset Management Unit. Application of AOS delegations and prescripts to avoid / eliminate irregular expenditure. Ensure effective Asset Management of the Institution and Northern Tygerberg Sub Structure PHC Facilities. Efficiently manage warehouse to ensure on time delivery of goods to all end users. Efficient and effective management of components resources to achieve goals and objectives.</p>
<b><u>ENQUIRIES</u></b>	:	Mr D Abrahams Tel No: (021) 834- 5894
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for other vacant Senior Administrative Officer: SCM posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/272</u></b>	:	<p><b><u>ENGINEERING TECHNICIAN PRODUCTION GRADE A TO C (ELECTRICAL/MECHANICAL)</u></b> Directorate: Engineering and Technical Services</p>
<b><u>SALARY</u></b>	:	<p>Grade A: R391 671 per annum Grade B: R442 389 per annum</p>



<b><u>CENTRE</u></b>	:	Grade C: R498 816 per annum
	:	Head Office, Cape Town, Professional Engineering Services (Location on the grounds of Karl Bremer Hospital)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: An appropriate National Diploma in Engineering (Mechanical /Electrical) or equivalent relevant qualification. Registration with a professional council: Registration with ECSA as a Professional engineering Technician. Experience: At least 3 years appropriate/recognisable experience after obtaining the relevant qualification e.g. National Diploma in Engineering. Appropriate experience in design, specification and maintenance of hospital infrastructure with a strong emphasis on plant, reticulation and engineering systems. Appropriate experience in the compilation of specifications and procurement documentation. Inherent requirements of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province, often at short notice. Willing to assist in other institutions and directorates. Physically fit and able to inspect buildings and related engineering infrastructure and machinery. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge in the compilation of specifications and tender documentation. Contracts and quality management skills. Knowledge of risk analysis and risk mitigation strategies and prioritisation. Conversant with OHSA and regulations pertaining to Electrical and Electrical installations. Conversant with NEC contracts especially the Short-, Term service- and Framework agreement forms of contracts. Computer literate (MS Word, Auto CAD and Excel). Knowledge and experience in computer aided design of engineering infrastructure in the health care environment. Sound interpersonal and good verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Compile specifications and tender documentation within time limits. Manage, identify projects from inception to close-out Liaise with clients with regard to information and work progress. Ensure continuity of service schedules, prioritizing work, and consideration of operational requirements. Ensure Engineering infrastructure, plant and equipment complies with Occupational Health and Safety Act and Built environment related regulations and prescripts in the Health Care environment.
<b><u>ENQUIRIES</u></b>	:	Mr S Reichert Tel No: (021) 830-3768
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. A practical/competency test may form part of the shortlisting and/or interview process, a full job description is available upon request.
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/273</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u></b> Cape Winelands District
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Stellenbosch Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience and knowledge of Human Resources (i.e. Salary Administration, Service Conditions, Personnel Management, Performance Management, HRD and Recruitment and Selection). PERSAL knowledge and experience Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the district. Competencies (knowledge/skills): Computer skills: MS office packages (Word, Excel, Power Point, Outlook) and PERSAL. Knowledge and experience to the duties and responsibilities of a Human Resource section. Knowledge of applicable policies, legislation, guidelines, standards, procedures and applicable practices.
<b><u>DUTIES</u></b>	:	Administer and ensure effective and efficient implementation of HRM policies, prescripts, approval of PERSAL transactions with regards to Personnel provisioning, Personnel and Salary administration. Supervise Administration Clerks to ensure effective functioning of the Human Resource Section, Administer and ensure effective and efficient implementation to appointments, service terminations, salary administration and general service conditions, audit of leave and personnel files, debt management, pension administration and management of pay sheets, administration of OSD and Grade Progression, performance management and relevant reports. Administer and maintain an effective and efficient Recruitment and Selection service.

		Administer and maintain an effective and efficient Human Resource Development service. Provide an effective support function to management and personnel.
<b><u>ENQUIRIES</u></b>	:	Mr C Modisie Tel No: (021) 808-6178
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical assessment. The pool of applicants will be considered for similar vacant posts within Stellenbosch Hospital for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/274</u></b>	:	<b><u>PERSONAL ASSISTANT</u></b> Chief Directorate: Emergency and Clinical Services Support
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Medicine Management, Laboratory and Blood Services Support
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Experience: Appropriate experience in rendering secretarial/administrative support services to management. Inherent requirements of the job: Valid driver's license. Willingness to travel. Computer literate in MS office, i.e MS Office, Advanced Excel, Outlook and PowerPoint. Competencies (knowledge/skills): Good telephone etiquette. Sound organizational skills. Good people skills. Written communication skills. High level of reliability. Ability to multi-task. Ability to act with tact and discretion. Information gathering and analysis of information. Self-management and motivation. Basic knowledge. Office management and financial administration. Knowledge of the relevant legislation/policies/prescripts and procedures. Basic knowledge of financial administration. Basic Knowledge of AI tools for administrative work.
<b><u>DUTIES</u></b>	:	Provide a secretarial/receptionist support service to the Director. Renders administrative support services. Provides support to the Manager regarding meetings. Supports the Manager with the administration of the Manager's compliance requirements of audits, staff reporting to her etc. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
<b><u>ENQUIRIES</u></b>	:	Ms K Lowenherz Tel No: (021) 483 - 4293
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. The pool of applicants may be considered for other vacant Personal Assistant posts within the Chief Director Emergency & Clinical Services Support, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/275</u></b>	:	<b><u>PRINCIPAL PERSONNEL OFFICER: (PEOPLE MANAGEMENT)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Garden Route District Office
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resources (i.e. Salary Administration, Service Conditions, Personnel Management). Appropriate experience in PERSAL. Inherent requirements of the job: Drivers licence (Code B/EB) and willingness to travel in the sub-districts. Competencies (knowledge/skills): Appropriate knowledge of all HRM aspects (i.e. commuted overtime system, and Circulars prescripts regulating and applicable to professional ranks in the OSD in the Health Sector). Ability to interpret and apply legislation, policies, directives and collective agreements. Computer skills (i.e. Microsoft Outlook, Excel, MS Word, PowerPoint, and PERSAL). Good communication skills (verbal and written).
<b><u>DUTIES</u></b>	:	Administer and ensure effective and efficient implementation of HRM policies, prescripts, approval of PERSAL transactions with regards to Personnel provisioning, Personnel and Salary administration. Handle as well as oversee application of prescripts with regards to pension, leave, allowances, pay

		<p>sheets, resettlement and auditing of files. Maintain an effective and efficient Recruitment and Selection service. Provide an effective support function to manager and personnel. Supervise Administration Clerks to ensure effective functioning of the Personnel Administration Section. Ensure compliance in the HR Office with regards to registers and exit interviews. Assists and relieve HR Offices within the District. Assist with the coordination of special projects in personnel administration for the district.</p>
<b><u>ENQUIRIES</u></b>	:	Ms D Fortuin Tel No: (044) 803-2700
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/276</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: FINANCE</u></b> Chief Directorate: Emergency and Clinical Support Services
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Western Cape Government College of Emergency Care
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or accountancy as passed subjects. Experience: Appropriate management in the public service with an emphasis on Financial Administration and Auditor General enquiries and Audits. Appropriate relevant experience and in-depth knowledge in Supply Chain and Finance. Inherent requirements of the job: Willingness to work after hours when required. Valid 8 (Code B/EB) driver's license. Willingness to travel. Competencies (knowledge/skills): Computer literacy (i.e. MS Word, Excel, PowerPoint). Good interpersonal and teamwork skills. Knowledge and understanding of finance-related systems. Ability to perform effectively under pressure in a stressful environment. Excellent verbal and written communication skills, planning and good organisational skills. Appropriate experience with SCM logis or similar related systems. Provide support to management, input into policies, and conduct investigations. Ability to project plan and execute according to timelines and adhere to deadlines.
<b><u>DUTIES</u></b>	:	Perform effective administration duties related to Institutional finances. Provide effective management of students' finances. Responsible for administering and managing financial management systems. Responsible for collating, analyzing, verifying, reporting, and presenting financial data. Assisting with the management of assets. Ensure compliance with the relevant legislation and policies related to People Management, SCM and Finance Practices.
<b><u>ENQUIRIES</u></b>	:	Ms C. Mabaleka Tel No: (021) 938 6270
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo a practical assessment.
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/277</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: SUPPORT (NURSING)</u></b> Chief Directorate: Emergency and Clinical Support Services
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Office of the CD: ECSS
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Grade 12/Senior Certificate (or equivalent). Experience: Appropriate experience of system support/assistance. Inherent requirement of the job: Valid (code B/EB) driver's license. Willingness to travel and work overtime If required. Competencies (knowledge/skills): Computer literacy in Microsoft Word and Excel. Good interpersonal and communication skills. Good numerical skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Ability to effectively handle conflict. Self-Motivated and the ability to monitor and improve own work performance.
<b><u>DUTIES</u></b>	:	Provide general office administration support service Compile and maintain databases and capture electronic data. Provide community service administrative support. Provide support to Nurse Manager.
<b><u>ENQUIRIES</u></b>	:	Mr S Gangala Tel No: (021) 831-5837

<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/278</u></b>	:	<b><u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3 (X4 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R264 750 per annum Grade 2: R306 411 per annum Grade 3: R330 540 per annum
<b><u>CENTRE</u></b>	:	Kraaifontein CHC, Delft CHC, Fisantekraal CDC, Symphony Way CDC, Northern/Tygerberg Substructure
<b><u>REQUIREMENTS</u></b>	:	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 the SAPC as a Pharmacist Assistant (Post-Basic). Registration with a Professional Council: Current registration with the SAPC as a Pharmacist Assistant Post Basic or Pharmacist Assistant Post Basic (Institutional) and annual proof of registration/ proof of payment. Experience: <b>Grade 1:</b> None after registration with the SAPC as Pharmacist's Assistant (Post-Basic). <b>Grade 2:</b> A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. <b>Grade 3:</b> 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: A Valid driver's licence. Willingness to rotate within the Substructure when required. Competencies (knowledge/skills): Good computer literacy. Ability to work as part of a team or independently. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Assist with issuing of pharmaceutical products and ensure quality provision of Pharmaceutical Care, including prescription evaluation, working under direct supervision of a pharmacist. Assist with the control of stock by managing the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with the support of chronic medication delivery. 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.
<b><u>ENQUIRIES</u></b>	:	Ms. M Mukadam Tel No: (021) 987-0083 (Kraaifontein CHC) Mr. C Jacobs Tel No: (021) 833-9090 (Delft CHC) Ms. C Krieger Tel No: (021) 204-9472 (Symphony Way CDC) Ms. A Botha Tel No: (021) 826-2211 (Fisantekraal CDC)
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)" The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/279</u></b>	:	<b><u>PHARMACIST ASSISTANT (POST BASIC) (INSTITUTIONAL): GRADE 1 TO 3</u></b> Cape Winelands Health District
<b><u>SALARY</u></b>	:	Grade 1: R264 750 per annum Grade 2: R306 411 per annum Grade 3: R330 540 per annum
<b><u>CENTRE</u></b>	:	Cloeteville CDC

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus a Post Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional) or Pharmacist Assistant (Post Basic). Registration with a Professional Council: Current registration with the SAPC as a Pharmacist Assistant (Post Basic) (Institutional) or Pharmacist Assistant (Post Basic). Experience: <b>Grade 1:</b> None after registration as Pharmacist's Assistant (Post-Basic) with the SAPC. <b>Grade 2:</b> A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) (Institutional) with the SAPC. <b>Grade 3:</b> A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) (Institutional) with the SAPC. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel and to work under direct- and indirect supervision of a pharmacist. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team with excellent interpersonal and communication skills. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101 of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Appropriate clinical and pharmaceutical knowledge. Innovative analytical thinking and the ability to initiate, co-ordinate, manage and sustain programs.
<b><u>DUTIES</u></b>	:	Pharmaceutical service delivery according to legislation and scope of practice. Effective medicine supply management (Receiving, storage, control and distribution of pharmaceuticals) including cold chain management in all areas where medications are kept. Provision of health information, adherence counselling and advice on correct usage and storage of medication. Assistance with waste management and rational usage of resources. Compliance with policy and legislative requirements and Good Pharmacy Practice Guidelines. Assistance with the Chronic Dispensing Unit (CDU) processes.
<b><u>ENQUIRIES</u></b>	:	Ms E Wessels Tel No: (021) 815-8307
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Stellenbosch Sub-district for a period of 3 months from date of advert."
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/280</u></b>	:	<b><u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3</u></b> Garden Route District
<b><u>SALARY</u></b>	:	Grade 1: R264 750 per annum Grade 2: R306 411 per annum Grade 3: R330 540 per annum
<b><u>CENTRE</u></b>	:	Alma CDC, Mossel Bay Sub-district
<b><u>REQUIREMENTS</u></b>	:	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). Registration with a Professional Council: Current registration with the SAPC as a Pharmacist Assistant Post Basic or Pharmacist Assistant Post Basic (Institutional). Experience: <b>Grade 1:</b> None after registration with the SAPC as Pharmacist Assistant (Post-Basic). <b>Grade 2:</b> A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. <b>Grade 3:</b> 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 in the Sub District. Willingness to work at other clinics in the Sub-District. Willingness to

work overtime and after hours as needed. Competencies (knowledge/skills): Good knowledge of institutional pharmacy practices and procedures. Good numeric skills. Knowledge and/or experience in handling pharmaceutical supplies particularly in clinic environment, including appropriate cold chain practices. Knowledge of Drug Supply Management Principles. Knowledge of Good Pharmacy Practice. Meticulous and attention to detail. Good computer skills. Ability to work as part of a team or independently. Ability to work under pressure.

**DUTIES** : Working under both direct and indirect supervision of a pharmacist. Manage drug supply within the facilities, including but not limited to correct ordering of stock, receiving and checking of stock, appropriate stock control and storage, rotation of stock to prevent expiry, accurate handling of expired stock, and appropriate temperature control. Dispensing and issuing of acute and chronic scripts according to Standard Treatment Guidelines and the WCGHW Pharmaceutical Code List. Issuing medication prepared by Tertiary Institutions and CDU (Chronic Dispensing Unit) and the management thereof. Collection of all pharmacy related data, ensuring accurate compilation of monthly pharmaceutical statistics return and pricing of expired stock. Support to supervisor and colleagues within the Mossel Bay Sub-District, within scope of practice. Ensure the provision of high-quality services measured by outcomes of quality assurance activities.

**ENQUIRIES** : Mr H Jacobs Tel No: (044) 604-6132  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)" The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.

**CLOSING DATE** : 22 August 2025

**POST 28/281** : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**  
 Directorate: Engineering and Technical Support Services

**SALARY** : Grade A: R243 597 per annum  
 Grade B: R285 816 per annum  
 Grade C: R332 061 per annum

**CENTRE** : Head Office, Bellville Mobile Workshop  
**REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate (Electrical). Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.

**DUTIES** : Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospital and the institution. Maintain and repairs of electrical installations and equipment at health institutions within the Western Cape Province. Assist Artisan Foremen/Chief Artisan with their duties.

**ENQUIRIES** : Mr L Semono Tel No: (021) 830-3770  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 22 August 2025

<b><u>POST 28/282</u></b>	:	<b><u>ARTISAN PRODUCTION GRADE A TO C</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	Grade A: R243 597 per annum Grade B: R285 816 per annum Grade C: R332 061 per annum
<b><u>CENTRE</u></b>	:	Prince Albert Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate Trade Test Certificate in Electrician / Electrical Fitter / Mechanical or Millwright / Fitter and Turner. Experience: <b>Grade A:</b> No experience required. <b>Grade B:</b> At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. <b>Grade C:</b> At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Willingness to work overtime, day or night, and perform standby duties. Valid (Code B/EB) driver's license and willingness to travel and work at all Public Health Institutions within the Central Karoo District, should the need arise. Willingness to perform over a spectrum of technical trades and continual training in these. Competencies (knowledge/skills): Appropriate working knowledge of the requirements of the Machinery, and Occupational Health and Safety Act (Act 85). Able to interpret and apply regulations. Appropriate working knowledge of the working principle, parts and assembly, testing, routine & breakdown maintenance of the following: Domestic & light commercial laundry & kitchen equipment; Access control, Fire Detection & Electrical Fencing Hardware; Basic building terminology and construction; Hospital Technical Systems & plant; HVAC equipment; Welding & Plumbing skills (Demonstrable). Good communication skills (verbal and written). Computer literacy (MS Word, Excel, Email and Internet). Physically fit to perform duties and work at heights and in confined spaces.
<b><u>DUTIES</u></b>	:	Routine Maintenance and Repairs of equipment, plant, and tools at all Health Establishments in the Central Karoo District. Trade Specific Maintenance and Repairs. Management of Requisitions / Job Cards. Administration duties and functions. Occupational Health and Safety Practices. Management of Stock / Consumables and Materials.
<b><u>ENQUIRIES</u></b>	:	Mr. C Makwela Tel No: (023) 414 - 8235
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted applicants will be subjected to practical tests. The incumbent will be afforded to reside in either Beaufort West, Laingsburg or Prince Albert and that will serve as his/her base station. The pool of applicants will be considered for similar vacant posts within the Central Karoo District for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/283</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPORT (NURSING)</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: National Senior Certificate (Grade 12) or equivalent. Experience: Appropriate office administration or secretarial experience. Competencies (knowledge/skills): Ability to work under pressure and meet deadlines. Excellent typing skills, minute taking skills and Computer literacy in MS Office Suite (Word, Excel, PowerPoint, Access, Teams and Zoom) (proof of training must be submitted on request) Good planning, organizational and interpersonal skills. Soft skills in a healthcare setting – Discretion and Confidentiality, Emotional intelligence, adaptability in a fast-paced environment.
<b><u>DUTIES</u></b>	:	Ensure an effective and efficient office administration and management within the Nursing Management Office. Deliver an effective and efficient office administration, reception services and support to the Nurse Manager and affiliated managers and support services. Manage and maintain an effective and efficient Nursing data filing, recordkeeping services, which includes provision of accurate/effective typing and data capturing of human resource documentation, nursing agency timesheets, attendance of agency bookings and incident reports. Coordinate and assist with preparation and processes of interviews and meetings and new nursing staff appointments in the

		department. Provide administrative support to Nursing personnel, assist with queries and ensure effective and efficient communication.
<b><u>ENQUIRIES</u></b>	:	Ms T Wulff Tel No: (021) 404-2109
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a compulsory practical test.
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/284</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPORT (PRIMARY HEALTH CARE)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Hartenbos CC, Mossel Bay Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative and data capturing experience. Appropriate experience in data management and systems management: Sinjani, Tier.net and PHCIS systems. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to drive. Willingness to rotate in the Sub-District according to the needs of the service. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Windows, Excel) An appropriate course in Basic Routine Health Information System for Data Capturers will be to your advantage.
<b><u>DUTIES</u></b>	:	Capturing all data according system programs (Tier.net, Sinjani, PHCIS, Healthnet etc.) Responsible for allocated services points data compiling and reports on all programs. Administration functions and all components of reception management. Register patients on the Patient Administration System (PHCIS) and Healthnet bookings. Responsible for folder Hygiene in reception (i.e., file, retrieve, archive, and dispose folders).
<b><u>ENQUIRIES</u></b>	:	Ms A Lamprecht Tel No: (044) 604-6106
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test. The pool of applicants will be considered for similar vacant posts within Garden Route District for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/285</u></b>	:	<b><u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Victoria Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Administration: SPMS, Grading of OSD and non-OSD personnel. PERSAL administration and Recruitment & Selection experience. Competencies (knowledge/skills): Knowledge of SPMS, Implementation of OSD policies and all HR related legislation.
<b><u>DUTIES</u></b>	:	Effective and efficient administration with regards to Performance Management System. Handle the administration functions related to the PERMIS system. Maintenance of accurate database & scrutinize performance agreements. Do constant follow ups with line managers and staff regarding outstanding documentation. Handle SPMS, PERIMS and recruitment and selection. Administer Pay Progressions, Grade Progressions, salary determination in respect of different OSD and non-OSD categories. Responsible for capturing transactions on PERSAL. Facilitate recruitment and selection processes, capturing of adverts on S-Cubed and submit DOTS360 Verifications.
<b><u>ENQUIRIES</u></b>	:	Ms JN Theunissen Tel No: (021) 799 1199
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo a practical assessment.
<b><u>CLOSING DATE</u></b>	:	22 August 2025



<b><u>POST 28/286</u></b>	:	<b><u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Laingsburg Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management in a health environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence Competencies (knowledge/skills): Appropriate knowledge of and experience in information management systems (/Ideal Clinic/CLINICOM/Sinjani/ HECTIS/PHCIS). Computer literacy (Ms Office: Word, Excel, and PowerPoint). Good communication skills (verbal and written). Ability to function independently and within a team environment.
<b><u>DUTIES</u></b>	:	Responsible for data management, i.e. collection, collation, capturing and reporting. Perform an administrative role as a member of the information management team. Office administration with regards to filing processes, telephonic enquiries and letters. Assist with data management quality monitoring. Interpret and analyse data trends. Participate in health information coordinating activities and maintain data retrieval efficiency.
<b><u>ENQUIRIES</u></b>	:	Mr G Samuels Tel No: (023) 814 - 2015
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test. The pool of applicants will be considered for similar vacant posts within the Central Karoo District for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/287</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES)</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Western Cape Health Warehouse, Head Office
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience within a warehouse environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to collate, verify data, work accurately and methodically. Good interpersonal and organisational skills. Computer skills (MS Word, Excel and Outlook). Knowledge and practical experience in LOGIS and Basic Accounting System (BAS). Knowledge of administrative and/or support duties in a store/warehouse. Knowledge in administration and rendering support services in a store or warehouse. Appropriate experience in handling stock in a store/warehouse environment.
<b><u>DUTIES</u></b>	:	Capturing of Log 1 requisitions and Issue vouchers according to Standard Charts of Accounts (SCOA). Render an effective and efficient administrative support service in the Western Cape Health Warehouse. Render effective and efficient Warehouse related support functions. Keeping abreast and record relevant and Departmental prescripts/policies and procedures. Any other ad-hoc administrative tasks as required.
<b><u>ENQUIRIES</u></b>	:	Ms M. Barlow <a href="mailto:Margot.Barlow@westerncape.gov.za">@Margot.Barlow@westerncape.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Candidates will be required to do a practical test
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/288</u></b>	:	<b><u>STAFF NURSE GRADE 1 TO 3 (TRAUMA &amp; OPD)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<b><u>CENTRE</u></b>	:	Knysna Hospital
<b><u>REQUIREMENTS</u></b>	:	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: <b>Grade 1:</b> None <b>Grade 2:</b> A minimum of 10 years' appropriate/recognisable experience in

		nursing after registration as Staff Nurse with the SANC. <b>Grade 3:</b> 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, day and night duty and overtime. Willingness to rotate to other wards in the facility and to work at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication skills. Self-discipline and motivation.
<b><u>DUTIES</u></b>	:	Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self- development. Take actions to improve quality of nursing care. Participate in infection prevention and control.
<b><u>ENQUIRIES</u></b>	:	Ms CG Wagener Tel No: (044) 302-8400
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Garden Route District for a period of 3 months from date of advert."
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/289</u></b>	:	<b><u>STAFF NURSE GRADE 1 TO 3 (GENERAL INPATIENTS)</u></b> Cape Winelands District
<b><u>SALARY</u></b>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<b><u>CENTRE</u></b>	:	Ceres Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Qualification that allows registration with SANC as a Staff Nurse. Registration with a Professional Council: Registration with the South African Nursing Council as a Staff Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years' appropriate/recognisable nursing experience after registration with the SANC as Staff Nurse. <b>Grade 3:</b> A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: Willingness to work shifts, and overtime. Willingness to work in all wards of the hospital. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<b><u>DUTIES</u></b>	:	Development and implementation of basic patient care to all patients. Provide basic clinical nursing care. Effective utilisation of human and financial resources within the limited budget constraints. Maintain professional growth/ethical standards and self-development.
<b><u>ENQUIRIES</u></b>	:	Mr LF Scholtz Tel No: (023) 316-9600
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 Ceres Hospital for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	22 August 2025

<b><u>POST 28/290</u></b>	:	<b><u>STERILIZATION OPERATOR: SUPERVISOR (CENTRAL STERILE SERVICE DEPARTMENT)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R193 359 per annum
<b><u>CENTRE</u></b>	:	New Somerset Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: General education and Training Certificate (GETC) / grade 9 (Std 7). Experience: Appropriate experience in the Central Processing department (CPD) Sterilization and Decontamination services as an operator in a hospital setting. Inherent requirements of the job: Willingness to work in any department within the Central Processing Department (CSSD & Gas). Willingness to work shifts including weekends, public holidays, night duty and standby. Competencies (knowledge/skills): Ability to supervise and be assertive. Must have numeracy skills and should be able to think analytically. Sound knowledge of decontamination and sterilization processes. Independent effective decision making and problem-solving skills within the limits of the Public Sector policy framework. Good problem solving and interpersonal skills. Computer literacy (MS Word, Excel, PowerPoint).
<b><u>DUTIES</u></b>	:	Manage, organize, and control Central Sterile Services Department (CSSD) and Gas Sterilization Units (GSU). Human, Physical and Financial resource management of the CSSD and GSU. Maintain Quality Assurance and Infection Prevention measures in CSSD and GSU. Cost Containment with regard to human and material resources.
<b><u>ENQUIRIES</u></b>	:	Ms S Basardien Tel No: (021) 402 6485
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/291</u></b>	:	<b><u>HEALTH PROMOTER</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R193 359 per annum
<b><u>CENTRE</u></b>	:	Dr Abdurahman Community Day Centre
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: General Education and Training Certificate (GETC/Grade 9 (Std 7). Experience: Appropriate experience working in communities and informal settlements. Inherent requirements of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Computer literacy.
<b><u>DUTIES</u></b>	:	Render a high standard of health education and support service to clients. Plan and implement health projects in facilities, schools and communities to meet health objectives. Liaise with community's health co-ordinating structures, departments, local government and other stakeholders to promote integrated approach to health care. An efficient support service to the Health Facility Manager with respect to the adaptation of broad departmental policy to conform to the health educational/promotional needs of patients and the surrounding community. Monitor, evaluate, develop and implement service delivery programmes. Ensure effective and efficient utilization of all available resources. Ensure a purposeful integration of health education and promotion service provision with services provided (health facility, stakeholders and other community-based services).
<b><u>ENQUIRIES</u></b>	:	Mr V Woka Tel No: (021) 830-6947
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes of these checks, which include security clearance, qualification verification, criminal records and previous employment.
<b><u>CLOSING DATE</u></b>	:	22 August 2025

<b><u>POST 28/292</u></b>	:	<b><u>NURSING ASSISTANT GRADE 1 TO 3 (4 POSTS)</u></b> West Coast District
<b><u>SALARY</u></b>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Vredendal Hospital, Matzikama Sub-District
	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as Nursing Assistant. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as a Nursing Assistant. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays and night duty as well as overtime when necessary. Ability to work in a high stress environment. Willingness to rotate between Wards. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<b><u>DUTIES</u></b>	:	Assist and support patients with activities of daily living and physical self-care, carried out under the supervision of the Professional Nurse. Provide elementary clinical nursing care to patients under the supervision of the Professional Nurse. Maintain professional growth and ethical standards and seek learning opportunities/self-development. Function within multi-disciplinary team. Effective utilization of resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr LK Wagenaar Tel No: (027) 213-2039
	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Matzikama Sub-district for a period of three months.
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/293</u></b>	:	<b><u>NURSING ASSISTANT GRADE 1 TO 3 (MEDICAL WARD)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Victoria Hospital
	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements of the institution. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Effective communication and interpersonal skills. Knowledge of nursing processes & procedures as outlined in Nursing, Health related & Public service legislation, regulations & policies. Function within the team and facilitate on the level of the post.

<b><u>DUTIES</u></b>	:	Assist patients with activities of daily living which includes patient hygiene, provide nutrition, assist with mobility, and elimination processes. Provide elementary clinical nursing care. Maintain documentation and communication. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.
<b><u>ENQUIRIES</u></b>	:	Ms SE Colane Tel No: (021) 799-1116 / email: <a href="mailto:eunice.colane@westerncape.gov.za">eunice.colane@westerncape.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be subjected 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)". The pool of applicants will be considered for other similar vacant posts within the department, for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/294</u></b>	:	<b><u>DRIVER (HEAVY DUTY VEHICLE)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R163 680 per annum
<b><u>CENTRE</u></b>	:	Alexandra Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience as a Driver. Inherent requirement of the job: Valid Public Driver's Permit (PDP). Valid code C1 (Code 10) manual driver's licence. Willingness to work overtime, shifts and perform standby duties afterhours, including weekends and public holidays as operationally required. Competencies (knowledge/skills): Knowledge of Transport Circular U2 of 2000. Good knowledge of road networks in the Peninsula. Ability to accept accountability and responsibility and to work independently and unsupervised. Good interpersonal skills. Sober habits. Capacity to work amongst people with disabilities / special mental healthcare needs.
<b><u>DUTIES</u></b>	:	Schedule and plan transport routes for the transport of goods, services and personnel from one point to another. Ensure accurate completion of logbooks. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Adhere to departmental codes and procedures. Assist the Transport Officer to maintain the transport fleet in a clean and roadworthy condition. Assist Transport Officer with basic administrative & general tasks.
<b><u>ENQUIRIES</u></b>	:	Mr M Van Der Heever Tel No: (021) 503 5061
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/295</u></b>	:	<b><u>HOUSEHOLD AID (X28 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a healthcare environment. Inherent requirements of the job: Ability to perform physical tasks, e.g., lifting heavy equipment. Willingness to work shifts, weekends, public holidays & night duty. Willingness to rotate. Competencies (knowledge/skills): Ability to plan and organize work schedules for cleaning services. Good communication skills. Ability to adhere to safety standards, including Infection Prevention and Control. Ability to do hospital hygiene audits. Understanding of hospital waste management, linen management, catering, and time management. Ability to work under pressure.

<b><u>DUTIES</u></b>	:	Responsible for cleaning duties within a clinical and general areas i.e. sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, waste management and maintenance of general neatness and hygiene in the area. Effectively execute terminal cleaning in isolated areas, ICU, etc. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care, and control of linen, serving of meals to patients and Waste Management. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use of cleaning agents as well as elementary stock control.
<b><u>ENQUIRIES</u></b>	:	Mr JJ Roberts Tel No: (021) 938 4121
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical/competency test.
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/296</u></b>	:	<b><u>PORTER</u></b> Cape Winelands Health District
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	Montagu Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in a public health facility. Inherent requirement of the job: Willingness to work shifts, overtime and ability to report for duty at 6:45 (weekends included). Willingness to handle bodies (corpses). Ability to handle heavy objects. Competencies (knowledge/skills): Good communication skills. Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between wards and treatment areas. Assist with loading of patients in/out of ambulances/vehicles. Assist with the transfer of patients to beds/trolleys and vice versa. Responsible for cleaning of mortuary. Responsible for the transportation of corpses from wards to the mortuary and entering details in the mortuary register. Direct or accompany visitors to various destinations and reply to requests from wards/clinics. Carry medical and other documentation (patient files, reports, etc.) to wards/treatment and other admin areas.
<b><u>DUTIES</u></b>	:	Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between wards and treatment areas. Assist with loading of patients in/out of ambulances/vehicles. Assist with the transfer of patients to beds/trolleys and vice versa. Responsible for cleaning of mortuary. Responsible for the transportation of corpses from wards to the mortuary and entering details in the mortuary register. Direct or accompany visitors to various destinations and reply to requests from wards/clinics. Carry medical and other documentation (patient files, reports, etc.) to wards/treatment and other admin areas.
<b><u>ENQUIRIES</u></b>	:	Ms E.M. Volschenk Tel No: (023) 626-8565
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant post within Montagu Hospital for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/297</u></b>	:	<b><u>FOOD SERVICES AID</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	Prince Albert Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in preparing patient meals in hospitals environment. Inherent requirements of the job: Physically strong to lift heavy objects and be on their feet the entire day. Willingness to work shifts, weekends, overtime and public holidays. Competencies (knowledge/skills): Good communication skills. Self- disciplined, motivated, sober habits, willingness to develop skills and undergo training. Ability to read, write and interpret recipes to prepare meals to be served and be able to use an electronic kitchen scale. Appropriate knowledge of basic cleaning and maintenance of equipment used in the Food Service Unit.
<b><u>DUTIES</u></b>	:	Provision of food services, including pre-preparation & preparation of normal and special diets as well as dishing up and distribution of the meals. Assist with the receiving and storage of perishables and groceries. Implement and control hygienic environment according to occupational health and safety prescriptions including infection control. Assist with the maintenance of appliances and equipment. Assist with the informal in-service training of new employees in the unit.
<b><u>ENQUIRIES</u></b>	:	Ms L Martins Tel No: (023) 814 - 2994

<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ oral assessment. The pool of applicants will be considered for similar vacant posts within the Central Karoo District for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>POST 28/298</u></b>	:	<b><u>MEDICAL SPECIALIST: GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY) (7 SESSIONS)</u></b> Chief Directorate: Metro Health Services (3-Year Contract)
<b><u>SALARY</u></b>	:	Grade 1: R646 per hour Grade 2: R737 per hour Grade 3: R853 per hour
<b><u>CENTRE</u></b>	:	Karl Bremer Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Specialist in Obstetrics and Gynaecology. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. <b>Grade 2:</b> 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. <b>Grade 3:</b> 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 requirements of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Clinical experience with high-risk obstetrics, general gynaecology and basic ultrasound. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Excellent clinical notes, referral writing skills and sound verbal and written communication skills as well as analytical and problem-solving skills. The candidate must have sufficient clinical and academic skills to handle a large clinical workload.
<b><u>DUTIES</u></b>	:	Provision of clinical service delivery at specialist level across the full spectrum of Obstetrics and Gynaecology services. Duties in theatre, ward rounds and outpatients are included. Clinical governance in respect of accurate medical record keeping, data / trend analysis, contribution to Morbidity & Mortality meetings, medicolegal documentation and management of complaints. Develop and supervise quality of care improvement programs within the Obstetrics & Gynaecology unit as assigned by the Head of Department. Teaching, training, supervision of junior medical staff and students and participation in the academic program in the hospital. Contribution to improvement of internal systems within the Obstetrics & Gynaecology service – both within the hospital and the Metro East ecosystem and participation in the wider management of the medical services within the hospital, both clinical and administrative.
<b><u>ENQUIRIES</u></b>	:	Dr S Le Roux Tel No: (021) 918 1990
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with their relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for other vacant Medical Specialist Obstetrics and gynaecology sessional posts within the Chief Director Metro Health Services, for a period of 3 months from the date of the advert. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	:	22 August 2025