



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

**PUBLICATION NO 30 OF 2025
DATE ISSUED 22 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.

AMENDMENT

: **DEPARTMENT OF EMPLOYMENT AND LABOUR:** Please take note the post of Assistant Director: Organizational Development with Ref No. HR4/25/07/50HO for Head Office, Pretoria is withdrawn. The post was advertised on Public Service Vacancy Circular 23 dated 04 July 2025 with a closing date of 18 July 2025. Apology for inconvenience. Enquiries contact Mr S Nkhabelane Tel No: (012) 309 4747. The post of OHS Inspector: Mechanical Engineering with Ref No. HR4/4/6/03 for Labour Centre: East London and the post of Client Service Officer: IES with Ref No. HR4/4/6/01 for Labour Centre: Cradock are withdrawn. These posts were advertised on Public Service Vacancy Circular 28 dated 08 August 2025 with a closing date of 22 August 2025. Apology for inconvenience. Enquiries contact Mr M Mapete Tel No: (043) 701 3123

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

- APPLICATIONS** : Applications should be hand delivered the addresses listed below or sent via email:
Livingstone Tertiary Hospital: Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Ms L Mabanga Tel No: (041) 405 2348 or email Noms.Tsotsobe@echealth.gov.za
Frere Tertiary Hospital: Hand delivery to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms N Mthitshana Tel No: (043) 709 2487/2532 or email to Noluthando.Mthitshana@echealth.gov.za
Eastern Cape College of Emergency Care: Hand deliver to: HR Office, Eastern Cape College of Emergency Care, No 2 Spondo Street, Zwide, Port Elizabeth, 6002. Enquiries: Mr K Plaatjie Tel No: (041) 453 0911 or email to Khayaletu.Plaatjie@echealth.gov.za
- CLOSING DATE** : 05 September 2025
- NOTE** : Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

OTHER POSTS

- POST 30/59** : **ASSISTANT MANAGER PHARMACEUTICAL SERVICES REF NO: ECHEALTH/ ASDPHARM/LVH/ARP/NTSG/01/08/2025**
- SALARY** : R1 093 611 - R1 265 916 per annum, (OSD)
- CENTRE** : Nelson Mandela Metro, Livingstone Tertiary Hospital
- REQUIREMENTS** : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist. A minimum of 5 years' appropriate experience after registration as a Pharmacist with SAPC. Inherent requirement of the job: Competencies (knowledge/skills): Leadership and management experience. Training and experience in Medicine Management. Strong leadership skills with regard to management, organisation and strategic planning. Project management skills and Computer Literacy. Knowledge of the Acts pertaining to the practice of pharmacy and national and provincial health policies. Ability to cope under pressure and maintain a high standard of professionalism. A valid driver's licence.
- DUTIES** : Ensure efficient drug supply management. Ensure overall quality management of all pharmaceutical services. Assist in the development of SOP's, policies and health systems. Innovative in the improvement of pharmaceutical care services. Plan and organize own work of subordinates to allow smooth flow of pharmaceutical services. Manage the pharmaceutical budget and monitor expenditure. Provide expert advice on selection and procurement of pharmaceutical and surgical supplies. Assist with the training, education and development of Pharmacy staff and other health workers. Promoting public health, report to the Deputy Manager Pharmaceutical and Clinical Managers in respect of general issues of Pharmacy. Assist in the implementation of

		Provincial Comprehensive HIV/AIDS care and CCMDD. Coordinate Implementation of electronic pharmaceutical management system RX solution and Stock visibility systems. Manage human and financial resources.
<u>ENQUIRIES</u>	:	Ms L Mabanga Tel No: (041) 405 2348
<u>POST 30/60</u>	:	<u>CLINICAL PHARMACIST GRADE 1-2 REF NO: ECHEALTH/CLIPHARM/LVH/ARP/NTSG/01/08/2025</u>
<u>SALARY</u>	:	Grade 1: R1 093 611 - R1 159 692 per annum, (OSD) Grade 2: R1 193 706 – R1 265 916 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital Master's Degree accredited with the SAPC that allows registration with the SAPC as a Clinical Pharmacist. Registration with the SAPC as a Clinical Pharmacist. Grade 1: Experience: A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC together with registration as a Clinical Pharmacist with SAPC. Grade 2: Experience: A minimum of 13 years' appropriate experience after registration as a Pharmacist with the SAPC, together with the registration as a Clinical Pharmacist with SAPC. Key Skills and Competencies: Knowledge of treatment guidelines. Understanding of disease pathology and pharmacotherapy, Report writing and data analysis, Clinical decision-making, Critical appraisal of clinical literature, Communication and collaboration.
<u>DUTIES</u>	:	Conduct ward rounds with multidisciplinary teams. Review patient medication charts and provide pharmaceutical care plans. Promote cost-effective and rational use of medicines. Monitor medicine therapy, including adverse drug reactions and interactions. Conduct medicine-use evaluations and report on findings. Provide training and mentoring to pharmacy staff, interns, and other healthcare professionals. Develop and implement standard treatment guidelines and clinical protocols. Participate in Pharmacy & Therapeutics Committee (PTC) activities. Support antimicrobial stewardship programs. Collaborate in formulary management and pharmacoeconomic evaluations.
<u>ENQUIRIES</u>	:	Ms L Mabanga Tel No: (041) 405 2348
<u>POST 30/61</u>	:	<u>ASSISTANT DIRECTOR: RADIOGRAPHY GRADE 1-2 REF NO: ECHEALTH/ADRAD/FTH/ARP/NTSG/01/08/2025</u>
<u>SALARY</u>	:	Grade 1: R638 856 – R707 625 per annum, (OSD) Grade 2: R727 350 – R807 243 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Frere Tertiary Hospital Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with the HPCSA as a Diagnostic Radiographer (Independent Practice). Experience: A minimum of 5 years' appropriate experience as a Diagnostic Radiographer after registration with the HPCSA of which 3 years must be appropriate experience in Management. Knowledge of relevant quality assurance and control procedures for radiation safety for a Radiography department in accordance with radiation control requirements. Good understanding of clinical governance and clinical auditing. Computer literate with a sound knowledge of excel. Experience in provincial procurement processes and systems. Good written communication skills for Report writing and writing motivations for new products and equipment.
<u>DUTIES</u>	:	Manages day-to-day operations of a Diagnostic Radiography department, maintaining appropriate schedules (both staffing and patients) and monitoring performance improvement, safety quality and regulatory and accreditation standards. Support the organizational mission, priorities, and goals by delivering cost effective, optimal quality care to all patients. Ensure equipment and procedures are safe, functional, and capable of meeting the needs in a timely manner, and all necessary and required QA/QC activities are performed appropriately and that all QA/QC equipment is properly maintained in, accordance with radiation control requirements. Ensure that the picture archiving communication system (PACS) is monitored daily, Training is undertaken, and images are sent to relevant hospitals on request. Keeps abreast of new developments in Diagnostic Radiography / Radiology and makes recommendations of the acquisition and implementation of new technology. Participate in the development of departmental policies and audits. Responsible for the development of operational and strategic plans for the department. Identify gaps in the department and develop Quality improvement

plans to address said gaps. Good knowledge of HR processes to ensure that staff are guided and the department able to provide the services needed. General management of personnel, ordering of supplies utilizing LOGIS, to ensure sufficient stock. Assessment of personnel performance using PMDS. Coordinates continuous in-service education and new employee orientation as needed to satisfy regulatory and development requirements. Monitor performance improvement, safety, quality, regulatory and accreditation standards. Assume effective managerial/administrative responsibilities such as report writing, audits, Statistics, performance appraisal, meetings, Labour relations, legal report writing, leave management, policy development etc.

ENQUIRIES

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Ms N Mthitshana Tel No: (043) 709 2487/2532

POST 30/62

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ASSISTANT DIRECTOR: RADIATION ONCOLOGY GRADE 1-2 REF NO: ECHEALTH/ADRADO/FTH/ARP/NTSG/01/08/2025

SALARY

:

Grade 1: R638 856 – R707 625 per annum, (OSD)

Grade 2: R727 350 – R807 243 per annum, (OSD)

CENTRE

:

Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS

:

Appropriate qualification in radiotherapy that allows for registration with the Health Professions Council of South Africa (HPCSA) as an independent practitioner. Registration with the HPCSA as Radiotherapist (Independent Practice). Experience: A minimum of 5 years of experience in the relevant field post community service of which 3 years must be at a supervisory/managerial capacity. Experience in a hospital environment, supervisory experience and additional qualifications in the relevant field will be an added advantage. Knowledge, skills and Competencies: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e., Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realization Framework etc. Good communication skills, Report writing skills, problem solving and decision making, and computer skills. Sound knowledge and skills in a clinical setting. Valid driver's license.

DUTIES

:

Plan, implement, co-ordinate and monitor daily activities in the Radiation Therapy department. Manage the operations and workflow of the department by maintaining appropriate schedules (patient and staffing). Ensure optimal clinical management and good governance of Radiotherapy services including all resources in the section. Ordering of supplies utilizing Logis to ensure sufficient stock. Monitor performance improvement, safety, quality, regulatory and accreditation standards. Supports the organization's mission, priorities and goals by delivering cost effective optimal quality treatment and care to cancer patients. Ensure equipment and procedures are safe, functional and capable of meeting the needs in a timely manner and all necessary and required QA/QC activities are performed appropriately and all QA/QC equipment is properly maintained in accordance with the requirements of Radiation Control. Keep abreast of new developments in Radiation Therapy and make recommendations for the acquisition and implementation of new technology. Participate in the development of treatment programs, SOP's, department policies, and audits. Responsible for the development of operation and strategic plans for the department. Manage provision of high-quality services through development and implementation of appropriate systems, quality assurance programs and internal controls. Manage human resources and provide clinical support to junior staff and training program for students. Assume effective managerial/administrative responsibilities such as report writing, audits, Statistics, performance appraisal, meetings, labour relations, legal report writing, leave management, policy development etc. Manage planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost center. Safeguard and evaluate the status of equipment and infrastructure with a repair and maintenance programme. Market and promote Radiotherapy services and contribute towards research.

ENQUIRIES

:

Ms N Mthitshana Tel No: (043) 709 2487/2532

POST 30/63

:

CHIEF SPEECH THERAPIST REF NO: ECHEALTH/CSPT/FTH/ARP/NTSG/01/08/2025

SALARY

:

R575 250 - R638 856 per annum, (OSD)

CENTRE

:

Buffalo City Metro, Frere Tertiary Hospital

<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in speech therapy or speech therapy and audiology. Registration with the HPCSA in Speech Therapy or Speech Therapy and Audiology. A minimum of 3 years appropriate experience in speech therapy or speech therapy and audiology after registration with the HPCSA as an Independent Practitioner. The following will be added advantage: Experience in management of speech, language, communication and feeding difficulties in the adult population Knowledge: Public Service Act and Regulations. Batho-Pele principles. PFMA Quality Assurance. Labour relations: Disciplinary and Conflict Management Procedures. Skills: Communication (written and verbal). Ability to work under pressure in a challenging environment. Interpersonal and Listening skills. Computer Literacy. Research skills. The following will be an added advantage: Working experience in an academic hospital with the adult population.
<u>DUTIES</u>	:	To coordinate and provide effective speech therapy service to in and outpatients. Manage a team of speech therapists within the speech therapy and audiology department. To be responsible for the management of the adult speech therapy services and to ensure the implementation and review of evidence-based protocols and procedures, and regular clinical monitoring of service provision and the ongoing development of services. Planning and problem solving appropriately. Identifying departmental needs, managing waiting list, participating in implementing new services and developing management protocols for improved patient care. Control the identification of the needs of therapeutic programmes and the execution thereof. Ensure quality/ risk management and control. Develop and review departmental policies, procedures and protocols and ensure adherence to applicable health legislation. Manage, monitor assistive devices and control. Appropriate budgeting and demand plan. To manage all resources appropriately. Keep records, manage information and write reports as per provincial guidelines. Monitor, improve and report on the quality of teamwork. Provide mentoring to team members and identify training needs of team members and implement skills development programme. Collect and analyse data and contribute research. To participate in all department, hospital and provincial activities. To work within an MDT approach including attendance and participation in providing education and counselling to patients, family and caregivers and participation in MDT meetings. Monitoring and reviewing patient progress. Documenting patient information, statistics, attending ward rounds, discussions and meeting within a multidisciplinary team. Contributing to service development by monitoring, evaluating and co-ordination of existing and new services. Providing public education regarding feeding and communication difficulties. To comply with all departmental procedures and protocols. To manage all resources appropriately. To complete monthly statistics and reports. To participate in all departmental, hospital and provincial activities. Reportable to the assistant director of speech therapy and Audiology. Comply with Performance Management and Development System (contracting, quarterly reviews, and final assessments).
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: (043) 709 2487/2532.
<u>POST 30/64</u>	:	<u>EMS COURSE COORDINATOR GRADE 4 REF NO:</u> <u>ECHEALTH/EMSCC/FTH/ARP/HPTD/01/08/2025</u>
<u>SALARY</u>	:	R528 072 – R594 864 per annum, (OSD)
<u>CENTRE</u>	:	Nelson Mandela Metro, Eastern Cape College of Emergency Care
<u>REQUIREMENTS</u>	:	Successful completion of the B Tech degree that allows registration with the HPCSA as ECP. Registration with the HPCSA as paramedic or ECP. Experience as a Paramedic: Not applicable. Experience as a ECP: 6 Years after registration with the HPCSA as ECP. Additional experience: Applicants must have a minimum of two (2) years' experience as a lecturer in the field of Emergency Medical Care and Rescue at an Emergency Care College or University offering these programs. Competencies (Knowledge/Skills): Experience in teaching, assessment and moderation in the field of emergency medical care and rescue. Experience in curriculum development will be advantages. Previous and appropriate management and administration skills. The ability to coordinate and work in a team. Effective time management, coordinating and multitasking skills. Problem solving and decision-making abilities. Computer literacy. A valid driver's license C1 with a valid professional drivers permit (PrDP).

DUTIES

: Coordinating clinical coordination for programs offered by the college which included but are not limited to: Medical Programs: Higher Certificate in Emergency Medical Care, Diploma in Emergency Medical Care, Clinical Practice and various CPD programs. Rescue programs include: Advanced Certificate in Medical Rescue as well as Rescue Short Courses. Manage clinical preceptors within the experiential learning platform. Attend to any other college daily operational duties as deemed necessary by college management. May be required to assist on other programmes offered at the college from time to time if deemed necessary by college management.

ENQUIRIES

: Mr K Plaatjie Tel No: (041) 453 0911

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF SOCIAL DEVELOPMENT**

It is the intention of the Department to promote representative through the filling these positions. The candidature from the designated groups especially women and people with disabilities will be given a preference and no hand delivery will be accepted.

<u>APPLICATIONS</u>	:	Applications for the Department of Social Development to be submitted to: Private Bag X20616, Bloemfontein, 9300, or place applications in an application box at Cnr Charlotte Maxeke and West Burger Street, Old Standard Bank Building, Bloemfontein Tel No: 083 555 9270. or E-mail to recruitment@fssocdev.gov.za
<u>FOR ATTENTION</u>	:	Ms AW Molalenyane – Human Resource Management (Recruitment Section) Old Standard Bank Building
<u>CLOSING DATE</u>	:	05 September 2025
<u>NOTE</u>	:	Applications must be submitted on a duly complete New Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents , for SMS (senior management service) posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully signed Z83 form and detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 or 24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In the filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

MANAGEMENT ECHELON

<u>POST 30/65</u>	:	<u>CHIEF DIRECTOR: DISTRICTS AND INSTITUTIONS REF NO: DSDFS 65/25</u>
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), an all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	Grade 12 certificate plus a recognised NQF 7 Qualification in Public Administration/Administration Management or equivalent qualification. Five (5) years of experience senior managerial level in Administration. The requirements for appointment at SMS Level include the successful completion of the Senior Management Pre-entry Programme as endorsed by NSG. Valid Drivers' License. Knowledge: Knowledge of Government Communications Regulatory Frameworks. Knowledge of Public Finance Management Act (PFMA). Knowledge of Public Services Act, public services regulations and frameworks. Ability to Conceptualise policy and apply it successfully. Skills: Written and verbal communication skills at a high level (report writing, presentation, etc.). Planning and organising. Computer Literacy. Negotiation. Must have good interpersonal skills and be able to maintain positive interpersonal relations. Ability to work independently and as part of the team. Must be willing to travel and be able to work under pressure. Must be able to manage and empower staff. High level of reliability, ability to act with tact and discretion. Personal Attributes: A creative, assertive and confident approach. Ample initiative and an independent work ethic, self-motivated and reliable. Ability to provide vision, set organisational direction and inspire others to deliver organisational mandate. Must have good interpersonal skills and be able to maintain positive interpersonal relations. Ability to work independently and as part of the team. Must be willing to travel and be able to work under pressure. Must be able to manage and empower staff. High level of reliability, ability to act with tact and discretion. 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, Customer Focus and Communication. Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure.
<u>DUTIES</u>	:	To oversee the management and facilitation of the implementation of integrated developmental social services at district level. Ensure the co-ordination and integration of service delivery to service points and departmental institutions. Oversee the effective management of the districts by monitoring the provision of Social Welfare Services, facilitating the provision of Community Development, Support Services and Financial Management. Coordinate implementation of services at the Institutions of the department. Ensure implementation of partnerships strategy to mobilize role players and stakeholders to strengthen service delivery. Facilitation of District development model for the Department. Provide strategic Leadership. Manage key areas of personnel.
<u>ENQUIRIES NOTE</u>	:	Mr. MF Finger at 072 954 3160
	:	NB: Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated
<u>POST 30/66</u>	:	<u>CHIEF DIRECTOR: SPECIALIST SOCIAL (RESTORATIVE) SERVICES REF NO: DSDFS 66/25</u>
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), an all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Work. Five (5) years relevant experience at a senior managerial level. SMS Pre-Entry is not a requirement for shortlisting but must be submitted prior to the appointment. The candidate must have sound knowledge: White Paper on Social Welfare, Integrated Service Delivery model and reviewed Social Welfare Services Framework and Social Welfare Legislations. The candidate must have strategic capabilities and leadership skills, change management skills, problem solving and conflict management, people management and conflict management, people management and empowering skills, knowledge management and networking skills. Values/attitudes: Batho Pele principles.

DUTIES

Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure.

: Oversee the provision of strategic direction to the specialist social services and Programmes. Manage and coordinate all activities towards ensuring the effective and efficient functioning of the Chief Directorate. Facilitating implementation of the following Sub Programmes: HIV/AIDS, Anti-Substance Abuse, Social Crime Prevention and Victim Empowerment and Support Programmes, provide leadership, management, planning and coordination of the functions of the Chief Directorate. Facilitate programme implementation, monitoring and reporting on the planned strategic outputs and outcomes of the Chief Directorate. Ensure integration and coordination of services with sector departments and all other relevant partners. Ensure compliance with key legislative and other regulatory requirements applicable to the Chief Directorate of the Department, by managing the development of policies in respect Specialist Social Services. Manage the review process of policies in line with new developments or amended legislation. Ensure the participation in formation of policy/legislation at National and Provincial level. Ensure the prompt and accurate response to Auditor General findings and queries based on AG timeframes. Ensure sound financial management within the Chief Directorate, by developing and managing the budget of the Chief Directorate, ensure expenditure of the allocated budget with the prescripts of PFMA and other policies and legislations, ensure the implementation of financial controls within the Chief Directorate, prevent unauthorized, irregular, fruitless and wasteful expenditure and report non-compliance to the CFO. Overall manage and development of the resources of the Chief Directorate.

ENQUIRIES
NOTE

: Mr. MF Finger at 072 954 3160

: NB: Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated.

POST 30/67

: **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: DSDFS:67/25**

SALARY

: R1 494 900 per annum (Level 14), An all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE
REQUIREMENTS

: Bloemfontein

: Applicants must be in possession of a Degree at NQF level 7 as recognised by SAQA in Law, Human Resource Management/ Human Resource Development/ Organisational Development/Public Management, coupled with 5 years relevant senior management experience. SMS Pre-Entry is not a requirement for shortlisting but must be submitted prior to the appointment. A valid driver's license. Knowledge, Skills and Competencies: Work experience and knowledge of the Public Service Act, Public Service Regulations, Labour Relations Act, Collective Bargaining Prescripts, Human Resource Policies and Practices of the Public Service, Transformation of the Public Service (White Paper), Public Finance Management Act and working knowledge of the Promotion of Administrative Justice Act; Treasury Regulations, and DPSA's Toolkit for Organisational Design. Knowledge of and Skills in Organisational Development, Security Services Management; Skills and Work experience in Human Resource Administration and multi-year Human Resource Planning. Computer literacy; Strategic Capability and Leadership; People Management and Empowerment; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Skills; Ability to work under pressure; Flexibility to work after hours; Teamwork-oriented. Ability to maintain open relationships with all labour unions. Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure.

DUTIES

: Lead and manage the human, financial, governance, compliance, systems and risk aspects of the chief directorate and ensure successful execution and delivery of the priorities, programs and projects. Oversee the development and implementation of Human Resources Management strategies and systems and drive the integration and execution of culture, change, wellness, performance, labour relations and other human resources services. Oversee the management of Information Technology functions of the Department to

		ensure the establishment of sound information Management Systems. Ensure the provision of legal support services in the department; Oversee the provision of legal support and advisory services to the Department. Ensure the provision of strategic information management and information technology services in the department. Define and drive the implementation of corporate strategies in the department. Ensure effective and efficient management of human and financial resources of the chief directorate.
<u>ENQUIRIES</u>	:	Mr. M Rampai at 066 487 6108
<u>NOTE</u>	:	NB: Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated
<u>POST 30/68</u>	:	<u>DIRECTOR: SOCIAL CRIME PREVENTION AND VICTIM EMPOWERMENT/ SUPPORT PRORAMMES REF NO: DSDFS 68/25</u>
<u>SALARY</u>	:	R1 266 741 per annum (Level 13), an all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Work plus 5 years of experience at a middle/senior managerial level (Management experience in victim empowerment or social welfare services; or criminal justice environment will be an added advantage). Registration with the South African Council for Social Service Professions as a Social Worker. Knowledge of the relevant public service legislation. Knowledge of legislation governing the implementation of VEP programmes within the JCPS sector. Knowledge of VEP and criminal justice field. SMS Pre-Entry is not a requirement for shortlisting but must be submitted prior to the appointment. Competencies: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Policy analysis and development skills. Change management skills. Knowledge management skills. Communication (verbal and written) skills. Service delivery innovation skills. Problem-solving skills. People management and empowerment skills. Client orientation and customer focus skills. Stakeholder management skills. Presentation and facilitation skills. Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure.
<u>DUTIES</u>	:	Manage, facilitate and monitor the development of policies, guidelines, norms and standards pertaining to victim empowerment and prevention of gender-based violence. Manage and facilitate the provision of Probation Services. Manage and facilitate the provision of Crime Prevention. Formulate and manage the Victim Empowerment Programmes. Formulate and manage the Crime Prevention and Support Programme. Formulate and manage the Probation Services. Design marketing strategies and plans to implement programmes pertaining to VEP and prevention of gender-based violence. Identify policy implementation challenges and advise on possible interventions to address the gaps. Develop mentoring and coaching model for emerging organisations. Facilitate the dispensing of funds to national NGO's implementing VEP and prevention of gender-based violence programmes. Manage, plan and co-ordinate all resources in the Directorate in line with departmental policies and strategies, which includes the budget, human resources, equipment, official vehicles. etc.
<u>ENQUIRIES</u>	:	Ms. F Nondabula at 060 9851 798
<u>NOTE</u>	:	NB: Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated.
<u>POST 30/69</u>	:	<u>DIRECTOR: NPO INSTITUTIONAL CAPACITY REF NO: DSDFS 69/25</u>
<u>SALARY</u>	:	R1 266 741 per annum (Level 13), an all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which

**CENTRE
REQUIREMENTS**

may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

- : Bloemfontein
- : An undergraduate qualification (NQF level 7) as recognized by SAQA in General management/Finance/Public Management. Five (5) years of experience at a middle/senior managerial level. Plus experience in Capacity Building (NPO). SMS Pre-Entry is not a requirement for shortlisting but must be submitted prior to the appointment. The candidate must have vast knowledge of NPO Sector, conversant with various aspects of the Legal Framework on NPO, particularly the NPO Act. Strategic Capacity and Leadership, Change Management, Financial Management, Business Management, Computer Literacy, Analytical Skills, Stakeholder participation and planning skills. The candidate must have ability to work under pressure, Ability to work in a team, Confidence, Patient, Accurate, Systematic and Logical, Adaptable, Discipline, Diversity, Commitment, Friendly and trustworthy, Diplomacy, Independent and self-starter, Assertive, Persuasive and Business Ethics. Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure.

DUTIES

- : Strategically plan, guide, coordinate and manage the development and successful implementation of the following departmental policies and strategies as well as services in the Department in line with National and Provincial frameworks: Ensure that funded and unfunded NPOs are capacitated in terms of the NPO Act and other relevant prescripts. Facilitate registration of NPOs (emerging and existing CBO's and FBO's with National DSD. Facilitate the establishment of Integrated NPO Forums at Provincial, District and Local/Municipal levels in collaboration with other service delivery partner. Assess the quality of service delivery by NPOs which receive financial awards from the Department of Social development through structured processes of Financial Monitoring and Compliance. Ensure the development of the Directorates' 5- year Strategic Plan, 3 year Performance Plan and Annual Business Plan in line with priorities as set out in the Free State Growth and Development Strategy and monitor the performance of the Directorate against its strategic objectives, including implementing remedial steps where and when necessary towards improving the performance of Directorate. Represent the Department and participate in various national and Provincial Committees and fora on matters related to the above. Ensure the monitoring and responding to Auditor General findings and queries. Manage, plan and co-ordinate all resources in the Directorate in line with departmental policies and strategies, which includes the budget, human resources, equipment, official vehicles. etc.

**ENQUIRIES
NOTE**

- : Ms. W Direko at 066 4876 191
- : NB: Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated.

POST 30/70

- : **DIRECTOR: ORGANISATIONAL DEVELOPMENT, HUMAN RESOURCE DEVELOPMENT AND EMPLOYEE PERFORMANCE MANAGEMENT REF NO: DSDFS:70/25**

SALARY

- : R1 266 741 per annum (Level 13), an all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

**CENTRE
REQUIREMENTS**

- : Bloemfontein
- : Applicants must be in possession of a Degree at NQF level 7 as recognised by SAQA in Human Resource Management/ Human Resource Development/ Organisational Development/ Public Management, coupled with 5 years of experience at a middle/senior managerial level. Good understanding of the Public Service transformation and reform agenda to inform the improvement of the macro-organisation of the department. Sound understanding of the Public Service Act and regulations and a basic understanding of legislation applicable across the public sector. Experience in at least two of the following areas: Public Sector policy analysis, development, implementation and maintenance. Organisational structuring and business process development, analysis and improvement. Conducting research for policy analysis and development.

	Understanding of project management cycle, including procurement of service providers and budgeting. Note: A requirement for appointment at Director Level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. SMS Pre-Entry is not a requirement for shortlisting but must be submitted prior to the appointment. A valid driver's license. Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure.
<u>DUTIES</u>	: Ensure the provision and implementation of human resource development and management within the department. Departmental HRD strategy/ work place skills plan: Ensure development of WSP and presentation to the training committee, ensure that the relevant service providers are selected, Manage the development of programme schedule, Assess the learning programmes. Transversal training and development in the department: Ensure that approval is granted for the training activities which are taking place, Monitor and evaluate the execution of training activities, ensure proper record keeping, Ensure payment according to prescripts. Learnerships, Internships, bursaries and scholarship ensure execution of knowledge management in the department. To ensure the proper implementation of the performance management system: Implementation of performance management system, Development of performance agreements for both level 1-12 and SMS, PMDS quality assurance and moderating committees' establishment and monitoring of meetings, Spreadsheet for level 1-12 and SMS, Annual submission for implementation of PMDS assessments and moderating outcomes. To provide and render advice on all organisational design issues within the department: Review and maintenance of organizational structure, monitoring of staff establishment control, Implementation and monitoring of job description and job evaluation, Development of business process maps and standard operating procedures, Development of service delivery model, Norms and Standards for various occupational categories. To ensure the management of financial and human resources: Optimal utilization of financial resources, Optimal utilization of human resources, Ensure the development and training of staff.
<u>ENQUIRIES</u>	: Mr MF Finger at 072 95 43160
<u>NOTE</u>	: NB: Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated.
<u>POST 30/71</u>	: <u>DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DSDFS 71/25</u>
<u>SALARY</u>	: R1 266 741 per annum (Level 13), an all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
<u>CENTRE</u>	: Bloemfontein
<u>REQUIREMENTS</u>	: An appropriate Bachelor's Degree (NQF Level 7) in Financial Management/ Public Administration/ logistics/Purchasing or equivalent qualification as recognized by SAQA, coupled with a minimum of 5 years middle/senior managerial level experience in supply chain management. A valid driver's license. Knowledge and skills: Knowledge of code of conduct for Supply Chain Management Practitioners, Knowledge of LOGIS, BAS, CSD and other relevant information management systems and Public Service SCM policies and procedures. Interpersonal relations skills, communication, negotiation skills, facilitation, presentation, report writing computer literacy skills, honesty and integrity, problem solving and decision making skills. Note: A requirement for appointment at Director Level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure.
<u>DUTIES</u>	: Maintain and improve the departmental supply chain management system in line with legislative requirements and National Treasury's norms and standards. Manage and direct the provision of demand and acquisition management service. Develop efficient and cost-effective supply chain strategies. Manage the departmental bidding process i.e. specification, evaluation and adjudication processes in line with relevant policies and

standard operating procedures. Responsible for asset management and disposal. Establish and maintain proper control systems for departmental assets and mechanisms aimed at eliminating theft and losses, wastage and misuse of assets. Manage and direct the provision of contract management services Manage Service Level Agreements (SLA's) with suppliers and service providers. Effective and efficient inventory management. Effective and efficient fleet management. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES
NOTE**

: Mr. M Rampai at 066 487 6108
: NB: Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated.

POST 30/72

: **DIRECTOR SECURITY ADMINISTRATION, ANTI-FRAUD AND CORRUPTION REF NO: DSDFS 72/25**

SALARY

: R1 266 741 per annum (Level 13), an all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

**CENTRE
REQUIREMENTS**

: Bloemfontein
: An appropriate Bachelor's Degree (NQF Level 7) in Security Management/Public Administration/ General Management or equivalent qualification as recognized by SAQA, coupled with a minimum of 5 years middle/senior managerial level experience in supply chain management. A valid driver's license. Experience and knowledge of all aspects of security and specifically electronic security systems and acts, prescripts and guidelines relevant to security. Strong leadership, people management and communication (written and verbal) skills. Other skills required include computer literacy, drafting of policies and procedures, problem solving, basic project and financial management and presentation skills. The successful candidate must have excellent interpersonal relations, innovative ideas to improve service delivery and the ability to mobilize and motivate staff to ensure implementation of these innovations. A requirement for appointment at Director Level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure.

DUTIES

: Ensure the provision and management of the 24 hour Physical security and access control to the departmental premises, Co-ordinate security issues related to events as part of a project team, Management of personnel security including security clearances, Conducting of security audits, management of ICT security related to physical assets and information security, management of security staff, management of section budget and expenditure and conducting and management of investigations related to security breaches

**ENQUIRIES
NOTE**

: Mr. MF Finger at 072 954 3160
: NB: Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated.

OTHER POSTS

POST 30/73

: **SENIOR SUPPLY CHAIN PRACTITIONER (DEMAND AND ACQUISITION) MANAGEMENT) REF NO: DSDFS 73/25 (X2 POSTS)**

**SALARY
CENTRE
REQUIREMENTS**

: R397 116 per annum (Level 08)
: Bloemfontein
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Supply Chain Management/ Purchasing Management/ Public Management/ Public Administration/ Business Management/ Logistics Management or related qualification. A minimum of three (2) to three (3) years of work experience in Demand and Acquisition Management. Knowledge of the PFMA, PPPFA, SCM guidelines, Treasury Regulations, Supply Chain Framework Act, and B- BBEE Act. Skills in management of three Bid Committees, BSC, BEC, and BAC.

		Good interpersonal, verbal, and written communication skills. Customer relationship and change management skills. Ability to solve problems (decision-making) and effectively interact with stakeholders at all levels within the Department. Analytical, planning, and organizing skills. A valid driver's license.
<u>DUTIES</u>	:	Assist end users with the timely development of the specifications/ terms of reference for sourcing quotes and bids. Assist end users with the compilation of Demand Management Plans and Procurement Plans. Source suppliers from CSD on a rotation basis and ensure compliance with demand & acquisition management principles. Coordinate briefing sessions. Compile and update bid and contract register; compile tender (bid) documents in consultation with the Bid Committees or as required. Publication of terms of reference/specifications for bids; receive and register bids; conduct pre- administration check on bids received; store bid proposals and publish details of proposals received and awards made. Provide bid committee assistance including but not limited to secretarial function. Coordinate bid-related matters with end users. Compile contract files stemming from departmental bids; ensure safe storing documents and information for record and audit purposes. Prepare management information, reports, statistics, and reporting on procurement to management. Supervision of staff.
<u>ENQUIRIES</u>	:	Mr P Nkhatho at 066 486 6664
<u>POST 30/74</u>	:	<u>ENGINEERING TECHNICIAN (ELECTRICAL AND CIVIL) REF NO: DSDFS 78/25 (X2 POSTS)</u>
<u>SALARY</u>	:	R391 671 – R586 665 per annum, (OSD), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	National Diploma in Engineering (Civil or Electrical). Three years post qualification technical experience. (Proof of recognized experience will be requested from the shortlisted candidates). Valid driver's licence. Compulsory registration with ECSA as a Professional Engineering Technician. Candidate who are registered as Candidate Engineering Technologist may also apply. Project management. Technical design and analysis knowledge. Research and development. Computer-aided-engineering applications. Knowledge of legal compliance. Technical report writing. Networking. Professional judgment.
<u>DUTIES</u>	:	Render technical services: Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; and Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions: 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; and (v) Supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; and Liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Mr P Mcina at 084 646 9090
<u>POST 30/75</u>	:	<u>COMMUNICATIONS OFFICER: INTERNAL COMMUNICATION REF NO: DSDFS 74/25</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant degree/diploma or equivalent qualification with at least three years' experience within a communications environment. Knowledge of the Departmental Communication Strategy, Public Finance Management Act, Municipal Finance Management Act, Treasury Regulations and Public Service Regulations.
<u>DUTIES</u>	:	Develop articles for all the departmental publications to ensure effective communication. Monitor the media and trends to determine issues that must be reported on as a matter of urgency. Coordinate departmental events in order to promote the image of the Department. Facilitate the maintenance and production of all branding material to maintain the corporate identity of the Department. Compile and develop reports on events, media releases,

		publications and media briefings/press conferences within the province. Distribute departmental publications (Budget Speech, Annual Reports etc.) to all targeted stakeholders. Planning, writing and maintaining web site content. Classifying and categorising information and uploading it to relevant platforms. Using content management systems (CMS). Knowledge of current affairs, communication and the function of government. Research, collect and write content for the Newsletter, website and social media platforms. Ensure that the department's website, intranet and social media pages are constantly updated with recent information. Maintain formal and informal relationships with internal and external stakeholders. Optimise the organisation's digital medium as a communication tool.
<u>ENQUIRIES</u>	:	Mr. T Nqabeni at 066 476 6193
<u>POST 30/76</u>	:	<u>COMMUNICATIONS OFFICER: EXTERNAL COMMUNICATION REF NO: DSDFS 75/25</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant degree/diploma or equivalent qualification with at least three years' experience within a communications environment. Knowledge of the Departmental Communication Strategy, Public Finance Management Act, Municipal Finance Management Act, Treasury Regulations and Public Service Regulations.
<u>DUTIES</u>	:	Develop articles for all the departmental publications to ensure effective communication. Produce materials for departmental online media to keep officials informed of current affairs. Co-ordinate departmental events in order to promote the image of the Department and to profile the MEC. Facilitate the maintenance and production of all branding material to maintain the corporate identity of the Department. Assist the Media Liaison Officer on parliamentary work. Facilitate the development and delivery of all public relations and communication materials, and ensure the quality of the content. Build, manage and maintain key strategic relationships with media houses and key stakeholders.
<u>ENQUIRIES</u>	:	Mr. T Nqabeni at 066 476 6193
<u>POST 30/77</u>	:	<u>LEGAL ADMINISTRATION OFFICER MR1-3 REF NO: DSDFS 79/25</u>
<u>SALARY</u>	:	R252 855 - R371 121 per annum, (OSD)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	National Senior Certificate and LLB. Knowledge of relevant Acts and Prescripts, knowledge of Constitution, PFMA, knowledge of PAJA and PAIA, Computer literacy, good verbal and written communication skills and project management skills. MR1: No experience MR2: At least 1 year's appropriate post qualification legal experience. MR3: at least 2 year's appropriate post qualification legal experience.
<u>DUTIES</u>	:	Draft legal documents. Provide legal opinion and advice to the Department. Draft, vet and edit contracts, service level agreements, conduct litigation and liaise with the state attorney and state law advisor on litigation for and against the Department. Represent the Department at various forums and committee. Make presentations on legislation and case law that has a bearing on the Department.
<u>ENQUIRIES</u>	:	Mr. MF Finger at 072 954 3160
<u>POST 30/78</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK: DEMAND AND LOGISTICS REF NO: DSDFS 77/25 (X4 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. A recognised National Diploma in Supply Chain Management / Logistics / Public Management) equivalent/related qualification. Basic knowledge of supply management duties, practices as well as the ability to capture data. Knowledge of assets disposal procedure. Knowledge and understating of legislative framework governing Public Services. Knowledge of procedures in terms of the working environment. Knowledge of assets management. Knowledge of PFMA, PPPFA, Treasury Regulations and the CET Act. Planning and organizing, Communication (verbal

	and written), computer literacy, flexibility, customer care orientation. Flexibility and teamwork.
<u>DUTIES</u>	: Render demand and acquisition clerical support by performing the following tasks: update and maintain supplier (Including contractors) database; register suppliers on business management system; request and receive quotations; capture specification on the electronic purchasing system; place orders; Issue and receive quotations; provide secretariat or logistical support during the bid consideration and contracts conclusion process and compile draft documents as required. Render logistical services by placing orders; receive and verify goods from suppliers; capture goods in registers database; receive request for goods from end users and issue goods to end users. Conduct spot checks and stock counts. Maintain records and filing system.
<u>ENQUIRIES</u>	: Mr P Nkhatho at 066 486 6664
<u>POST 30/79</u>	: <u>INDEPENDENT/EXTERNAL CHAIRPERSON OF THE RISK MANAGEMENT COMMITTEE REF NO: DSDFS 76/25</u>
<u>SALARY</u>	: The appointed individual will be remunerated according to scales approved by the National Treasury.
<u>REQUIREMENTS</u>	: The Department of Social Development invites applications of suitably qualified person to serve as Independent/External Chairperson in Department's Risk Management Committee. The Department as a Government Institution is required, in terms of Section 38B(1)(a)(i) of the Public Finance Management Act, to implement and maintain "effective, efficient and transparent systems of financial, risk management and internal control. Minimum Requirements: An independent external person, with extensive knowledge of the relevant regulations and prescripts including the Public Finance Management Act, Treasury Regulations, ISO 31000, the King IV Report on Corporate Governance, COSO and Public Sector Risk Management Framework. Experience in Strategic Planning, Stakeholder relations / management, Risk Management, Financial Management, Internal Control, Compliance, Anti-Fraud and Corruption, Business Continuity and Auditing. Experience and suitable skills in Risk Governance, Compliance Management and Ethics Management. Experience/know how in designing, implementing and monitoring Business Continuity Management strategies. Experience in serving in oversight committees. Knowledge and or experience in the public sector will be an added advantage. Must be a member of a professional body, preferably in Risk Management.
<u>DUTIES</u>	: The Chairperson: The candidate will chair the Department's Risk Management Committee and provide an oversight role in ensuring that the Risk Management Committee (RMC) functions properly. Providing support to the Chief Risk Officer. Monitoring the implementation of risk management strategy within Department. Ensuring that the identified risk mitigation strategies employed by Department are evaluated for their effectiveness. Assisting in reviewing risk management action plans to be instituted and ensuring compliance with such plans. Assisting in integrating risk management into planning, monitoring and reporting processes. Prepare and present the Risk Management Chairperson's Report to the Audit Committee and Accounting Officer, other management committees / other oversight structures and the Audit Committee on a quarterly basis. Assisting the department in ensuring that it improves its risk maturity level. Assisting the department institution in the development of the most effective measures to prevent, detect and investigate fraud and corruption. Serving as standing invitee of the Audit Committee and Ethics Committee. With regard to management of the Committee: Take all reasonable steps to ensure that the Committee fulfils its obligations and responsibilities. Call and chair quarterly meetings and special meetings. Set the agenda for each Committee meeting with the Chief Risk Officer. Maintain an ethical and responsible decision-making framework at Committee level and address any potentially unethical or dishonest situations or potential conflict of interest brought to his/her attention in a timely and efficient manner. Provide overall leadership to the Committee without limiting the principles of collective responsibilities of Committee decisions. Take all reasonable steps to encourage participation of all Committee Members in the Committee meetings and to facilitate free and constructive discussion. Maintain a good working relationship with the Secretariat to ensure that tasks to be completed between meetings are completed. Term Of Office: The duration of the appointment of the Chairperson

is for three (3) years from the date of appointment, subject to renewal at the discretion of the Department.

ENQUIRIES : Mr. MF Finger at 072 954 3160
NOTE : NB Email applications must on the subject line state only the Reference number

DEPARTMENT OF TREASURY

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

APPLICATIONS : Applications, quoting the relevant reference, should be forwarded as follows:
The Deputy Director: Human Resources Management, Free State Provincial Treasury, Private Bag X20537, Bloemfontein, 9300. Attention: Ms. N Mokotso, Fidel Castro Building, applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, Ground Floor, Fidel Castro Building, Cnr. Markgraaff and Miriam Makeba Streets, Bloemfontein. Applications may also be e-mailed to recruitment@treasury.fs.gov.za.

FOR ATTENTION : Ms. N Mokotso
CLOSING DATE : 05 September 2025
NOTE : Directions to applicants: Applications must be submitted on the new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department and must only be accompanied by a detailed Curriculum Vitae (Subjects of relevant qualification(s) should be mentioned in the CV). The Curriculum Vitae should be specific regarding previous positions occupied and the start date and end date of the position(s) should be indicated. Applicants are requested to complete the Z83 form properly and in full. The department name, post title and reference number of the advertised post should be stated on the Z83. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. Candidates will also be subjected to a practical test/exercise as well as an integrity (ethical conduct) assessment. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted, hand delivered or e-mailed timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s).

OTHER POSTS

POST 30/80 : **DEPUTY DIRECTOR: STRATEGIC PROCUREMENT AND CONTRACT MANAGEMENT REF NO: FSPT 019/25**

SALARY : R896 436 per annum (Level 11), (an all-inclusive salary package)
CENTRE : Bloemfontein
REQUIREMENTS : A three-year degree or Advanced Diploma in Supply Chain Management, Commerce, Financial Management, Accounting or equivalent qualification. Minimum of Three (3) or five (5) years' experience and extensive experience in Supply Chain Management of which three (3) years should have been on an Assistant Director/supervisory level. Knowledge of Public Finance Management Act, Public Service Policies and procedures Working knowledge of the functioning of National/Provincial as well as Local Government. Knowledge of Project Management, Treasury Regulations, Public Service Act and Regulation. Knowledge and understanding of local government legislation, financial ratios and their interpretation. Skills: Strategic Capability and

		Leadership, Financial Management and People Management. Must possess the following skills: Leadership, report writing, analytical, communication, presentation-, project management-, and conflict management. Computer literate. Valid driver's license.
<u>DUTIES</u>	:	Manage Demand Management Services. Guide to the design and development of Strategic Procurement Strategy. Monitor Acquisitions management Services. Monitor Public Private Partnerships (PPP) Infrastructure Procurement and Major Capital Projects. Manage the development and maintenance of strategic procurement strategies. Manage the performance of Transversal Contracts. Manage the component.
<u>ENQUIRIES</u>	:	Ms. L Riddles at 079 892 2293 (during office hours only)
<u>POST 30/81</u>	:	<u>DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: FSPT 020/25</u>
<u>SALARY</u>	:	R896 436 per annum (level 11), (an all-inclusive salary package), (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, housing allowance and medical aid assistance)
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	A three year Degree or Diploma in Financial Management, Accounting and Commerce or equivalent qualification with accounting 3 as a major subject and a minimum of five (5) years' experience in an accounting environment of which three (3) years should have been on an Assistant Director/supervisory level. Knowledge of the Municipal Finance Management Act, Public Finance Management Act, Treasury Regulations, Division of Revenue Act and Municipal Structures Act. Must possess the following skills: Leadership, report writing-, analytical, communication-, presentation-, project management-, and conflict management. Computer literate. Valid driver's license.
<u>DUTIES</u>	:	Manage the development and maintenance of policies, strategies and systems for asset and inventory management. Monitor and support departments and entities on safeguarding of assets. Monitor and support departments on financial management and reporting on assets and inventory. Monitor and support departments and public entities on asset and inventory management strategies. Manage the implementation of transparent and economic practices to deal with asset disposal in the provincial administration. Coordinate the capacitation of asset and inventory management section in the departments and public entities. Manage the component.
<u>ENQUIRIES</u>	:	Ms. L Riddles at 079 892 2298 (during Office hours only)
<u>POST 30/82</u>	:	<u>ASSISTANT DIRECTOR: STRATEGIC PLANNING, MONITORING AND EVALUATION REF NO: FSPT 022/25</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant degree/advanced diploma (NQF level 7) in Public Administration/ Public Management/Strategic Planning or equivalent qualification with a minimum of five (5) years' working experience within the Public Service environment. Experience in strategic management, monitoring and evaluation will be an added advantage. Knowledge of Strategic Planning, Monitoring and Evaluation mechanisms, Public Service Regulations, Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations and other local government legislation. Must possess the following skills: Presentation, communication-, and problem solving. Computer literacy. Valid driver's license.
<u>DUTIES</u>	:	To develop and maintain Strategic Planning and Monitoring & Evaluation policies as well as related implementation strategies in line with national and provincial frameworks. To facilitate the development and review of the Departments' Strategic Plan, Annual Performance Plan and Annual Operational Plan in line with national and provincial directives and guidelines. To facilitate the implementation of the Strategic and Annual Performance Plans and other injunctions. Monitor and report on the performance of the Department in relation to the Strategic, Annual and Operational plans and injunctions. Assist in implementing the Monitoring & Evaluation policies and frameworks. Assist in developing capacity of managers and employees in the

		Department on matters relating to Strategic and Operational Planning as well as Monitoring & Evaluation.
<u>ENQUIRIES</u>	:	Ms. K B Mhlambi: kmhlambi@treasury.fs.gov.za (strictly for enquiries purposes)
<u>POST 30/83</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ADMINISTRATION REF NO: FSPT 023/25</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant degree/advanced diploma (NQF level 7) in Financial Management or equivalent qualification with a minimum of three (3) to five (5) years' working experience in basic accounting principles environment. Knowledge of Basic Accounting System (BAS), Public Finance Management Act (PFMA), Treasury Regulations, Relevant Financial Management legislation and directives. Must possess the following skills: Numeracy, communication, report writing and problem solving. Computer literacy.
<u>DUTIES</u>	:	Monitor the implementation and maintenance of Financial Management practices (BAS) transactions concerning financial processes in the Department to contribute to the rendering of a professional financial administration services. Verify and approve all documents and transactions on BAS according to delegations. Monitor the successful implementation of Departmental/Public Service policies as well as development of policies on matters related to financial management to adhere to the relevant prescripts/legislation. Address financial management enquiries to ensure the correct implementation of financial management practices and policies. Prepare and consolidate reports/reconciliation of BAS on financial management issues. Manage the resources of the bookkeeping, paymaster general and cashier unit to ensure the smooth running of the sub-directorate.
<u>ENQUIRIES</u>	:	Ms. C T Qwabe: qwabec@treasury.fs.gov.za (strictly for enquiries purposes)
<u>POST 30/84</u>	:	<u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: FSPT 024/25</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant degree/advanced diploma (NQF level 7) in Supply Chain Management/Public Administration/Management/Financial Management or equivalent qualification with a minimum of three (3) years' experience in a supply chain management environment. Knowledge of supply chain management legislations Public Finance Management Act (PFMA), SCM Regulations, Preferential Procurement Framework Act (PPFFA) and its associated regulations, Broad-Based Black Economic Empowerment Act (BBBEEA). Must possess the following skills: Presentation-, report writing-, numeracy, research methodology-, communication-, and problem solving. Computer literate.
<u>DUTIES</u>	:	Coordinate, review, research, analysis and plan the procurement needs of the Department. Coordinate, review, collect and collate information for the annual procurement plan. Supervise and compile tender/quotation specifications as required. Develop, implement and maintain the supplier database. Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and human resource administration.
<u>ENQUIRIES</u>	:	Ms. M A Mokoena: mokoenam@treasury.fs.gov.za (strictly for enquiries purposes)
<u>POST 30/85</u>	:	<u>ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT AND FACILITY MANAGEMENT REF NO: FSPT 025/25</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant qualification (NQF level 6 or higher) in Supply Chain Management/Public Administration/Management/Financial Management or equivalent qualification with a minimum of three (3) years' experience in an administrative/supply chain management/financial management environment. Knowledge of: Basic personnel administration, Basic Accounting System (BAS), Treasury Regulations and Financial Regulations. Must possess the

		following skills: Financial management, organizing, numeracy, communication, and problem solving. Computer literate.
<u>DUTIES</u>	:	Implement financial administration to support the Manager with financial administration. Render supply chain management support services. Supervise the provisioning of housekeeping, cleaning, safeguarding and maintenance services. Supervise human and physical resources.
<u>ENQUIRIES</u>	:	Ms. N V Ntukela-Tyam: ntukela.tyam@treasury.fs.gov.za (strictly for enquiries purposes)
<u>POST 30/86</u>	:	<u>ACQUISITION PRACTITIONER REF NO: FSPT 026/25</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant qualification (NQF level 6 or higher) in Supply Chain Management/Public Administration/Management/Financial Management or equivalent qualification with a minimum of three (3) years' experience in a supply chain management environment. Knowledge of supply chain management legislations Public Finance Management Act (PFMA), SCM Regulations, Preferential Procurement Framework Act (PPFA) and its associated regulations, Broad-Based Black Economic Empowerment Act (BBBEEA). Must possess the following skills: Presentation-, report writing-, numeracy, research methodology-, communication-, and problem solving. Computer literate.
<u>DUTIES</u>	:	Proper administration of bid process. Attend briefing sessions to communicate and share information related to SCM. Administer the procurement of goods and services. Develop and maintain strong relations with internal & external customers. Contract managed and administered.
<u>ENQUIRIES</u>	:	Ms. M A Mokoena: mokoenam@treasury.fs.gov.za (strictly for enquiries purposes)
<u>POST 30/87</u>	:	<u>PERSONAL ASSISTANT WITHIN THE OFFICE OF THE CHIEF FINANCIAL OFFICER REF NO: FSPT 027/25</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A Secretarial diploma or equivalent qualification (NQF level 6) with a minimum of three (3) years relevant experience. Knowledge of relevant legislation and policies, e.g. The Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Good verbal and written communication skills. Computer literate in MS Word, Excel and Power Point.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the Chief Director. Render an administrative support service to the Chief Director. To provide support to the Chief Director regarding meetings. To support the Chief Director with the administration of the Chief Director's budget. Study the relevant Public Service and Departmental prescripts/policies and other documents to ensure efficient and effective support to the Chief Director.
<u>ENQUIRIES</u>	:	Ms. A Botes: botesa@treasury.fs.gov.za (strictly for enquiries purposes)
<u>POST 30/88</u>	:	<u>STATE ACCOUNTANT: BUDGET CONTROL REF NO: FSPT 028/25</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant degree/ diploma with Accounting/ Mathematics as a passed subject. A minimum of three (3) years' relevant experience in a Budget Control within the Public Sector, Financial Control and Administrative environment. Knowledge of Basic Accounting System (BAS), LOGIS, PERSAL and batch control. Must possess the following skills: Numeracy-, communication-, report writing and problem solving. Computer literacy.
<u>DUTIES</u>	:	Review the implementation and maintenance of financial management (BAS/PERSAL/LOGIS) transactions concerning financial processes in the Department to contribute to the rendering of a professional financial administration service. Address financial management enquiries to ensure the correct implementation of financial management practices and policies. Monitor the successful implementation of Departmental/Public Service policies as well as development of policies on matters related to financial management in order to adhere to relevant prescripts/legislation. Prepare reports on financial management issues and statistics (BAS/PERSAL/LOGIS) per programme.

<u>ENQUIRIES</u>	:	Mr. L S Moteuli: moteulis@treasury.fs.gov.za (strictly for enquiries purposes)
<u>POST 30/89</u>	:	<u>LEGAL ADMINISTRATION OFFICER REF NO: FSPT 021/25</u>
<u>SALARY</u>	:	Grade 3-5: R324 579 – R1 111 323 per annum, (A basic salary), (Salary will be determined according to the number of years post qualification legal experience in accordance with the OSD Determination).
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A LLB degree or an equivalent/recognized four-year law degree. At least two (2) years post qualification legal experience. Knowledge of the Public Finance Management Act, Municipal Finance Management Act, Treasury Regulations, Public Service Regulations, and other relevant legislation related to the Public Sector environment. Computer literate. Good business communication, interpersonal and analytical skills. A valid driver's license.
<u>DUTIES</u>	:	Identify legal capacity gaps within the Department. Market the Legal Management Framework. Provide continuous support and guidance on the implementation of the Legal Management Framework and guidelines within the Department. Liaise with different stakeholders of the Department regarding legal matters. Analyze documents and provide legal advice. Monitor the application of legal matters. Act as a presiding officer during disciplinary hearings. Draft legal service level agreements. Monitor compliance to service level agreements. Create awareness on legal matters. Manage the human resource of the Division to ensure the smooth functioning of the Division.
<u>ENQUIRIES</u>	:	Mr. S Mhlambi: smhlambi@treasury.fs.gov.za (strictly for enquiries purposes)
<u>POST 30/90</u>	:	<u>SENIOR FINANCIAL ADMINISTRATION CLERK: BOOKKEEPING REF NO: FSPT 029/25</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate and experience within the Public Service environment. Knowledge of relevant legislations and policies Public Finance Management Act (PFMA), Public Service Regulations and Computer literacy.
<u>DUTIES</u>	:	Implement and administer all documents and transactions on BAS, according to delegations and approved policies. Handle the administrative functions of cellular phone, USB and departmental telephone accounts for the Department. Handle the administrative functions of claims payable and claims recoverable accounts for the Department. Prepare report on financial administrative related issues for informed decision making.
<u>ENQUIRIES</u>	:	Ms. C T Qwabe: qwabec@treasury.fs.gov.za (strictly for enquiries purposes)
<u>POST 30/91</u>	:	<u>SENIOR ADMINISTRATION CLERK: PAYMENTS REF NO: FSPT 030/25</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate and experience within the Public Service environment. Knowledge of relevant legislations and policies, Public Finance Management Act (PFMA), Public Service Regulations and Computer literacy.
<u>DUTIES</u>	:	To implement and maintain Supply Chain Management concerning payments in the Department to contribute to the rendering of a professional Supply Chain Management services. Address SCM enquiries to ensure the correct implementation of SCM. Processing of invoices to ensure compliance to thirty (30) days' payment and prepare reports on invoices paid/payments issues and statistics. Prepare reports on invoices paid/payments issues and statistics.
<u>ENQUIRIES</u>	:	Ms. N V Ntukela-Tyam: ntukela.tyam@treasury.fs.gov.za (strictly for enquiries purposes)
<u>POST 30/92</u>	:	<u>SENIOR ADMINISTRATION CLERK: ORDERS REF NO: FSPT 031/25</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A Grade 12 certificate or equivalent certificate/qualification. Logis/BAS certificate. Knowledge of supply chain management Policy, relevant supply chain management prescripts. Must possess the following skills: Numeracy, communication, computer, problem solving, literacy, analytical and presentation skills. Values/attitude: Professionalism, client oriented, integrity,

		commitment, confidentiality, innovation, collaborative, accountability, assertive and proactive.
<u>DUTIES</u>	:	Printing and placing orders as per approved log 1's. Place orders with approved suppliers. Handle queries related to orders and batches. Forward original batches to transit office and file copies of orders in the strong room. Prepare reports on orders printed and send backs. Manage asset room list.
<u>ENQUIRIES</u>	:	Ms. N V Ntukela-Tyam: ntukela.tyam@treasury.fs.gov.za (strictly for enquiries purposes)
<u>POST 30/93</u>	:	<u>PIO SENIOR ADMINISTRATION CLERK: DEMAND MANAGEMENT REF NO: FSPT 032/25</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (A basic salary)
	:	Bloemfontein
	:	A Grade 12 Certificate and experience within the Public Service environment. Knowledge of relevant legislations and policies, Public Finance Management Act (PFMA), Public Service Regulations and Computer literacy.
<u>DUTIES</u>	:	Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.
<u>ENQUIRIES</u>	:	Ms. M A Mokoena: mokoenam@treasury.fs.gov.za (strictly for enquiries purposes)

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

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.

<u>APPLICATIONS</u>	:	Applications must be submitted on a duly online completed Z83 form Applications should be submitted strictly online at https://jobs.gauteng.gov.za/Public/Jobs.aspx or http://jobs.gauteng.gov.za/Public/Jobs.aspx
<u>FOR ATTENTION</u>	:	Human Capital management
<u>CLOSING DATE</u>	:	08 September 2025
<u>NOTE</u>	:	It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. Preference will be given to people with disabilities. Applications should be submitted strictly online at https://jobs.gauteng.gov.za/Public/Jobs.aspx or http://jobs.gauteng.gov.za/Public/Jobs.aspx and it should be accompanied by a most recent Z83 form and comprehensive Curriculum Vitae (CV), certified copies of qualifications and Identity will be submitted upon request (no postal or hand delivery applications will be accepted). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Following the interview and exercise, the selection panel will recommend SMS candidates to attend a generic management competency assessment. The certificate for entry into SMS and full details can be sourced by the following link: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Preference will be given to female applicants for SMS posts. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

<u>POST 30/94</u>	:	<u>CHIEF DIRECTOR: INTEGRATED DEVELOPMENT AND SPATIAL PLANNING REF NO: REFS/023221</u> Chief Directorate: Integrated Development and Spatial Planning
<u>SALARY</u>	:	R1 494 900 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus NQF level 7/ Bachelor's Degree in the Built Environment as recognised by the South African Qualifications Authority (Qualification that enables registration with the South African Council for Planners as a Technical or Professional Planner. A post-graduate qualification in the development planning, spatial planning, urban planning, town/urban and regional planning will be an added advantage. coupled with 5 years' working experience at a senior managerial level either at municipal or provincial/national level or a combination of these and, preferably in the Urban Planning, Development Planning, Spatial Planning, and related field. Furthermore, the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Governance (NSG) prior to the appointment being made. Competencies: Knowledge and understanding of legislation and policies governing Integrated Development Planning, Intergovernmental Planning, Intergovernmental Relations and coordination, Spatial Development and Planning, Geographic Information Systems, Local Economic Development; Knowledge and understanding of National and Provincial programmes, and priorities relevant to Integrated Development Planning, Intergovernmental Planning, Intergovernmental Relations and coordination, Spatial Development and Planning, Geographic Information Systems, Local Economic Development; Knowledge and understanding of intergovernmental planning and implementation instruments, systems, and governance models; Knowledge and understanding of intergovernmental planning and implementation challenges and opportunities; Knowledge and understanding of intergovernmental planning and implementation support methodologies and programmes; Knowledge and understanding of intergovernmental planning and implementation partnership methodologies and typologies; Knowledge of

legislation governing financial management; Knowledge of legislation and policies governing human resource management; Knowledge of legislation and policies governing supply chain management; Interpretation and implementation of various legislation, programmes and policies relevant to Integrated Development Planning, Intergovernmental Planning, Intergovernmental Relations and coordination, Spatial Development and Planning, Geographic Information Systems, Local Economic Development; Ability to distinguish between and support where necessary, the political and administrative mandates pertaining to integrated development planning in the province and across municipalities; Programme and Project Management associated with the development of IDPs, town/urban and regional planning, spatial planning local economic development and development planning; Ability to use various computer applications (Word, PowerPoint, Microsoft, Excel); Ability to analyse and assess integrated development plans and processes; Programme and Project Management; Analysis, Monitoring and Evaluation; Report writing; Presentation; Communication; Ability to engage with various stakeholders, municipalities and departments; Problem-solving and conflict resolution; Financial Management; People Management; Change Management; Leadership; Innovation. Valid driver's license Minimum Code 8 (EB).

DUTIES : Manage the support and monitoring of the development of municipal Integrated Development Plans (IDPs) across the GCR; Manage the implementation of the District Development Model (DDM) across the GCR; Manage the coordination of local economic development across the GCR; Manage the development and review of the Gauteng Spatial Development Framework; Manage support, to develop, review and implement municipal Spatial Development Frameworks; Manage support to land use management across the Gauteng City Region; Manage and solve conflict within the Chief Directorate; Manage the Budget of the Chief Directorate; Manage the skills development plan of the Chief Directorate; Manage the PMDS of the Chief Directorate; Manage the audit finding and queries of the Chief Directorate; Oversee leave management of the Chief Directorate.

ENQUIRIES : Caiphus Nkuna/ Andy Ndaba at 071 474 7078/51

POST 30/95 : **DIRECTOR: TRANSFORMATION PROGRAMMES REF NO: REFS/023222**
Directorate: Transformation Programmes

SALARY : R1 266 714 per annum, (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF level 7/ Bachelor's Degree in Public Administration, Social Sciences, Humanities as recognised by the South African Qualifications Authority, or relevant qualification, coupled with 5 years' experience at a middle/senior managerial level in Transformation Programmes or Related Programs. Furthermore, the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Governance (NSG) prior to the appointment being made. Competencies: Knowledge in local government and development studies; Ability to communicate well with people at different levels and from different backgrounds; Ability to plan, implement, monitor, and evaluate activities and desired outputs in respect performance indicators and targets; Knowledge in administrative procedures in the department; Ability to keep an office in a tidy manner having a detailed tracking system for documents and effective filing system; ability to obtain relevant information from correct sources within a limited timeframes; Analytical skills; Project management skills; Report writing skills; Communication skills; Problem solving skills; Conflict management skills; Interpersonal skills; Planning and organising skills; Coordination skills; Facilitation skills; Assertiveness; Negotiation skills; Work independently; Honesty; Confidentiality; Responsibility; Accountability and Sharing; Willingness to go beyond the call of duty.

DUTIES : Lead and manage capacity building initiatives on GEYODI mainstreaming and gender-based violence and femicide; Manage and coordinate capacity building initiatives through trainings and workshop programmes; Lead and manage the nomination process of delegates to attend training; Ensure the monitoring of training programmes; Ensure the development and management of training database; Manage and monitor compliance of training programmes with relevant legislation; Lead and manage the support to municipalities with GEYODI mainstreaming initiatives; Ensure the provision of support to all

municipalities to ensure GEYODI mainstreaming; Ensure the monitoring of all municipalities on transformation programmes; Ensure the capacitation of all municipalities to ensure GEYODI programmes; Coordinate the implementation of GBVF programmes in municipalities; manage and coordinate capacity building programmes on GBVF in the department and municipalities; Ensure the development of transformation policies and strategies and monitor implementation in the department and municipalities; manage and develop departmental gender, youth and people with disability mainstreaming action plans; Manage and conduct advocacy sessions on departmental gender, youth and people with disability mainstreaming programmes; Manage and conduct compliance of departmental and municipal programmes to gender, youth and people with disability mainstreaming targets, policies and action plans; Manage and ensure reporting on the implementation of corrective action on departmental and municipal programmes; Manage and coordinate the process of hosting commemorative months in line with specific and relevant themes; Ensure the liaising with specific municipality and stakeholders; Exercise oversight and provide strategic support to the department and municipalities with regards to transformation programmes; Ensure the monitoring of communication, reporting and integration of the outputs to the units within the department and externally with all stakeholders; Monitor and manage the distribution of the sector presentations and commitments to all relevant municipalities and stakeholders; Ensure the provision of written reports to the supervisor on all TP-related meetings, sessions, conferences and workshops within 7 days of attendance; Manage coordination of departmental GEYODI mainstreaming; Ensure the monitoring and supporting HCM to ensure employment equity targets are met; Ensure the monitoring and supporting SCM to ensure BBBEE targets are met; Ensure the identification of GEYODI/ transformation empowerment programmes for the department and municipalities; Manage the awarding of bursaries to learners with disabilities; Ensure the liaising with institutions of higher learning to provide us with database of deserving learners with disabilities; Manage and develop submissions and award letters to the deserving learners with disabilities; Ensure and monitor responses to enquiries from internal and external stakeholders; Manage the collation and dissemination of all the sector strategic plans, plan of action and all the GPG technical comments regarding transformation programmes and GEYODI to all municipalities; Manage and Departmental performance on GEYODI targets and plans from the relevant business units; Manage all logistics related to GEYODI and committees; Coordinate and compile reports to the HOD, MEC and legislature; Manage the preparation and submission of quarterly, bi-annual and annual gender, youth and people with disability mainstreaming reports; Manage and solve conflict within the directorate; Manage the budget of the directorate; manage the skills development plan of the directorate; Manage the PMDS of the directorate; Manage the leave management of the directorate; manage the audit finding and queries of the directorate; Ensure administrative support is given to members of the directorate; manage logistical arrangements for all the unit's meetings/engagements.

ENQUIRIES : Caiphus Nkuna/ Andy Ndaba at 071 474 7078/51

POST 30/96 : **DIRECTOR: STAKEHOLDER LIAISON REF NO: REFS/023224**
Directorate: Stakeholder Liaison

SALARY : R1 266 714 per annum, (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF Level 7/ Bachelor's Degree in Public Administration, Communications, Social Science as recognised by the South African Qualifications Authority or equivalent qualification, coupled with 5 years' experience at a middle/senior managerial. Furthermore, the recommended candidate will be required to produce SMS Pre-entry certificate as offered by the National School of Governance (NSG) prior to the appointment being made. Competencies: Public Service Act and Regulations, PFMA, Government processes of formulating policy, managerial skills, project management skills, risk analysis skills, Interpersonal skills, problem solving skills, analytical skills and report writing skills. A Valid driver's license.

DUTIES : Develop and manage the implementation of stakeholder engagement strategies, policies and procedures and ensure that stakeholder profiles (interests and expectations) are analysed and maintained throughout the

delivery of a programme/project. Develop and implement creative, effective, and fully coordinated communication strategies for both internal and external stakeholders using appropriate channels of communication. Develop and implement policies and procedures and action plans for stakeholder engagement activities. Ensure the identification of innovative communications solutions. Manage co-ordination of information gathering and dissemination across various project teams. Ensure monitoring and evaluation of the progress and outcomes of stakeholder engagement activities. Develop and manage the stakeholder Management database. Develop positive links with relevant stakeholder groups to ensure the transmission of information is coordinated. Ensure compilation of monthly and quarterly reports on implementation of Stakeholder Engagement activities. Ensure that the council's and community consultation and engagement standards are applied consistently throughout the capital programmes and to demonstrate this through management reports, gateway reviews and audits. Manage and / or lead meetings and large group activities with strategic stakeholders and encourage collaborative partnership. Ensure the provision of advice, support, and brief of relevant stakeholders on matters relating to stakeholder engagement activities and delivery of outcomes. Manage the facilitation and coordination of events that publicize positive activities involving projects and maintain an ongoing communications plan. Implementation of government policies on civic education and promotion of participatory democracy. Coordination of all spheres of government to promote effective civic awareness on government programmes and services.

ENQUIRIES

: Caiphus Nkuna/ Andy Ndaba at 071 474 7078/51

POST 30/97

: **DIRECTOR: COMMUNITY DEVELOPMENT REF NO: REFS/023225**
Directorate: Community Development

SALARY **CENTRE** **REQUIREMENTS**

: R1 266 714 per annum, (all-inclusive package)
: Johannesburg
: Matric plus NQF level 7/ Bachelor's Degree in Development Work Social Sciences as recognised by the South African Qualifications Authority or equivalent qualification, coupled with 5 years' experience at a middle/senior managerial in the Public Service. Furthermore, the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Governance (NSG) prior to the appointment being made. Competencies: Financial management, knowledge of Community Development work, relevant legislation & policies, programme management, integrated approach to service delivery, computer literacy, planning, team development, decision making, presentation, leadership, Community Development, networking, communication, organizing, controlling, research. A valid drivers' license.

DUTIES

: Customise the CDW national Policy Framework to an Implementation Plan for (CDWP). Manage the establishment of Provincial and District Forums for co-ordination and implementation of CDWP. Provide functional linkages between the national offices (DCOG & DPSA) and the Provincial stakeholders in all aspects of CDWP within Gauteng. Manage all developmental aspects of the CDWP in accordance with the policy framework and standard guidelines. Provide guidance and advisory services to Municipalities for the implementation of CDWP within Gauteng. Manage processes for identification of potential operational risks and obstacles to develop appropriate solutions and proactively report deviations, trends, and problem areas to the CDW National Coordinators Forum (NCF). Ensure analyses of consolidated provincial reports and provide recommendations thereon. Manage, monitor, and evaluate the functioning of CDW programme in the province. Manage the broad recruitment standards and implementation framework for the CDW programme. Procure necessary human, financial, equipment and other resources. Establish and maintain appropriate control mechanism. Ensure principles of CDWP in Gauteng and policies are implemented within a structure framework by both spheres of government and other relevant local governance structures. Facilitate implementation of partnership framework within local government to effect systematic operation of the CDW programmes. Ensure increasing response to community needs and effective implementation of development initiatives emanated from CDW operations. Manage the development of a memorandum of understanding between stakeholders (municipalities, government departments and local governance structures) and

the DCOG. Manage the implementation of the CDWP in line with National, Provincial and Local Government access strategies. Ensure effective linkage of citizens to government programmes, projects, and services. Manage the alignment of the CDWP with other government programmes i.e. Public Participation, LED and GCIS. Manage the implementation of the CDW Information Management System. Manage the provision of support to mobile platforms for CDW's. Manage the process of the provision of CDW resources in close proximity to community clustering areas. Develop realistic and cost-effective operational deliverables and milestones to meet deadlines. Manage the compilation and the implementation of strategic business plan and operational plans. Manage HR related matters and budget.

ENQUIRIES

: Caiphus Nkuna/ Andy Ndaba at 071 474 7078/51

POST 30/98

: **DIRECTOR: MUNICIPAL GOVERNANCE AND ADMINISTRATION (POLICY AND RESEARCH) REF NO: REFS/023226**

Directorate: Municipal Governance and Administration

**SALARY
CENTRE
REQUIREMENTS**

: R1 266 714 per annum, (all-inclusive package)
: Johannesburg
: Matric plus NQF level 7 qualification in Public Administration/ Politics/ Public Policy and Governance/ Policy Studies as recognised by the South African Qualifications Authority or related studies. Coupled with 5 years of experience at a middle/senior managerial level in Municipal Administration/Policy and Research environment. Furthermore, the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Governance (NSG) prior to the appointment being made. Competencies: Demonstrate knowledge of policy analysis, formulation, and research, analytical and problem-solving, communication (written and verbal). Strong research, strategic, leadership, IGR, and management skills. Financial management skills. Programme and project management skills. People management and empowerment compete. A valid driver's license.

DUTIES

: Manage and coordinate municipal administration, governance, and research functions effectively and efficiently within the department. Policy and Research: Develop a policy and research agenda for the department and create an implementation plan for all policy and research-related matters, including the review of local government policies, regulations, frameworks, and legislation. Project manage policy and research initiatives for the department on topical issues in local government. Municipal Administration and Governance: Manage and support municipal establishment processes pre- and post-local government elections. Support municipal corporate services to ensure good governance. Manage provincial interventions in local government. Coordinate the support of council oversight and accountability systems. Support municipal administrative compliance as outlined in the local government legislative framework. Support integrity management initiatives in municipalities in line with the Local Government Anti-Corruption Strategy and conduct investigations in accordance with Section 106. Manage the Budget of the Directorate. Manage the skills development plan of the Directorate. Manage the PMDS of the Directorate. Manage the audit findings and queries of the Directorate.

ENQUIRIES

: Caiphus Nkuna/ Andy Ndaba at 071 474 7078/51

OTHER POSTS

POST 30/99

: **DEPUTY DIRECTOR (OFFICE MANAGER): OFFICE OF THE HOD REF NO: REFS/023229**

Directorate: Executive Support

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 per annum, (all-inclusive package)
: Johannesburg
: Matric plus NQF7 in Public Administration/Administration, Office Management, or relevant qualification; Coupled with a minimum of 3 to 5 years of administration experience in the public sector environment. Competencies: In-depth knowledge of government legislative frameworks such as the PFMA, Public Service Act, Treasury Regulations and various Acts that regulate the Public Service; Knowledge of Supply Chain Management, corporate services and financial and asset management procedures and processes in the public sector; Good working knowledge of the Ministerial Handbook; Excellent organisations skills; Interpersonal Skills; Excellent Communication skills;

Computer skills; Analytical thinking skills; Research skills; Management skills; Leadership skills; Strong administrative skills; Time management; Work independently, effectively, and efficiently under pressure and a valid driver's license.

DUTIES

- : Coordinate cabinet submissions and confirmation of content matters with the responsible manager in the Branch; Ensure that Executive Council decisions are communicated to all relevant managers within the Department for implementation or updates where required; Collate responses on decisions received for HoD and MEC's consideration and approval and submit to the Cabinet Secretariat; Ensure that status updates on all Technical Subcommittee and EXCO decisions are provided to the Cabinet Secretariat as per the stipulated timeframes; Implement measures to ensure that all cabinet submissions are submitted within a required timeframe and per the approved cabinet programme; Ensures tracking system is in place to track all EXCO decisions and decision of the internal meetings; Compile and submit quarterly reports to the HOD on all EXCO resolutions; Manage the coordination of Senior Management Meetings chaired by the HoD, (e.g. Quarterly Review Sessions, Strategic Planning Sessions, Local Government Workstream, Regional Conveners Meeting, Regional Teams Meetings, Bilateral Meetings with Sector Departments and Bilateral Meetings with municipalities and SMT); Manage workshops & functions within the set timeframes; Minute taking & recording of meetings; Distribute packs this includes agenda, minutes, and Action List of previous meeting as well as summarized content reports as requested by the HOD; Follow up on resolutions & close off resolutions with appropriate reports also ensuring that deadlines are met. Compile and submit quarterly reports to the HOD on all governance structures resolutions; Track and close off resolutions emanating from National Structures such as MINMEC and others; Manage the recruitment and selection of staff for the Office of the HOD; Manage leave of personnel; Manage, coach and supervise staff; Coordinate financial disclosures pertaining to top management; Manage Performance Management and Development System (PMDS); Implement Online PMDS for the Heads of Department; Coordinate the Performance Agreements for Senior Managers reporting to the Head of Department; Identify training needs. Compile and manage the indicative training programme; Manage own development and training; Compile portfolio of evidence, if required; Compile monthly training reports; Ensure leave co-ordination is done effectively; Provide general administrative duties to director executive support and the HOD; conduct regular staff meetings; Manage the quality control of documents/submissions/referrals received in the Office of the HOD; Manage the implementation of an effective and efficient Document Management system for proper execution and coordination of activities in the office of the HOD; Quality check documents before submission to the HOD; Undertake policy or line function tasks as required: Execute research, analyze information and compile complex documents for the HOD; Source information and compile comprehensive documents for the HOD with regard to issues emanating from meetings such as HOD's Forum, MINMEC etc; Compile memoranda as required; Scrutinize submissions/reports, make notes and recommendations to present to the HOD; Draft responses for submission to internal and external stakeholders; Co-ordinate, follow-up, and compile reports of a transverse nature for the HOD and advise/sensitize the HOD on reports to be submitted (for example by Provincial Departments, Municipalities, Components etc.); and Compile presentations and speeches for the HOD; Liaise with stakeholders to ensure integration of programmes; Scrutinize documents to determine actions/information/documents required; Collect and compile information for the HOD with regard to issues that needs to be discussed; Record minutes/resolutions and communicate/disseminate to relevant role-players, follow-up on progress made, prepare briefing notes as well as other documentation; Compile the agenda of meetings chaired by the HOD and ensure circulation of accompanying memoranda; and Co-ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc; Provide support to the Head of Department: Scrutinize documents to determine actions/ information/documents required; Collect and compile information for the Heads of Department or Branches at National level with regard to issues that needs to be discussed; Record minutes/ decisions and communicate/disseminate to relevant role-players, follow-up on progress made, prepare briefing notes as well as other documentation; Compile the agenda of meetings chaired by the

Heads of Department or Branches at National level and ensure circulation of accompanying memoranda; Co-ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc.; Manage general support services in the office of the Heads of Department: Set up and maintain systems in the Office that will ensure efficiency in the office; Establish, implement and maintain effective processes/ procedures for information and documents flow to and from the Office; Ensure the safekeeping of all documentation in the Office; and Manage the engagements of the Heads of Department or Branches at National level; Manage the resources of the Heads of Department: Determine and collate information with regard to the budget needs of the Office; Keep record of expenditure commitments, monitor expenditure and alert the DG with regard to possible over- and under spending; Identify the need to move funds between items compile submissions for this purpose; Monitor and evaluate the performance of the Staff in the Office; and Manage the human resource aspects related to the staff in the Office including the leave register, telephone accounts etc.; Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders.

ENQUIRIES : Caiphus Nkuna/ Andy Ndaba at 071 474 7078/51

POST 30/100 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: REFS/023230**
Directorate: Supply Chain Management

SALARY : R468 459 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF level 6/7 qualification in Supply Chain Management / Logistics or relevant qualification. Coupled by a minimum of 3 years' experience in Asset Management environment. Competencies: Analytical Skills, Project Management Skills, Report writing skills, Communication Skills, Problem solving skill, Conflict management skills, Interpersonal Skills, Planning and Organizing skills, Leadership Skills, Coordination Skills, Facilitation Skills, and Analytical Skills. A valid driver's license.

DUTIES : Management of assets acquisition: Implement and monitor acquisition, maintenance and disposal plans for assets, effectively implement the Asset Management Strategy within the Department. Monitor asset management resources allocated to the asset management function, promote, and obtain buy-in from internal and external stakeholders in the Department, ensure effective integration and working procedures between the asset management function and Supply Chain Management within the Department, ensure effective management of assets in compliance to Asset Management Strategy and requirements of the PFMA and advise management on new policies regarding asset management matters. Management of assets register: Monitor the updating, maintenance of asset register and the barcoding of new assets and asset inventory list. Monitoring physical verification of assets: Monitor physical verification of assets, monitor asset verification records for audit purposes, monitor updating of asset register with the results of the physical count and monitor the reconciliations on the asset register and the physical count. Monitoring the movement of assets: Monitor compliance for movement of assets, monitor the compilation and submission of reports on the movement of assets, monitor the updating of assets identified by movements of assets and responsible for all Loss Control activities within the department and constant engagement with securities management. Financial reporting of assets: Monitor the monthly reconciliations of assets and monitor the proper accounting of assets to the quarterly IFS and AFS. Management of staff: Monitor staff performance and development plans, monitor staff leave plans, monitor staff disciplinary and grievance matters and allocate and distribute functions to staff.

ENQUIRIES : Caiphus Nkuna/ Andy Ndaba at 071 474 7078/51

POST 30/101 : **LEGAL ADMINISTRATIVE OFFICER (MR-5) REF NO: REFS/023228**
Directorate: Legal Services

SALARY : R464 634 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF7 in LLB or as otherwise determined by the Minister for Justice and Constitutional Development, coupled with at least 8 years' appropriate post qualification legal experience. Competences: Knowledge of local government

law and related legislation; Ability to provide legal advice and opinions local government law and related legislation; Ability to draft properly composed legal documents; Ability to ensure 100% instructions to the State Attorney on matters affecting the MEC, the HoD and the Department; Ability to provide a legal brief once a quarter on matters of local government law and related issues; Ability to update the Department's Human Resource Delegations under the Public Service Act and the update of the Department's policies as and when required by client directorates.

DUTIES

: Manage litigation on behalf of the MEC, the HoD and the Department; Conduct, analyse, interpret, advise on research that will provide information and case law relevant to a legal matter at hand; Present and advise on motivation/ proposals on how the specific case should be approached to obtain a desirable/ justifiable outcome / result; Draft legal documents and advise on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard; Successfully conduct a consultation in order to determine a client Unit's goals and objectives; Advise a client Unit on possible courses of action during the consultation process, in relation to legal entitlements and client's instructions; Document consultation and all advice given during legal consultation in writing; Provide advice and guidance to lower level production employees on advanced consultation techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the client. Examine the instruction received from client to determine the legal question(s) to be addressed; Consult with client to obtain further clarity, if necessary; Source necessary legal tools; Conduct the necessary research regarding the legal issue(s) to be addressed; Draft the Opinion; If necessary, consult the client; Finalise and submit the opinion to Supervisor for vetting; Obtain instructions from client as to the nature of the document to be drafted; Consult with client to obtain further information, if necessary; Conduct research and source the relevant resource tools and information; Draft the legal document and submit to client; If necessary, further consultations with client and other parties; Finalise the document and submit to Supervisor for vetting; Receive the document for legal review from client, along with instructions; Consult with client to obtain further information, if necessary; Conduct research and source the relevant resource tools and information; Scrutinize the document, in order to ensure that it complies with all relevant legal requirements; If necessary, consult with client and other parties to provide legal clarity and assist in finalizing the document which has been reviewed; Prepare comments regarding the document and submit to Supervisor for vetting; Receive summons or notice of motion from the State Attorney's Office; Scrutinize the court papers received; Consult with State Attorney's Office, if necessary; Consult with relevant client unit to which the matter relates; Prepare brief for the HOD/ MEC on necessary course of action to be undertaken; Submit brief to Supervisor for vetting; Brief the State Attorney on course of action to take, either to oppose or not to oppose; Receive instructions from relevant client unit to determine the merits of the contemplated action; Consult with the client unit and obtain other relevant information to prepare opinion regarding whether there are reasonable prospects of success; Provide advice to the HOD/MEC on the contemplated action and submit to Supervisor for vetting; If there are reasonable prospects of success, then the HOD/MEC will provide instructions to institute the action; Continue with similar steps as outlined above in respect of litigation against the Department, with appropriate modifications for the context; Conduct research on topical issue; Prepare briefing and submit to Supervisor for vetting; Circulate the legal briefing to colleagues in the Department; Provide legal library services in the event where the Law Librarian is absent or not available.

ENQUIRIES

: Caiphus Nkuna/ Andy Ndaba at 071 474 7078/51

POST 30/102

: **ADMIN CLERK: PURCHASING AND STORES REF NO: REFS/023231**
Directorate: Supply Chain Management

SALARY CENTRE REQUIREMENTS

: R228 321 per annum, (plus benefits)
: Johannesburg
: Matric coupled with a minimum of 1 - 2-years' experience in Asset Management environment. Competencies: Knowledge of Public Finance Management Act, Treasury Regulations, PPPFA, SAP, and Supply Chain Management legislation. Sound knowledge and understanding of basic accounting

principles. Experience in SRM and SAP. Computer skills and knowledge especially Word and Excel. Analytical and numeric skills. Ability to work under pressure.

- DUTIES** :
- Render general clerical support services: 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. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items, stock control of office stationery, keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component: Maintain a leave register for the component, keep and maintain personnel records in the component, keep and maintain the attendance register of the component, arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in component, check correctness of subsistence and travel claims of officials and submit to manager for approval, handle telephone accounts and petty cash for the component.
- ENQUIRIES** :
- Caiphus Nkuna/ Andy Ndaba at 071 474 7078/51

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.

- APPLICATIONS** :
- To apply for the below position, please apply online at <https://jobs.gauteng.gov.za>. Only online applications will be considered and for general enquiries please contact Human Resource on 076 521 4118.
- CLOSING DATE** :
- 05 September 2025
- NOTE** :
- 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 www.dpsa.gov.za/documents, 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.

OTHER POSTS

- POST 30/103** :
- DEPUTY DIRECTOR: POLICY REF NO: REFS/023213**
Directorate: Policy and Legislation
- SALARY** :
- 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). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg)
	:	NQF Level 6 or 7 in Social Sciences/Development Studies/Information Management. A minimum 3-5 years middle management/ supervisory experience. A valid driver's license. Competencies: Knowledge of Public Service Act and Regulations, PFMA and Treasury Regulation, DID Policies and procedures, Infrastructure. Delivery Management System, Research Methodologies, Knowledge Management, Construction Industry Development Board Act of 2000 and Regulations, National Building Standards Act of 1977 and Regulations, Council for Built Environment Act of 2000. Project Management. People Management. Financial Management. Conflict Management. Skills: Research, Analytical, Communication, Reporting writing, Problem solving, Facilitation. Planning and organizing, Leadership, Negotiation, Influencing. Attributes: Responsive, Credible, Quantity-orientated, Creative, Pro- active, Professional, Presentation. Decisive, Credible, Motivating.
<u>DUTIES</u>	:	Manage the development of sustainable policies through the provision of administrative, technical and logistical support. Manage undertaking general and specific literature reviews on provincial, best national and international practices regarding policy models. Manage the provision of secretariat services to the Departmental. Policy Committee and Advisory Committee. Manage the establishment of networks and stakeholders. Manage consultative interactions with stakeholders and partners on policies. Manage the development and maintenance of policy stakeholders and partners databases. Manage implementation of workshops and work sessions in line with the Department to ensure awareness and understanding of policies, associated strategies and guidelines. Manage dissemination of consolidated policies to standing committee meetings for inputs. Manage policy queries and route them appropriately. Manage liaison with provincial spheres of government in developing related policies in order to ensure strategic alignment with National and Provincial policies. Manage interpretations of applicable laws, strategic, as well as political party determinations. Manage evaluation and review of DID policies and align them with Departmental objectives. 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.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 30/104</u>	:	<u>ASSISTANT DIRECTOR: COLLECTIVE BARGAINING REF NO: REFS/023205</u> Directorate: Labour Relations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum, (plus benefits)
	:	Head Office (Johannesburg)
	:	An undergraduate qualification at NQF Level 6 or 7 in Human Resources Management / Labour Law / Labour Relations qualification as recognised by SAQA. A minimum of 3 Years' experience in Collective bargaining of which 2 years must be at supervisory level. A valid driver's license. Competencies: Knowledge of standards, practices, processes and procedures related to labour relations. Structure and functioning of the Department. Constitution of the RSA, Public Service Act and Regulations. Employment Equity Act. Basic Conditions of Employment Act Labour Relations Act Skills: Interpersonal and diplomacy skills. General administration and organizational skills. Ability to undertake basic research/gather information. Computer literacy. Financial administration. Problem solving skills. Motivational skills. Presentation skills and Communication. Attributes: must be Creative. Resourceful. Ability to

DUTIES

communicate at all levels. Trustworthy. Hard-working Self-motivated and ability to work independently.

- : Monitor all collective bargaining activities in the Department. Provide labour relations advice and technical support to line managers, regional offices and institutions Establish consultative structures in all the Departmental Regions Participate and monitor regional consultative structures. Conduct impact analysis of labour relations processes and policies in the Department. Monitor the implementation of collective agreements and resolutions. Conduct labour relations training and capacity building to line managers and staff. Facilitate Labour Relations and Regional Managers meetings. Intervene and resolve conflict and advice appropriately Facilitate the grievance resolution processes. 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 30/105

- : **ASSISTANT DIRECTOR: CASE MANAGEMENT REF NO: REFS/023203**
Directorate Labour Relations

SALARY **CENTRE** **REQUIREMENTS**

- : R468 459 per annum, (plus benefits)
- : Head Office (Johannesburg)
- : An undergraduate qualification at NQF Level 6 or 7 in Human Resources Management / Labour Law / Labour Relations qualification as recognised by SAQA. A minimum of 3 Years' experience in Case Management of which 2 years must be at supervisory level. A valid driver's license. Competencies: Knowledge of standards, practices, processes, and procedures related to labour relations. Structure and functioning of the Department. Constitution of the RSA, Public Service Act and Regulations. Employment Equity Act. Basic Conditions of Employment Act Labour Relations Act. Skills: Basic numeracy. Interpersonal and diplomacy skills. General administration and organizational skills. Ability to undertake basic research/gather information. Computer literacy. Financial administration. Problem solving skills. Motivational skills. Presentation skills. Communication Report writing abilities. Attributes: must be Creative. Resourceful. Ability to communicate at all levels. Trustworthy Hard-working Self-motivated. and ability to work independently.

DUTIES

- : Manage and monitor all cases in the Department. Monitor the implementation of collective agreements and resolutions. Provide verbal and written advice on grievances Facilitate and co-ordinate the disciplinary processes Participate and monitor regional consultative structures. Conduct impact analysis of labour relations processes and policies in the Department. Establish consultative structures in all the Departmental Regions. Investigate misconduct and represent the employer in the disciplinary enquiries (formal and less formal) Draft and acknowledge of receipt. Facilitate LR and Regional Managers meetings. Conduct labour relations training and capacity building to line managers and staff. Liaise with HR on LR issues 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.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 30/106</u>	:	<u>SENIOR LABOUR RELATION OFFICER: COLLECTIVE BARGAINING REF NO: REFS/023207</u> Directorate Labour Relations
<u>SALARY</u>	:	R397 116 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF Level 6 or 7 in Human Resources Management / Labour Law / Labour Relations qualification as recognised by SAQA. A minimum of 2-3 Years' experience in Labour Relations. A valid driver's license. Competencies: Knowledge of standards, practices, processes and procedures related to labour relations. Structure and functioning of the Department. Constitution of the RSA, Public Service Act and Regulations. Employment Equity Act. Basic Conditions of Employment Act Labour Relations Act. Skills: Basic numeracy, Interpersonal and diplomacy skills. General administration and organizational skills. Ability to undertake basic research/gather information. Computer literacy. Financial administration. Problem solving skills. Motivational skills. Presentation skills and Communication. Attributes: must be Creative. Resourceful, ability to communicate at all levels, trustworthy, hard-working Self-motivated and ability to work independently.
<u>DUTIES</u>	:	Assist in the Implementation and maintenance of policies, procedures related to labour relations. Ensure compliance of Human Resources policies and practices with labour law and collective agreements Facilitate training and awareness on employee/labour relations; promote sound labour relations, equity and diversity. Advise management and staff on issues related to labour relations Liaise and interact with related internal and external stakeholders Advise and assist management and staff on dispute resolution procedures and multi-lateral forums Act as designated officer to resolve grievances Act as departmental representative in conciliations, mediations and arbitrations 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.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 30/107</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: STRATEGIC PLANNING AND SERVICE DELIVERY REF NO: REFS/023214 (X2 POSTS)</u> Directorate: Strategic Planning and Service Delivery)
<u>SALARY</u>	:	R397 116 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF Level 6 or 7 in Public Management/ Social Sciences/ Business Administration as recognized by SAQA. A minimum of 2-3 years' of experience. A valid driver's license. Competencies: knowledge of GPG and DID policies and procedures. Legislation and Public Service Regulations. Understanding of expectations of customers. Management information knowledge. Knowledge of conducting research and benchmarking

		Skills: Communication, Report Writing, Analytical, Research, Communication. Attributes: Self-Driven, Innovative, Team player, Adaptable, Self-Driven.
<u>DUTIES</u>	:	Provide support on the development of the Departmental Strategy and Annual Performance Plans. Provide logistical support for the convening of Departmental Strategic Planning and Annual Performance Plan sessions. Consolidate branch inputs for the development of the Departmental Strategic Plan. Provide support in the development and consolidation of the Departmental Operational Plan. Coordinate the submission and analysis of quarterly reports, annual reports and budget vote documents. Analyse organisational performance and provide strategic inputs. Coordinate the preparation of service standards and Service Delivery Improvement Plans. Measure customer satisfaction and report findings. Coordinate inputs into the Service Delivery Improvement Plans and Programmes. Provide support with Batho Pele Change engagement interventions as per DPSA guidelines. Coordinate and facilitate implementation of the Departmental OMF Deliverables. Provide document management services. Compile draft submissions and other correspondences for the unit. Provide logistical support services for meetings, workshops and seminars. assurance.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090
<u>POST 30/108</u>	:	<u>LABOUR RELATIONS OFFICER: COLLECTIVE BARGAINING REF NO: REFS/023206</u> Directorate Labour Relations
<u>SALARY</u>	:	R325 101 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF Level 6 or 7 in Human Resources Management / Labour Law / Labour Relations qualification as recognised by SAQA. A minimum of 1-2 years' experience in the Labour Relations environment. A valid driver's license. Competencies: Knowledge of standards, practices, processes and procedures related to labour relations. Structure and functioning of the Department. Constitution of the RSA, Public Service Act and Regulations Employment Equity Act. Basic Conditions of Employment Act and Labour Relations Act. Skills: Basic numeracy. Interpersonal and diplomacy skills. General administration and organizational skills. Ability to undertake basic research/gather information. Computer literacy. Financial administration. Problem solving skills. Motivational skills. Presentation skills. Communication Report writing abilities. Attributes: must be Creative. Resourceful. Ability to communicate at all levels. Trustworthy Hard-working Self-motivated. and ability to work independently.
<u>DUTIES</u>	:	Labour Forum Secretariat Services and Meeting Coordination. Compile monthly expenditure & prepare cash flows. Procurement of goods and services. Securing venues for Labour Forum meetings/ trainings Coordination of training in the Directorate. Compilation of asset register. Receiving and registering cases. Preparing Acknowledgement letters Compile Labour Relations statistical information as and when required. Draft monthly, quarterly and annual LR reports.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 30/109</u>	:	<u>COMMUNICATIONS OFFICER: PUBLICATIONS REF NO: REFS/023212</u> Directorate: Internal Communications
<u>SALARY</u>	:	R325 101 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF Level 6 or 7 in Graphic Design, Graphic arts/Communications/Journalism. A minimum of 1- 2 years relevant experience. Shortlisted candidates will undergo written graphic design test. Competencies: Graphic design concepts and layout techniques. Principles, tools, techniques and software pertaining to multi-media design and general office operation. Advanced level computer hardware operation and use. Advanced level computerized graphic programs including Adobe InDesign. Broadcast and computerized programs used to create multi-media designs. Reproduction techniques used to photograph, print, and copy displays or media. GPG and DID policies and procedures. Legislation and Public Service Regulations. Publications Management. Skills: Graphic Design, Communication, Report writing, Analytical, and Research. Analyse requests, recommend, and create work products. Maintain confidentiality of

departmental information that may be personal and sensitive in nature. Organize and prioritize a high volume of work using multi-tasking techniques. Safely use computer software programs and graphic art tools and equipment to produce work products. Apply all types of media to produce a wide variety of graphic artwork and graphics for visual communications. Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or making appropriate referral. Exercise appropriate judgment in answering questions and releasing information; analyse and project consequences of decisions and/or recommendations. Attributes- Self-Driven, Innovative, Team player, Adaptable.

<u>DUTIES</u>	:	Formulate concepts and implement multi-media designs. Confer with project leaders regarding projects, background information, objectives, visual design approaches, styles, printers, techniques and other production factors. Brief and manage service providers. Determine size and arrangement of materials based upon available spaces, layout principles and aesthetic concepts. Research, select and secure suitable illustrative or photographic materials for developing multi-media concepts. Photography and the management of photographic library. Coordinate schedules for the implementation of multi-media designs, reports and other documents. Design and produce publications and artwork for internal and external use. Provide multi-media designs for campaigns, annual reports, covers, newsletters, magazines, books, brochures, displays, social media and the intranet. Conceptualise, design and edit motion artwork. Manage software licences, hardware and requisite procurement. Ensure that the Departmental Corporate Identity is implemented correctly on all platforms. Monthly, quarterly and annual reporting. Conduct benchmarking exercises to determine best practices on publications management procedures. Provide inputs to the development of the strategy. Update the strategy in line with changes and new developments. Provide creative conceptualisation, layout, design and production of various corporate publications, including weekly newsletters, logos and associated collateral. Produce new and unique ideas to represent specific briefs. Apply corporate identity across all branding. Design web and user interfaces, site maps and icons. Provide print ready designs. Provide photography services. Assist in the compilation of monthly, quarterly and annual reports linked to M&E frameworks.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/076 521 4118

OFFICE OF THE PREMIER

It is the department's intention to promote equity by achieving all numeric targets as contained in the Department's Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, females and males of all races are encouraged to apply.

<u>APPLICATIONS</u>	:	Qualifying applicants should submit their applications online on the GPG Professional Job Centre website, (www.gautengonline.gov.za) and on Recruitment.Premier@gauteng.gov.za
<u>CLOSING DATE</u>	:	19 September 2025
<u>NOTE</u>	:	The completed signed new Z83 must be accompanied by a detailed Curriculum Vitae (CV) only and at least three (3) contactable referees quoting the relevant reference number. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier (OoP) reserves the right to cancel the filling / not fill a vacancy that was advertised during any stage of the recruitment process. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to conclude an annual perform agreement within three (3) months upon commencement of duty. The appointment of the successful candidate is subject to the issuing of a positive security clearance at the level of Top Secret

by the State Security Agency. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations. NB. Requirement for all SMS posts is the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, offered by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> Prospective candidates will not be employed without this certificate.

MANAGEMENT ECHELON

<u>POST 30/110</u>	:	<u>CHIEF DIRECTOR: RESOURCE MANAGEMENT REF NO: REFS/023039</u> Branch: Corporate Management
<u>SALARY</u>	:	R1 494 900 - R1 787 328 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate undergraduate qualification (NQF Level 7) in Public Administration Management, Strategic Management, Human Resource Management, any related fields and the Nyukela Certificate for entry into Senior Management Service (SMS) from the National School of Government. A higher qualification of NQF Level 8, will be an added advantage. 5 years of experience at a senior managerial level in a corporate services environment. Competencies: Demonstrable advanced strategic leadership, planning and organizing skills; analytical, conceptual, and writing skills; strong leadership, people management, conflict resolution and interpersonal skills. Good programme and project management; stakeholder management; communication, public speaking and presentation skills. Excellent financial, human resource management skills. Customer management, Problem solving, Analytical, Good Communication and Policy development, analysis and implementation skills. Ability to work under pressure, in a team and independently as well as cope with a high workload. S/he must be assertive, innovative and creative. Excellent co-ordination, networking, negotiation, presentation and multi-tasking skills. Ability to work under pressure and willingness to work long hours.
<u>DUTIES</u>	:	The successful candidate will be responsible for the implementation of the Human Capital Management Strategy and provide corporate support services to management and staff. The role will include the following functions: Serve as Chief Negotiator for the Office of the Premier and thirteen provincial government departments. Manage corporate services such as Internal Human Resources Management, Information and Communication Technology and Security and Risk Management Services. Manage the provision of internal communication and events management services such as staff meetings and human resources events. Provide high level management advice to Executive Management to ensure sound decision making and forward planning. Implement and modernise human resource information and knowledge management systems. Manage and facilitate organisational development matters within the Department. Ensure sound systems of labour relations to ensure labour peace and social justice. Provide human resource research and product development. Coordinate organisational development interventions, job evaluation and change management. Manage employee Health and Wellness and HR special programmes. Sound stakeholder relationships between management and organised labour. Deal with labour disputes and Implement strategies to prevent labour conflicts. Provide leadership on workplace transformation, OD, and reform programmes, and ensuring compliance with the regulatory framework. Management of the facilities of the Office of the Premier, development of IT infrastructure and compliance with occupational health and safety standards. Monitor the implementation of minimum information security standards and vetting of employees and provide security technical support services. Develop policies and strategies in relation to Human Resources Management, Information Technology and Security Services. Represent the Office of the Premier at various intergovernmental forums internally and provincially. Develop the Annual Performance Plan and Budget of the Chief Directorate. Provide reports to Executive Management Team, Broad Management Team and any other governance structures from time to time. Lead special organisational projects. Management the budget and human resources of the Chief Directorate in an efficient and effective manner.

<u>ENQUIRIES</u>	:	Ms Sylvia Mtshali Tel No: (011) 355 6280
<u>POST 30/111</u>	:	<u>CHIEF DIRECTOR: PROVINCIAL FORENSIC AUDITS REF NO: REFS/023038</u> Branch: Institutional Development Support and Integrity Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 494 900 - R1 787 328 per annum, (all-inclusive remuneration package) Johannesburg An NQF Level 7 qualification in the disciplines of Law (BA Law; B juris, BCom Law; BProc LLB) or Accounting (A Bachelor's Degree in Accounting or BTech Finance & Accounting) or Forensic Auditing and Nyukela Certificate for entry into Senior Management Service (SMS) from the National School of Government. A higher qualification of NQF Level 8, will be an added advantage. 5 years of experience at a senior managerial level and Seven (7) or more years of experience in the Forensic investigations or law enforcement specialising in commercial crimes. Certified Fraud Examiner (CFE) qualification will be an added advantage. Good problem-solving, decision-making skills, computer literacy, communication skills, report writing skills, good inter-personal relations skills, planning, organising, analytical skills and project planning skills. Competencies: Proven ability to operationalise and ensure compliance with legislation and policy development. Demonstrable experience in forensic investigations and reporting. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership, change management and project management. Ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long and irregular hours. Strategically engage with Auditors and provide appropriate and timely responses to audit queries.
<u>DUTIES</u>	:	Provide effective management and oversight into the implementation of fraud prevention in the GPG departments. Manage and oversee the implementation of all the forensic investigations and Provincial forensic investigation procurement in the GPG departments and entities. Review, manage, and provide oversight on the implementation of the Provincial Forensic Investigation Methodology and Standard Operating Procedures. Manage, review and maintain the Anti-Corruption strategy for all GPG departments. Provide leadership on the administration of NACH (National Anti-Corruption Hotlines) for all GPG departments. Develop written protocols and guidelines on forensic investigation methodology and ensure adherence of such guidelines and investigation reports reporting timelines. Review investigation reports and related documentation and provide assurance that the investigations conducted meet the required standards. Ensure that lessons learned from investigations are incorporated into the GPG policies and procedures and are shared widely within GPG. Support Public Service Commission (PSC) in developing and maintaining mechanism for reporting potential fraud and corruption, including hotline, and the necessary procedures to evaluate and investigate incoming reports of alleged fraud and corruption. Manage and provide comprehensive ICT analytical abilities in GPG database. Ensure development of work plans and the establishment of priorities for the Provincial Forensic Audit function. Supervise and monitor the work of investigative teams and of contracted specialists to ensure that outputs meet the required quality standards and are delivered according to schedule. Provide reports periodically in terms of the operational requirements in the department and including to oversight bodies such as Audit Committee. Build relationships with law enforcement bodies and ensure proper reporting of violations or potential violations as appropriate and as required. Build relationship within GPG with all stakeholders and ensure that there is periodic stakeholder engagement and provisioning of support as it relates to forensic investigations undertaken. Conduct regular training to develop investigation capacity within Forensic Investigation unit. Manage the human and financial resource of the Chief Directorate.
<u>ENQUIRIES</u>	:	Ms Sylvia Mtshali Tel No: (011) 355 6280

<u>POST 30/112</u>	:	<u>CHIEF DIRECTOR: TRANSVERSAL HUMAN RESOURCE AND DEVELOPMENT REF NO: REFS/023040</u> Branch: Institutional Development Support & Integrity Management
<u>SALARY</u>	:	R1 494 900 - R1 787 328 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An NQF Level 7 qualification in Human Resource Management or Social Sciences or Public Administration, Public / Business Management or Industrial Psychology and Nyukela Certificate for entry into Senior Management Service (SMS) from the National School of Government. A higher qualification of NQF Level 8, will be an added advantage. 5 years of experience at a senior managerial level and experience in the development and review of strategies, policies and plans in the HR environment. Advanced knowledge of strategy development, strategy management, strategy monitoring and review processes, policy analysis, policy development and policy implementation and review processes .and long hours. Competencies: Demonstrable advanced strategic capability and leadership; analytical, conceptual, and writing skills; strong leadership, people management and empowerment, problem solving and interpersonal skills; good programme and project management; good human resource management and other management skills. Client orientation and customer focus, Problem solving, Analytical and Good Communication. Competency in policy development. Knowledge of legislative framework and government procedures on public finance, human resources management, supply chain management and latest advances in public management theory and practice. Ability to work under pressure and willingness to work long hours.
<u>DUTIES</u>	:	Ensure the facilitation of the development and implementation of credible HR Plans and Talent Management Strategies that are aligned to the strategic plans and service delivery requirements of the Gauteng Provincial Government (GPG) Departments. Oversee and ensure development and implementation of GPG HRM & D policies to enable service delivery. Manage and facilitate the development of strategic plans and annual performance plans. Monitor the implementation of transversal framework, policies and plans. Manage the coordination of HR, OD, OMF, Labour Relations, EHWP reporting. Ensure improvement in the effectiveness of HRM & D practices and processes in GPG in the areas of HRD, PMDS, Talent Management, functional fora, Provincial HRM & D Forum, technical advice and targeted interventions and support. Oversee the facilitation, coordination and monitoring of public service capacity building programmes in the province through the departmental Workplace Skills Plan (WSP) and in line with the Departmental strategic plan and the Provincial Development Plan (PDP), Strategic Skills and special projects. Manage recruitment, selection and appointments, transfers and placements of HODs including all conditions of employment. Monitor the implementation of provincial human resource management, strategies and plans to ensure standardization and compliance across departments. Manage PMDS for GPG levels 13-16 and HOD PMDS. Oversee the coordination and the facilitation of Organisational Design and Job Evaluation in the GPG Departments. Coordinate consultation process with DPSA on Organisational structure and job evaluation. Oversee the coordination and the facilitation of collective bargaining in GPG Departments. Manage GPG representation and participation in collective bargaining structures nationally (PSCBC & GPSSBC). Oversee the coordination and the facilitation of Employee Health and Wellness Programmes in the GPG Departments. Manage the Coordination and the facilitation of Change Management and Diversity Management. Oversee the coordination of the implementation of transformation programmes through change interventions to improve the culture and quality of the public services. Manage the financial and human resources of the Chief Directorate.
<u>ENQUIRIES</u>	:	Ms Sylvia Mtshali Tel No: (011) 355 6280
<u>POST 30/113</u>	:	<u>DIRECTOR: INTERNAL HUMAN RESOURCE MANAGEMENT REF NO: REFS/023042</u> Component: Corporate Management
<u>SALARY</u>	:	R1 266 714 – R1 492 122 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An NQF Level 7 qualification in Human Resource Management, Public Administration/ Management, Administration, Industrial and Organisational Psychology and Nyukela Certificate for entry into Senior Management Service

(SMS) from the National School of Government. A higher qualification of NQF Level 8, will be an added advantage. 5 years of experience at the middle / senior managerial level in Human Resource Management environment. Competencies: Extensive Knowledge and understanding of the Public Service Act., Public Service Regulations, relevant DPSA Prescripts and all the related legislation. Strategic leadership capability. Knowledge in Financial, project and change management. Proven track record in managing HR functions and leading teams. Ability to think strategically and implement effective HR solutions. Excellent planning, organizing, coordinating and analytical skills coupled with strong interpersonal relationship skills. Communication, networking, negotiation, presentation and multi-tasking skills are fundamental. Competency in policy development. Ability to work under pressure and willingness to work long hours.

DUTIES : The position of Director: Internal Human Resources Management's critical role involves the comprehensive oversight and management of human resources functions within the Office of the Premier, ensuring the efficient and effective delivery of Human Resources services. Key Responsibilities: Strategic Workforce Planning: Manage the development and implementation of the Human Resource Plan and ensure the attraction and retention of top talent. Recruitment and Selection: Oversee the recruitment process, aligning to the Office of the Premier's strategic objectives. Employee Training and Development: Design and implement training programs to enhance employee skills. Manage and facilitate the implementation of Human Resource Development initiatives and implement career management strategies, including succession planning, talent management, and career pathing. Performance Management: Administer performance management systems, providing guidance for employee performance improvement and ensuring alignment with the Office of the Premier's objectives. Employee Relations: Address complex employee relations issues, including conflict resolution, and facilitate the implementation of Labour Relations to promote labour peace. Policy Development and Implementation: Manage the development and implementation of HR policies, and ensure compliance with the relevant legislation, HR Delegations, processes, and procedures. Organisational Design and Development: Coordinate the development of organisational structures that are aligned to the strategic goals of the Office of the Premier, supports operational efficiency, clarify roles, reduce duplication, enhance accountability, and foster innovation and continuous improvement. HR Administration: Manage Human Resources Administration services. Employee Health and Wellness: Oversee the provision of Employee Health and Wellness. Transformation Management: Promote diversity in the Office of the Premier through transformation programs. Management: Manage the strategic and operational plans of the Directorate as well as the human and financial resources.

ENQUIRIES : Ms Khanyisile Mafiri Tel No: (011) 355 6060

POST 30/114 : **DIRECTOR: LABOUR RELATIONS REF NO: REFS/023043**
Branch: Institutional Development Support and Integrity Management

SALARY : R1 266 714 – R1 492 122 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : NQF Level 7, Labour Relations and Nyukela Certificate for entry into Senior Management Service (SMS) from the National School of Government. A higher qualification of NQF Level 8, will be an added advantage. 5 years of experience at the middle / senior Managerial level in Employee Relations/ Collective Bargaining and Management. Competencies: Ability to lead and manage a team, develop strategies, and ensure alignment with organizational goals. Strong verbal and written communication skills to effectively negotiate, mediate, and resolve conflicts. In-depth understanding of labour laws, regulations, and compliance requirements. Expertise in handling disputes and grievances and fostering a positive work environment. Ability to analyse data, identify trends, and make informed decisions. Strong ability to build relationships and work collaboratively with various stakeholders. Capability to develop long-term strategies for labour relations and workforce management. High level of integrity and ethical judgment in handling sensitive issues.

DUTIES : The Director of Labour Relations plays a crucial role in managing and overseeing labour relations activities within Office of the Premier. Key Responsibilities: Develop and manage labour relations policies and strategies

within GPG. Manage and monitor collective bargaining structures and processes. Manage and oversee discipline and dispute cases in line with the legislative framework within GPG. Represent the Employer in facilitating labour related judicial matters at labour court and other structures. Formulate and execute strategies to maintain positive labour relations. Lead and participate in negotiations with unions to establish fair and effective collective bargaining agreements. Ensure that the GPG Departments adheres to labour laws, regulations, and internal policies. Handle conflicts and grievances between management and employees, fostering a harmonious work environment. Offer support and advice to management on labour relations issues. Analyse labour trends and their potential impact in the GPG. Create and deliver training programs on labour relations. Track and improve employee satisfaction and engagement levels in the GPG. Manage the Directorate resources.

ENQUIRIES : Ms Sylvia Mtshali Tel No: (011) 355 6280

POST 30/115 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: REFS/023062**
Chief Directorate: Financial Management Services

SALARY : R1 266 714 – R1 492 122 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : An NQF level 7 in any of the following fields of study Accounting, CIMA, ACCA, BCom Accounting, Supply Chain Management, Economics, Financial Management, Business Administration and Nyukela Certificate for entry into Senior Management Service (SMS) from the National School of Government. A higher qualification of NQF Level 8, will be an added advantage. 5 years of experience at the middle / senior managerial level I relevant to the field of the post. Competencies: Ability to lead and manage a team, develop strategies, and ensure alignment with organizational goals. Strong verbal and written communication skills. Proven knowledge of PFMA, PPPFA, BBBEE, Treasury Regulations, and other relevant legislation. Strong leadership, analytical, and communication skills.

DUTIES : Develop and implement the departmental Supply Chain Management strategy aligned with legislative and policy frameworks. Manage procurement and contract management processes to ensure compliance and value for money. Oversee asset and inventory management, including the maintenance of a fixed asset register. Ensure effective transport and logistics support services. Lead the development and execution of the departmental demand management strategy and plan. Oversee the demand and acquisition processes, ensuring alignment with financial planning and departmental needs. Establish and oversee the functioning of the Bid Specification Committee (BSC), Bid Evaluation Committee (BEC), and Bid Adjudication Committee (BAC). Provide strategic advice and support to the CFO and executive leadership. Promote good governance, ethical conduct, and anti-corruption measures within Supply Chain Management operations. Support the implementation of procurement systems and controls to mitigate risks and prevent irregular expenditure. Ensure compliance with PFMA, PPPFA, BBBEE, Treasury Regulations, and other relevant legislation. Manage human and financial resources within the Directorate.

ENQUIRIES : Ms Sylvia Mtshali Tel No: (011) 355 6280

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS : To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za> Only online applications will be considered.

CLOSING DATE : 05 September 2025

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

disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. In line with the Department's employment Equity Plan, Females and People with Disabilities are encouraged to apply.

OTHER POSTS

<u>POST 30/116</u>	:	<u>DRIVER / MESSANGER REF NO: REFS/023261</u> Directorate: Office of the Executive Authority Re-advert, those who applied previously are encouraged to apply.
<u>SALARY</u>	:	R193 359 per annum (Level 04), (plus benefits)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification with at least 1 year's relevant experience. A valid Driver's License is essential. Ability to handle confidential information. Good telephone etiquette. Interpersonal and communication skills (written and Verbal). PDP will be an added advantage.
<u>DUTIES</u>	:	Drive light and medium-sized vehicles to transport passengers and items (mail and documents). Conduct routine maintenance on the allocated vehicle and report defects. complete all the prescribe records and logbooks with regards to the vehicle and goods. Render clerical support/ messenger services in the office. Collect and deliver documentation and related items in the Department. Copy, package documents to be scanned, bind and fax documents. Delivery of mail daily to various regions. Keep records of delivered Ensure that there is proper tracking of documents. Perform other duties assigned by supervisors.
<u>ENQUIRIES</u>	:	Ms. Amy Mkhombo Tel No: (011) 355 7521/Petunia Mabasa Tel No: (011) 355 7175
<u>POST 30/117</u>	:	<u>CLEANER REF NO: REFS/023264</u> Branch: Corporate Services Directorate: Auxiliary Service
<u>SALARY</u>	:	R138 486 per annum (Level 02), (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	ABET or equivalent qualification. No experience required. Good communication skills (Verbal and written). An ability to work under pressure and ability to work in a team. Knowledge of work procedures in respect of working environment skills. Basic numeracy and good communication skills.
<u>DUTIES</u>	:	Provision of cleaning services: Performing cleaning services of routine nature by utilizing a variety of aids throughout the offices, corridors, elevators and boardrooms. Keep the kitchen clean by making sure that the sink has no dishes and utensils. Emptying, washing and cleaning of waste bins. Report broken cleaning machines and equipment. Replace toilet papers, hand towels and fresheners.
<u>ENQUIRIES</u>	:	Ms. A Mkhombo Tel No: (011) 355 7521/ Petunia Mabasa Tel No: (011) 355 7175
<u>POST 30/118</u>	:	<u>FOOD SERVICE AID REF NO: REFS/023257</u> Branch: Office of the HOD
<u>SALARY</u>	:	R138 486 per annum (Level 02), (plus benefits)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	NQF level 1 or (Abet level 4 certificate or equivalent). No working experience is required.
<u>DUTIES</u>	:	Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Serve refreshments to HOD and to HOD's visitors. Maintain the stock register. Ensure prior knowledge of the HOD's meetings so that proper preparations are made. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snacks and beverages (water, tea, coffee,

ENQUIRIES

milk, sugar and cold drinks). Set up and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for food supplies and report waste and losses.

: Ms. Amy Mkhombo Tel No: (011) 355 7521 or Ms. Kgomotso Letsholo Tel No: (011) 355 7367

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

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

MANAGEMENT ECHELON

<u>POST 30/119</u>	:	<u>CHIEF DIRECTOR: INFORMATION TECHNOLOGY REF NO: G17/2025</u> Cluster: Information Technology: Head Office: Pietermaritzburg Job Purpose: Develop and facilitate the implementation of Integrated Management Information Master Plan for the Department of Health to adequately support the objectives of the Strategic and Service Transformation Plans of the Department.
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (an all-Inclusive salary package)
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Information Technology; Plus A minimum of five (5) years senior management experience in Information Technology. Plus Unendorsed valid Code B driver's licence (Code 08). Computer literacy in Microsoft Software applications. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/ . Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the Head of Department Health and will be responsible to support the Head of Department and Senior Management through the establishment of sound information Management Systems and in the efficient and effective utilization of Information and Information Technology as strategic resources to inform planning, monitoring, evaluation and decision making processes. The ideal candidate must: Possess extensive knowledge and expertise in the design and development of Management Information System. possess knowledge of Computer Programming, Information Technology, Main frame applications and Interfaces. Have the ability to operationalise Management Information System imperatives of the Strategic and Annual Performance Plans of the Department through innovative and highly complex information system that is user friendly. Knowledge of information management and prescript. Have the ability to capitalise on human potential and to develop information management competencies at all organisational layers of the Department with a view to improve reliability of data and the utilisation of data for planning, monitoring and evaluation of programme and institutional performance. Have advance project and Contract Management skills. Have advance skills in the application of computer software packages (MS Office, Excel and Powerpoint) Have excellent verbal communication and report writing skills. NB//: The incumbent of this post will be required to possess the following skills: Risk Management skills, Monitoring and Evaluation and Financial Management skills.
<u>DUTIES</u>	:	Oversee the provisioning of fully compatible hardware and software solutions for the Department inclusive of the management of the SLA with SITA and user support services. Promote the utilisation of e-solutions in the department and the development of IT skills within the department. Develop Information Management Policies and maintain user and data security. Monitor and evaluate on a continuous basis compliance with policy system standards and norms. Represent the department at the GITO Council.
<u>ENQUIRIES</u>	:	Mrs TP Msimango Tel No: (033) 395 3176
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051,

Pietermaritzburg, 3200 or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower (Attention: Ms L Mthlane) Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address HeadOffice.JobApplication@kznhealth.gov.za. NB//The subject of your e-mail must be the post name that you are applying for". Applicants may also visit any one of our Designated Online Application Centre's (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centre's (DOACS) at www.kznonline.gov.za/kznjobs

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities should feel free to apply for the post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE

: 05 September 2025

POST 30/120

: **DISTRICT DIRECTOR**
Cluster: District Health Services

SALARY CENTRE

: R1 266 714 per annum (Level 13)
King Cetshwayo Health District Office Ref No: G18/2025
Umkhanyakude Health District Office Ref No: G19/2025
Umgungundlovu Health District Office Ref No: G20/2025
Ethekwini Health District Office Ref No: G43/2025

REQUIREMENTS

: An undergraduate qualification (NQF level 7) in Clinical Health Science; Plus degree or diploma in health management or Degree/Diploma in General Management. Plus Current registration with the relevant health professional body; Plus A minimum of Five (5) years' experience in middle/senior managerial level in Primary Health Care or District Health System. Plus Unendorsed valid driver's license. Computer literacy with proficiency in Microsoft software applications. Additional Qualifications: Post-graduate qualification in Public Health/Master in Business Management. Project Management. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training and Competence Required: The incumbent of this post will report to the Chief Director: District Health Services: Head Office, and

will be responsible to ensure and account for the delivery of integrated, effective and efficient health service at all levels of care based on the Primary Health Care approach through the District Health System within UMgungundlovu District (whichever is relevant). The ideal candidates must: Possess a clear understanding of the challenges facing the public health sector due to poverty, resource limitations and opportunistic diseases such as TB, HIV and AIDS. Have the ability to analyse and interpret complex management data and information to inform decision-making and alignment processes timeously. Have the ability to develop innovative solutions for complex health and other service delivery management problems. Possess strong leadership to: ensure buy-in/support of other organs of state and external stakeholders to accomplish deliverables identified in the Annual Performance Plans of the District. Provide strategic direction to Institutions. Mediate processes for the allocation of resources to Institutions. Build a highly effective and efficient health service delivery team in the district; and reason/present/negotiate the case of the district at departmental management and planning fora. Have the ability to assess and manage the performance of the District Health System and directly supervise staff. Have the ability to interact effectively and efficiently with a wide range of stakeholders. Have the ability to turn around negative audit findings in the district to be a positive one. Possess a good Knowledge and understanding of universal health coverage Possess a clear understanding of risk and other management processes and the application thereof to ensure that the decentralised management model of the department is performing optimally. Possess knowledge of the governance framework and legislative imperatives set for the area of operation. Be computer literate with proficiency in MS Office Software applications.

DUTIES

: Based on relevant policy imperatives, provide strategic leadership and ensure the development, implementation, monitoring and evaluation of an Annual District Health Services Delivery Plan. Account in terms of planned initiatives for the delivery of health services in the district. Coordinate and facilitate processes to prioritise health service delivery initiatives and the allocation of concomitant resources amongst health facilities in the district, whilst promoting service delivery equity. Monitor and evaluate health service delivery within the district, identify high risk areas and facilitate timeous corrective action where required. Provide transversal clinical support and other support services to Institutions. Ensure the development of an innovative and human rights sensitive cadre of health workers at all levels. Identify and address transversal health service delivery barriers that cannot be resolved at Institutional and district level and filter those requiring intervention at Provincial level. Facilitate the process of ensuring universal health access (NHI) for King Cetshwayo Health District. Oversee and coordinate the delivery of Emergency Medical Services (EMS) and Forensic Pathology Services (FPS) across the district. Implement good governance, transparency, and accountability practices. Drive all public health services within the district towards achieving and sustaining a clean audit. Responsible for providing strategic leadership and overall management of all health services within the district. Ensure the delivery of high-quality, equitable, and patient-centred care across the district, while driving compliance, efficiency, and continuous improvement. Effectively manage and optimise all resources under your stewardship, including physical, and technological assets, to ensure efficiency, accountability, and maximum impact on service delivery. Build and maintain strong relationships with community structures, oversight bodies, NGOs, and other health sector partners. Participate in DDM, Operation Sukuma Sakhe (OSS) and other intersectoral collaborations. Ensure all public health facilities on readiness for audits, inspections, and quality assurance assessments. Promote a positive organisational culture in the district. Supervise, mentor, and develop public health teams in ensuring high performance, continuous improvement, and policy compliance.

ENQUIRIES APPLICATIONS

: Mr J Mndebele Tel No: (033) 395 3274
: All applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower. Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address HeadOffice.HRJobApplication@kznhealth.gov.za.

NOTE

NB//The subject of your e-mail must be the post name that you are applying for. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs

: Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities should feel free to apply for the post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE

: 05 September 2025

OTHER POST**POST 30/121****CHIEF EXECUTIVE OFFICER: VARIOUS CENTRES**

Cluster: Hospital Management Services

Job Purpose: To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes.

**SALARY
CENTRE**

: R1 059 105 per annum (Level 12), (an all-inclusive MMS salary package)

: Various Hospitals & CHC:

Mahatma Gandhi Memorial Hospital Ref No: G21/2025

Ceza Hospital Ref No: G22/2025

ST Appollinaris Hospital Ref No: G23/2025

Christ The King Hospital Ref No: G24/2025

Mbongolwane Hospital: Ref No: G25/2025

Benedictine Hospital Ref No: G26/2025

Eshowe Hospital Ref No: G27/2025

Church Of Scotland Hospital Ref No: G28/2025

Ntunjambili Hospital Ref No: G29/2025

Charles Jonhson Memorial Hospital Ref No: G30/2025

Kwamashu Community Health Care Ref No: G31/2025

REQUIREMENTS

: A Degree/advanced Diploma in a health related field, registration with relevant professional council; plus A Degree/Diploma in Health Management OR a Degree/advanced Diploma in a management field. Plus At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's license (Code 08). Operational Manager and Clinical Programme Co-ordinator with five (5) years' experience as Operational Manager and Clinical Programme Co-ordinator respectively may apply. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial

management, change management, people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES

: Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the Hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation, asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes. Implement good governance, transparency, and accountability practices. Drive the hospital and its catchment clinics towards achieving and sustaining a clean audit. Responsible for providing strategic leadership and overall management of all health services within the hospital and its catchment area, ensuring the delivery of high-quality, equitable, and patient-centred care across the facility and associated clinics, while driving compliance, efficiency, and continuous improvement. Effectively manage and optimise all resources under your stewardship, including physical, and technological assets, to ensure efficiency, accountability, and maximum impact on service delivery. Drive and implement innovative strategies that advance progress towards Universal Health Coverage (UHC) in alignment with the National Health Insurance (NHI) framework. Build and maintain strong relationships with community structures, oversight bodies, NGOs, and other health sector partners. Participate in Operation Sukuma Sakhe (OSS) and other intersectoral collaborations. Ensure hospital and catchment clinics on readiness for audits, inspections, and quality assurance assessments. Promote a positive organisational culture.

ENQUIRIES APPLICATIONS

: Mr. J Mndebele Tel No: (033) 395 3274
: All Applications Should Be Forwarded To: The Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower. (Attention: Mr. A Memela) Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address HeadOffice.HRJobApplication@kznhealth.gov.za. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs

NOTE

: Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the

following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE

: 05 September 2025

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

It is the strategic intent of the Department to promote employment equity in terms of race, gender and disability through the filling of these posts with candidates whose transfer, promotion or appointment will promote equitable representativity in line with the numeric targets as contained in the departmental Employment Equity plan.

<u>APPLICATIONS</u>	:	Fully completed and signed Z83 employment application form, quoting reference number should be addressed to the Head: Economic Development and Tourism. Applications can be hand delivered to Nokuthula Simelane Building, 1st Floor, No 7 Government Boulevard, Riverside Park, Extension 02, Mbombela, 1201 or alternatively applications emailed to the respective email address provided for each post.
<u>CLOSING DATE</u>	:	12 September 2025 at 16h00
<u>NOTE</u>	:	It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.dpsa.gov.za/dpsa2g/vacancies.asp . Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names and contact numbers of referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The question related to conditions that prevent re-appointment under Part F must be answered by applicants who were previously appointed in the public service. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment.

OTHER POSTS

<u>POST 30/122</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DEDT 2025/26/14</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), all-inclusive salary package
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An appropriate SAQA recognized undergraduate NQF level 07 tertiary Qualification in Accounting/Auditing with ten (10) years relevant work experience in an Internal Audit environment and 3 years should be at an entry/junior managerial level (Assistant Director Level or equivalent). Certified Internal Auditor will be an added advantage. Extensive knowledge and understanding of the principles and practice of Internal Audit including but not limited to International Professional Practices Framework of the Institute of

Internal Auditors (IIA). Extensive knowledge in areas of governance, risk management and leadership and strategy management. Knowledge and experience of the PFMA, Treasury Regulations and Public Service Regulatory Framework on Internal Auditing. Extensive knowledge of internal auditing, risk management, Public Finance Management Act, Treasury Regulations and other applicable and relevant prescripts. Prepared to work under pressure and for long hours.

DUTIES :

Maintain efficient and effective controls and achieving the objectives of the Department by evaluating the department's controls/objectives, to determine their effectiveness and efficiency through internal audits. Communicate the results of internal audit engagements. Review, collect information and compile internal audit reports to the accounting officer and audit committee, compile progress reports against audit plan, Quarterly reports and annual reports. Keep abreast with latest developments on policy and legislative frameworks. Develop and maintain internal audit methodologies policies and procedures. Provide advice and guidance to role players on the requirements and implementation of internal audit methodologies policies and procedures. Implement, monitor and report on the Quality Assurance Improvement Program. Develop strategic internal audit plans. Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the development of the three-year strategic risk based internal audit plan. Develop the annual internal audit operational plan. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimise duplication of effort. Keep up to date with new developments in the internal audit environment, i.e. Study professional journals and publications. Monitor and study the relevant industry, legislative, standards changes and policy frameworks continuously. Engage in relevant continuous professional development activities, tools and techniques as required/prescribed. Manage the sub-directorate Internal Audit. Establish implement and maintain efficient and effective communication arrangements. Implement the operational plan of the sub-directorate and report on progress as required. Quality control of work delivered by employees.

ENQUIRIES APPLICATIONS :

Mr SJ Xaba Tel No: (013) 766 4164

Email application to: recruitmentdedt2@mpg.gov.za

POST 30/123 :

HR PRACTITIONER: HR PLANNING AND PMDS REF NO: DEDT 2025/26/15

Please note that this post is re-advertised and applicants who applied previously are encouraged to reapply.

SALARY CENTRE REQUIREMENTS :

R325 101 per annum (Level 07)

Head Office, Mbombela

An appropriate SAQA recognized NQF level 6 tertiary qualification in Human Resource Management/Public Management/Public Administration or equivalent relevant qualification with two (2) years' work experience in an HRM environment or completion of a 2 years Internship program in an HRM environment. Experience in the field of PMDS and HR Planning environment will be an added advantage. A valid driver's license is required. Understanding of the government frameworks, PERSAL system, performance management and development system, human resource and related prescripts, Basic Conditions of Employment Act, EEA with verbal and written communication skills, computer literacy i.e. Microsoft word, excel, PowerPoint, ability to manage conflict and to work under pressure and ability to analyse, interpret and apply legislation, policies and prescripts.

DUTIES :

Facilitate the submission of Performance Agreements, Mid-term and Annual Assessments. Capturing of Performance Agreements, Mid-term and Annual Assessment on PERSAL. Ensure the availability of an accurate PMDS database. Facilitate the implementation of Annual Assessment outcome letters (Pay progression). Facilitate the Development of EE Plan. Assist in the development of the cost per head document. Administer secretariat services to the Organisational Functionality Assessment and other Committees facilitated by the Human Resource Planning section. Maintain an HR Policy register.

ENQUIRIES APPLICATIONS :

Ms J Mabuza Tel No: (013) 766 4140

Email to recruitmentdedt6@mpg.gov.za

**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.

<u>CLOSING DATE</u>	:	05 September 2025
<u>NOTE</u>	:	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 POSTS

<u>POST 30/124</u>	:	<u>SENIOR CLINICAL MANAGER (MEDICAL) GRADE 1 REF NO: NCDOH: 92/2025 (X1 POST)</u>
<u>SALARY</u>	:	R1 647 630 per annum
<u>CENTRE</u>	:	Dr Harry Surtie Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Experience: A minimum of 3 (three) years' appropriate experience after registration with the HPCSA as an Independent Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Clinical / Medical management experience and/or experience working in an Academic hospital will be considered advantageous. Knowledge and managerial experience regarding managing Clinical Services; Human Resource and Financial Resource Management. Knowledge of health delivery systems, policies and applicable legislation, governing resource allocations. Applicable and proven managerial experience in a Healthcare 63 environment, showing leadership, strategic and operational skills. Understanding of quality improvement methods and understanding of proposed national quality system Excellent communication (written and verbal) and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint) with the ability to understand and analyse statistical and financial information.
<u>DUTIES</u>	:	Overall strategic and operational management, clinical and corporate governance of clinical service departments. Ensure the highest standards of patient care are maintained and develop standard operating practices regarding admission, treatment and discharge of patients within available resources. Effective, efficient and sustainable human resource management

		and planning within relevant general specialist and highly specialised clinical departments. Participate in strategies to strengthen the regional health care system ensuring equity of access to tertiary care. Facilitate and own improvement projects relating to technical quality, internal efficiency, effectiveness and appropriateness of relevant FBUs, i.e. ensuring well-functioning and governed clinical centre within available resources. Special portfolios/projects, which may include data collection, manipulation and analysis. Facilitate platform for teaching, training and development.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. D Theys Tel No: (053) 830 2102
	:	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
<u>NOTE</u>	:	All applicants must complete an application register when an application is hand delivered.
<u>POST 30/125</u>	:	<u>MEDICAL SPECIALIST (PSYCHIATRY) REF NO: NCDOH: 93/2025 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum
<u>CENTRE REQUIREMENTS</u>	:	Northern Cape Mental Hospital
	:	National Senior certificate plus MBChB / MBChB plus FC Psychiatry or MMed (Psychiatry) that allows registration with HPCSA as a Medical Specialist. Appropriate experience in Psychiatric setting. Experience: Grade 1: No Experience after registration with the HPCSA as Medical Specialist in a normal specialty. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA).
<u>DUTIES</u>	:	Management of services within the Mental Health Unit both clinical and administrative. Provide effective and efficient outpatient mental health care in the hospital including assessment, treatment and monitoring of psychiatric patients within the framework of the Mental Health Care Act (No. 17 of 2002). Development and implementation of evidence-based, clinical protocols and guidelines. Partake in quality improvement programs including clinical audits, morbidity and mortality meetings and continuous professional development activities in the units and other departments. Implement and monitor adherence to Mental Health Care Act. Rendering of afterhours services including weekends (commuted overtime). Lead the multidisciplinary team discussions of patients in the psychiatric wards. Liaise with referral centres for patients who need further care and investigations. Training of staff members in the unit and other departments. Active participation in all hospital committees. To liaise with external stakeholders where appropriate and always maintain Professional and Ethical conduct.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. D Theys Tel No: (053) 830 2102
	:	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
<u>NOTE</u>	:	All applicants must complete an application register when an application is hand delivered.
<u>POST 30/126</u>	:	<u>MEDICAL OFFICER GRADE 1 – 3 REF NO: 94/2025 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R 1 322 352 per annum
<u>CENTRE REQUIREMENTS</u>	:	Dr Harry Surtie Hospital
	:	Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registered as Medical Practitioner with the HPCSA in respect of SA qualified employees 1-year relevant experience after registration as Medical Practitioner with recognised Foreign Health Professional Council in respect of foreign qualified employees, of whom is not required to perform Community Service as required

		in South Africa. Grade 2: A minimum of five (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 ten (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 request of foreign qualified employees, of whom is not required to perform Community Service as required in South Africa.
<u>DUTIES</u>	:	The candidate will be expected to render quality patient-care for all patients within in the relevant unit. Exam, investigate, diagnose and the treatment of patients. Participation in activities within the discipline including case presentation and other departmental/unit meetings. Render applicable administration function, attend meetings, workshops and training as directed by the Head of Department. Observe and comply with all departmental policies and guidelines regulating employment relationships and clinical functioning. Perform duties as assigned by the supervisor and other senior officials.
<u>ENQUIRIES</u>	:	Dr. D Theys Tel No: (053) 830 2102
<u>APPLICATIONS</u>	:	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
<u>NOTE</u>	:	All applicants must complete an application register when an application is hand delivered.
<u>POST 30/127</u>	:	<u>PHARMACIST GRADE 1 REF NO: 95/2025 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R848 862 per annum Grade 2: R917 634 per annum Grade 3: R1 001 349 per annum
<u>CENTRE</u>	:	Northern Cape Mental Health and DRTB Hospital (Kimberley)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South Africa Pharmacy Council (SAPC) as a Pharmacist. Registration with a Professional Council: Registration with the SAPC as a Pharmacist. Experience: Grade 1: None after registration as Pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist with recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community Services as required in South Africa. Grade 2: A minimum of 5years' appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid driver's License. Willingness to perform relief and after-hour duties when required. Competencies (knowledge/skills): knowledge of the Acts pertaining to the practice of pharmacy and national and provincial health policies. Knowledge, insight and previous similar experience in a Departmental Hospital or Primary Health Care Setting. Ability to cope under pressure and maintain a high standard of professionalism effectively manage pharmaceutical stock through effective ordering, receipt, control and provision of stock including its safe disposal. Ensure quality provision of pharmaceutical care and adhering to policies and guidelines outline by the South African Pharmacy Council, National Drug Policy and national and provincial treatment guidelines. Effectively manage the human resources, finances and administrative aspects relating to the clinical pharmacy. Effectively promote rational drug use and antibiotic stewardship. Ensure the good Pharmacy Practice.
<u>DUTIES</u>	:	Perform duties to provide quality pharmaceutical care to patients by monitoring work procedures, ensuring compliance to provincial code list and ensuring

		clinical service delivery. Assist with ensuring quality of care of pharmacy services by doing audits in areas where medicine is kept. Assist with medicine management in the mental health specialised hospital by ensuring safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with managing pharmaceutical expenditure which includes monitoring, evaluation and analysis of expenditure trends and implement strategies to control expenditure within financial prescripts. Assist with collating and interpreting pharmaceutical data and ensure representation of pharmacy services at all relevant meetings.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr AJ. Malgas Tel No: (053) 802 6300
	:	Please note applications can be hand delivered at the Human resources offices of Northern Cape Mental Health Hospital, couriered via postal services to Portion 84, Bultfontein Farm Number 80 on R31 Barkley Road Kimberley 8301 or emailed to nchealthhr@ncpg.gov.za
<u>NOTE</u>	:	All applicants must complete an application register when an application is hand delivered
<u>POST 30/128</u>	:	<u>AUDIOLOGIST REF NO: NCDOH 96/2025 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 961 per annum Grade 3: R 543 099 per annum
<u>CENTRE REQUIREMENTS</u>	:	DR TB Hospital, Kimberley
	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Audiologist. Registration with HPCSA as Audiologist. Experience: Grade 1: None after registration with HPCSA as an Audiologist or Speech Therapist in respect of RSA qualified employee. Experience: Grade 1: 1-year relevant experience after registration with the HPCSA as an Audiologist or Speech Therapist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as an Audiologist or Speech Therapist in respect of SA qualified employees. A minimum of 11 years relevant experience after registration with HPCSA as an Audiologist or Speech Therapist in respect of foreign qualified employees, of whom it is not required to Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with HPCSA as an Audiologist or Speech Therapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as an Audiologist or Speech Therapist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South African.
<u>DUTIES</u>	:	Coordinate, manage and develop audiology services for a designated area. Clinical management of patients referred to audiology services. Effective and efficient management of physical resources. People management (Rehab care workers, students, volunteers). Participate in and contribute to education and training activities. Liaise and collaborate with stakeholders. Screen, assess and intervene as required and as and when its appropriate.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr AJ Malgas Tel No: (053) 802 6300
	:	Please note applications can be hand delivered at the Human resources offices of Northern Cape Mental Health Hospital, couriered via postal services to Portion 84, Bultfontein Farm Number 80 on R31 Barkley Road Kimberley 8301 E-Mailed at NCHealthhr@NCDOH.co.za
<u>NOTE</u>	:	All applicants must complete an application register when an application is hand delivered.
<u>POST 30/129</u>	:	<u>RADIOGRAPHER REF NO: NCDOH 97/2025 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Frances Baard District: Warrenton CHC (X2 Posts) Connie Voster Hospital (X1 Post) Jan Kempdorp CHC (X1 Post)
<u>REQUIREMENTS</u>	:	Diploma/B Tech Degree in Diagnostic Radiography. Registration with Health Professional Council of South Africa (HPCSA) as an Independent Diagnostic Radiographer. Must have completed Community Service as per the Diagnostic

Radiographer. Valid driver's license code EB. Experience: **Grade 1:** Experience: None after registration with the HPCSA in respect of RSA qualified employees who performed community service, as required in South Africa. One (1) year relevant experience after registration with the Health Professional Council of South Africa in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2:** Experience: Minimum of 10 years' relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of 11 years' relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: Minimum of 20 years' relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years' relevant experience after registration with Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills and Competencies Required: Sound knowledge of diagnostic radiography procedures and equipment including computerized radiography [CR] Knowledge of radiographic procedures, equipment and accessories associated with relevant techniques. Sound knowledge of Radiation Control Regulations, safety measures and policies. Knowledge of relevant Health & Safety Acts. Good communication and interpersonal skills. Ability to work as team.

DUTIES : To provide high quality radiographic services Perform general and specialized radiographic duties as per departmental protocols. Provide a 24-hour radiographic service on a either call out/night duty basis as per departmental system. Execute all clinical procedures competently to prevent complications. Perform ward and theatre radiography. Assist Radiologist and medical officers with special examinations. Perform darkroom and clerical duties as per needs Perform standby and after hour's duties as per departmental call- roster Promote Batho Pele Principles in the execution of duties for effective service delivery Perform CT scan examinations as per allocation. Participate in Quality Assurance Programme. Perform other duties within X-Ray Section as delegated.

ENQUIRIES : Mr MC Joka or Mr ND Mohamad Tel No: (053) 861 4770
APPLICATIONS : Please post or courier your application to: The Department of Health: Frances Baard Health District; 119 Green Street; Riviera, Kimberley, 8301 or hand deliver at the Registry Office at the Frances Baard Health District Office, Green street, Old West End Hospital or emailed to: ncHealthHR-FBD@ncpg.gov.za

NOTE : Applicants must complete an application register when an application is hand delivered.

POST 30/130 : **SOCIAL WORKER REF NO: 98/2025 (X3 POSTS)**

SALARY : Grade 1: R325 200 per annum
 Grade 2: R397 119 per annum
 Grade 3: R477 564 per annum
 Grade 4: R585 441 per annum

CENTRE : **Frances Baard District:**
 Phokwane Sub District (X1 Post)
 Magareng Sub District (X1 Post)
 Sol Plaatje Municipality (X1 Post)

REQUIREMENTS : Formal Tertiary qualification in Social Work (Bachelor of Social Arts) that allows professional registration with the SACSSP. Registration with the SACSSP (South African Council for Social Service Profession) as a Social Worker. A valid Driver's. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' experience in social work after registration as Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years' experience in social work after registration as Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years' experience in social work after registration as Social Worker with the SACSSP.

DUTIES : Establish social work services and network for the Institution and maintain communication with stakeholders. Ensure that social work service with regard

to the care, support and protection of individuals, groups, families through relevant programmes is rendered. Keep up to date with new developments in the social work field. Undertake social work research and development and contribute to the development of policies. Render a holistic social work services to individual groups and community using all methods of social work practices. Monitor and evaluate the effectiveness of recommended interventions, reports on progress and identify. Further amended interventions to address identified conditions. Liaise / attend meetings with other departments and nongovernmental institutions to take cognizance of the latest developments in the relevant fields. Produce and maintain qualitative and quantitative records of social work interventions processes and Outcomes. Implement social welfare programme in accordance with the need of the community and Government priorities. Supervise all administrative functions required in the unit and undertake the higher level of administrative functions.

ENQUIRIES : Mr MC Joka or Mr ND Mohamad Tel No: (053) 861 4770
APPLICATIONS : Application For Frances Baard District Please post or courier your application to: The Department of Health: Frances Baard Health District; 119 Green Street; Riviera, Kimberley, 8301 or hand deliver at the Registry Office at the Frances Baard Health District Office, Green street, Old West End Hospital or emailed to: ncHealthHR-FBD@ncpg.gov.za
NOTE : Applicants must complete an application register when an application is hand delivered.

POST 30/131 : **PROFESSIONAL NURSE GENERAL REF NO: NCDOH 99/2025 (X3 POSTS)**

SALARY : Grade 1: R324 384 – R376 458 per annum
 Grade 2: R396 132 – R459 726 per annum
 Grade 3: R476 367 – R601 638 per annum

CENTRE : Northern Cape Mental Health Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse with psychiatry as a prerequisite. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' experience appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

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

ENQUIRIES : Ms AO Minter Assistant Manager Nursing at 073 184 6400
APPLICATIONS : Please note applications can be hand delivered at the Human resources offices of Northern Cape Mental Health Hospital, couriered via postal services to Portion 84, Bultfontein Farm Number 80 on R31 Barkley Road Kimberley 8301 or emailed to nchealthhr@ncpg.gov.za

NOTE : Applicants must complete an application register when an application is hand delivered.

POST 30/132 : **STAFF NURSE REF NO: NCDOH 100/2025 (X1 POST)**

SALARY : Grade 1: R220 614 – R246 798 per annum
 Grade 2: R262 287 - R294 513 per annum
 Grade 3: R306 798 – R376 458 per annum

CENTRE : Northern Cape Mental Health Hospital, Kimberley
REQUIREMENTS : Qualification that allows registration with the SANC as Staff Nurse, Registration with the SANC as Enrolled Nurse. Experience: **Grade 1:** None, **Grade 2:** A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. **Grade 3:** A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse.

<u>DUTIES</u>	:	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.
<u>ENQUIRES APPLICATIONS</u>	:	Ms A Mintor, Assistant Manager Nursing Tel No: (053) 802 3601
	:	Please note applications can be hand delivered at the Human resources offices of Northern Cape Mental Health Hospital, couriered via postal services to Portion 84, Bultfontein Farm Number 80 on R31 Barkley Road Kimberley 8301 or emailed to nchealthhr@ncpg.gov.za
<u>NOTE</u>	:	Applicants must complete an application register when an application is hand delivered.
<u>POST 30/133</u>	:	<u>NURSING ASSISTANT GRADE REF NO: NCDOH 101/2025 (X6 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R174 261 – R 196 305 per annum Grade 2: R203 271 – R227 286 per annum Grade 3: R239 559 – R294 513 per annum
<u>CENTRE REQUIREMENTS</u>	:	Northern Cape Mental Hospital
	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as Nursing Assistant. Experience: Grade 1: None, Grade 2: A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant.
<u>DUTIES</u>	:	Provide elementary nursing care in accordance with the scope of practice and nursing standards. Implement and development of basic patient care plans to provide quality patient care. Demonstrate knowledge and understanding of relevant legal and ethical framework i.e., Acts, policies, SOP's, guidelines and protocols governing the public service and Nursing Practice. Demonstrate basic knowledge of ideal Hospital Realization and maintenance. Effective utilization of resources, maintenance of proper and accurate record keeping. Demonstrate basic communication with patients, Supervisors, and colleagues. Willing to rotate through department and work night duty. Maintain professional growth / ethical standards and self-development. Work as part of a multidisciplinary team and support the managers to ensure quality nursing care.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Mintor, Assistant Manager Nursing at 073 184 6400
	:	Please note applications can be hand delivered at the Human resources offices of Northern Cape Mental Health Hospital, couriered via postal services to Portion 84, Bultfontein Farm Number 80 on R31 Barkley Road Kimberley 8301 or emailed to nchealthhr@ncpg.gov.za
<u>NOTE</u>	:	Applicants must complete an application register when an application is hand delivered.

**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.

OTHER POSTS

POST 30/134 : **CLINICAL MANAGER (MEDICAL) GRADE 1 (X2 POSTS)**
Cape Winelands Health District

SALARY : Grade 1: R1 422 810 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Langeberg Sub-district (Based at Robertson Hospital)
Witzenberg Sub-district (Based at Ceres Hospital)

REQUIREMENTS : Minimum educational qualification: Appropriate qualifications that allow registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with Professional council: Registration with the HPSCA as a Medical Practitioner (Independent Practice). Experience: **Grade 1:** A minimum of 3 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: A valid driver's license. Willingness to commuted overtime. Willing to work weekends and public holidays and to travel to various sites. Competencies (knowledge/skills): Appropriate in-depth clinical experience. Appropriate clinical governance knowledge and skills. Good communication skills (written and verbal) Ability to function/make decisions independently and as part of a multi-disciplinary team. Good interpersonal relationships, exceptional leadership and conflict resolution skills. Knowledge of financial and human resource management, change management and other relevant general management skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Good computer skills.

DUTIES : Strategic leadership and governance of clinical and corporate services that contribute to quality and patient centred care within the Langeberg and Witzenberg Sub-district and the wider ecosystem. Clinical service delivery within the acute and primary health care facilities within the Langeberg and Witzenberg Sub-district. Supervision, management, training, mentoring and support of clinical staff within the Langeberg and Witzenberg Sub-district. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Ensure a cost-efficient and cost-effective service at clinical level with regards to the use of staffing resources, workplace systems, laboratory services, blood, medicine, consumables and equipment.

ENQUIRIES : Dr NPB Beyers Tel No: (023) 626 8573 (Langeberg Sub-district)
Dr E Titus Tel No: (023) 316-9600 (Witzenberg Sub-district)

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

NOTE : No payment of any kind is required when applying for this post. "The pool of applications will be considered for vacancies within Witzenberg-and Langeberg Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

CLOSING DATE : 05 September 2025

POST 30/135 : **MEDICAL SPECIALIST: GRADE 1 TO 3 (ANAESTHETICS) (X2 POSTS)**
Chief Directorate: Rural Health District

SALARY : Grade 1: R1 341 855 per annum
Grade 2: R1 531 032 per annum
Grade 3: R1 773 222 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Worcester Regional Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as a Medical Specialist in Anaesthetics. Registration with a Professional council: Registration with the HPCSA as a Medical Specialist in Anaesthetics. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Anaesthesia. Grade 2: A minimum of 5 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Anaesthesia. Grade 3: A minimum of 10 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Anaesthesia. Inherent requirement of the job: Valid SA driver's license. Participate in the after-hours call system. Competencies (knowledge/skills): Proven leadership abilities and experience in supervision of staff. Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Computer literacy.
<u>DUTIES</u>	:	Ensure an efficient and cost-effective Anaesthetics service of high quality with a patient centered focus and addressing the burden of disease in the Worcester Central Ecosystem. Support to major referral centers in the Drainage area of Worcester hospital by doing Outreach and support and improving competencies in the District Health System to manage patients appropriately and impact on wellness in the Geographic area. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters. Create a learning environment for junior staff, and students, both under- and postgraduate as required. Do appropriate clinical audits and research within the department to stay abreast of clinical development.
<u>ENQUIRIES</u>	:	Dr C van der Westhuizen Tel No: (023) 348 1100
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for vacancies within Worcester Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/136</u>	:	<u>MEDICAL SPECIALIST: GRADE 1 TO 3 (PSYCHIATRY)</u> Chief Directorate: Rural Health District
<u>SALARY</u>	:	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.)
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Psychiatry. Registration with Professional council: Registration with the HPCSA as Medical Specialist in Psychiatry. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Psychiatry. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Psychiatry. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Psychiatry. Inherent requirement of the job: Valid SA driver's license. Participate in the after-hours call system.

	Competencies (knowledge/skills): Ability to manage all acute and chronic psychiatry cases comprehensively. Proven leadership abilities and experience in supervision of staff and resources. Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Computer literacy.
<u>DUTIES</u>	: Ensure an efficient and cost-effective Psychiatry service of high quality with a patient centered focus and addressing the burden of disease in the Worcester Geographical Service area (GSA). Support to major referral centers in the Drainage area of Worcester hospital by doing outreach and support and improving competencies in the District Health System to manage patients appropriately and impact on wellness in the Geographic area. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters. Create a learning environment for junior staff, and students, both under- and postgraduate as required. Do appropriate clinical audits and research within the department to stay abreast of clinical development.
<u>ENQUIRIES</u>	: Dr JJ Fourie Tel No: (023) 348 1101
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for vacancies within Worcester Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	: 05 September 2025
<u>POST 30/137</u>	: <u>REGISTRAR (MEDICAL) (NUCLEAR MEDICINE)</u> (4-Year Contract)
<u>SALARY</u>	: R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	: Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with Professional council: Registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: Commuted overtime is compulsory. Emergency and after-hours call cover. Valid (Code B/EB) driver's licence, willingness and ability to travel. Competencies (knowledge/skills): Effective leadership & interpersonal skills. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Knowledge and practical skills. Appropriate general medical experience. Computer skills including typing, managing spreadsheets and using databases. Verbal and written communication skills. One or more of the primary subjects of the MMed (NucMed) or FCNP Part 1. Clinical experience in Internal Medicine, Oncology, Radiology or Nuclear Medicine.
<u>DUTIES</u>	: Provision of safe, comprehensive 24-hour tertiary level diagnostic and therapeutic service to patients at Tygerberg Hospital. Produce timeous and accurate nuclear medicine reports and assist in optimal workflow through imaging domains. Perform after-hours duties as per call roster. Attend teaching program activities, tutorials and assessments as part of the registrar training program. Assist with the training medical students, nursing staff and radiographers. Learn critical skills required of a Nuclear Medicine Physician. Involvement in research/audits relating to Nuclear Medicine.
<u>ENQUIRIES</u>	: Prof J Warwick Tel No: (021) 938 4372
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 4 years. It may become

necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".

<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/138</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (ANESTHETICS)</u> Chief Directorate: Rural Health District
<u>SALARY</u>	:	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.)
<u>CENTRE REQUIREMENTS</u>	:	Worcester Regional Hospital
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with Professional council: Registration with the HPCSA as a 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 who 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 Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Participate in the after-hours call system. 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.
<u>DUTIES</u>	:	Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Worcester 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.
<u>ENQUIRIES</u>	:	Dr C van der Westhuizen Tel No: (023) 348-1141
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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 vacancies within Worcester Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. - No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/139</u>	:	<u>DEPUTY DIRECTOR: INFORMATION MANAGEMENT AND GOVERNANCE</u> Directorate: Health Intelligence
<u>SALARY</u>	:	R896 436 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in all aspects of information management and data governance. Appropriate supervisory experience Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel and overnight. Competencies (knowledge/skills): Appropriate computer skills in Microsoft tools and knowledge of WCDHW data systems. Data & information management: Strong data management, information management, and data governance skills including knowledge of data quality principles. Health systems & technical expertise: Knowledge of health service delivery, monitoring and evaluation, Western Cape Department of Health and Wellness digital systems and proficiency in Microsoft Office (Power BI skills are an advantage). Analytical & conceptual thinking skills, including numeracy and business analysis and problem-solving ability with attention to detail. Planning, project & resource management with sound administrative and policy knowledge, including human resource management. Collaboration & communication: Excellent interpersonal, facilitation, and relationship management skills; Strong written and verbal communication, including report writing and presentation skills. Ability to collaborate effectively across multidisciplinary teams.
<u>DUTIES</u>	:	Lead strategic and operational planning, as well as project management, to ensure optimal utilisation of resources within the sub-directorate. Design, implement, and oversee information management and data governance policies, practices, procedures, and tools to ensure effective, secure, and compliant data handling across the organisation. Oversee the management and provision of high-quality corporate data, along with the tools and systems required to collect, integrate, and present this data effectively. Design, develop, and maintain reporting tools and outputs to support both regulatory and broader organisational reporting needs. Promote and sustain a high standard of information management skills across the province by delivering targeted training that builds understanding of information requirements, processes, policies, systems, monitoring practices, and data quality principles.
<u>ENQUIRIES</u>	:	Ms L Shand Tel No: (021) 483 2639 or Lesley.shand@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	05 September 2025

<u>POST 30/140</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC)</u> Garden Route District
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Calitsdorp CC
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: 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 a 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. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with 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 license and willingness to travel. Willingness to relief when necessary, in other PHC clinics within the Sub-District. Competencies (knowledge/skills): In-depth Knowledge and application of Ideal Clinic and National Core Standards/Office of Health Standard Compliance. Demonstrate in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Good communication skills. Computer literacy (MS Word and Excel, PowerPoint and emails.).
<u>DUTIES</u>	:	Leadership and Management - Values Alignment, Team Functioning, Governance. Integration of Services – COPC, HIV/AIDS/STI/TB, Maternal, Child and Women's health and nutrition, disease prevention and control. Strategy and support – Professional support, Monitoring and evaluation, Operational Planning. People management. Management of staff and supervisory functions, people relationships, APL, skills development, and people strategy. Finance, supply chain, and physical resources management. Quality Assurance – Compliments and Complaints, Patient Safety Incidents, Occupational Health and Safety, Risk assessment, Patient Experience of care, Staff Satisfaction Survey, Waiting time survey, Ideal Clinic, Office of Health standard compliance, Quality Improvement Plans, Infection Prevention and Control.
<u>ENQUIRIES</u>	:	Ms S Labuschagne Tel No: (028) 551-1010
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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 the advert. Candidates will be subjected to a practical/ oral assessment.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/141</u>	:	<u>CLINICAL PROGRAMME COORDINATOR: GRADE 1 (HAST)</u> (West Coast District)
<u>SALARY</u>	:	Grade 1: R549 192 per annum
<u>CENTRE</u>	:	Saldanha Sub-district
<u>REQUIREMENTS</u>	:	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 Professional Nurse and Midwife. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with Professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel and work when required. Competencies (knowledge/skills): Ability to think strategically and analytically, work independently, as well as the ability to interpret and implement policies and guidelines. Computer literacy (MS Word, Excel and PowerPoint).
<u>DUTIES</u>	:	Coordination and implementation of Sub-district integrated comprehensive health services i.e. HIV/AIDS/STI/TB services and establishing service linkages with integrated management of chronic conditions, 1st 1000 day's

strategy, adolescent, women's and men's health services and establishing health services linkages on all service platforms at Subdistrict level. Provide oversight, supervision and support to health facilities i.r.o. the implementation quality assurance policies, guidelines, protocols, norms and standards. Involvement with People Development component and training to support integrated health services provision. Responsible for the strengthening and coordination of internal and external interface management with stakeholders, including NPOs, to enhance implementation of the COPC principles. Monitoring and Evaluation of Integrated Health services performance as well as the effective implementation of appropriate projects to improve the integrated Primary Health care services and outcomes in the Sub-district.

**ENQUIRIES
APPLICATIONS**

: Ms AR Louw Tel No: (022)709-5067
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

**NOTE
CLOSING DATE**

: No payment of any kind is required when applying for this post.
: 05 September 2025

POST 30/142

: **PARAMEDIC (EMS CLINICAL LEAD) GRADE 3 AND 4 (X4 POSTS)**
Chief Directorate: Emergency and Clinical Services Support

SALARY

: Grade 3: R487 014 per annum
Grade 4: R570 267 per annum

**CENTRE
REQUIREMENTS**

: Emergency Medical Services, Metropole
: Minimum educational qualification: **Grade 1:** Successful completion of the Critical Care Assistant (CCA) programmes that allows registration with the Health Professions Council of South Africa (HPCSA) as Paramedic. **Grade 2:** Successful completion of the Critical Care Assistant programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic. **Grade 3:** Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. **Grade 4:** Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. Experience: Grade 1: None after registration with the HPCSA as Paramedic (CCA). Grade 2: 7 years after registration with the HPCSA as Paramedic (CCA). None after registration with the HPCSA as Paramedic with National Diploma. Grade 3: Registered Paramedic (CCA) - 14 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 7 years after registration with the HPCSA as a Paramedic. Registered ECP- None. -Grade 4: Registered Paramedic (CCA) - 24 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 17 years after registration with the HPCSA as Paramedic. Registered ECP's -10 years after registration with the HPCSA as an ECP. Registration with Professional council: **Grade 1:** Registration with the HPCSA as Paramedic (CCA). **Grade 2:** Registration with the HPCSA as Paramedic with CCA or National Diploma. **Grade 3:** Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. **Grade 4:** Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Inherent requirements of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols within the scope of registration category. Good communication and interpersonal skills. Computer literacy and skills.

DUTIES

: Clinical Quality Assurance & Patient Safety: Lead the development and implementation of comprehensive quality improvement frameworks to ensure consistent, high-standard emergency care delivery from roadside to bedside. Establish and maintain robust clinical governance structures, including incident reporting systems, adverse event management, and patient safety protocols. Monitor and evaluate clinical performance against established emergency response timeframes and quality benchmarks across all service platforms. Coordinate systematic collection and analysis of patient feedback, complaints, compliments, and clinical outcomes to drive service improvements. Clinical Leadership & Professional Development: Provide strategic clinical leadership and mentorship to prehospital emergency care providers across all levels of service delivery. Collaborate with multidisciplinary teams to develop evidence-based clinical protocols, care pathways, and operational guidelines. Design

and facilitate continuous professional development programs, including clinical coaching, skills enhancement, and competency assessments. Establish clinical oversight mechanisms to support real-time decision-making and maintain clinical excellence standards. Quality Improvement Program Management: Design, implement, and evaluate targeted quality improvement initiatives based on current evidence, best practices, and local contextual needs. Coordinate cross-functional quality improvement projects involving clinical, operational, and administrative stakeholders. Establish data-driven performance monitoring systems to track clinical outcomes, response times, and service effectiveness. Lead root cause analysis processes for clinical incidents and develop corrective action plans to prevent recurrence. Strategic Clinical Governance: Uphold and promote patient-centred care principles throughout all emergency medical service operations. Ensure compliance with regulatory requirements, professional standards, and organisational policies across geographic and clinical service platforms. Develop and maintain clinical standards, protocols, and quality metrics that align with national emergency medical service guidelines. Provide clinical expertise and leadership input for strategic planning and service development initiatives. Stakeholder Engagement & Communication: Facilitate effective communication and collaboration between clinical teams, management, and external healthcare partners. Represent the organisation in clinical governance forums, quality improvement networks, and professional development initiatives. Maintain relationships with regulatory bodies, healthcare institutions, and community stakeholders to support integrated emergency care delivery. Prepare and present clinical performance reports, quality improvement outcomes, and strategic recommendations to senior leadership.

**ENQUIRIES
APPLICATIONS**

: Dr N Abdullah @ Naseef.abdullah@westerncape.gov.za or (063) 780 1864
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

: Candidates are subjects to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within EMS, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

CLOSING DATE

: 05 September 2025

POST 30/143

: **PROFESSIONAL NURSE GRADE 1 AND 2 (SPECIALTY: NURSING: MOU)**
Chief Directorate: Metro Health Services

SALARY

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

**CENTRE
REQUIREMENTS**

: Bishop Lavis CDC
: Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Post-basic/advanced nursing qualification, with duration of at least one (1) year accredited with the SANC in advanced Midwifery and Neonatal Nursing Science. Registration with Professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work in the geographical PHC facilities within the Northern Tygerberg substructure, when operationally required. Computer literacy (MS Word and Excel). Competencies (knowledge/skills): Good interpersonal, leadership and management skills. Ability to direct the team to ensure quality holistic health care and to function independently in a

	multi-disciplinary team. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human resource, financial and supply chain policies, and guidelines.
<u>DUTIES</u>	: Responsible for the provision and implementation of comprehensive holistic nursing care and treatment to all pregnant clients. Assist with management of people management services with the Department. Effective utilisation of financial resources with the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention & Occupational Health & Safety with the department. Deliver a support service to the Operational Manager and ensure effective coordination of the nursing division after hours.
<u>ENQUIRIES</u>	: Ms. P Ngcaba Tel No: (021) 508-4611
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualification will be appointed in the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. "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 post-basic qualification with duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Sciences. "The pool of applications will be considered for vacancies within Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post." Candidates will be subjected to a practical/oral assessment.
<u>CLOSING DATE</u>	: 05 September 2025
<u>POST 30/144</u>	: <u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE AND CSSD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: Grade 1: R476 367 (PN-B1) per annum Grade 2: R583 989 (PN-B2) per annum
<u>CENTRE</u>	: Wesfleur Hospital
<u>REQUIREMENTS</u>	: 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 nursing qualification, with duration of at least 1 year, accredited with SANC in Medical and Surgical Nursing Science: Operating Theatre. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Required to work shifts and after hours (weekends, public holidays, and standby duties) and rotation within the facility. Willingness to undergo the required training as prescribed in terms of the Choice on Termination of Pregnancy Act, 1996. Computer literacy. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership conflict resolution skills. Basic computer skills in MS Word, Excel and MS Outlook. Knowledge of relevant legislation and policies of the Department of Health, Western Cape.
<u>DUTIES</u>	: Provide optimal, holistic specialized nursing care within set standards and professional/legal framework within the Operating Theatre. Assist with management of people management services within the Department. Effective utilization of financial resources within the department. Ensure the promotion

		of Quality Assurance, Infection Control and Prevention & Occupational Health & Safety within the Department. Deliver a support service to the Operational Manager and ensure effective coordination of the Nursing Division after hours. Render medical and surgical termination of pregnancy (MVA).
<u>ENQUIRIES</u>	:	Ms LA Abrahams Tel No: (021) 816-500, Email: Lee-Anne.Abrahams@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period. "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: Medical and Surgical Nursing Science: Operating Theatre. The pool of applications will be considered for vacancies within Wesfleur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/145</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (CLINICAL NURSE TRAINING) (PRIMARY HEALTH CARE AND HOSPITAL)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum (plus non-pensionable rural allowance of 12% of your annual basic salary)
<u>CENTRE REQUIREMENTS</u>	:	Central Karoo District Office (Clinical Nurse Training) 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 & Midwife. A post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with Professional council: Registration with the SANC as a Professional Nurse & Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Extensive knowledge and experience in the Primary Health Care and acute services field of practice. Good communication skills both verbal and non-verbal. Basic computer skills in MS Word, Excel, Outlook and Teams. Relevant knowledge, skills and experience in training and practical mentorship.
<u>DUTIES</u>	:	Analyzing training needs and resources of clinical personnel in Central Karoo District. Planning and coordination clinical training, skills development and maintenance of competence interventions in the Central Karoo District. Presentation, facilitation and co-ordination of clinical service related to training programs in the Central Karoo District. Monitoring, evaluation and reporting of clinical training and clinical skills development interventions in the Central Karoo District. Support the Internal and External Interface strengthening with the focus on the COPC Model. Support the Operational Managers to obtain and maintain Ideal Clinic status.
<u>ENQUIRIES</u>	:	Ms J Nel Tel No: (023) 414 3590
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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 Central Karoo District for a period of 3 months from date of advert.

<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/146</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (CLINICAL NURSE TRAINING AND QUALITY ASSURANCE)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum (plus non-pensionable rural allowance of 8% of your annual basic salary)
<u>CENTRE REQUIREMENTS</u>	:	Kannaland Sub-district 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 a duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care (R 48) accredited with the SANC. Registration with Professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as 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 requirement of the job: A valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Appropriate knowledge of the principles and policies of Quality Assurance, Infection, Prevention and Control (IPC) and Occupational Health and Safety (OHS). Teaching, presentation, training and assessment skills. Good communication skills (verbal and written). Computer Literacy (MS Office: MS Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	Analyzing training needs and resources of clinical personnel at Kannaland Sub-district level. Presentation facilitation and co-ordination of clinical service related to training programs at Kannaland Sub District. Monitor and coordinate the Quality Assurance program. Monitor and respond to consumer complaints, compliments and suggestions. Monitor and assist with morbidity and mortality. Monitoring, evaluation and reporting of clinical training and clinical skills development interventions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Labuschagne Tel No: (028) 551 1010 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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.
<u>CLOSING DATE</u>	:	05 September 2025

<u>POST 30/147</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (INFRASTRUCTURE SOURCING)</u> Directorate: Supply Chain Sourcing Sub-directorate: Infrastructure Sourcing
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum Head Office, Cape Town Minimum educational qualification: An appropriate 3-year National Diploma/Degree in Procurement/ built Environment/Supply Chain Management/Public Management/Finance/Project Management/Auditing/ Management or equivalent qualification. Experience: Appropriate experience in the Supply Chain Management environment. Appropriate supervisory experience. Appropriate experience in procurement of built environment-related goods and services by means of commodity-driven sourcing strategies, in particular. Appropriate experience in executing procurement projects from needs analysis through to contract management stage. Appropriate experience in procurement processes prescribed by the Construction Industry Development Board. Appropriate experience in Tender Management, Demand Management, Supplier Performance, Compliance & Reporting, Contract Management, Policy & Governance; and Human resource management. Inherent requirement of the job: Valid Code B/EB driver's licence and willingness to travel. Competencies (knowledge/skills): Sound management, report writing and analytical skills and ability to assimilate detailed information. Commodity exposure across a range of FM services, ie. plumbing, electrical, general building and mechanical maintenance, HVAC, fabric repairs, etc. Demonstrate stakeholder engagement, influencing skills. Financial and commercial awareness. Proven experience managing complex projects. Ability to work under pressure and pay attention to detail and meet deadlines. Computer literacy (Word, Excel and PowerPoint). Rigorous expenditure analysis and reporting skills. Human resource management.
<u>DUTIES</u>	:	Provide an integrated demand, acquisition and contract management service of infrastructure goods and services commodities for the Department through the development, implementation and maintenance of a transformative approach to sourcing in the Department of Health with a focus on: Commodity-based lifecycle costing: take ownership of spend management within your category through the design and execution of innovative category management plans. End-to-end management of the sourcing process: drive vendor performance management, vendor identification, evaluation. Supplier relationship and performance management: ensure that high standards of contractor performance are maintained. Internal stakeholder management. Delivery of optimal commercial benefits to the Department. Ensure the following in compliance with departmental policies, procedure, guidelines and applicable legislation: Assist in the implementation of an effective supply chain management performance management system that measures the performance of suppliers in accordance with departmental policies and procedures and applicable legislative requirements, the supply chain management unit and the Department; Review and collate supply chain management information for timely reporting to relevant stakeholders; Conduct the annual Auditor General reporting, develop the infrastructure AOS and delegations and yearly reviews ; Monitor the performance of supply chain management activities; Develop and review departmental policies and applicable to supply chain management and perform and support supply chain management compliance testing and institute remedial action; Perform SCM abuse; complaints, enquiries and appeals investigations; Assist with any infrastructure related activities within the unit ; Provide infrastructure training and support institutions; Build capacity within the infrastructure environment.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Snell, email: Priscilla.Snell@westerncape.gov.za Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE CLOSING DATE</u>	:	No payment of any kind is required when applying for this post. 05 September 2025
<u>POST 30/148</u>	:	<u>CHIEF LANGUAGE PRACTITIONER</u> Directorate: Communications
<u>SALARY CENTRE</u>	:	R468 459 per annum Head Office, Cape Town

<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma/B-Degree. Experience: Appropriate experience in translation, editing, proofreading and project management in a public sector communication context. Appropriate experience in minor formatting and language and grammar corrections. Certification in translation, editing and proof reading from a recognised institution or accredited professional body. Inherent requirement of the job: Valid (EB) driver's licence. Willingness to travel and work after hours. Competencies (knowledge/skills): Proven ability to manage the delivery of language services, including translation, editing and proofreading. Sound knowledge of language policy implementation within the public service. People management and workflow coordination abilities. Analytical and problem-solving skills. High levels of computer literacy (MS Office / Office365; Adobe InDesign advantageous). Strong interpersonal and project management skills. Ability to work under pressure and manage competing priorities. Excellent attention to detail.
<u>DUTIES</u>	:	Manage the translation, editing and proofreading services of the Language Unit. Oversee project management and workflow for language services. Supervise and support language practitioners within the unit. Ensure alignment with the language policy of the Western Cape Government. Maintain quality standards across all language outputs. Provide strategic support to the DD: Strategic Communication.
<u>ENQUIRIES</u>	:	Mr D Evans Tel No: (021) 483- 3080
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. This is a readvertisement – previous applicants are encouraged to reapply.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/149</u>	:	<u>ASSISTANT DIRECTOR: REGISTRY</u> Directorate: People Development
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma or Degree. Experience: Appropriate experience. Inherent requirement of the job: Valid (code B/EB) driver's license. Competencies (knowledge/skills): Knowledge and understanding of the National Archives and Records Service Act, Provincial Archives and Records Services Act, POPIA, PAIA and Promotion of Administrative Justice Act (PAJA). Knowledge of information and records management. Specialist knowledge of records management policies and practices. Numeracy or Literacy skills. Sound Verbal, Written and Interpersonal Communication.
<u>DUTIES</u>	:	Ensure adherence to registry protocols/ processes. Administration, Planning and Organising. Ensure the safe storage of records as well as the accessibility and availability thereof to relevant stakeholders. Coordinate the archiving and disposal of records to the legislative requirements. Develop, implement and maintain an electronic content management (ECM) system. Ensure effective and efficient People Management.
<u>ENQUIRIES</u>	:	Mr A Thorne Tel No: (021) 483 5917 / Ashley.Thorne@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/150</u>	:	<u>ASSISTANT DIRECTOR: QUALITY IMPROVEMENT GOVERNANCE</u> Chef Directorate: Metro Health Services
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/ Degree in a health-related field registrable with any South African Health Professional Body. Experience: Appropriate experience of utilising recognised quality improvement methodology in a healthcare environment. Hospital experience is an advantage. Evidence of delivering training in Quality Improvement methodology to groups and individuals. Inherent requirement of the job: Valid (Code B/EB) Drivers Licence. Competencies (knowledge/skills):

		Advanced coaching experience to admin and clinical personnel in a healthcare ecosystem. Extensive working experience utilising recognised improvement methodology in a healthcare setting. Experience in translating strategic goals of health care services using quality improvement methodology to maximise efficiency and achieve good health outcomes. Experience of utilising advanced data analysis to make recommendations to management on process improvement in a health care setting. Advanced computer skills in Microsoft 365 packages.
<u>DUTIES</u>	:	Work within a healthcare ecosystem to support health care facilities and services along the patient pathway. Work with internal and external stakeholders to facilitate process improvement to the healthcare ecosystem. Lead and direct process improvement projects that delivers measurable operational performance improvement. Coaching of all levels of healthcare personnel in recognised quality improvement methodology to improve operational performance. Create an empowering culture within teams to translate strategic direction into meaningful sustainable objectives. Develop a training program, based on an established service improvement framework that can sustain improvement thinking and application, and assist with the development and training material to different staff categories.
<u>ENQUIRIES</u>	:	Mr J Vaughan Tel No: (021) 799 1201 or email: Jonathan.Vaughan@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test. No payment of any kind is required -"The pool of applications will be considered for vacancies within the department, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/151</u>	:	<u>MORTUARY MANAGER</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Forensic Pathology Laboratory (L2) Oudtshoorn
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) qualification. Experience: Appropriate extensive experience in Forensic Pathology Service. Appropriate Supervisory experience in the Forensic Pathology Service setting. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Will be required to work standby duties (after hours) and wear a uniform. Ability to lift and work with corpses (mutilated, decomposed, infectious viruses, etc). Will be required to deliver testimony in court proceedings. Competencies (knowledge/skills): Good working knowledge of IT packages (FPS Business System and Live link). Competent in numerical assessment, planning, forecasting and checking (budget, procurement, stores, claims, etc). People management and planning skills. Above average computer and software literacy in at least MS Excel and Word. Ability to achieve and maintain good interpersonal and working relations with staff and clients, with knowledge of the Core values of the Department and to interpret and apply policies. People Management, Finance & Supply Chain experience.
<u>DUTIES</u>	:	Manage the facility and service area through Strategic Operational planning, communication and resource allocation. Effective Clinical service delivery and Management of Major Incidents in the service area. Effective Human Resource Management. Effective Management of Finances, Assets and Infrastructure. Effective Electronic Information and Document Management.
<u>ENQUIRIES</u>	:	Mr S Fyfe, e-mail at sean.fyfe@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may undergo a Competency Based Assessment. The pool of applicants may be considered for other vacant Mortuary Manager 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.
<u>CLOSING DATE</u>	:	05 September 2025

<u>POST 30/152</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE DEVELOPMENT</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum Office of the Chief Director: Metro Health Services Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Human Resource Development. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and PowerPoint). Knowledge and interpretation of the human resource prescripts in the Public Service. Good communication, interpersonal and presentation skills. Ability to analyse, interpret and apply legislation, policies and prescripts. Ability to function in a stressful environment and cope with a heavy workload. Appropriate planning and administration skills. Leadership capabilities, managerial and organisation skills.
<u>DUTIES</u>	:	Compilation of people development compliance reports (WSP, ATR QMR). Supervision of Staff and projects in the People development component. Supervise the administration of People Development projects .i.e. Bursaries, EPWP and AET. Coordination of people development interventions i.e. CIP, short courses e.t.c. Supervise the maintenance of People Development database. Ensure timeous and accurate reporting with regards to People development compliance reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr X Nyangaza Tel No: (021) 815 8690 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Shortlisted candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/153</u>	:	<u>ARTISAN FOREMAN GRADE A</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade A: R382 047 per annum Helderberg Hospital Minimum educational qualification: Appropriate Trade Test Certificate. (Carpentry) Experience: 5 years' experience as an Artisan after obtaining the Trade Test Certificate. Inherent requirements of the job: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Do standby duties and emergency callouts as required. Competencies (knowledge/skills): Competency in Supervisory and Management skills. Sound interpersonal and good verbal and written communication skills. Sound knowledge of mainly finish Carpentry (Shopfitting, Finishing Carpentry, Furniture making industry). And a sound knowledge of building trades (Carpentry, Plumbing, Building). Sound knowledge of the SANS 10 - 400 Building Regulation. Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Computer literacy (MS Office and MS Excel). Conversant with disciplinary actions.
<u>DUTIES</u>	:	Supervise staff in Workshop and produce designs and objects with material and equipment according to job specifications and standards and provide and assistance to Artisans and other workshop staff. Carry out technical investigations and surveys, develop repair solutions to plant, equipment and maintenance problems and render technical advice and ensure quality assurance of all work performed Repair equipment, facilities, plants and buildings according to standards including the hub clinics. Keep register of all work done, keep control of job cards and compile and submit reports as required. Ensure the adherence is given to the Occupational Health and Safety act. Perform administrative duties and assist with personnel progress reports. Assist with the ordering, procurement and control of maintenance material and equipment (Validating quotations, writing Specifications). Planning and décor of new installations and alterations.
<u>ENQUIRIES</u>	:	Ms. J Julies Tel No: (021) 850-4738

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Artisan Foreman post within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/154</u>	:	<u>SOCIAL WORKER GRADE 1 TO 4</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R325 200 per annum Grade 2: R397 119 per annum Grade 3: R477 564 per annum Grade 4: R585 441 per annum
<u>CENTRE</u>	:	Support & Outreach Beaufort West PHC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as Social Worker. Registration with Professional council: Registration with SACSSP as a Social Worker. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate experience in social work after registration as Social Worker with the SACSSP. Grade 3: A minimum of 20 years' appropriate experience in social work after registration as Social Worker with the SACSSP. Grade 4: A minimum of 30 years' appropriate experience in social work after registration as Social Worker with the SACSSP. Inherent requirement of the job: A valid driver's licence (Code B/EB). Competencies (knowledge/skills): Social worker supervision framework; human behaviour and social systems; and the ability to intervene at the points where individuals interact with their surroundings to foster social well-being; social work interventions and theories; Knowledge and Information Management; Professional ethics and protocol; relevant legislation, policies, and prescripts (standards and norms); social dynamics, work values, and principles; and empowering and developing others. Good communication (written and verbal) and report-writing skills. Self-management and motivation, good planning, organizing, problem solving and analytical skills. Computer literacy (MS Word, Excel and Outlook). -Presentation and facilitation skills. Client orientation and customer focus. Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Ability and competence to ensure that one assists, advocates and empowers individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively and efficiently. Understanding and ability to ensure that one provides social services towards protecting people who are vulnerable, at-risk and unable to protect themselves.
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (Case work, group work and Community work). Attend to any other matters that could result in, or stem from, social instability in any form. Supervise and Support Social Auxiliary Workers. Continuous professional development. Keep up to date with new developments in the social work and social welfare fields. Perform all the administrative functions required of the job.
<u>ENQUIRIES</u>	:	Dr W. Hine Tel No: (023) 414 8200
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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

		other similar posts within the Central Karoo District, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/155</u>	:	<u>PERSONAL ASSISTANT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	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). Qualification on a higher NQF level may also be accepted on condition that the subjects of the qualification align to the functions as per the attached job description. Experience: Appropriate experience in rendering a support service to Middle and or Senior Management. Appropriate experience in office administration and or management, which includes financial management, asset management, logistical support. Competencies (knowledge/skills): Computer skills-intermediate to advance (MS Office). Excellent verbal and written communication skills. Excellent interpersonal, time management, office management and organisational skills.
<u>DUTIES</u>	:	Render a secretarial service to the Chief Executive Officer (CEO). Provide a receptionist support service to the office of the CEO including answering and directing telephone calls as well as visitors and proper scheduling of meetings. Ensure adequate, timeous preparation for meetings. Render administrative support to the Office of the CEO including typing of minutes in meetings and certain documents when required and ensure accuracy of documents and ensuring good record keeping including effective and efficient filing system. Effectively and efficiently manage the diary of the CEO and ensure prioritizing of important meetings. Ensure responsible co-ordination of the CEO's meetings i.e., logistics arrangements, venues etc. Support the CEO with the administration of the Budget and Supply chain including maintenance of Equipment and ensuring office equipment is operational.
<u>ENQUIRIES</u>	:	Ms B Gaji Tel No: (021) 360 4520
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/156</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Office of the Chief Directorate: Metro Health Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Asset Management, Supply Chain Management, Inventory Management and Procurement processes and reporting. Appropriate experience in LOGIS, EPS, CSD and WCSEB. Inherent requirement of the job: Valid (Code B/EB) code drivers' licence. Willingness to lift heavy boxes and assets. Competencies (knowledge/skills): In depth knowledge of SCOA codes and reports on LOGIS and able to do reconciliations and asset reporting. Organisational, managerial, leadership skills and an aptitude for working with financial figures. Good interpersonal and organisational skills. Good strong people management skills, ability to work in a team context and motivate team members. Computer literacy in Microsoft Office. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, Supply Chain Instructions as well as Accounting Officer System.
<u>DUTIES</u>	:	Effective management, procuring and monitoring of Inventory and Asset Management process and prepare documents for the Quotation Committee meetings. Perform asset stock take according to prescripts. Responsible for receiving, issuing and lifting of heavy items/assets. Perform relief duties and provide an effective support service to supervisor, management and institutions within Metro region. Manage staff in Supply Chain component in all aspects of

		People Management. Ensure that all transactions comply with legislative requirements (Audit compliance). Assist with the reporting of Annual and Interim Financial Statements, compiling and verifying asset reports monthly including reconciliations. Authorise Procurement Advice & Orders where applicable. Handle all Audit queries related to SCM and execute control compliance related to SCM. Ensure sound Labour practices are executed and implemented.
<u>ENQUIRIES</u>	:	Ms C Whitting Tel No: (021) 815 8733
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/157</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Parow CDC
<u>REQUIREMENTS</u>	:	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. Registration with Professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A Minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A Minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after hours. Willingness to work in the geographical PHC facilities within the Northern Tygerberg substructure, when operationally required. Competencies (knowledge/skills): Knowledge of grievance procedure and disciplinary legislation. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of Nursing Standard of Practice and scope of practice. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.
<u>ENQUIRIES</u>	:	Ms. N Mtshengu Tel No: (021) 810 8130/1
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applicants will be considered for other vacant Professional Nurse General posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.
<u>CLOSING DATE</u>	:	05 September 2025

<u>POST 30/158</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (PHC-GENERAL)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE REQUIREMENTS</u>	:	Nieuveld Park Clinic (ARV/HIV), Beaufort West Sub-District 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. Registration with Professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willing to work in all Primary Health Care facilities e.g. Community Day Centers, Clinics, Satellite clinics and on Mobile Clinics. Valid driver's license. Willingness to work overtime when needed. Competencies (knowledge/skills): Planning and organisational Skills. Self- discipline and motivation. The ability to function independently under pressure. Good communication skills.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practise within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Oerson Tel No: (023) 814 2930 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the 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 Central Karoo District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/159</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3: GENERAL (NURSE RELIEF TEAM) (X4 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE REQUIREMENTS</u>	:	Valkenberg Hospital 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 with Psychiatry. Registration with Professional council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Prepared to work in all departments/wards according to the operational needs of the hospital.

	Competencies (knowledge/skills): Good interpersonal, planning, and organisational skills. Computer literacy (MS Office & Outlook) Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation.
<u>DUTIES</u>	: Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.
<u>ENQUIRIES</u>	: Ms L Marepula Tel No: (021) 440 3107
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written 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 on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	: 05 September 2025
<u>POST 30/160</u>	: <u>EMS CONTINUOUS QUALITY IMPROVEMENT PARAMEDIC GRADE 1 TO 4</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	: Grade 1: R321 372 per annum Grade 2: R397 308 per annum Grade 3: R487 014 per annum Grade 4: R570 267 per annum
<u>CENTRE</u>	: Emergency Medical Services, Metropole
<u>REQUIREMENTS</u>	: Minimum educational qualification: Grade 1: Successful completion of the Critical Care Assistant (CCA) programmes that allows registration with the Health Professions Council of South Africa (HPCSA) as Paramedic. Grade 2: Successful completion of the Critical Care Assistant programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic. Grade 3: Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. Grade 4: Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. Registration with Professional council: Grade 1: Registration with the HPCSA as Paramedic (CCA). Grade 2: Registration with the HPCSA as Paramedic with CCA or National Diploma. Grade 3: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Grade 4: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Experience: Grade 1: None after registration with the HPCSA as Paramedic (CCA). Grade 2: 7 years after registration with the HPCSA as Paramedic (CCA). None after registration with the HPCSA as Paramedic with National Diploma. Grade 3: Registered Paramedic (CCA) - 14 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 7 years after registration with the HPCSA as a Paramedic. Registered ECP- None -Grade 4: Registered Paramedic (CCA) - 24 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 17 years after registration with the HPCSA as Paramedic. Registered ECP's -10 years after registration with the HPCSA as an ECP. Inherent requirement of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols within the scope of registration category. Good communication and interpersonal skills. Computer literacy and skills.

<u>DUTIES</u>	:	The primary purpose of this role: Establish and enhance Continuous Clinical Improvement mechanisms within the WCGHW Emergency Medical Services to deliver quality, efficient roadside-to-bedside emergency care within defined timeframes across all geographic and clinical service platforms. Core Duties: Patient Care Excellence: Ensure the dignity and rights of all patients are upheld at all times. Maintain consistently high-quality patient care standards across the entire service. Deliver continuous, effective, and holistic pre-hospital emergency care to the Western Cape public. Clinical Leadership & Development: Partner with healthcare and emergency service professionals to develop evidence-based care pathways, protocols, policies, and clinical guidelines alongside the Head of Clinical Support Services. Provide clinical advice and support to prehospital providers for effective clinical decision-making. Establish living clinical improvement and coaching mechanisms to enhance provider capabilities. Quality Improvement & Innovation: Design and implement targeted clinical improvement initiatives based on current evidence and contextual appropriateness. Oversee the management and performance of recognised emergency procedures for both urgent and critical care cases. Establish living clinical oversight models to actively monitor and evaluate clinical practice effectiveness. Strategic Implementation: Promote patient-centred practices across the full spectrum of current and planned clinical services within WCGHW EMS. Provide strong clinical leadership throughout the organisation to drive continuous improvement. Performance Management: Monitor service delivery against established emergency timeframes and quality benchmarks. Evaluate and enhance clinical practices through systematic oversight and feedback mechanisms. Drive organisational excellence through strategic leadership and clinical governance.
<u>ENQUIRIES</u>	:	Dr N Abdullah, email: @naseef.abdullah@westerncape.gov.za or 063 780 8164
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates are subjects to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/161</u>	:	<u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3 (INSTITUTIONAL)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R264 750 per annum Grade 2: R306 411per annum Grade 3: R330 540 per annum
<u>CENTRE REQUIREMENTS</u>	:	Montagu CDC 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 Professional council: Current registration with the SAPC as a Pharmacist Assistant (Post Basic) (Institutional) or Pharmacist Assistant (Post Basic). Experience: Grade 1: None after registration as Pharmacist's Assistant (Post Basic) with the SAPC. Grade 2: A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) (Institutional). with the SAPC. Grade 3: 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. Willingness to perform regular after-hours duties. Willingness to travel between PHC facilities in the Langeberg and provide relief as Pharmacist's Assistant (ISPA). Competencies (knowledge/skills): Computer literacy of MS Office (Word, Excel, PowerPoint and Outlook) and dispensing/stock control programs

		(Wellsky(JAC) and WinRDM) will be an advantage. 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 knowledge of drug supply management. Innovative analytical thinking and the ability to initiate, co-ordinate, manage and sustain programs.
<u>DUTIES</u>	:	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 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.
<u>ENQUIRIES</u>	:	Ms C de Kock Tel No: (023) 614-1304
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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 applications will be considered for vacancies within Langeberg Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/162</u>	:	<u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R264 750 per annum Grade 2: R306 411 per annum Grade 3: R330 540 per annum
<u>CENTRE</u>	:	Riversdale CDC, Hessequa Sub-district
<u>REQUIREMENTS</u>	:	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 Professional council: Registration with the South African Pharmacy Council as Pharmacist's Assistant (Post- Basic) (Institutional). Experience: Grade 1: None after registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 2: A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirement 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. Knowledge and/or experience in handling pharmaceutical supplies in both the hospital and clinic environment, including appropriate cold chain practices. Knowledge of Drug Supply Management Principles. Knowledge of Good Pharmacy Practice. Meticulous and attention to detail. Good interpersonal and communication skills. Computer literacy in the Microsoft Office Package. Ability to use at least one of the computerised dispensing and stock control programs available Physically ability to move heavy pharmaceutical items at various heights in the pharmacy storeroom.
<u>DUTIES</u>	:	Working under both direct and indirect supervision of a pharmacist within the hospital and clinic environment respectively. 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. Support to the pharmacy supervisor and colleagues within the Hessequa Sub-District, within scope of practice. Ensure the provision of high-quality services measured by outcomes of quality assurance activities.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms W Wilson Tel No: (028) 713 - 8615
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. "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.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/163</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (DENTAL)</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum
	:	Oral Health Centre, Tygerberg/Mitchell's Plain Platform
	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resources that include Salary Administration, Service Conditions, Personnel Management, Pension Administration, PERSAL and Recruitment and Selection. Appropriate experience in People Development and Labour Relations. Competencies (knowledge/skills): Sound knowledge of HRM Policies and Practices, Public Service Act, Public Service Regulations, Collective Agreements regarding personnel- and salary administration. Computer literacy in MS Word, Excel, outlook and Powerpoint. Ability to meet deadlines and to maintain confidentiality. Knowledge of basic Labour Relations matters. Knowledge of PERSAL. Knowledge of Skills Development Act.
<u>DUTIES</u>	:	Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly payslips and debt management and also verify documents. Responsible for capturing transactions on PERSAL and audit personnel and leave records. Maintenance of registers, i.e. PILIR, RWOEE, Appointment and service terminations. Assist staff, supervisor, management and members of the Public with regard to Human Resource and Personnel matters. Provide an effective support service to supervisor (i.e. relief duties and attending meetings). Assist with Training Needs Analysis, Compiling of Quarterly Monitoring Reports and Workplace Skills Plan. Co-ordination of meetings, taking minutes, typing and dissemination of minutes after the meeting. Maintain grievance and disciplinary database.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Jooste Tel No: (021) 937 3144
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	05 September 2025

<u>POST 30/164</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Fees-related environment dealing with Clinicom Patient Administration. Inherent requirement of the job: Willingness to rotate between departments as per operational requirements if required. Competencies (knowledge/skills): Computer literacy. (Ms Outlook, Ms Excel). Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, Billing and Finance instructions. Good communication skills (verbal and written). Strong sense of confidentiality.
<u>DUTIES</u>	:	Clinicom patient registration functions attendances, disposals as per PGWC Hospital Fees policies and procedures including booking of appointments & patients transport on Healthnet. Attending to patient queries (both verbal and written). Responsible for handling and receiving of public money, Cash Collection and Banking of State Money. Debiting of Charge Entries to invoices as per UPFS and PGWC billing procedures including ICD10 capturing. Provide administrative and secretarial support services to the department. Various Reception tasks or duties assigned to you by immediate supervisor as required.
<u>ENQUIRIES</u>	:	Mr A Sedres Tel No: (021) 404 3277
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/165</u>	:	<u>SENIOR TELKOM OPERATOR (SWITCHBOARD)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate Technical Support experience within Telephone Exchange Department. Operating an electronic switchboard and messaging system. Appropriate supervisory experience in Telephone Exchange Department within hospital environment. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends and public holidays. Work overtime when required by operational needs. Physically able to hear and speak clearly. Perform standby duties. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook).
<u>DUTIES</u>	:	Manage and support all aspects of a PABX and VOIP systems. Setting up and ensure operation of workstations and network servers. Co-ordinate system updates, configuration changes, installation of hardware, software and devices. Create and manage all speed dial and pin code requests, update both the hard and electronic hospital telephone directory, action and execute all telephone faults reported. Processing all new applications, transfers of telephone lines and equipment. Effectively monitor excess telephone calls, bill personal calls, installing and setting up of VOIP Telephone Systems. Assist on the electronic switchboard including handling of incoming and outgoing calls; receive and deliver messages; handle and resolve queries from the public. Timely submission of stats and progress reports as well as provide assistance to the supervisor as well as other line managers. Effective management of resources including people management, finance and assets. Responsible for supervision of staff including staff performance and disciplinary matters. Training and development of staff.
<u>ENQUIRIES</u>	:	Ms M Fredericks Tel No: (021) 658-5111
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. This is a readvertisement – previous applicants are encouraged to reapply.
<u>CLOSING DATE</u>	:	05 September 2025

<u>POST 30/166</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (RECRUITMENT AND SELECTION)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Recruitment and Selection. Competencies (knowledge/skills): Computer literacy. Ability to communicate effectively (verbal and written). Attention to detail, relationship building skills, multi-tasking, time management, critical and analytical thinking. Knowledge of the Western cape Government Recruitment and Selection policy.
<u>DUTIES</u>	:	Filing of documents and maintenance of various HR databases. Support Selection Panel as HR Advisor. Process and facilitate paid/unpaid job offers and contracts of employment. Hosting of fingerprints and sending documents to external service provider for verification.
<u>ENQUIRIES</u>	:	Mr MS Benjamin Tel No: (021) 404 2331
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/167</u>	:	<u>ADMINISTRATION CLERK: SUPPORT</u> Garden Route District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Heidelberg Clinic, Hessequa Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administration experience in reception. Appropriate experience in Patient Registration, Records Management and Archive policies. Appropriate experience of Health Information Systems (PHCIS, Sinjani, Tier.Net/ETR and Ideal clinic capturing). Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to rotate between Reception and Information Management department. Willingness to relieve at other facilities in Hessequa Sub District. Competencies (knowledge/skills): Appropriate knowledge of Registry, Reception Services, Medical Records, Disposal and Record Management Policies. Computer Literacy skills (MS Excel, Word, Power Point). Good communication skills (verbal and written).
<u>DUTIES</u>	:	Leadership and governance by ensuring implementation of DOH policies, guidelines and SOP's. Effective and efficient management of Reception Services and Registry functions. Client service and support. Data management. SCM and Equipment management.
<u>ENQUIRIES</u>	:	Ms E. Braaf Tel No: (028) 713 - 8644
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subject 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.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/168</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X2 POSTS)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE</u>	:	Hopefield CC (X1 Post), Langebaan CC (Saldanha Bay Sub-district)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as an Enrolled Nurse. Registration with Professional council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as an Enrolled Nurse. Grade 3: A

		minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as an Enrolled Nurse. Inherent requirement of the job: Valid (Code B/EB) drivers Licence. Willingness travel and relief in other clinics when needed. Competencies (knowledge/skills): Good communication and interpersonal relations. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health, Western Cape.
<u>DUTIES</u>	:	Provide basic clinical nursing care. Development and implementation of basic patient care plans. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Community Participation.
<u>ENQUIRIES</u>	:	Mr JA Julies Tel No: (022) 709 7225
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/169</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE</u>	:	Helderberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as an Staff Nurse. Registration with Professional council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None after registration with HPCSA as a Medical Specialist in Orthopaedic Surgery. Grade 2. Grade 1: None. After registration with SANC Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Staff Nurse with the SANC. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirement of the job: Willingness to work overtime when necessary and to work all departments. Competencies (knowledge/skills): Knowledge of paediatric orthopaedic conditions and the management thereof Surgical experience in the Basic computer skills in (i.e. MS Word, Excel, Outlook). 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.
<u>DUTIES</u>	:	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. Participate in infection prevention and control.
<u>ENQUIRIES</u>	:	Ms T Khumalo Tel No: (021) 850 4752
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Staff Nurse within the Chief Directorate: Metro Health for a period of 3 months from date of advert. Candidates may be subjected to conduct a Competency Assessment. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/170</u>	:	<u>TELKOM OPERATOR</u>
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC) /grade 9 (Std 7). Experience: Appropriate experience in operating an

		electronic switchboard/PABX, a messaging and paging system. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends and public holidays. Work overtime when required by operational needs. Physically able to hear and speak clearly. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook).
<u>DUTIES</u>	:	Handle all outgoing and incoming calls. Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order. Handling of PABX and VOIP systems. Monitor, place and record all cellular, national and international calls made. Keep records of speed dial number. Send and receive calls via the 2-way radio. Broadcast staff and information via broadcast system. Report all faults to Supervisor.
<u>ENQUIRIES</u>	:	Ms M Fredericks Tel No: (021) 658-5111
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/171</u>	:	<u>LINEN SUPERVISOR</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Wesfleur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC) / Grade 9 (Std 7). Experience: Appropriate experience in laundry services. Inherent requirements of the job: Willingness to do manual labour (heavy linen bags) and assist in other departments when required. Able to handle heavily soiled linen containing human excretions and blood. Competencies (knowledge/skills): Good communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Laundry Services.
<u>DUTIES</u>	:	Monitor of contracted Hospital Linen Supervisor Provider. Monitor of Hospital Linen. Supervise hygiene, occupational health and safety. Supervise the maintenance and control of apparatus and equipment. Management and administrative function.
<u>ENQUIRIES</u>	:	Mr R Cupido Tel No: (021) 816 8575, Email: Ricardo.Cupido@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/172</u>	:	<u>FOOD SERVICE SUPERVISOR</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Helderberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and training Certificate (GETC)- Grade 9 (St 7). Experience: Appropriate experience in a large scale, Food Service Unit. Inherent requirement of the job: Ability and willingness to work shifts, which include weekends/public holidays and overtime as needed. Competencies (knowledge/skills): Knowledge of hygiene, occupational health, HACCP and safety principles. Knowledge of production and cooking methods for normal and therapeutic diets in an Industrial Foodservice Unit on a large scale. Sound organising skills. Inter-personal skills in relations with all categories of staff in the execution of his/her supervisory functions. Computer literacy, writing skills and the ability to work under pressure (Computer literacy to be mentioned in CV or proof attached).
<u>DUTIES</u>	:	Order, receipt, storage and issue all food provisions and stock in the foodservice unit. Supervise food pre-preparation and production of all full and therapeutic diets. Supervise the weighing, dishing and distribution of food to various wards. Supervise hygiene, use and maintenance of equipment and occupational health and safety. -Supervise human resources, financial resources and do stock control. Process food statistics and keep records. Adherence to prescripts, elementary control measures and standard operational procedures.

<u>ENQUIRIES</u>	:	Mr DL Daniels Tel No: (021) 850 4726
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Food Service Supervisor within the Chief Directorate: Metro Health for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/173</u>	:	<u>SECURITY OFFICER</u>
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Registration with Professional council: Registration with the Security Board of South Africa in terms of the Security Industry Regulations Act (Act 56 of 2001) PSIRA, at level of Grade 'C'. Experience: Appropriate experience as a Security Officer in a Hospital environment. Inherent requirements of the job: Willingness to work shifts, public holidays, weekends, and to be rotated. Perform delegated duties in all units on a rotation basis. Competencies (knowledge/skills): A strong sense of responsibility and the ability to function independently in challenging situations. Knowledge of Management of aggression and violence. Self-discipline, self-motivated and the ability to work under pressure. Good listening, writing reports, conflict and group handling skills. A strong sense of responsibility and the ability to function independently in challenging situations. Knowledge of Management of aggression and violence. Self-discipline, self-motivated and the ability to work under pressure. Good listening, writing reports, conflict and group handling skills.
<u>DUTIES</u>	:	Ensure access/egress control to prevent the unlawful entry/removal of persons/vehicles/dangerous objects and illegal substances and the monitoring of surveillance cameras/fire alarm systems. Protect/guard buildings/key-points/patients/visitors/personnel as well as the patrolling of fence –off areas/buildings and the premises. Assistance to personnel with the handling of aggressive/violent and uncontrolled patients. Delivery of a supportive security service to allocated areas with the aim to prevent injuries, abscondment of patients, litigation, and adverse incidents. Effective application of service delivery and efficient support to the supervisor. Control/monitor surveillance cameras to identify and prevent any unlawful entry, suspicious, dangerous objects, and adverse incidents as well as vehicle thefts and forcible entry of departments/entrances of the hospital. Reporting and recording of all incidents, patient movements and patient related activities.
<u>ENQUIRIES</u>	:	Mr M Michaels Tel No: (021) 658-5573
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	05 September 2025