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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 31 OF 2025

DATE ISSUED 29 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.

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DEPARTMENT OF EMPLOYMENT AND LABOUR

It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

- CLOSING DATE** : 12 September 2025 at 16:00 (walk-in) and 00:00 (online)
- NOTE** : All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

- POST 31/01** : **ASSISTANT DIRECTOR: ORGANIZATIONAL DEVELOPMENT REF NO HR4/25/09/01HQ**
Re-advert, applicants who previously applied must re-apply.
- SALARY** : R468 459 per annum
- CENTRE** : Head Office, Pretoria

REQUIREMENTS : An Undergraduate qualification at (NQF 6) as recognized by SAQA in Management Services/ Industrial Engineering/ Operations/ Production Management/ Industrial Psychology/Human Resource Management. Four (4) years functional experience in Organisational Development/ Effectiveness/ Work Study services environment. Knowledge: Basic understanding of policies, regulations, prescripts and legislation, Understanding of efficiency promotion including the development of organisational structure, Job profile design and Job evaluation, Organisational behaviour, Business Process Management, Organisational Design, DPSA Resolutions and Guidelines, Labour Relations Act, Basic knowledge of Public Financial Management Act Skills: Organizational and planning, Facilitation, Project Management, Computer, Good communication (verbal and written), Listening, Interviewing, Research, Analytical. Good interpersonal relation, Report writing, Innovative.

DUTIES : Manage and facilitate organizational development investigations. Manage and facilitate the development and review of job profile in the Department. Facilitate and conduct Job Evaluation processes within the Department. Coordinate and Facilitate the development of Business Process Improvement. Conduct change management processes intervention and organizational client survey in the Department.

ENQUIRIES APPLICATIONS : Mr S Nkhabelane Tel No: (012) 309 4747
Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ19@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 31/02 : **COID EMPLOYER AUDITOR REF NO: HR4/4/5/76**

SALARY CENTRE REQUIREMENTS : R325 101 per annum
Provincial Office: KZN
Undergraduate qualification (NQF 6) as recognised by SAQA in Financial Accounting/BCOM Accounting/ Internal Auditing. Knowledge: Analysing & Interpreting Information (Data Analytics), Knowledge of relevant regulations, laws and legislation, Financial Risk Management and Control, Departmental policies and procedures, Basic Conditions of Employment Act, Batho Pele Principles, Compensation of Occupational and Injury Disease Act (COIDA), OHS Act and regulations, Public Service Regulation, Inspector Appointment Certificate, Inspectors Card, Public Financial Management Act (PFMA). Skills: Analysing & Interpreting Information (Data Analytics), Employer Assessment and Auditing, Revision of Assessment, People Management, Service Delivery Innovation, Stakeholder Development & Relations, Programme/Project Planning & Management, Facilitation, Accountability, Analytical thinking, Attention to detail, Brand and Customer Oriented Service Delivery, Business and Financial Acumen, Communication, Emotional Intelligence, Ethics and Governance, Team orientation.

DUTIES : Conduct payroll audit on employers in terms of COIDA. Investigate complaints made on non-compliance with COIDA within prescribed time frames. Issue enforcement notices on non-compliant employers within the prescribed time frames. Prepare documents for prosecution of non-compliant employers within the prescribed time frames. Prepare statistics on a weekly basis to report performance.

ENQUIRIES APPLICATIONS : Mrs P Shandu Tel No: (031) 366 2095
Deputy Director: Provincial Operations: P. O. Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For online Applications Email to: Jobs-KZN9@Labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal

POST 31/03 : **UI CLIENT SERVICE OFFICER (X107 POSTS)**

SALARY CENTRE : R269 499 per annum
Phuthaditjhaba Labour Centre: Ref No: HR 4/4/8/944 (X8 Posts)
Labour Centre: Petrusburg: Ref No: HR 4/4/8/945 (X6 Posts)
Labour Centre: Kroonstad: Ref No: HR 4/4/8/946 (X8 Posts)
Labour Centre: Ficksburg: Ref No: Ref No: HR 4/4/8/947 (X7 Posts)
Labour Centre: Botshabelo: Ref No: HR 4/4/8/948 (X5 Posts)
Thaba Nchu Satellite: Ref No: HR 4/4/8/949 (X8 Posts)
Labour Centre: Zastron: Ref No: HR 4/4/8/950 (X6 Posts)

		Labour Centre: Harrismith: Ref No: HR 4/4/8/951 (X10 Posts)
		Labour Centre: Sasolburg: Ref No: HR 4/4/8/952 (X6 Posts)
		Labour Centre: Parys Satellite: Ref No: HR 4/4/8/953 (X8 Posts)
		Labour Centre: Virginia Satellite: Ref No: HR 4/4/8/954 (X5 Posts)
		Labour Centre: Bethlehem: Ref No: HR/4/4/8/955 (X4 Posts)
		Labour Centre: Reitz: Ref No: HR 4/4/8/956 (X12 Posts)
		Provincial Office, Free State: Ref No: HR 4/4/8/957 (X14 Posts)
<u>REQUIREMENTS</u>	:	Grade 12\ Senior Certificate; Zero experience. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA) Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's vision, Mission and Values, Customer Care Principles, Procedures and Guidelines Skills: Interviewing, Communication (verbal and written), Listening, Computer Literacy, Customer Relations, Analytical, Time Management, Interpersonal, Telephone etiquette, on job training (operation system).
<u>DUTIES</u>	:	Provide screening service. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<u>ENQUIRIES</u>	:	Mr MJ Ngono Tel No: (051) 933 2299 (Botshabelo and Thaba Nchu Satellite) Mr T Moholi Tel No: (051) 303 5293 (Bethlehem and Virginia Satellite) Ms Lelope Tel No: (051) 970 3200 (Sasolburg and Parys Satellite) Mr A Kutuka Tel No: (058) 713 0373 (Phuthaditjhaba and Ficksburg) Mr D Namane Tel No: (053) 574 0932 (Petrusburg) Mr S Malope Tel No: (056) 215 1812 (Kroonstad) Mr C Van Niekerk Tel No: (051) 673 1471 (Zastron) Ms T Mvelase Tel No: (058) 623 2977 (Harrismith) Mr E Qhalane Tel No: (057) 391 0200 (Virginia) Ms N Zama Tel No: (051) 505 6276 (Provincial Office)
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs11@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Free State
<u>POST 31/04</u>	:	<u>CLIENT SERVICE OFFICERS: UIF (X58 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
	:	Chatsworth Satellite Office Ref No: HR4/4/5/61 (X5 Posts)
	:	Dundee Labour Centre Ref No: HR4/4/5/60 (X6 Posts)
	:	Estcourt Labour Centre Ref No: HR4/4/5/62 (X2 Posts)
	:	Kokstad Labour Centre Ref No: HR4/4/5/63 (X7 Posts)
	:	Ladysmith Labour Centre Ref No: HR4/4/5/64 (X4 Posts)
	:	Newcastle Labour Centre Ref No: HR4/4/5/65 (X4 Posts)
	:	Pinetown Labour Centre Ref No: HR4/4/5/67 (X6 Posts)
	:	Prospecton Labour Centre Ref No: HR4/4/5/78 (X2 Posts)
	:	Richmond Labour Centre Ref No: HR4/4/5/68 (X1 Post)
	:	Stanger Labour Centre Ref No: HR4/4/5/69 (X1 Post)
	:	Ulundi Labour Centre Ref No: HR4/4/5/70 (X1 Post)
	:	Jozini Satellite Office Ref No: HR4/4/5/71 (X6 Posts)
	:	Verulam Labour Centre Ref No: HR4/4/5/72 (X4 Posts)
	:	Phoenix Satellite Office Ref No: HR4/4/5/73 (X4 Posts)
	:	Vryheid Labour Centre Ref No: HR4/4/5/74 (X5 Posts)
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision, Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines. Skills: Interviewing, Communication (verbal and written), Computer literacy, Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict management, Time management, Customer relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational systems).
<u>DUTIES</u>	:	Provide screening services. Process applications for UIF benefits. Register payment contribution forms. Provide administrative functions.
<u>ENQUIRIES</u>	:	Ms T Khumalo Tel No: (034) 212 2421 (Dundee) Mr J Fakazi Tel No: (036) 352 7767 (Estcourt) Mr S Ngqoza Tel No: (039) 727 2140 (Kokstad) Ms L Radebe Tel No: (036) 638 1900 (Ladysmith)

Mr S Pillay Tel No: (036) 638 1900 (Newcastle)
Mr B Gwala Tel No: ((031) 701 7740 (Pinetown)
Mr K Naidoo Tel No: (031) 065 0100 (Prospecton)
Mr K Naidoo Tel No: (031) 065 0100 (Chatsworth Satellite)
Mr P Mtolo Tel No: (033) 212 2768 (Richmond)
Ms S Mkhize Tel No: (032) 551 7300 (Stanger)
Mr T Nkosi Tel No: (035) 879 8800 (Ulundi)
Mr T Nkosi, Tel No: (035) 879 8800 (Jozini)
Mr B Zondi Tel No: (032) 541 5600 (Verulam & Phoenix)
Mr F Diadla Tel No: (034) 5980 8916 (Vryheid)

APPLICATIONS

: **Deputy Director: Dundee Labour Centre**, PO Box 445, Dundee, 3000 Or hand deliver at 63 Victoria Street, Dundee. For Online Applications Email to: Jobs-KZN4@Labour.gov.za

Deputy Director: Estcourt Labour Centre, P O Box 449, Estcourt, 3310 Or hand deliver at 75 Phillip Street, Estcourt. For Online Applications Email to: Jobs-KZN18@Labour.gov.za

Deputy Director: Kokstad Labour Centre, PO Box 260, Kokstad, 4700 or hand deliver at 59 Hope Street, Kokstad. For Online Applications Email to: Jobs-KZN1@Labour.gov.za

Deputy Director: Ladysmith Labour Centre, Private Bag X9925, Ladysmith, 3370 or hand deliver at 35 Keate Street, Ladysmith. For Online Applications Email to: Jobs-KZN5@Labour.gov.za

Deputy Director: Newcastle Labour Centre, Private Bag X9925, Newcastle 3370 or hand deliver at 29 Scott Street, Newcastle 2940. For Online Applications Email to: Jobs-KZN20@Labour.gov.za

Deputy Director: Pinetown Labour Centre, P. O Box 1025 Pinetown, 3610 or hand deliver at 49 Kings Road, Pinetown. For Online Applications Email to: Jobs-KZN11@Labour.gov.za

Deputy Director: Prospecton Labour Centre, PO Box 343, Umbongothwini 4120 or hand deliver at N 3 Prospecton Place, Prospecton. For Online Applications Email to: Jobs-KZN17@Labour.gov.za

Deputy Director: Prospecton Labour Centre, PO Box 343, Umbongothwini 4120 or hand deliver at N 3 Prospecton Place, Prospecton. For Online Applications Email to: Jobs-KZN17@Labour.gov.za (For Chatsworth Satellite)

Deputy Director: Richmond Labour Centre, PO Box 852, Richmond 3780 or hand deliver at 60 Shepstone Street, Richmond. For Online Applications Email to: Jobs-KZN2@Labour.gov.za

Deputy Director: Stanger Labour Centre, PO Box 138, Stanger 4450 or hand deliver at 12 Cator Street, Stanger. For Online Applications Email to: Jobs-KZN10@Labour.gov.za

Deputy Director: Ulundi Labour Centre, Private Bag X56, Ulundi 3838 or hand deliver at Unit A Wombe, Street Ulundi. For Online Applications Email to: Jobs-KZN3@Labour.gov.za

Deputy Director: Ulundi Labour Centre, Private Bag X56, Ulundi 3838 or hand deliver at Unit A Wombe, Street Ulundi. For Online Applications Email to: Jobs-KZN3@Labour.gov.za (For Jozini Satellite)

Deputy Director: Verulam Labour Centre, PO Box 1144, Verulam or hand deliver at 13 Wick Street, Verulam. For Online Applications Email to: Jobs-KZN25@Labour.gov.za

Deputy Director: Verulam Labour Centre, PO Box 1144, Verulam or hand deliver at 13 Wick Street, Verulam. For Online Applications Email to: Jobs-KZN25@Labour.gov.za (For Phoenix Satellite)

Deputy Director: Vryheid Labour Centre, PO Box 430, Vryheid or hand deliver at 99 Landrose Street, Vryheid. For Online Applications Email to: Jobs-KZN29@Labour.gov.za

POST 31/05

: **SECRETARY REF NO: GP/2025/08/91226201**

SALARY CENTRE

: R228 321 per annum
: Head Office, Pretoria

REQUIREMENTS

: Matric/Grade 12/National Senior Certificate. Knowledge: Departmental policies and procedures, Planning and organizing, Administration procedures, Batho Pele Principles, Interpersonal relations. Skills: Facilitation, Interpersonal relationship, Communication (verbal and written), Computer literacy, Telephone etiquette, Organising, Decision making, Analytical, Project Management.

- DUTIES** : Provide a receptionist support to the Office of the DDG: Corporate Services including dairy management for the DDG: Corporate Services. Render a Secretariat Service for the Office of the DDG. Assist in Monitoring and maintaining the budget including the supply chain for the Office of the DDG. Facilitate and coordinate all logistical and resource requirements of the Office of the DDG. Provide Management Information and records management services in the Office of the DDG. Track and monitor projects tasks within the Office of the DDG.
- ENQUIRIES** : Ms BB Matebesi Tel No: (012) 309 4865
Essa Sysytem Enquiries: Email: Pes@Labour.gov.za or contact the Alteram Call centre on 0860101018
- APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. ESSA LINK: https://crs.labour.gov.za/sap/bc/ui5_ui5/sap/zcommreg_new/index.html

GRADUATE INTERNSHIP PROGRAMMES FOR THE FINANCIAL YEAR 2025 TO 2027
The Department of Employment and Labour (Compensation Fund) would like to invite qualifying applicants to apply for Graduate Internship programme) for the financial year 2025 to 2027. The Graduate Internship Programmes are meant to provide work exposure to graduates for the period of twenty (24) months and the applicants must be unemployed, never participated in the Graduate Internship Programmes previously.

- APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct your applications online to: Jobs-CF27@labour.gov.za
- CLOSING DATE** : 12 September 2025 at 16:00 (walk-in) and 00:00 midnight (online)
- NOTE** : The Department of Employment and Labour (Compensation Fund) invites South African unemployed graduates to apply for the 2025 to 2027 internship programme. The internship is meant to provide work exposure to graduates related to their qualifications for a period of twenty-four (24) months from the date of appointment. Applicants must be unemployed and never participated in any internship programme previously. Application quoting the relevant reference number must be submitted through the addresses depicted above or use the correct email address associated with the post. Applicants are not required to submit copies of qualifications and other relevant documents on applications. Only an updated comprehensive CV and a completed initialled and signed new Z83 application form is require, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered. Affidavit confirming that you have not participated in a similar programme before will be required during the invitation to an interview stage. Non-RSA Citizens/Permanent Resident Permit/ should you in possession of foreign qualifications; it must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Applicants who do not comply with the obove-mentioned requirements and instructions will no be considered. Due to the large number of applications we envisage to receive, application will not be acknowledged, if you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only. Therefore, only shortlisted candidates will be required to submit their qualifications and other supporting documents on or before the date of the interview. The successful candidate will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations /investigations against them. Should this be uncovered during/ after the

interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security screening process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The Department reserves the right not to make any appointment(s) to the below advertised post(s)

OTHER POSTS

POST 31/06 : **EMPLOYER SERVICES: EMPLOYER REGISTRATION: TARIFFS: INTERNSHIP REF NO: HR 5/1/2/3/74 (X5 POSTS)**

STIPEND : R7 860.40 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : Three-year tertiary qualification (NQF Level 6) in Business Management/ Business Administration/ Public Management/ Public Administration/ Operations Management.
DUTIES : Facilitate receipt of new registration forms. Facilitate sub-class investigations on existing files to ensure correctness of tariffs. Facilitate the applications for sub-class or nature of business change on existing files from employers. Facilitate separation or combination of existing files.
ENQUIRIES : Mr J Madiega at 079 691 1471

POST 31/07 : **EMPLOYER SERVICES: EMPLOYER REGISTRATION: INDEX: INTERNSHIP REF NO: HR 5/1/2/3/75 (X5 POSTS)**

STIPEND : R7 860.40 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : Three-year tertiary qualification (NQF Level 6) in Business Management/ Business Administration/ Public Management/ Public Administration/ Operations Management.
DUTIES : Facilitate employer registration process. Conduct the process of updating the master data. Attend and monitor the capturing of employer banking details. Attend and monitor the capturing of employer banking details. Conduct quality assurance on captured data.
ENQUIRIES : Mr J Madiega at 079 691 1471

POST 31/08 : **EMPLOYER SERVICES: EMPLOYER REGISTRATION: QUALITY ASSURANCE: INTERNSHIP REF NO: HR 5/1/2/3/76 (X5 POSTS)**

STIPEND : R7 860.40 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : Three-year tertiary qualification (NQF Level 6) in Business Management/ Business Administration/ Public Management/ Public Administration/ Operations Management.
DUTIES : Conduct quality assurance on finalised employer registration. Conduct quality assurance on data captured by employer registration team. Conduct quality assurance on sub-class and nature of business changes done by Tariffs Section.
ENQUIRIES : Mr J Madiega at 079 691 1471

POST 31/09 : **EMPLOYER ASSESSMENT (LARGE ACCOUNT): INTERNSHIP REF NO: HR 5/1/2/3/77 (X15 POSTS)**
 Branch: Employer Services

STIPEND : R7 860.40 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : Three-year tertiary qualification (NQF Level 6) in Financial Accounting/ Internal Audit/ Financial Management.
DUTIES : Assist in the assessment and verification of employer-submitted earnings declarations for COIDA compliance. Support the review and revision of employer assessments to ensure accuracy and alignment with legislative requirements. Participate in the verification of employer records and supporting documentation for audit readiness. Contribute to the digitization and maintenance of assessment records and workflows. Assist with administrative

tasks and internal reporting related to employer compliance and performance tracking.

ENQUIRIES : Mr V Maluleke at 060 989 8294

POST 31/10 : **EMPLOYER COMPLIANCE: INTERNSHIP REF NO: HR 5/1/2/3/78 (X14 POSTS)**

STIPEND : R7 860.40 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : Three-year tertiary qualification (NQF Level 6) in Accounting/ Financial Accounting/ Taxation/ Cost and Management Accounting/ Auditing.

DUTIES : Assist in preparing and organizing documentation to support compliance audits and related activities. Help gather and maintain employer information, including statutory data, to support profiling and compliance tracking. Review submitted documents for completeness and accuracy, and support internal verification processes. Liaise with stakeholders to follow up on outstanding information and ensure timely updates. Contribute to compliance initiatives by monitoring progress, compiling summaries, and identifying areas requiring further attention.

ENQUIRIES : Mr K Makgamatha at 083 288 2845

POST 31/11 : **STATUTORY SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/79 (X5 POSTS)**

STIPEND : R7 860.40 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : Three-year tertiary qualification (NQF Level 6) in LLB/BA Law.
DUTIES : Drafting of court papers and compliance notices. Providing support to provinces on enforcement matters. Administering and managing statutory case files.

ENQUIRIES : Ms K Paulus at 060 980 3314

POST 31/12 : **INTERNAL AUDIT: INTERNSHIP REF NO: HR 5/1/2/3/80 (X5 POSTS)**

STIPEND : R7 860.40 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : Three-year tertiary qualification (NQF Level 6) in Internal Audit/ Cost and Management Accounting/ Financial Accounting/Accounting Sciences/ Financial Management/ Information System Audit.

DUTIES : Assist with the conducting internal audit as per methodology in operational and compliance audit, ICT Audits, performance audits, conduct quality assurance assessments, perform audit committee secretariat function and other administrative duties.

ENQUIRIES : Mr S Zwane at 082 331 5680

POST 31/13 : **TREASURY AND INVESTMENT MANAGEMENT: INTERNSHIP REF NO: HR 5/1/2/3/81 (X3 POSTS)**

STIPEND : R7 860.40 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : Three-year tertiary qualification (NQF Level 6) in Financial Accounting/ Management Accounting/ Financial/ Investment Management/ Auditing.

DUTIES : Assist with preparation of monthly reconciliation, Financial and Investment accounting journals, Analysis of investees performance, annual financial statement, cash flows management and assist in administrative duties.

ENQUIRIES : Mr L Moni at 063 689 4157

POST 31/14 : **MEDICAL BILLING AND CLINICAL CODING: INTERNSHIP REF NO: HR 5/1/2/3/82 (X5 POSTS)**

STIPEND : R7 860.40 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : Three-year tertiary qualification (NQF Level 6) in Public Management/ Public Administration/ Business Administration Management/ Administrative Management.

DUTIES : Receive, assets and validate medical invoices, capture medical invoices, assist in audits, publishing of gazette and administration of medical tariffs.

ENQUIRIES : Mr P Netshituka at 060 836 4013

<u>POST 31/15</u>	:	<u>MEDICAL CLAIMS: INTERNSHIP REF NO: HR 5/1/2/3/83 (X12 POSTS)</u>
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Public Management/Public Administration/ Business Administration Management/ Administrative Management.
<u>DUTIES</u>	:	Receive, assets and validate medical invoices, capture medical invoices, refunds and travelling expenses and resolve allocated enquiries.
<u>ENQUIRIES</u>	:	Ms R Hariparsad at 076 228 8306
<u>POST 31/16</u>	:	<u>MEDICAL BENEFITS: INTERNSHIP REF NO: HR 5/1/2/3/84</u>
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Office Administration/ Public Management/ Public Administration.
<u>DUTIES</u>	:	Office Administration.
<u>ENQUIRIES</u>	:	Ms K Nyeufan at 063 694 7877
<u>POST 31/17</u>	:	<u>SUPPLY CHAIN MANAGEMENT: INTERNSHIP REF NO: HR 5/1/2/3/85 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Supply Chain Management/ Logistics.
<u>DUTIES</u>	:	Assist with provision of Supply Chain Management Services.
<u>ENQUIRIES</u>	:	Mr S Pinana at 060 989 8663

TRAINEE EMPLOYMENT COUNSELLORS PROGRAMME YEAR 2025/2026

The Department would like to invite qualifying graduates to apply to participate in the Department's Employment Counsellors Trainee Program. The Programme is meant to provide Employment Counselling work exposure to graduates for a period of twelve (12) months.

<u>APPLICATIONS</u>	:	Application quoting the relevant reference number must be as possible made to the province of residence and be submitted through the ESSA link https://crs.labour.gov.za/sap/bc/ui5_ui5/sap/zcommreg_new/index.html .
<u>CLOSING DATE</u>	:	12 September 2025
<u>NOTE</u>	:	The Department of Employment and Labour invites South African unemployed graduates to apply for the 2025/2026 Employment Counsellors Programme. The Programme is meant to provide work exposure to graduates related to their qualifications for a period of 12 months from the date of appointment. Applicants must be unemployed. Only an updated comprehensive CV and a completed initialled and signed new Z83 application form is required, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered. Advantage will be given to applicants who did not participate in a similar programme before. Non-RSA Citizens/Permanent Resident Permit/ should you in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). All attachments for application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Applicants who do not comply with the above-mentioned requirements and instructions will not be considered. Due to the large number of applications we envisage to receive, application will not be acknowledged, if you have not been contacted within eight (8) weeks after the

closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only. Therefore, only shortlisted candidates will be required to submit their qualifications and other supporting documents on or before the date of the interview. The successful candidate will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations /investigations against them. Should this be uncovered during/ after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security screening process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The Department reserves the right not to make any appointment(s) to the below advertised post(s)

OTHER POST

- POST 31/18** : **TRAINEE EMPLOYMENT COUNSELLOR (X130 POSTS)**
- STIPEND CENTRE** : R7 860.40 per month
 : Provincial Office: Gauteng Ref No: GP/2025/08/91206022 (X16 Posts)
 : Provincial Office: KwaZulu-Natal Ref No: ZN/2025/08/91204620 (X16 Posts)
 : Provincial Office: Eastern Cape Ref No: EC/2025/08/91206037 (X16 Posts)
 : Provincial Office: Western Cape Ref No: WC/2025/08/90894267 (X16 Posts)
 : Provincial Office: Mpumalanga Ref No: MP/2025/08/91206044 (X8 Posts)
 : Provincial Office: North West Ref No: NW/2025/08/91206018 (X15 Posts)
 : Provincial Office: Northern Cape Ref No: NC/2025/08/91201065 (X12 Posts)
 : Provincial Office: Limpopo Ref No: LP/2025/08/91206054 (X17 Posts)
 : Provincial Office: Free State Ref No: FS/2025/08/91205363 (X14 Posts)
- REQUIREMENTS** : A minimum of three (3) years relevant tertiary qualification in Psychology or Industrial Psychology. Candidates with an Honours degree in Psychology or Industrial Psychology will be given an advantage. Preference will also be given to candidates registered with the Health Professional Council of South Africa (HPCSA) as a Registered Counsellor (Independent practice) or Psychometrist (Independent practice)
- DUTIES** : Render administrative support services to the Employment Counsellor. Conduct research on labour markets needs and employment counselling best practices through supervision of the Career Counsellor and the Employment Services Practitioner. Provide and implement recruitment and selection services. Network with stakeholders to verify quality of services rendered. Registration of work-seekers.
- ENQUIRIES** : Mr. V Mazibuko Tel No: (011) 8530 453 (GP)
 : Mr S Cele Tel No: (031) 3662 162 (KZN)
 : Ms A Mpapha Tel No: (043) 7013 093 (EC)
 : Ms M Williams Tel No: (021) 441 8006 (WC)
 : Ms M Peerbhaai Tel No: (013) 655 8865 (MP)
 : Mr S Motlhake Tel No: (018) 3878 232 (NW)
 : Ms H van Deventer Tel No: (053) 8381 546 (NC)
 : Ms V Marole Tel No: (015) 2901 655 (LP)
 : Ms R Moses Tel No: (051) 5056 249 (FS)
 : Essa Sysytem Enquiries: Email: Pes@Labour.gov.za or contact the Alteram
 : Call centre on 086 010 1018

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Central Johannesburg TVET College)
(Maluti TVET College)
(Western Cape CET College)

OTHER POSTS

- POST 31/19** : **ASSISTANT DIRECTOR: PARTNERSHIPS AND LINKAGES REF NO: CJC/PL/16/2025**
- SALARY** : R582 444 per annum (Level 10), plus benefits as applicable in the Public Sector
- CENTE** : Central Johannesburg TVET College (Central Office)
- REQUIREMENTS** : Grade 12 certificate or equivalent. An appropriate Diploma/ Bachelor's Degree in Business Management or Administration, Project Management, Marketing or equivalent qualification. 3-5 years' work experience in a Project Management or Business Development environment of which three years should be at supervisory level. Computer literate and competent in Word/Excel/PowerPoint/Outlook/Teams. Good verbal and written communication skills. Presentation and report writing skills. A valid driver's licence. Strong interpersonal, analytical, client orientation, motivational, negotiation and problem-solving skills. Good administrative, planning and organising, financial management; project management, team leadership and people management skills. Ability to work under pressure and willingness to work extended hours when required. A proven record in working successfully with diverse populations. A positive attitude and ability to plan and adapt to change. Ability to collaborate effectively with college departments and cross-functional teams.
- DUTIES** : Facilitate the management of partnerships. Ensure compliance with partnership processes and guidelines. Establish and maintain a database of key related industries / professional bodies and access regular input from these representatives. Manage and participate in key customer stakeholder interactions (SETAs, community forums, business and all spheres of government departments). Participate in SETA related curriculum initiatives. Identify and establish partnerships for programmatic support (e.g. equipment, staff and student bursaries, interns, site visits, etc). Identify and exploit opportunities for generation of funding and income for the College. Identify appropriate partner(s) for collaboration in pursuit of the College's strategic objectives. Coordinate the submission of proposals for funding and/or donations. Develop proposals for partnering on specific practical opportunities aligned with the core business of the College. Maintain and update schedule of local government projects and opportunities. Conduct research for college projects. Facilitate and maintain student work placement and work integrated learning. Manage all human, financial and other resources of the unit. Manage performance, conduct and discipline of employees. Ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Compile and submit reports to management, college council and all other interested parties.
- ENQUIRIES** : Mr. B Khakhu Tel No: (011) 351 6000
- APPLICATIONS** : All applications are to be sent via online application link to <https://cjc283.ngnscan.co.za/apply>
- NOTE** : Scanned Applications must consist of: a duly completed and signed online version of Z83 form, stating the post you are applying for and the relevant reference number, a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with

the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

- CLOSING DATE** : 12 September 2025 at 16:00
- POST 31/20** : **ASSISTANT DIRECTOR: STUDENT REGISTRATION & MANAGEMENT INFORMATION SYSTEM REF NO: CJC/SRM/17/2025**
- SALARY** : R582 444 per annum (Level 10), plus benefits as applicable in the Public Sector.
- CENTE** : Central Johannesburg TVET College (Central Office)
- REQUIREMENTS** : Grade 12 certificate or equivalent. A recognised three (3) year National Diploma (NQF level 6) in Business Administration, Public Management / Administration, Information Management, Computing or equivalent qualification. 3-5 years working experience in Information Technology, administration department, management information systems, information and data processing or any relevant knowledge. Valid drivers license. Experience in the post schooling education and training (PSET) sector will be an added advantage. Knowledge of registry duties, practices as well as the ability to capture, analyse and interpret data. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of data storage and retrieval procedures. Knowledge of policies and governance environment of TVET Colleges including the TVETMIS and annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of office management, ITS / Coltec, etc, data warehouse and IT prescripts. Proven presentation and report writing skills. Good communication and people empowerment skills. Advanced computer literacy, including MSWord, MS Excel and MS PowerPoint. Proven ability to effectively manage change. Project management, leadership, administrative, planning and organizing skills.
- DUTIES** : Manage the administration of the overall student registration. Develop, review and monitor the implementation of policies and procedure in relation to student registration, admission, scheduling and records. Provide workshops on the implementation of policies and procedure in relation to student registration, admission, scheduling and records. Manage student registration and ensure proper procedures are followed. Develop and review registration documents for accuracy. Manage the database for new graduates and alumni. Ensure provisioning of pre-entry support services to student during the registration process in relation to (financial aid, bursaries, student accommodation). Provide guidance and testing of students, with regard to choice of and placement within programmes. Maintain and update database of students enrolled within programmes. Ensure that student orientations are conducted. Ensure that students' information is captured accurately on Information Technology System (ITS). Set up the management information system in readiness for enrolment and support other processes. Control the quality of captured data and report if there are errors. Maintain the college TVET MIS system. Manage student data. Use various tools, extract data to facilitate statistical reporting. Interact with service provider regarding upgrades and request for assistance. Maintain data and compile statistical reports on staff as well as student registration and academic performance. Maintain, capture and validate inputs captured on student and other related systems. Set up the student system for registration of students and ensure creditability and reliability. Management of human, physical and financial resources.
- ENQUIRIES** : Mr. B Khakhu Tel No: (011) 351 6000
- APPLICATIONS** : All applications are to be sent via online application link to <https://cjc283.ngnscan.co.za/apply>
- NOTE** : Scanned Applications must consist of: a duly completed and signed online version of Z83 form, stating the post you are applying for and the relevant reference number, (b) a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Set of scanned documents must be attached separately for each post you wish

to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

- CLOSING DATE** : 12 September 2025 at 16:00
- POST 31/21** : **SENIOR MANAGEMENT INFORMATION SYSTEMS OFFICER REF NO: CJC/SMIS/18/2025**
- SALARY** : R397 116 per annum (Level 08), plus benefits as applicable in the Public Sector
CENTE : Central Johannesburg TVET College (Central Office)
REQUIREMENTS : Grade 12 certificate or equivalent. A recognised three (3) year National Diploma (NQF level 6) / Bachelor's Degree in Information Management/ Data Management or equivalent qualification. 3-5 years working experience in Data Management / TVETMIS environment or any relevant knowledge. Computer literate and competent in Word/Excel/PowerPoint/Outlook/Teams. Good verbal and written communication skills. Presentation and report writing skills. A valid driver's licence. Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVETMIS and annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of office management, data warehouse and IT prescripts. Good administrative, planning, organizing, problem solving, project management, team leadership, analytical, client orientation and team leadership skills.
- DUTIES** : Ensure proper management of TVETMIS as well as the capturing and extraction of College data. Perform validation of data on a regular basis. Set up the system in readiness for enrolment and support other business processes. Control the quality of captured data and report if there are errors. Maintain the college TVETMIS. Manage student and staff data. Use various tools and extract data to facilitate statistical reporting. Interact with the service provider regarding upgrades and request for assistance. Capture all the approved enrolments / registrations and assessments on the system by the predetermined time. Ensure the compilation and submission of reports. Provide statistical information weekly, monthly, quarterly etc. Ensure the compilation, monitoring of academic examination and staff statistics of the college and submit reports on quarterly basis to management and DHET. Compile monthly, quarterly and annual reports as requested. Ensure the maintenance and capturing of inputs captured on COLTECH system and other related systems. Set up the student system for registration of students and ensure creditability and reliability. Monitor the capturing, quality control, validation, run procedure, create file and ensure that entries are submitted on time. Ensure efficient and effective administration of all academic related student system administration for programmes, course and qualification. Oversee the load general system, student programmes, lecturing timetables, assessment marks, class groups, census dates and academic qualifications curriculum. Maintain calculation criteria as per guidelines from Head Office. Ensure that MIS licenses are renewed before expiry dates. Ensure the effective and efficient maintenance of the TVETMIS. Management of human, physical and financial resources.
- ENQUIRIES** : Mr. B Khakhu Tel No: (011) 351 6000
APPLICATIONS : All applications are to be sent via online application link to <https://cjc283.ngnscan.co.za/apply>
- NOTE** : Scanned Applications must consist of: a duly completed and signed online version of Z83 form, stating the post you are applying for and the relevant reference number, a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Set of scanned documents must be attached separately for each post you wish

to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

- CLOSING DATE** : 12 September 2025 at 16:00
- POST 31/22** : **SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: CJC/SSAM/19/2025**
- SALARY CENTRE REQUIREMENTS** : R397 116 per annum (Level 08), plus benefits as applicable in the Public Sector Central Johannesburg TVET College (Central Office)
: Grade 12 certificate or equivalent. An appropriate three (3) year Diploma / Bachelor's Degree in Accounting / Financial Management or equivalent qualification. 3-5 years' experience in the financial and / or management accounting environment. Knowledge of the Public Service Financial legislations, NSFAS regulations, PERSAL, etc. Experience in preparations of annual financial statements and interaction with external auditors. Computer literate and competent in Word/Excel/PowerPoint/Outlook/Teams. Good verbal and written communication skills, presentation and report writing skills. A valid driver's licence. Analytical and ability to pay attention to detail. Ability to work under pressure and willingness to work extended hours when required.
- DUTIES** : Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyse and quality assure the relevant financial information required in the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Coordinate, review, analyse and quality assure the budget preparation process. Develop templates for the collection of budget information from line functionaries. Align budget statements with the annual performance plan, strategic plan and national spending priorities. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of the estimates for adjustments. Assess where shifting of funds / virements is required and possible by reviewing expenditure against budget and make recommendations. Supervise the recording of adjustments and provide feedback to the relevant components. Provide information for the preparation of the annual financial statements. Ensure that all shifts / virements are included in the adjusted budget. Analyse requests for roll overs and make recommendations in compliance with prescripts (including funds committed but not spent). Administer college revenue and receivables for student accounts. Provide internal control over revenue, receivables and expenditure. Improve cash flow through accelerated debt collection strategies. Handle and resolve campuses' queries on student accounts. Assist with the implementation of debt management policies. Supervise the collection of revenue from debtors. Compile ad-hoc financial reports. Ensure that accurate and valid tuition fees are loaded on MIS system. Monitor student fees on student statement for accuracy. Provide accurate financial and management reports on all projects undertaken by the college. Supervise staff in the unit.
- ENQUIRIES APPLICATIONS** : Mr. B Khakhu Tel No: (011) 351 6000
: All applications are to be sent via online application link to <https://cjc283.ngnscan.co.za/apply>
- NOTE** : Scanned Applications must consist of: a duly completed and signed online version of Z83 form, stating the post you are applying for and the relevant reference number, a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for.

Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

- CLOSING DATE** : 12 September 2025 at 16:00
- POST 31/23** : **SENIOR INFORMATION TECHNOLOGY TECHNICIAN REF NO: CJC/SIT/20//2025**
- SALARY** : R397 116 per annum (Level 08), plus benefits as applicable in the Public Sector
- CENTRE** : Central Johannesburg TVET College, Central Office
- REQUIREMENTS** : Grade 12 certificate. Recognised three (03) year Bachelor's Degree / National Diploma in Information Technology (IT) (NQF 6) or equivalent. ITIL V3/4 Foundation or COBIT 5. Software, Hardware and Network experience. HCIA-DATA COM, HCIA STORAGE, MCSE, CCNA will serve as advantage. Minimum of 3 years in IT support environment. A valid driver's license. Good server administration skills. Knowledge and understanding of desktop, networking and voice communication infrastructure (VoIP), IT security, help desk operations, PERSAL, ITS/MIS and Pastel systems. Effective customer relation and good time management, problem solving and interpersonal skills. Ability to prioritize projects and assignments. Full comprehension of IT second and third line support. Ability to work under pressure and willingness to work extended hours when required. A proven record in working successfully with diverse populations. A positive attitude and ability to plan and adapt to change. Ability to collaborate effectively with college departments and cross-functional teams.
- DUTIES** : Ensure management of service desk and desktop support services. Ensure installation, maintenance, support of telephone systems and network infrastructure. Oversee the provision of technical support of the configuration, installation, repair and replacement of computers/laptops, printers and telephones. Ensure management and configuration of active directory, DHCP and WI-FI servers. Ensure the rendering of IT information management services. Plan, develop and improve computer based information systems, server administration, security of all technology and network configurations. Perform system backups. Support, maintain and repair ICT assets (hardware and software). Compile and submit reports to the IT Assistant Director. Ensure liaison with the service provider in terms of upgrading of software licences and related procurement. Facilitate ICT training. Support IT related projects and any related task as maybe required. Supervise IT Technicians, Financial and other resources of the unit. Ensure completion of Performance Agreements by IT Technicians. Support and monitor the performance of IT Technicians.
- ENQUIRIES** : Mr. B Khakhu Tel No: (011) 351 6000
- APPLICATIONS** : All applications are to be sent via online application link to <https://cjc283.ngnscan.co.za/apply>
- NOTE** : Scanned Applications must consist of: a duly completed and signed online version of Z83 form, stating the post you are applying for and the relevant reference number, a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be

subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE : 12 September 2025 at 16:00

POST 31/24 : **COUNCIL SECRETARY (GOVERNING COUNCIL)**
(3 Year Contract)

SALARY : R397 116 per annum (Level 08)
CENTRE : Maluti TVET College
REQUIREMENTS : Recognised National Diploma in Public Administration /Business Management / Office Management (NQF Level 6) or equivalent qualification. 3-5 years in Public Administration environment. Valid driver's license (except for persons with disabilities); Competencies and attributes: Knowledge and understanding of Public Administration. Knowledge of the relevant legislation, policies, prescripts and procedures. Basic knowledge of Financial Administration. Administrative, Planning and organizing, financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented Project management, Team leadership and People management.

DUTIES : Provide administrative coordination and support in the regional office Draft all letters, submissions and memorandums. Preparing supporting documents for meetings, receiving and distribution of stationery to the relevant officials. Receive and consolidate monthly reports. Assist in co-ordinate of college inputs for annual, quarterly, monthly reports, and cash flow statements. Assisting in the establishment and implementation of effective records and document management systems in the office of the Principal. Assist in providing secretariat support to College Council, Council Committees, Academic Board and other external stakeholders. Coordinate all logistical arrangements for travelling and meetings etc. Processing of claims for travelling and meetings etc. Arrange all meetings, proceedings and activities of the above structures. Compile agenda, minutes, reports and other records of the above structures. Distribution of relevant documents for meetings of above structures. Assist in keeping a register of resolutions and supporting all relevant Council Members/Managers/Officials through continuous correspondence to remind them of what needs to be done. Safekeeping of approved minutes are signed off and safely kept. Assist in drafting all presentation, speeches, reports of the Principal and Council Committees related to meetings of above structures. Assist in the provision of strategic management, monitoring and evaluation services. Assist in coordinating operational and strategic planning process. Assist in coordinate and compile strategic and operational plans. Assist in facilitating the development and implementation of service delivery improvement plans and initiatives. Assist in coordinating and compiling institutional performance and strategic reports. Assist in conducting an assessment on college effectiveness and efficiency in supporting the attainment of service delivery objectives. Perform any other duty related to the post.

ENQUIRIES : Mr L Ubisi Tel No: (058) 303 1732
APPLICATIONS : All applications should be posted, hand delivered or emailed to: Human Resource Management Human Resource Management Maluti TVET College: Corporate Office or Maluti TVET College: Corporate Office Private Bag X33, Corner High & Broster Street, Bethlehem, 9700 Email applications can be forwarded to this email address: college.council@malutitvet.co.za

NOTE : Applications quoting the relevant reference number must be submitted on a new Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. The Z83 form must be signed, initialed and dated. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded "no" to the question "Are you conducting business with the state? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?". "If your profession or occupation requires official registration, provide date and particulars of registration" – May be

completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but submit a completed Z83 Form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews following communication from HR. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College's intention to promote equity (race, gender and disability) through the filling of this post. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondance will be limited to shortlisted candidates only. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert.

- CLOSING DATE** : 12 September 2025
- POST 31/25** : **INFORMATION TECHNOLOGY (IT) REF NO: CJC/ICT/21//2025**
(This is a three (03) year contract College Council post)
- SALARY** : R325 101 per annum (Level 07), plus benefits as applicable in the Public Sector
- CENTRE** : Central Johannesburg TVET College, Central Office
- REQUIREMENTS** : Grade 12. An appropriate Bachelor's Degree / National Diploma (NQF Level 6) in Information Technology or equivalent qualification. ITIL V3/4 Foundation and Knowledge of ITS System or any MIS system. A minimum of one (1) to two (2) years' work experience in the Information and Communication Technology (ICT) field as an IT Technician. Experience at a technical level in the ICT environment in the Public Service will serve as an added advantage. Good customer care and client-oriented focus. Good communication skills (verbal and written), Troubleshooting and problem-solving skills. Knowledge and understanding of IT LAN and WAN Support, IT Security. Knowledge of Office365. Knowledge and troubleshooting PERSAL and ITS system. A valid driver's license.
- DUTIES** : Configuration and maintenance of desktops, notebooks (including Apple Mac) and mobile devices (iPad and tablets). Installing and upgrading applications (e.g) Microsoft Office 365, Adobe Reader, etc). Creation of user accounts on Active Directory and email accounts (using O365, Adobe Reader, etc.). Connect users both network and local printers. Ensure network availability for all ICT infrastructures. Add computers to the domain. Installation and updating of antivirus software. Upgrading of operating systems. Liaise with external vendors and service providers. Analyse and resolve user technical problems. Receive and prioritise end user support calls and request. Troubleshooting less complex problems with remote and local users online, telephonically and/or by visiting user sites to analyse, diagnose and resolve application and operating system related problems. Update the IT asset register. Maintain records of licenses permitting the use of specific software. Perform system backups. Implement appropriate security measures to safeguard data and restricted access appropriately.
- ENQUIRIES** : Mr. B Khakhu Tel No: (011) 351 6000
- APPLICATIONS** : All applications are to be sent via online application link to <https://cjc283.ngnscan.co.za/apply>
- NOTE** : Scanned Applications must consist of: a duly completed and signed online version of Z83 form, stating the post you are applying for and the relevant reference number, (b) a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for.

Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

- CLOSING DATE** : 12 September 2025 at 16:00
- POST 31/26** : **PLACEMENT CLERK**
Nature of Appointment: Permanent
- SALARY** : R228 321 per annum (Level 05)
- CENTRE** : Central Office (Malutivet/PlacementCEN001/2025)
Corporate Office (Malutivet/PlacementCORP002/2025)
- REQUIREMENTS** : National Senior Certificate/Grade 12/ Standard 10/NCV Level 4 3 Years National Diploma/Degree in Management Assistant, Office Management or Business Management. Minimum of 1-year experience in the administration of projects. Valid driver's license; Competencies and attributes: Be able to work under pressure. Be customer orientated. Attention to detail and excellent organizational skills. Good communication skills (written and orally). Computer Literacy (MS Word, MS Excel and MS Power point). Knowledge of SETA's may be an added advantage.
- DUTIES** : Applying for discretionary grants from various funders on behalf of the College. Ensure the orientation and induction of interns and host employers so that they understand the work placement process, the level of support available and are fully equipped to undertake successful work placement. Organise work placements and support students in the work placement process. To organise and attend placement visits to monitor the progress of students and deal effectively with any issues/concerns that arise. To assist with work placement correspondence and telephone enquiries internally and externally. Implementing student work-readiness programs including resume writing, interview preparation workshops, etc. Organizing group networking events for all partners- students, businesses and stakeholders. Maintaining a current database of employers and student placements. Writing reports and assisting with internship and experiential program processes and procedures.
- ENQUIRIES** : Mr GD Mokoena Tel No: (058) 303 1732
- APPLICATIONS** : All applications should be posted, hand delivered or emailed to: Human Resource Management Human Resource Management Maluti TVET College: Corporate Office or Maluti TVET College: Corporate Office Private Bag X33, Corner High & Broster Street, Bethlehem, 9700 Email applications can be forwarded to this email address: Hrrecruitment@malutivet.co.za
- NOTE** : Applications quoting the relevant reference number must be submitted on a new Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official [website www.malutivet.co.za](http://www.malutivet.co.za). The Z83 form must be signed, initialed and dated. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded "no" to the question "Are you conducting business with the state? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?". "If your profession or occupation requires official registration, provide date and particulars of registration" – May be completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but submit a completed Z83 Form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews following communication

from HR. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College's intention to promote equity (race, gender and disability) through the filling of this post. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondance will be limited to shortlisted candidates only. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert.

- CLOSING DATE** : 12 September 2025
- POST 31/27** : **ADMINISTRATION CLERK: HUMAN RESOURCES MANAGEMENT REF NO: WCCETC/SS/2025/01**
Permanent
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum (Level 05)
: Western Cape CET College: Central Office: Bellville
: National Senior Certificate (Grade 12). National Diploma or Degree in Human Resource Management/Development will be an added advantage. One (1) to two (2) years relevant experience in Human Resource Management environment. Knowledge: Public Service Regulations, Public Service Act, Human Resources legislations and policies, Conditions of Service, Recruitment and Selection processes, Human Resources Development and PERSAL. Skills: Good verbal and written communication, Problem solving, Planning and Organising, Teamwork, Computer Literacy and Ability of work under pressure. Experience in Public Service Education and Training (PSET) will be an added advantage.
- DUTIES** : Responsible for Recruitment and Selection processes. Responsible for Appointments and Transfers. Implementation of all Conditions of Service and Employee benefits. Processing all types of Service Terminations. Responsible for personnel and salary administration. Administer the implementation of Performance Management Development System, Integrated Quality Management System and assist with coordination of training for staff. Administration of Training and Development. Accurate recordkeeping of HR documents. Handling all HR related enquiries.
- ENQUIRIES APPLICATIONS** : Ms. N Gwayi Tel No: (021) 180 1025
: Applications can be electronically submitted via email to Recruit@WC.CETC.edu.za
- NOTE** : Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. The Western Cape Community Education and Training College (WCCETC) is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment

Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of WCCETC will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan.

- CLOSING DATE** : 12 September 2025 @16:00
- POST 31/28** : **ADMINISTRATION CLERK (CORPORATE SERVICES) REF NO: WCCETC/SS/2025/02**
Permanent
- SALARY** : R228 321 per annum (Level 05)
CENTRE : Western Cape CET College: Central Office: Bellville
REQUIREMENTS : National Senior Certificate (Grade 12). National Diploma or Degree in Office Administration/Management will be an added advantage. One (1) to two (2) years relevant experience in Administration. Knowledge of relevant legislation, prescripts, policies and procedures, Basic knowledge of financial Management, Record management of documents. Computer literacy. Experience in Public Service Education and Training (PSET) will be an added advantage.
- DUTIES** : Provide a clerical support service to the manager. Planning and scheduling of conferences and travelling arrangements. Perform general financial-related duties. Contract and document control management. Assist with planning and organising of corporate services events. Remains up to date regarding prescripts/policies and procedures applicable to Corporate Services to ensure efficient and effective support to the manager.
- ENQUIRIES** : Ms. N Gwayi Tel No: (021) 180 1025
APPLICATIONS : Applications can be electronically submitted via email to Recruit@WC.CETC.edu.za
- NOTE** : Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. The Western Cape Community Education and Training College (WCCETC) is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of WCCETC will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan.
- CLOSING DATE** : 12 September 2025 @16:00
- POST 31/29** : **CLEANER REF NO: WCCETC/SS/2025/03**
Permanent
- SALARY** : R138 486 per annum (Level 02)
CENTRE : Western Cape CET College: Central Office: Bellville
REQUIREMENTS : Minimum educational qualification: Grade 10, Basic literacy and numeracy skills. Experience in a cleaning environment will be advantageous.

- Competencies (knowledge/skills): Knowledge of Occupational Health and Safety. Appropriate knowledge with the use of cleaning equipment, cleaning materials and cleaning detergents, communication verbal and written.
- DUTIES** : Cleaning of offices, boardroom, kitchen and restrooms. Dusting, sweeping, scrubbing, mopping, vacuuming, cleaning walls and windows. Emptying bins, collecting and removing waste papers. Keeping stock of cleaning detergents and utensils. Safeguarding of cleaning equipment and requesting cleaning materials. Arranging and preparing refreshments for meetings. Cleaning of restrooms.
- ENQUIRIES** : Ms. A Sikhosana Tel No: (021) 180 1026
- APPLICATIONS** : Applications can be electronically submitted via email to Recruit@WC.CETC.edu.za
- NOTE** : Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. The Western Cape Community Education and Training College (WCCETC) is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of WCCETC will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan.
- CLOSING DATE** : 12 September 2025 @16:00

2025/2027 GRADUATE INTERNSHIP AND WORK INTEGRATED LEARNING PROGRAMME

OTHER POSTS

- POST 31/30** : **FREE STATE CET CURRICULUM & INSTITUTIONAL SUPPORT REGIONAL OFFICE REF NO: DHET/CETC/2025/08**
Branch: Community Education and Training
Period: Fixed 24 Months Contract
Graduate Intern and WIL Student
- STIPEND** : R7 860.40 per month for Graduate Intern
R6 659.40 for WIL Student per month
- CENTRE** : Bloemfontein
- REQUIREMENTS** : National diploma/Degree in Information Technology/Office Administration/ Human Resource Management/Financial Management/ Marketing.N6 certificate in Marketing Management/Human Resource Management/ Financial Management/ Management Assistant.
- ENQUIRIES** : Ms L. Tshetlanyane Tel No: (012) 312 5125
- APPLICATIONS** : Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123 Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhet.gov.za quoting the Reference Number as per the advert.

<u>NOTE</u>	:	Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously served as a Graduate Intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply." The Department of Higher Education and Training would like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>CLOSING DATE</u>	:	12 September 2025, Time 15:00
<u>POST 31/31</u>	:	<u>FREE STATE CET COLLEGE REF NO: DHET/CETC/2025/09</u> Branch: Community Education and Training Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<u>STIPEND</u>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	National diploma/Degree in Information Technology/Office Administration/Human Resource Management/Financial Management/Marketing.N6 certificate in Marketing Management/Human Resource Management/ Financial Management/ Management Assistant.
<u>ENQUIRIES</u>	:	Ms L. Tshetlanyane Tel No: (012) 312 5125
<u>APPLICATIONS</u>	:	Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123 Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhet.gov.za quoting the Reference Number as per the advert.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously

served as a Graduate Intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply." The Department of Higher Education and Training would like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

- CLOSING DATE** : 12 September 2025, Time 15:00
- POST 31/32** : **LIMPOPO CET COLLEGE REF NO: DHET/CETC/2025/10**
 Branch: Community Education and Training
 Period: Fixed 24 Months Contract
 Graduate Intern and WIL Student
- STIPEND** : R7 860.40 per month for Graduate Intern
 R6 659.40 for WIL Student per month
- CENTRE REQUIREMENTS** : Polokwane
 National diploma/Degree in Information Technology/Public Management/Human Resource Management/Financial Management/Marketing/Project Management/ Psychology.N6 certificate in Marketing Management/Human Resource Management/ Financial Management/ Management Assistant.
- ENQUIRIES APPLICATIONS** : Ms L. Tshetlanyane Tel No: (012) 312 5125
 Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123 Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhet.gov.za quoting the Reference Number as per the advert.
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously served as a Graduate Intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply." The Department of Higher Education and Training would

like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

- CLOSING DATE** : 12 September 2025, Time 15:00
- POST 31/33** : **GAUTENG CET CURRICULUM & INSTITUTIONAL SUPPORT REF NO: DHET/CET /2025/11**
Branch: Community Education and Training
Period: Fixed 24 Months Contract Graduate Intern
- STIPEND** : R7 860.40 per month
- CENTRE** : Marshalltown (JHB)
- REQUIREMENTS** : National Diploma/ Bachelor's Degree in Public Management/ Office Management.
- ENQUIRIES** : Ms L. Tshetlanyane Tel No: (012) 312 5125
- APPLICATIONS** : Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123 Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhet.gov.za quoting the Reference Number as per the advert.
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously served as a Graduate Intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply." The Department of Higher Education and Training would like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
- CLOSING DATE** : 12 September 2025, Time 15:00

POST 31/34 : **GITO REF NO: DHET/CS/2025/12**
Branch: Corporate Services
Period: Fixed 24 Months Contract
Graduate Intern and WIL Student

STIPEND : R7 860.40 per month for Graduate Intern
R6 659.40 for WIL Student per month

CENTRE : Pretoria Head Office

REQUIREMENTS : National diploma/Degree in Information Technology N6 certificate in Information Technology.

ENQUIRIES : Ms L. Tshetlanyane Tel No: (012) 312 5125

APPLICATIONS : Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123 Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhet.gov.za quoting the Reference Number as per the advert.

NOTE : Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously served as a Graduate Intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply." The Department of Higher Education and Training would like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

CLOSING DATE : 12 September 2025, Time 15:00

POST 31/35 : **GITO INFORMATION & KNOWLEDGE MANAGEMENT REF NO: DHET/CS /2025/13**
Branch: Corporate Services
Period: Fixed 24 Months Contract
Graduate Intern

STIPEND : R7 860.40 per month

CENTRE : Pretoria Head Office

REQUIREMENTS : Bachelor/Bachelor of Arts in Information Science/ Library and Information Science.

ENQUIRIES : Ms L. Tshetlanyane Tel No: (012) 312 5125

APPLICATIONS : Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123

Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhet.gov.za quoting the Reference Number as per the advert.

NOTE : Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously served as a Graduate Intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply." The Department of Higher Education and Training would like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

CLOSING DATE : 12 September 2025, Time 15:00

POST 31/36 : **GITO (SERVICES DESK) REF NO: DHET/CS /2025/14**
Branch: Corporate Services
Period: Fixed 24 Months Contract
Graduate Intern

STIPEND : R7 860.40 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : National diploma/ Degree in Information Technology
ENQUIRIES : Ms L. Tshetlanyane Tel No: (012) 312 5125
APPLICATIONS : Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123 Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhet.gov.za quoting the Reference Number as per the advert.

NOTE : Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously served as a Graduate Intern or contract worker in the Public Service. All

appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply." The Department of Higher Education and Training would like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

- CLOSING DATE** : 12 September 2025, Time 15:00
- POST 31/37** : **GITO (APPLICATION DEVELOPMENT MANAGEMENT) REF NO: DHET/CS /2025/15**
 Branch: Corporate Services
 Period: Fixed 24 Months Contract
 Graduate Intern
- STIPEND** : R7 860.40 per month
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : National diploma/ Bachelor of Social Science in Information Technology/ Computer Sciences.
- ENQUIRIES** : Ms L. Tshetlanyane Tel No: (012) 312 5125
- APPLICATIONS** : Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123 Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhet.gov.za quoting the Reference Number as per the advert.
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously served as a Graduate Intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply." The Department of Higher Education and Training would like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants

must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

- CLOSING DATE** : 12 September 2025, Time 15:00
- POST 31/38** : **INFORMATION KNOWLEDGE AND RECORDS MANAGEMENT REF NO: DHET/CS/2025/16**
 Branch: Corporate services
 Period: Fixed 24 Months Contract
 Graduate Intern and WIL Student
- STIPEND** : R7 860.40 per month for Graduate Intern
 R6 659.40 for WIL Student per month
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : National diploma/Degree in Public Administration/ Archives and Records Management. N6 certificate in Management Assistant.
- ENQUIRIES** : Ms L. Tshetlanyane Tel No: (012) 312 5125
- APPLICATIONS** : Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123 Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhet.gov.za quoting the Reference Number as per the advert.
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously served as a Graduate Intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply." The Department of Higher Education and Training would like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
- CLOSING DATE** : 12 September 2025, Time 15:00

POST 31/39 : **INFORMATION KNOWLEDGE AND RECORDS MANAGEMENT REF NO: DHET/CS/2025/17**
Branch: Corporate services
Period: Fixed 24 Months Contract
Graduate Intern

STIPEND : R7 860.40 per month for Graduate Intern
CENTRE : Pretoria Head Office
REQUIREMENTS : National Diploma/Degree in Management Assistant/ Records Management.
ENQUIRIES : Ms L. Tshetlanyane Tel No: (012) 312 5125
APPLICATIONS : Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123 Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhet.gov.za quoting the Reference Number as per the advert.

NOTE : Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously served as a Graduate Intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply." The Department of Higher Education and Training would like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

CLOSING DATE : 12 September 2025, Time 15:00

POST 31/40 : **CORPORATE COMMUNICATIONS REF NO: DHET/CS/2025/18**
Branch: Corporate services
Period: Fixed 24 Months Contract
Graduate Intern

STIPEND : R7 860.40 per month for Graduate Intern
CENTRE : Pretoria Head Office
REQUIREMENTS : National diploma/Degree in Media Studies/ Business Communication/ Communication Science/ International Communications/ Public Relations/ Journalism/ Public Administration/ Public Affairs/ Local government/ Graphic Design/ Marketing.
ENQUIRIES : Ms L. Tshetlanyane Tel No: (012) 312 5125
APPLICATIONS : Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123

Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhet.gov.za quoting the Reference Number as per the advert.

NOTE

: Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously served as a Graduate Intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply." The Department of Higher Education and Training would like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

CLOSING DATE

: 12 September 2025, Time 15:00

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The Department of Justice and Constitutional Development's mandate is to ensure that there is accessible justice system in our vibrant and evolving constitutional democracy. It is responsible, amongst others, to enable Access to Justice for all, promote Constitutionalism, Rule of Law, Respect for Human Rights; and to coordinate the State Litigation and Legal Advisory Services. The Department is therefore presenting an opportunity to dynamic individuals with relevant competencies to join a dynamic team in its quest to fulfill its mandate and deliver justice services to the people of South Africa.

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.
- CLOSING DATE** : 15 September 2025
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for posts will be subjected to a technical and/or competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

- POST 31/41** : **SENIOR STATE LAW ADVISER: LP9 REF NO: 25/103/SLA (X8 POSTS)**
- SALARY** : R1 195 110 – R1 859 814 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Office of the State Law Advisor: Cape Town/ Pretoria
- REQUIREMENTS** : LLB Degree or recognized 4 year Legal qualification; Admission as an Attorney or Advocate; At least 8 years appropriate post qualification litigation/ advisory experience; A post graduate qualification will be an advantage; Knowledge of particular aspects of the Law; Knowledge and understanding of Constitutional Law, Human Rights and the Constitution of South Africa, practical experience in the drafting of Bills; Knowledge of the Public Service, Public Finance Management Act and Treasury Regulations. Skills and Competencies: Legal research and drafting; Dispute resolution; Analytical thinking; Communication skills (written and verbal); Presentation and facilitation skills; Financial management skills; Computer literacy; Strategic planning capabilities and leadership skills; Ability to work as a team, individually and under pressure.
- DUTIES** : Key Performance Areas: Provide the certification and drafting of Bills; Scrutinise subordinate legislation for the National Executive and other organ of state; Scrutinize and provide legal opinion on International Agreements, treaties and related matters; Mentor, advice and guide juniors/lower level production employees; Provide effective people management.

- ENQUIRIES APPLICATIONS** : Mr. M. Mokoena Tel No: (012) 744 2026
 : Address: Quoting the relevant reference number, direct your application to:
 : Postal address: The Human Resources: Department of Justice and
 : Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical
 : address: Application Box, First Floor Reception, East Tower, Momentum
 : Building, 329 Pretorius Street, Pretoria or
 : <https://forms.office.com/r/X2XaVPasWu>
- POST 31/42** : **STATE LAW ADVISER: LP7-LP8 REF NO: 25/102/SLA (X7 POSTS)**
- SALARY** : R932 904 – R1 539 321 per annum, (Salary will be in accordance with OSD
 : determination). The successful candidate will be required to sign a
 : performance agreement.
- CENTRE REQUIREMENTS** : Office of the State Law Advisor: Cape Town/Pretoria
 : LLB Degree or recognized 4 year legal qualification; At least 5 years
 : appropriate postqualification litigation / advisory experience; Admission as an
 : Attorney or Advocate; A post graduate legal qualification will be an added
 : advantage; Knowledge of particular aspects of the Law; Knowledge of
 : Constitutional Law, Administrative Law, Human Rights Law and the
 : Constitution of South Africa; Knowledge of the Public Finance Management
 : Act, Public Service, Treasury Regulations; Knowledge of practical experience
 : in the drafting of Bills; Skills and Competencies: Legal research and drafting
 : skills; Interpersonal relations; Project management skills; Problem solving and
 : decision making skills; Good communication skills (verbal and written);
 : Computer literacy; Planning and organizing skills; Ability to work under
 : pressure and meet deadlines.
- DUTIES** : Key Performance Areas: Provide the preliminary opinions, certification of Bills
 : and advice on legislative drafting; Scrutinize subordinate legislation for the
 : National Departments and other organs of state; Scrutinize and provide legal
 : opinion on international agreements and related matters; Render legal
 : opinions as per the instructions received from National Departments and other
 : organs of state.
- ENQUIRIES APPLICATIONS** : Mr M Mokoena Tel No: (012) 744 2026
 : Quoting the relevant reference number, direct your application to: Postal
 : address: The Human Resources: Department of Justice and Constitutional
 : Development, Private Bag X81, Pretoria, 0001 OR Physical address:
 : Application Box, First Floor Reception, East Tower, Momentum Building, 329
 : Pretorius Street, Pretoria. or <https://forms.office.com/r/X2XaVPasWu>
- POST 31/43** : **DEPUTY DIRECTOR: LANGUAGE SERVICES REF NO: 25/84/CA**
- SALARY** : R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The
 : successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
 : An appropriate qualification (NQF level 6)/ Degree as recognized by SAQA in
 : Translation/Language Practice/ BA in Languages/Linguistics; A minimum of 3
 : years' experience of which 3 years should be at managerial (Assistant Director)
 : level; Knowledge of relevant Legal Frameworks and the Constitution;
 : Knowledge and understanding of the legislative framework governing the
 : Public Service: Financial Management and regulatory framework/ guidelines,
 : the Public Service Act, the Public Service Regulations; Treasury Regulations
 : and the Public Finance Management Act. Skills and Competencies: Applied
 : strategic thinking; Applied technology; Budgeting and financial management;
 : Communication and information management; Continuous improvement;
 : Citizen focus and responsiveness; Developing others; Diversity management;
 : Impact and influence; Managing interpersonal conflict and resolving problems;
 : Planning and organising; Decision making; Project management; Team
 : leadership; Computer literacy.
- DUTIES** : Key Performance Areas: Manage the development of language and Court
 : interpreting strategies and policies; Monitor performance on the
 : implementation of language and court interpreting services; Facilitate language
 : policy awareness; Manage language service stakeholder and customer
 : relations; Manage human, finance and other resources.
- ENQUIRIES APPLICATIONS** : Ms MD Modibane Tel No: (012) 315 1668
 : Quoting the relevant reference number, direct your application to: Postal
 : address: The Human Resource: Department of Justice and Constitutional
 : Development; Private Bag X81, Pretoria, 0001. Or Physical Address:

Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or <https://forms.office.com/r/X2XaVPasWu>

POST 31/44 : **SENIOR AUDITOR: COMPUTER AUDIT AND DECISION SUPPORT REF NO: 25/76/DG**

SALARY : R468 459 - R551 823 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Pretoria
: An undergraduate qualification (NQF level 6) Degree in Auditing/Accounting or equivalent; A minimum of 1 year experience in Auditing; Knowledge and understanding of Public Finance Management Act, relevant governance prescripts, including Treasury Regulations and interpretation of statutes. Skills and Competencies: Good communication skills (verbal and written); Creative thinking; Customer service orientation; Problem solving and analysis; Self-management; Financial management; Computer literacy; Planning and organizing; Interpersonal skills; Ability to work in a team.

DUTIES : Key Performance Areas: Control the adequacy and effectiveness of internal controls in the IT environment; Identify application controls (input processing and output controls); Evaluate integrity, availability and security of management information; Render operational administrative support.

ENQUIRIES APPLICATIONS : Mr R Chauke Tel No: (012) 315 1329
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or <https://forms.office.com/r/X2XaVPasWu>

POST 31/45 : **PROVISIONING ADMINISTRATIVE OFFICER REF NO: 25/VA32/NW**

SALARY : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Provincial Office: Mahikeng
: An NQF level 6 qualification as recognized by SAQA in Financial Management/Public Management/Administration/Auditing/Cost Management/Supply Chain Management/Logistics/Purchasing Management/Business Management/Financial Accounting; A minimum of 3 years' experience in Supply Chain Management; Knowledge and understanding of Financial Management and regulatory framework/guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulation, Departmental Financial Instructions, the Public Finance Management Act, Supply Chain Management, Interpretation and application of policies, prescripts and procedures; Knowledge of assets management framework and policies, Basic Accounting System (BAS). Skills and competencies: Good communication skills; Creative thinking; Citizen Service Orientation; Decision making; Diversity citizenship; Problem analysis; Planning and organizing skills; Ability to work in a team; Technical Proficiency, Computer literacy.

DUTIES : Key Performance Areas: Administer and implement the Supply Chain demand management framework and policies; Render contract administration services; Administer asset disposal; Update the asset register; Render general clerical support services; Provide effective people management.

ENQUIRIES APPLICATIONS : Ms. PM Seletedi Tel No: (018) 397 7088/7106
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng or <https://forms.office.com/r/X2XaVPasWu>

POST 31/46 : **SENIOR HUMAN RESOURCE OFFICER REF NO: 25/VA30/NW**

SALARY : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Provincial Office: Mahikeng
: Grade 12/ NQF level 4 qualification as recognized by SAQA, A minimum of 3 years working experience in a Human Resource Management environment at a clerical level, Knowledge of PERSAL System, Human Resource Management Directives/Policies, Knowledge and understanding of the Human

- Resource Management and Performance System, Knowledge of the Public Service statutory framework, Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Employment Equity Act, Basic Conditions of Employment Act and Treasury Regulations. Skills and competencies: Good communication skills (verbal and written); Computer literacy; Creative thinking; Citizen Service Orientation; Decision making; Diversity citizenship; Problem solving and analysis.
- DUTIES** : Key Performance Areas: Supervise and undertake the implementation and maintenance of attraction, recruitment, selection, appointment and employees administration; Supervise and undertake the implementation and maintenance of employee compensation, general conditions of service benefit and incentives; Supervise and undertake the implementation and maintenance of leave matters; Supervise and undertake the implementation and maintenance of human capital termination and administration; Provide effective people management.
- ENQUIRIES** : Ms. PM Seletedi Tel No: (018) 397 7088/7106
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng or <https://forms.office.com/r/X2XaVPasWu>
- POST 31/47** : **STATE ACCOUNTANT REF NO: 25/VA31/NW**
- SALARY** : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office: Mahikeng
- REQUIREMENTS** : A National Diploma/ Degree in Financial Management or equivalent qualification; A minimum of 1 year relevant experience in a financial accounting/management environment; Knowledge of the Public Finance Management Act, Treasury Regulations; Knowledge of the Department of Justice and Constitutional Development and its Third Party Fund functions and services will serve as a recommendation. Skills and Competencies: Planning and organizing; Problem solving and decision-making skills; Ability to interpret and apply policies; Computer literacy; Good Communication skills (verbal and written).
- DUTIES** : Key Performance Areas: Provide training and on-site support; Provide support with EFT Deployment; Implement system and roll out; Manage Third Party Funds documentation; Facilitate audits.
- ENQUIRIES** : Ms. PM Seletedi Tel No: (018) 397 7088/7106
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng or <https://forms.office.com/r/X2XaVPasWu>
- POST 31/48** : **SENIOR COURT INTERPRETER REF NO: 25/VA29/NW**
- SALARY** : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Office: Potchefstroom
- REQUIREMENTS** : NQF Level 4/ Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and a minimum of three years practical experience in court interpreting; OR Grade 12 with 10 year's practical experience in court interpreting; A valid driver's license; Proficiency in English and in two or more indigenous languages. Language Proficiency: Setswana, English, Afrikaans, Isizulu or IsiXhosa. Skills and Competencies: Good communication skills (verbal and written); Computer literacy; Listening skills; Interpersonal relation and problem solving; Planning and organising; Analytical thinking skills; Time management; Confidentiality; Ability to work under pressure.
- DUTIES** : Key Performance Areas; Render interpreting services. Translate legal documents and exhibits; Develop terminology; Assist with reconstruction of Court Records; Perform specific line and administrative support functions; Perform specific line and administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.
- ENQUIRIES** : Ms. PM Seletedi Tel No: (018) 397 7088/7106
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22

Molopo Road, Ayob Gardens, Mafikeng or
<https://forms.office.com/r/X2XaVPasWu>

- POST 31/49** : **ADMINISTRATIVE OFFICER: FLEET MANAGEMENT REF NO: 25/20/KZN**
- SALARY** : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office, Durban
- REQUIREMENTS** : An NQF level 6 qualification as recognized by SAQA in Financial Management/ Public Management/ Administration/ Auditing/ Cost Management/ Supply Chain Management/ Logistics/ Purchasing Management/ Business Management/ Financial Accounting; A minimum of 3 years' experience in Supply Chain Management (Fleet); Knowledge and understanding of Financial Management and regulatory framework/guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulation, Departmental Financial Instructions, the Public Finance Management Act, Supply Chain Management, Interpretation and application of policies, prescripts and procedures; Knowledge of assets management framework and policies, Basic Accounting System (BAS). Skills and Competencies: Computer literacy (MS Office and Excel); Good communication skills (verbal and written); Planning and organizing skills; Project management skills; Client orientation and customer focus skills; Financial management skills; Presentation and facilitation skills; Good interpersonal relations.
- DUTIES** : Key Performance Areas: Provide administrative support services relating to transport/fleet; Manage records and register vehicle mileage usage; Monitor vehicle maintenance and compliance services; Provide guidance on financial and supply chain management services (Fleet related); Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
- APPLICATIONS** : Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address or <https://forms.office.com/r/X2XaVPasWu>
- POST 31/50** : **SECRETARY: LEGAL PROCESS REF NO: 25/93/LD**
- SALARY** : R228 321 - R268 950 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
- REQUIREMENTS** : Grade 12 (with typing as a subject or Secretarial Certificate or any other training course /qualification that will enable the person to perform the work satisfactorily); Knowledge of Financial provisioning and / or Administration procedure and processes; Knowledge of procedure and processes applied in Office Management; Understanding of confidentiality in Government and relevant legislation. Skills and Competencies: Communication skills (verbal & written); Computer literacy; Planning and organizing; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs); Ability to correctly interpret relevant documentation; Computer literacy; Good interpersonal relations and customer service orientation.
- DUTIES** : Key Performance Areas: Make travel arrangements, process travel and subsistence claims for the manager and members of the unit; Render effective and efficient secretarial services; Provide general clerical office administration; Coordinate unit activities, inputs and compile various reports; Manage the diary of the Manager.
- ENQUIRIES APPLICATIONS** : Mr M Mokoena Tel No: (012) 744 2026
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria OR <https://forms.office.com/r/X2XaVPasWu>

DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES

The Department of Mineral and Petroleum Resources (DMPR) is an equal opportunity; affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity are encouraged to apply, particularly persons with disabilities and women interested in senior management positions. An indication of such, in this regard will be vital in the processing of applications.

- APPLICATIONS** : NB: Kindly note that the Department provides for four methods of submitting a job application, namely: Post, courier, hand delivery and email. Applicants are urged to choose/ utilise one of the methods provided above. You may forward your application, quoting reference, addressed to: The Director-General, Department of Mineral and Petroleum Resources, Private Bag X59, Arcadia, 0007. Alternatively, applications may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. Another option is to submit application through email as a single scanned document/ One PDF attachment to the email addresses specified for each position. (Kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Ms T Gumede Tel No: (012) 444- 3319.
- CLOSING DATE** : 12 September 2025
- NOTE** : Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, initialled, signed and dated), and accompanied by a comprehensive/detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be required from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants in possession of a foreign qualification(s), must also provide an evaluation certificate obtainable from the South African Qualification Authority (SAQA). If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Shortlisted candidates will be assessed through practical exercise and an oral interview. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. It is also important to note that the Department reserves the right not to fill any advertised post at any stage of the recruitment process.

OTHER POSTS

- POST 31/51** : **SENIOR VETTING INVESTIGATOR REF NO: 037**
- SALARY** : R582 444 per annum (Level 10)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : National Diploma in Security Risk Management/ Safety and Security Management/ Social Science/ Criminology /Criminal Psychology/ Forensic Investigation/ Policing/ Police Science/ Law (NQF 6) PLUS minimum of 3 year's investigation experience plus certificate in Security Vetting (SSA/SAPS/SANDEF) and Driver's licence: Knowledge of: Departmental policies, MISS document, Record management Security Risks. Security Vetting, related Acts, Vetting legislation and procedures and strategies. Skills:

Problem solving and analysis. Decision making, programme and project management. Team leadership. Analytical. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication skills. Computer skills, Delegation and developmental of others. Planning, organising and execution. Ability to management conflict. Diplomacy. Language proficiency. Listening and insight skills. Interviewing skills. Thinking Demand: Analytical thinking and creativity.

DUTIES : Conduct vetting field-work investigations. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Ensure effective communication channels and systems between the Department and the State Security Agency and other related agencies. Administer files and partake in task teams dealing with matters related to vetting projects/ processes. Provide managerial activities.

ENQUIRIES : Mr E Jacobs at 079 693 8628
APPLICATIONS : Email to Recruitment03@dmp.gov.za
NOTE : Indian, Coloured or White female and persons with disabilities are encouraged to apply. Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.

POST 31/52 : **DRIVER/ MESSENGER REF NO: 038**
Office of the Deputy Minister: Mineral and Petroleum Resources

SALARY : R193 359 per annum (Level 04)
CENTRE : Head Office
REQUIREMENTS : Grade 10 with no experience and a valid driver's licence. PLUS the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service, Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio, working knowledge of the political and parliamentary processes in South Africa Skills: computer literacy. Communication skills (verbal and written). Creativity and innovation. Interpersonal skills, Thinking Demand: Logical. Creative/Innovative thinker. Objective. Accurate. Diplomatic.

DUTIES : Collect and deliver documents, Transport employees in the office of the Deputy Minister and guests and special advisors of the Deputy Minister, Maintain knowledge on the policies and procedures that applies in the work environment. Render a general support function in the office of the Deputy Minister.

ENQUIRIES : Ms LM Maluleka at 082 303 7721
APPLICATIONS : Email to Recruitment04@dmp.gov.za
NOTE : Indian, Coloured or White male and persons with disabilities are encouraged to apply Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.

POST 31/53 : **FOOD AIDE SERVICE REF NO: 039**
Office of the Deputy Minister: Mineral and Petroleum Resources

SALARY : R138 486 per annum (Level 02)
CENTRE : Head Office
REQUIREMENTS : ABET 2 (NQF 1) with no experience PLUS the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service portfolio, Working knowledge of the political and parliamentary processes in South Africa Skills: communication and diplomatic skills, Thinking Demand: Analytical thinking and Creativity.

DUTIES : Clean kitchen utensils and equipment, provide catering support services. Keep stock of kitchen utensils and equipment, apply hygiene and safety measures, maintain quality control measures of all food provided. Removal of garbage disposal.

ENQUIRIES : Ms LM Maluleka at 082 303 7721
APPLICATIONS : Email to Recruitment05@dmre.gov.za
NOTE : Indian, Coloured or White male and persons with disabilities are encouraged to apply Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.

NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from persons living with disabilities. It is the department's intention to promote representivity through filling these posts in line with the department's approved Employment Equity Plan. Our buildings are accessible to persons living with disabilities.



- APPLICATIONS** : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>
- CLOSING DATE** : 15 September 2025 at 12:00 pm (Midday)
- NOTE** : Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including Grade 12, ID, etc., these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment, is a requirement for all SMS positions. For SMS positions certain candidates may be required to undergo additional DPSA competency assessments. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on Recruitment.Enquiries@treasury.gov.za The National Treasury is compliant with the requirements of POPIA.
- ERRATUM:** Kindly note that the following posts were advertised on Public Service Vacancy Circular 27 dated 1 August 2025 with the closing date of 18 August 2025. We hereby request for an extension of the closing date for the following posts: (1) Chief People Officer (Ref No: S002/2025); (2) Director: Public Finance x3 (Higher Education & Training and Economic Services (Ref: S015/2025); (3) Deputy Director: Public Finance (Ref No: S018/2025); (4) Deputy Director: SCM Governance, Monitoring and Compliance (Ref No: S019/2025); (5) Assistant Director: SCM Risk and Performance (Ref No: S020/2025); (6) Senior State Accountant: Personnel Remuneration (Ref No:

S016/2025) and (7) Administrative Officer: Office of the Director-General (Ref No: S017/2025). The closing date has been extended to 03 September 2025 at 12:00 pm (Midday).

The following posts were also advertised on Public Service Vacancy Circular 28 dated 8 August 2025, with the closing date of 25 August 2025. We hereby request an extension of the closing date for the following posts: (1) Chief Director: Education and Related Departments (Ref No: S022/2025); (2) Chief Director: Health and Social Development (Ref No: S023/2025); (3) Chief Director: Urban Development and Infrastructure (Ref No: S024/2025); (4) Director: Fiscal Research (Ref No: S026/2025); (5) Director: SCM Governance, Monitoring and Compliance X2 (Ref No: S021/2025); (6) Assistant Director: Public Finance (Ref No: S025/2025). The closing date has been extended to 05 September 2025 at 12:00 pm (Midday).

The following posts were also advertised on Public Service Vacancy Circular 29 dated 15 August 2025, with the closing date of 01 September 2025. We hereby request an extension of the closing date for the following posts: (1) Chief Director: Provincial Budget Analysis (Ref No: S027/2025). The closing date has been extended to 03 September 2025 at 12:00 pm (Midday).

The following posts were also advertised on Public Service Vacancy Circular 30 dated 22 August 2025, with the closing date of 08 September 2025. We hereby request an extension of the closing date for the following posts: (1) Director: Provincial Budget Analysis x2 (Ref No: S028/2025); (2) Deputy Director: Provincial Budget Analysis (Ref No: S029/2025); (3) Assistant Director MFMA Implementation (Ref No: S033/2025); (4) Assistant Director: Budgets Administration (Ref No: S034/2025). The closing date has been extended to 10 September 2025 at 12:00 pm (Midday).

OTHER POSTS

- POST 31/54** : **EXECUTIVE OFFICE MANAGER REF NO: S036/2025**
 Division: Office Of the Director-General (ODG)
 Purpose: To provide a high-level executive support function to the Director-General.
- SALARY CENTRE REQUIREMENTS** : R1 059 105 - R1 247 774 per annum, (all-inclusive remuneration package)
 : Pretoria
 : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's Degree or Bachelor of Technology (equivalent to NQF level 7) in Public Administration or Business Management, A minimum 4 years' experience of which 2 years should be on an Assistant Director level or equivalent obtained in the management of an executive administrative office, Knowledge and experience of the broader Public Service Policy Framework pertaining to finance and human resource related practices, In-depth knowledge and experience of the operational set-up of an executive office, Knowledge and experience of policy analysis and interpretation.
- DUTIES** : Administrative Support: Administer the DG's meeting schedule, Administer the DG's meeting related correspondence, Administer the DG's diary , Facilitation and oversight of the receiving of the DG's guests Ensure all meeting documentation is available to the DG, Administer the DG's travel arrangements, Process memos and maintain the filing system as well as sending and receiving correspondence and compiling presentations for clarification, Coordinate the DG's land travel plans, Provide the DG with general administrative support. Financial Management: Administration of the DG's claims, Arrange travel bookings in alignment with travelling plans as prescribed by financial prescripts, rules and regulations, Facilitate and have oversight over the provision of DG's vehicle and driver. Legislation, Policies and Prescripts: Keep up to date with the latest procedures, policies and processes in compliance with operational effectiveness of the office, Apply the relevant internal Departmental prescripts and other legislation in the smooth operation of the office. Stakeholder Engagement: Provide support to the DG's stakeholder engagement programme, Coordinate the DG's stakeholder engagement events and liaise with the respective event partners internally and externally.
- ENQUIRIES** : Only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 31/55 : **DEPUTY DIRECTOR: LOCAL GOVERNMENT BUDGET ANALYSIS REF NO: S037/2025**

Division: Intergovernmental Relations

Purpose: To initiate development of budget formats and regulations, building capacity in provincial treasuries and non-delegated municipalities in the analysis, implementation and monitoring of municipal budgets.

SALARY CENTRE REQUIREMENTS : R1 059 105 – R1 247 574 per annum, (all-inclusive remuneration package)
: Pretoria
: A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's Degree (equivalent to NQF level 7) in Accounting or Finance or Economics, A minimum 4 experience of which 2 years should have been on an Assistant Director level or equivalent obtained in budget analysis, dissemination of financial reports, Knowledge of report writing, monitoring and evaluation of budgets, Knowledge and experience of the regulatory framework on budgets and financial management within municipalities and provinces.

DUTIES : Budget Preparation and Support: Coordinate the budget preparation processes of non-delegated municipalities in accordance with the MFMA, Monitor, assess and provide feedback on budgets and related documentation of non-delegated municipalities in alignment with the provisions of the Municipal Finance Management Act (MFMA), Arrange logistical and planning processes for budget visits to non-delegated municipalities, Advise provincial treasuries on budgets and financial management reforms in accordance with the Municipal Financial Management Act. Budget Implementation and Monitoring: Monitor service delivery and expenditure trends within municipal budgets, Provide support on budgetary and financial management to non-delegated municipalities, Initiate the follow-up on municipal budgets, Integrated Development Plans, in-year reports, service delivery and budget implementation plans, performance management plans and annual reports, Maintain a financial and service delivery database on budget reforms pertaining to the delegated municipalities, Assist with the compilation and analysis of reports on municipalities to internal and external stakeholders, i.e, DG: National Treasury, Minister of Finance, TCF, Budget Council, PCC and Cabinet. Intergovernmental Co-ordination: Monitor submission of financial and service delivery data for the annual IGFR, MTBPS, Budget Review and other publications, Evaluate and provide feedback on reviews and structuring of grants allocations. Financial Management and Budget Reform: Promote effective budgeting and financial management in non-delegated municipalities, Advise non-delegated municipalities and Provincial Treasuries on in-year financial reports and verify data, Monitor In-Year Financial Reports, Annual Financial Statements and Annual Reports by non-delegated municipalities and Provincial Treasuries, Follow-up on budget and financial returns from non-delegated municipalities and ensure Council-endorsed documents, Assess the SDBIP's of non-delegated municipalities in alignment with the annual budget of non-financial targets and indicators. Stakeholder Engagement: Support performance plans, budget analysis, and annual review of strategy, Engage municipalities and encourage them to submit MFMA support documentation timeously.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 31/56 : **DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: S031/2025**

Division: Office of the Director-General (ODG)

Purpose: To facilitate the development and implementation of Department's operational plans in the monitoring, evaluation and reporting on the departmental annual performance and operational plans against planned performance compliance in alignment with the reporting regulatory framework.

SALARY CENTRE REQUIREMENTS : R896 436 - R1 055 958 per annum, (all-inclusive remuneration package)
: Pretoria
: A Grade 12 is required, with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's Degree (equivalent to NQF level 7) in Public or Business Administration or Management, A post-graduate degree will be an added advantage, A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in strategic monitoring and planning of business in alignment with operation requirements, Knowledge and

<u>DUTIES</u>	: experience of the consolidation of Departmental Performance and Strategic Plans, Knowledge and experience of the Governments Policy Framework, Knowledge of strategic management and policy analysis, Ability to evaluate and analyse information for policy development and application of policies. : Departmental Strategic and Annual Performance Plans: Co-ordinate the development, implementation and maintenance of the Departmental Annual Performance Plan framework and divisional operational plans, Analyse and assess strategic and annual performance plans for the correct alignment, thereof, Assist in the development and implementation of performance indicators and measurements for the Department, Assist in the compilation of a comprehensive feedback report outlining discrepancies that must be addressed and integrated in future Strategic and Annual Performance Plans. Monitoring, Evaluation and Reporting: Provide inputs to systems and tools for the utilisation in the monitoring and evaluation of the Department's performance and operations management framework, Monitor and evaluate the reporting framework and report on the Department's performance in compliance with the relevant regulatory requirements, Coordinate the Departmental evaluation mechanism for strategic and operational programmes, Monitor progress against strategic and annual performance plans of business units and performance assessment action plans. Policy Development, Research and Benchmarking: Assist in the development and implementation of best practices planning, monitoring and reporting systems and mechanisms, Assist in the development, implementation and review of a governance framework for quality assurance, oversight and performance standards, Monitor the implementation of performance guidelines and frameworks and advice stakeholders accordingly, Coordinate the implementation of annual outcomes and impact reporting. Stakeholder Engagement: Engage internal and external stakeholders on the implementation plans pertaining to planning, monitor evaluation and reporting, Engage with stakeholders in the coordination and progress of the implementation of developmental and process enhancements, Engage with strategic partners in the support of implementation processes pertaining to monitoring, evaluation and reporting outcomes, Contribute to the governance of the Departmental Strategic, Annual Performance and Operational Plans, for a streamlined process.
<u>ENQUIRIES</u>	: Only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 31/57</u>	: <u>DEPUTY DIRECTOR: PLANNING AND PERFORMANCE REF NO: S032/2025</u> Division: Office of the Director-General (ODG) Purpose: To manage planning, monitoring and evaluation of projects in National Treasury to ensure alignment of planned performance with project outcomes and compliance with regulatory frameworks. Utilising the prescribed methodologies and align with the objectives of the National Treasury and developing a culture of knowledge sharing by maintaining a web-based projects management planning and communication platform.
<u>SALARY CENTRE REQUIREMENTS</u>	: R896 436 – R1 055 958 per annum, (all-inclusive remuneration package) : Pretoria : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's Degree (equivalent to NQF level 7) in Business Management or Project Management or equivalent qualifications, A minimum 4 years' experience is required of which 2 years should be on at an Assistant Director level or equivalent level obtained in Project Management principles and applicable methodology, Knowledge and experience of business processes, policies and procedures.
<u>DUTIES</u>	: Project Management in planning, monitoring and evaluation: Consolidate NT projects in project register with the required monitoring and evaluation criteria, Maintain the document repository for projects, generate executive dashboards and ensures that projects are reported on quarterly and annually, Manage the projects dashboards and set up project management and communication tools , Institute awareness and compliance in terms of project planning, monitoring and evaluation within the National Treasury , Monitor and evaluate project progress against quarterly and annual planning and budget schedules, Evaluate identified projects' progress and impact quarterly and annually. Project Planning: Assist in the development of the Annual Performance Plan to ensure that large projects are aligned to the Outcomes of the department,

Assist in the development of Divisional Operational Plans to ensure large projects are aligned to outputs of divisions, Assist in the development of Chief Directorate Operational Plans to ensure that all projects are registered and integrated into the departmental planning processes, Assist in the quarterly and annual monitoring to ensure project monitoring alignment with the Annual Performance Report, Divisional Operational Reports and Chief Directorate Operational Reports. Project Reporting: Provide quarterly reports on project progress to Management and Audit Committee, Provide easy accessibility of information and accessible formats in compliance with knowledge management practices, Consolidate high-level project information for reporting purposes, Verify and monitor the correctness of project information in collaboration with the SPM&E monitoring process. Stakeholder engagement Provide inputs in the development of a customised frameworks for the National Treasury, Engage stakeholders on project progress and advice on areas of improvement, Liaise with internal and external stakeholders in the enhancement of project planning, reporting and evaluation, Coordinate stakeholder engagement and feedback sessions in terms of project progress.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 31/58 : **ASSISTANT DIRECTOR: TRANSPORT, DEFENCE & GENERAL SECTORS**
REF NO: S035/2025
 Division: Asset And Liability Management Division (ALM)
 Purpose: To exercise oversight over Schedule 2 and 3B national government business enterprises (SOEs) in the Transport, Defence and General Sectors and participate in and inform policy making in respect of the restructuring of SOEs in the Transport, Defence and General Sectors.

SALARY CENTRE REQUIREMENTS : R582 444 – R686 091 per annum, (excluding benefits)
 : Pretoria
 : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's Degree (equivalent to NQF level 7) in Finance or Economics, A minimum 3 years' experience obtained in analyzing financial statements and corporate plans, Knowledge and experience of financial management, strategy and economic regulation, Knowledge of the government's broader regulatory framework on State Owned Companies.

DUTIES : Restructuring of SOEs: Assist with the analysis and the identification of restructuring needs within SOEs pertaining to Transport, Defence and General Sectors, Assist with the reviewing of restructuring and turnaround plans for SOEs in the sectors, Participate in the restructuring of SOEs in in conjunction with other departments. Financial Analysis and Oversight: Assist with the analysis of financial statements and corporate plans and engage entities and other departments, Analyse the correct alignment of corporate plans of SOEs and their policy objectives and industry trends, Assist with the analysis and reviewing of SOEs and present draft submissions in alignment with the prescribed legislation on applications submitted from SOEs, Review SOEs submissions and analysis of Medium-Term Expenditure Framework (MTEF) and adjustment of budget applications. Review of Contingent Liabilities: Assist with the analysis of requests for guarantee from SOEs and present draft responses for consideration, Participate in fora and monitor compliance to guarantee conditions by entities. Industry and Sector Research: Assist with the provision of responses and advice on legislation, and regulations to stay in touch with sectoral evolution, Participate in funding workstreams and steering committees for SOEs, Assist with research on latest trends impacting the industry.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.



- APPLICATIONS** : **Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu8 & Stalwart Simelane Streets, Durban, 4000.
Gauteng/Land Court Randburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
Mpumalanga/Mbombela: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.
- CLOSING DATE** : 12 September 2025
- NOTE** : All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to 40 disqualifications of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for

recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process

OTHER POSTS

- POST 31/59** : **CHIEF REGISTRAR REF NO: 2025/215/OCJ**
- SALARY** : R586 956 – R1 386 972 per annum (MR6). The successful candidates will be required to sign a performance agreement. Salary will be in accordance with the Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a Service Certificate/s for determination of their experience.
- CENTRE REQUIREMENTS** : Land Court Randburg
Grade 12 certificate and LLB Degree or a Four (4) year legal qualification as recognized by SAQA. A minimum of eight (8) years' post graduate legal experience gained as a Registrar. A valid driver's license. An LLM Degree will serve as an added advantage. Skills and competencies: Computer literacy, Excellent communication skills (verbal and written). Report writing skills. Numerical skills Attention to detail. Planning, organizing and control. Problem solving and decision-making skills. Customer service orientated. Interpersonal skills. Conflict management skills. Strong work ethic and motivation. Self-management. Professional appearance and conduct. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Mentor and advice on the tracking and management of the progression of all cases filed in court. Management of time and events necessary to move cases from initiation through to disposition. Make inputs on amendments of court rules and practice directives to improve efficiency at the Land Court of Appeal. Implement directives issued by the President of the Land Court of Appeal. Manage implementation of the Departmental Strategic Objectives relating to the processing of cases within the Case Flow Management Framework at the Supreme Court of Appeal. Compile training manuals and provide training to registrars and registrars' clerks. Support staff. Stakeholder Management, Human Resources Management, Court and Case Flow Management/Quasi-Judicial functions. Manage Service Level Agreement, Framework. Managing Strategic Court Efficiency Projects and Best Practices, Information and Case/Court Documentation Management System. Safeguard case records in accordance and prescripts. Achieve excellence in delivering planned customer service outcomes (i.e. service levels and standards) for the 38 Departments and monitoring the unit's service delivery in order to achieve the service delivery targets. Ensure the highest level of customer care and customer satisfaction. Manage all administration related functions. Supervise and develop staff
- ENQUIRIES** : Technical Enquiries: Ms N Mhlambi Tel No: (010) 493 5664
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- APPLICATIONS** : can be sent via email at 2025/215/OCJ@judiciary.org.za
- NOTE** : The Organization will give preference to candidates in line with the Employment Equity goals.
- POST 31/60** : **REGISTRAR'S CLERK REF NO: 2025/216/OCJ**
Re-advertisement, candidates who previously applied are encouraged to re-apply.
- SALARY** : R228 321 - R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : KwaZulu Natal Division of the High Court: Durban
Grade 12 certificate or equivalent qualification. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognised by SAQA will be an added advantage. no experience is required. Skills and Competencies: Knowledge of working procedures in terms of the working environment, Knowledge of registry processes and practice, Knowledge of storage and retrieval procedures in terms of the working environment, Knowledge and understanding of legislative frameworks governing the Public Service, Knowledge of Filing system, Mail procedure manual, Promotion of

access to information Act and National archives. Computer Literacy skills (Microsoft Office), Communication skills, Numeracy, Interpersonal skills, Problem solving and analysis skills, Time management skills, administrative skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Perform clerical and administrative work within the High Court, Handle court's request files, render case management duties, render administrative support and perform administrative duties as assigned by Management. Attend to all stakeholders' enquiries and correspondences, provide effective and efficient case flow management support service to the Court. Ensure proper filling and safekeeping of all records. Proper administration of all appeal and petition processes., ensure proper receipt, processing, administration and filling of all appeals and applications for leave to appeal. Perform general administrative duties.

ENQUIRIES : Technical Enquiries: Ms M Ries, Tel No: (031) 493 1723

HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723

APPLICATIONS : Applications can be sent via email at 2025/216/OCJ@judiciary.org.za

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals

POST 31/61 : **TELECOM OPERATOR REF NO: 2025/217/OCJ**

SALARY : R193 359 – R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement.

CENTRE : Mpumalanga Division of the High Court: Mbombela

REQUIREMENTS : Grade 12 certificate or equivalent qualification; Basic Computer Certificate will be an added advantage. no experience is required. A valid driver's license will be an added advantage. Skills and Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics, Knowledge of the MS Office package, with experience in word processing, outlook, Power Point and Excel Knowledge of Office Administration, Knowledge and understanding of the legislative framework, governing Public Service, Knowledge of handling alarm systems related to the switchboard, Knowledge of legislations, Batho Pele Principles. All shortlisted candidates shall undertake a pre-entry practical exercise and driving test excise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Ensure that all switchboard is maintained at all times. Maintain the telephone database, provide messaging services, maintain effective performance of answering direct calls, maintain internal telephone directory. Provide switchboard services to all clients, assist with any telephone related duties required by the management, attend to high priority calls and forward calls to relevant business units and identify and report telephone faults through emails, maintain the functional telephone system, ensure that switchboard and telephone equipment is working in order. Reports all faults to technical service providers, report all faults on telephone lines to the information services unit within the department. Update and maintain accurate contacts and information list of services, departments, staff members and application requirements. Administer telephone accounts. Ensure effective and efficient communication both internally and externally. Provide accurate information to the clients.

ENQUIRIES : Technical enquiries: Ms JM Shongwe Tel No: (013) 758 0000

HR enquiries: Mr SJ Zwane/Mr MV Maeko Tel No: (013) 758 0000

APPLICATIONS : Applications can be via email to: 2025/217/OCJ@judiciary.org.za

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 31/62 : **MESSANGER REF NO: 2025/218/OCJ**

SALARY : R163 680 – R192 810. per annum (Level 03). The successful candidate will be required to sign a performance agreement.

CENTRE : Mpumalanga Division of the High Court: Mbombela

REQUIREMENTS : Grade (10) or (ABET Level 2 certificate). Grade 12 will serve as an added advantage. A valid driver's license. Skills and Competencies, Computer literacy and basic software (outlook, Excel and word) Good Communication skills (written and verbal) Good interpersonal relations, customer service, interpersonal skills, conflict Management, work ethic, and motivation, All

shortlisted candidates shall undertake a pre-entry practical exercise and driving test exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES

: Distribute mail to various offices. Collect post bag from the Post Office. Transport Officials to various destinations. Daily delivery and collection of posts from Post Office. Distribution of urgent/hand delivered mail to various offices. Delivering of outgoing mail to post Office. Maintenance of the register of mail distribution and ensure safeguarding of all correspondence. Collect and deliver mail. Driving court vehicles.

ENQUIRIES

: Technical enquiries: Ms JM Shongwe Tel No: (013) 758 0000
HR enquiries: Mr SJ Zwane/Mr MV Maeko Tel No: (013) 758 0000

**APPLICATIONS
NOTE**

: Applications can be via email to: 2025/218/OCJ@judiciary.org.za
: The Organisation will give preference to candidates in line with the Employment Equity goals.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Please note that for positions targeted for people with disabilities, successful candidate will be required to complete the EEA1 form on appointment



- CLOSING DATE** : 12 September 2025 at 16H00
- NOTE** : Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/>, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Note: For emailed applications, please submit a single document or one attachment per application to the email address designated for the specific position. kindly note that the emailed applications and attachments should not exceed 15MB. It remains the candidate's responsibility to ensure that their application is successfully submitted.

OTHER POSTS

POST 31/63 : **CHIEF WORKS MANAGER: ELECTRICAL COMPONENT: FACILITIES MANAGEMENT REF NO: 2025/71**

SALARY : R397 116 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three-year tertiary qualification (NQF Level 6) in Electrical Engineering, accompanied by proven technical experience OR (N3 plus trade test completed successfully plus 3-5 years technical experience in the built environment). A valid driver's licence; computer literacy; knowledge and understanding of PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Willingness to travel and work irregular hours. Sound analytical, good written and verbal communication skills.

DUTIES : Attend to planned and unplanned maintenance request from the clients. Compile scope of works and prepare estimates and technical reports. Inspect and report on leased buildings. Inspect and report on optimum use of Electrical equipment and installation. Inspection of electrical meter readings; effective utilization of electrical and certification of Municipal Accounts (Monitor water consumption). Ensure that all electrical equipment's and installations comply with the SANS requirements and standards. Ensure electrical work and drawings comply with the OHSA. Preparation of tender documentation. Verify and certify invoices for contractors. Ensure effective and efficient management of Property Management functions related to Electrical discipline. Prepare and compile monthly reports.

ENQUIRIES : Mr T Mohapi Tel No: (051) 408 7354
APPLICATIONS : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street, Bloemfontein, 9300 or email to: RecruitBLOEM25-02@dpw.gov.za

FOR ATTENTION : Mr D Manus

POST 31/64 : **CHIEF WORKS MANAGER: MECHANICAL REF NO: 2025/72**

SALARY : R397 116 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three-year tertiary qualification (NQF Level 6) in Mechanical Engineering accompanied by proven technical experience within the Mechanical environment (Planned & Unplanned maintenance), OR (N3 plus trade test in Fitter & Tuner, Boiler and Millwright plus 3-5 years technical experience in the mechanical environment (Planned & Unplanned maintenance). A valid driver's licence; computer literacy. Extensive knowledge and understanding of Mechanical Regulations, PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Willingness to travel and work irregular hours. Sound analytical, good written and verbal communication skills.

DUTIES : Attend to planned and unplanned maintenance request from the client's departments. Compile scope of works and prepare estimates and technical reports. Inspect and report on leased buildings. Inspect and report on optimum use of Mechanical equipment and installation. Inspection of water meter readings; effective utilization of water and certification of Municipal Accounts (Monitor water consumption). Ensure all automatic sprinkler systems comply with the Automatic Sprinkler Bureau Standards. Ensure mechanical work and drawings comply with the OHSA. Preparation of tender documentation. Verify and certify invoices for contractors. Ensure effective and efficient management of Property Management functions related to Mechanical discipline. Prepare and compile monthly reports.

ENQUIRIES : Mr. T Mohapi Tel No: (051) 408 7354
APPLICATIONS : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein, 9300 or email to: RecruitBLOEM25-03@dpw.gov.za

FOR ATTENTION : Mr D Manus

POST 31/65 : **CHIEF WORKS MANAGER: BUILDING REF NO: 2025/73 (X5 POSTS)**

SALARY : R397 116 per annum
CENTRE : Durban Regional office
REQUIREMENTS : A three-year tertiary qualification (NQF Level 6)/ National Diploma in the built environment disciplines, relevant working experience in the technical field OR (N3 plus trade test completed successfully plus 3 - 5 years technical experience in the built environment Building management or maintenance). Extensive knowledge of the Building Regulations, Occupational Health and Safety Act, Public Finance Management Act, valid code EB or C1 Driver's license, must be prepared to travel. Registration with a professional body in the built environment would be an added advantage. Good verbal and written communication skills. Computer literate. Good interpersonal skills. Good budgeting and estimating skills, Management and planning skills, Knowledge and understanding of the Government procurement system, Knowledge and understanding of Project Management. Problem solving, willing to adapt work schedule in accordance with professional requirements.

DUTIES : Manage day-to-day general building maintenance project activities, to facilitate effective maintenance project (term contracts), execution in terms of cost, quality and time management on an existing State building. Manage projects cost estimates and monitor and control the processes of controlling changes in line with allocated day-to-day maintenance budget. Conduct site inspections to ensure compliance to specifications set out by the Department, ensure compliance with OHSA, assist in the development of building program and conditional surveys in buildings and reporting regularly to management on the progress thereof. Conduct site inspections to ensure compliance to specifications set out by the Department, Budget management, Render a co-ordinated and professional service at all levels regarding the maintenance and management of DPWI clients.

ENQUIRIES : Mr MF Dube Tel No: (031) 3147076 / (082) 698 3774
APPLICATIONS : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban or email to: RecruitDBN25-04@dpw.gov.za

FOR ATTENTION : Ms NS Nxumalo

POST 31/66 : **CHIEF WORKS MANAGER: ELECTRICAL REF NO: 2025/74**

SALARY : R397 116 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three-year tertiary qualification (NQF Level 6)/ National Diploma in the Electrical environment disciplines with relevant working experience in the technical field, electrical industry management or maintenance. OR (N3 plus trade test completed successfully plus 3-5 years technical experience in the built environment). Extensive knowledge of the Electrical Regulations, Occupational Health and Safety Act, Public Finance Management Act, valid code EB or C1 Driver's license, must be prepared to travel. Registration with a professional body in the Electrical environment would be an added advantage - Wireman's License. Good verbal and written communication skills. Technical report writing. Procurement process and systems, Computer literate. Good interpersonal skills. Good numeracy budgeting and estimating skills, financial administration, Programme and project Management and planning skills, Knowledge and understanding of the Government procurement system, Knowledge and understanding of Project Management. Problem solving, willing to adapt work schedule in accordance with professional requirements.

DUTIES : Manage day-to-day general electrical maintenance project activities, to facilitate effective maintenance project (term contracts), execution in terms of cost, quality and time management on an existing State building. Manage projects cost estimates and monitor maintenance budget. Conduct site inspections to ensure compliance to specifications set out by the Department, ensure compliance with OHSA, assist in the development of building program and conditional surveys in buildings and reporting regularly to management on the progress thereof. Render a coordinated and professional service at all levels regarding the maintenance and management of DPWI clients.

ENQUIRIES : Mr MF Dube Tel No: (031) 3147076 / (082) 698 3774
APPLICATIONS : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr

Pixley Kasem and Samora Machel Streets Durban or email to: RecruitDBN25-05@dpw.gov.za

FOR ATTENTION : Ms NS Nxumalo

POST 31/67 : **CHIEF WORKS MANAGER: BUILDING REF NO: 2025/75**

SALARY : R397 116 per annum
CENTRE : Nelspruit Regional Office
REQUIREMENTS : A three-year tertiary qualification (NQF Level 6) in Building /Civil/ Structural Engineering or Architect with relevant experience OR (N3 plus Trade Test in Plumbing/ Carpentry/ Bricklaying or related field with 3-5 years related technical experience). A valid driver's license is required. Extensive knowledge of Occupational Health and Safety Act and National Building Regulations (i.e SANS 10400 etc) and PFMA. Registration or candidacy with a profession body in the built environment would be advantageous. Good verbal and written communication skills. Computer literacy. Good interpersonal skills. Good budgeting and estimating skills. Project management skills. Knowledge and understanding of the government procurement processes (SCM directives and circulars)

DUTIES : Manage day to day maintenance of state owned buildings. Facilitate effective project execution in terms of cost, quality and time in the state owned properties. Manage project costs and budgets. Conduct site inspections to ensure compliance with specifications set out by the department and laws. Ensure OHSA and regulations compliant. Assist in development of building programs and conduct conditional surveys and report regularly on the progress thereof. Render a coordinated and professional service at all levels regarding the maintenance and management of DPWI clients. Update asset register.

ENQUIRIES : Ms PN Bendlela Tel No: (013) 753 6361
APPLICATIONS : Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit or email to: RecruitNEL25-03@dpw.gov.za

FOR ATTENTION : Mr E Nguyuzza

POST 31/68 : **CHIEF WORKS MANAGER: MECHANICAL REF NO: 2025/76**

SALARY : R397 116 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three-year tertiary qualification (NQF Level 6)/ National Diploma (T/N/S streams) or related, or (N3 plus a passed trade test in the relevant environment, and 3-5 years related technical experience). Valid driver's license. Knowledge: Applicable knowledge of the Occupational Health and Safety Act; National Building Regulations and Building Standards; Technical knowledge of the mechanical environment. Procurement process and systems, Property and facilities management. Skills: Computer literacy, technical report writing, good verbal and written communication, programme and project management, relationship management, negotiation, problem solving, numeracy, financial administration. Personal attributes: Resourceful; creative; ability to communicate at all levels; ability to work under stressful situations; assertive. Willing to adapt work schedule in accordance with office requirements. Willingness to travel and work irregular hours. Committed to designated tasks.

DUTIES : Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services required. Prepare specifications for unplanned maintenance and minor new work. Develop a bill of quantities. Develop proposals on the associated costs. Render an inspection service of work done on new projects and existing structures. Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Analyse and compile relevant project documentation for new and existing structures, through inter alia the following. Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Project sites: Advice and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief

contractors and consultants on projects and certify claims for fees. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance management and development system.

ENQUIRIES : Mr R Majal Tel No: (021) 402 2300
APPLICATIONS : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT25-12@dpw.gov.za

FOR ATTENTION : Ms. C Rossouw

POST 31/69 : **CHIEF WORKS MANAGER: ELECTRICAL REF NO: 2025/77**

SALARY : R397 116 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three-year tertiary qualification (NQF level 6) in the Electrical Engineering discipline with relevant extensive technical experience, OR (N3 plus a passed trade test in the relevant environment, and 3-5 years related technical experience). A valid driver's license. Wire man license will be additional advantage. Ability to plan, organize and manage resources. Computer literacy. Knowledge and understanding of the Public Finance Management Act (PFMA), Occupational Health and Safety Act (OHSA), National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with a professional body will serve as an advantage.

DUTIES : Manage minor projects, unplanned maintenance, building condition surveys and the asset register with reference to Electrical works, do site inspections and reports on leased buildings, assist in site handovers, first and final deliveries including the close out reports, facilitate negotiations with contractors, compile the scopes of work and prepare specifications estimates, ensure all work executed complies with PW 371 standards and specifications, compile technical reports.

ENQUIRIES : Mr. Ailwei Nekhwevha Tel No: (021) 402 2301
APPLICATIONS : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT25-13@dpw.gov.za

FOR ATTENTION : Ms. C Rossouw

POST 31/70 : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2025/78**

SALARY : R325 101 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three-year tertiary qualification (NQF Level 6) in Secretariat Diploma/ Management Assistant, Office Administration, Office /Business Management or related qualifications. Relevant working experience in office administration. The ability to liaise at Senior Management level and ability to work and cope under intense pressure are important prerequisites. Maintain confidentiality and be able to work independently, with minimum supervision. Advanced computer literacy in MS office packages (MS Word, MS Excel and MS PowerPoint). Experience in customer relations and client liaison, in addition, applicants must have the knowledge of budgeting processes and how to apply them. Knowledge of Government Procurement processes will be an added advantage.

DUTIES : Manage the traffic in the office of the Chief Director, efficient and effective Human Resources, Financial administrative support. Perform the duties of the Chief Director User Clerk in the office of incoming and outgoing post. Maintain a filing registry in the office of the Chief Director. Provision stationery and supplies, Maintaining an electronic post register for management of the Chief Director's diary, Schedule meetings and telephone management, Make official travel arrangements for the Chief Director, Assist with the preparation and development of Chief Director's presentations, reports and minutes of

meetings, Arrange official functions for the office of the Chief Director, Assist in the identification and development of training material for the Chief Director and organise training facilities, Responsible for procurement processes within the office of the Chief Director and manage the petty cash, Assist in the development of the MTEF budget for the Chief Director and develop and maintain a monthly commitment register, Ensure the security profile and classification of documentation reports and information related to the office.

ENQUIRIES APPLICATIONS : Ms. K Segole Tel No: (012) 406 1362/Ms. K Manamela Tel No: (012) 406 1776

FOR ATTENTION : Head Office Applications: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or email to: Recruitment25-33@dpw.gov.za

POST 31/71 : **ARTISAN PRODUCTION (GRADE A) ELECTRICAL - WORKSHOPS REF NO: 2025/79**

SALARY CENTRE REQUIREMENTS : R243 597 per annum, (OSD salary package)
 : Kimberly Regional Office
 : Appropriate Trade test Certificate in electrical. Valid driver's license. Knowledge of Occupational Health and Safety Act 85, of 1993 and regulations. Must have General knowledge of Electrical tools, equipment in the workshops. The inherent requirements of the job. It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform maintenance on Government Buildings in relation to Electrical works.

DUTIES : The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to Government buildings. Must be willing to work overtime if required, and compile progress reports on projects and monitor Tradesman Aid and learners. Report directly to Artisan Foreman or Chief Artisan. Must have vast knowledge of Occupational Health and safety Act 85 of 1993. It will be expected of the incumbent to participate in various expeditions including assisting other Regional Office if needs arise.

ENQUIRIES APPLICATIONS : Mr G Maano Tel No: (053) 838 5366
 : Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley or email to: RecruitKIM25-07@dpw.gov.za

FOR ATTENTION : Ms V Tidikwe

POST 31/72 : **ARTISAN: PRODUCTION GRADE A REF NO: 2025/80**

SALARY CENTRE REQUIREMENTS : R243 597 per annum
 : Gqeberha Regional Office
 : Appropriate Trade Test Certificate in Bricklaying and Plastering. A Valid drivers licence. Knowledge of Occupational Health and Safety Act 85, of 1993 and regulations. Must have General knowledge of Bricklaying and Plastering tools and equipment in the workshops. The inherent requirements of the job. It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform maintenance on Government Buildings in relation to Bricklaying and Plastering works.

DUTIES : Produce designs according to client specification and within limits of production capability. Inspect equipment and/or facilities for technical faults; Maintain and repair technical faults related to building, plastering and scaffolding according to standards; Test repair equipment and/or facilities against specifications; Service equipment according to schedule; Quality assure serviced and maintained equipment and/or facilities. Compile and submit reports, provide inputs to the operational plan, keep and maintain job record/register of maintained and repair faults

ENQUIRIES APPLICATIONS : Mr V. R. Maqetuka Tel No: (041) 408 2199
 : Gqeberha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056 or email to: RecruitPE25-05@dpw.gov.za

FOR ATTENTION : Ms P Buwa

POST 31/73 : **ADMINISTRATION CLERK: ORGANISATIONAL DESIGN (OD) AND JOB EVALUATION (JE) REF NO: 2025/81 (X2 POSTS)**

SALARY : R228 321 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A Senior Certificate/Grade 12. Knowledge of Organisational Development services will be an added advantage. Knowledge: Wide range of office administrative tasks; Good telephone etiquette; Computer literacy; Relevant legislations; Basic financial administration Skills Communication (verbal and written); Sound organisational skill; Ability; Interpersonal skills; Office administration and Planning.

DUTIES : Provide clerical and secretarial support for OD and Job Evaluation processes. Manage incoming and outgoing correspondence and maintain accurate records. Maintain and update OD related databases, registers, and statistical reports. Handle routine enquiries. Update the organisational structure as directed. Keep and maintain the filing system for the unit. Draft and type basic letters, memos, and other routine correspondence as needed. Maintain the unit's incoming and outgoing mail/registers. Facilitate the procurement of goods and services for the unit. Coordinate travel and accommodation arrangements for the unit.

ENQUIRIES : Mrs N Silulwane-Mjindi Tel No: (012) 406 1982
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or email to: Recruitment25-34@dpw.gov.za

FOR ATTENTION : Ms NP Mudau

POST 31/74 : **REGISTRY CLERK: SUPPLY CHAIN MANAGEMENT REF NO: 2025/82**

SALARY : R228 321 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A senior certificate/ Grade 12. Knowledge of records/ documents management, a file plan, mail and courier service procedures. Knowledge Information Act (PAIA) and National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management system (EDRMS). Competencies needed: Planning and organizing skills. Communication (verbal and written) Skills. Problem solving skills, Customer care and Client orientation skills. Computer literacy. Liaison skills, Analytical skills, Interpersonal Skills. Telephone etiquette. Good leadership Skills. Attributes: Accurate. Confident, Ability to work under pressure. Ability to work in a team and independently.

DUTIES : Receive mail from Post Office and internal clients. Open, stamp, sort mail and record in the register. Receive parcels delivered by hand and record in the register. Render courier service: package documents, place in envelopes, address envelopes; place them in and outgoing tray and record mail in the mail register. File and retrieve files on-site and off-site storage. Control movement of files and access to files. Index, scanning, faxing. Photocopying. Reload franking machine, register priority mail, receive and date stamp invoices and forward to finance. Register supply of files to officials and maintain register of files opened and make follow up if the file is not returned back to Registry after the due date. Issue reference no according to the approved file plan. Attend to client's enquiries; assist in the absence of the supervisor. Perform any other administrative tasks as requested by the supervisor.

ENQUIRIES : Ms Q. Tom Tel No: (012) 406 2046
APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or Hand delivery at: 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria or email to: RecruitPTA25-08@dpw.gov.za

FOR ATTENTION : Ms K. Tihapane/ Ms MC. Lekganyane

POST 31/75 : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: 2025/83 (X3 POSTS)**
(One (1) position is targeted for persons with disabilities)

SALARY : R228 321 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A senior certificate/ Grade 12. Knowledge of Demonstrative computer literacy (word processing, spreadsheets, presentations); wide range of office management and administration tasks. Advanced communication, basic

numeracy, interpersonal relations and general office administrative and organizational skills. Must be computer literate.

DUTIES : Administrate office correspondence, documents and reports; organise meetings and workshops, and document record thereof; draft and type correspondence and documents; manage the flow of information and documents in the office; manage communication to and from the office. Assist with ordering of material and equipment from suppliers; administer documentation for requisitions and reports; submit invoices for payment. Organise office logistical matters and act as general receptionist; administer placements, work schedules and consolidated leave record of component staff.

ENQUIRIES : Ms Q. Tom Tel No: (012) 406 2046

APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or Hand delivery at: 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria or email to: RecruitPTA25-09@dpw.gov.za

FOR ATTENTION : Ms K. Tlhapane/ Ms MC. Lekganyane

POST 31/76 : **ADMINISTRATIVE CLERK: WORKSHOP REF NO: 2025/84**

SALARY : R228 321 per annum

CENTRE : Pretoria Regional Office

REQUIREMENTS : A Senior Certificate/Grade 12. Knowledge of Public Finance Management Act, Treasury Regulations, Public Service Act, Public Service Regulations and General Office Administration. Have effective verbal and written communication skills. Computer literacy in MS Office. Willing to adapt work schedule in accordance with office requirements.

DUTIES : Register and file new job cards, make follow up on outstanding job cards, monitor the updating of information on job cards, circulation of information on job cards. Settling of queries and problems on job cards; update and provide relevant information on job cards to clients and stakeholders, maintain statistical information, support effective and efficient administration of workshops, ensure continuous adherence to OHSA policies.

ENQUIRIES : Mr. S Kutu Tel No: (012) 310 5993

APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or Hand delivery at: 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria or email to: RecruitPTA25-10@dpw.gov.za

FOR ATTENTION : Ms K. Tlhapane/ Ms MC. Lekganyane

POST 31/77 : **SENIOR ACCOUNTING CLERK: FINANCE (BATCH CONTROLLER) REF NO: 2025/85**

SALARY : R228 321 per annum

CENTRE : Bloemfontein Regional Office

REQUIREMENTS : A Senior Certificate/Grade 12 (A Grade 12/ Senior Certificate with Accounting as a Subject will serve as an added advantage). Knowledge of a financial environment will be advantages. Knowledge of relevant legislation, regulations and policies. Sound interpersonal and communication skills, computer literate, multi-tasked skills, self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility.

DUTIES : Reporting to the State Accountant the incumbent of this position will take responsibility for: The main responsibility of this post relates to the safekeeping and management of documents (Batch Control) including the monitoring and controlling of the adherence to sound accounting and NPDW practices, prescribed policies and regulations in all transactions. Monitor and control all documents relating to the different transversal systems. Ensure correct allocation of expenditure and revenue. Draw financial and other BAS reports in support of the activities of the unit. It could be expected of the incumbent to assist in the budget formulation, compiling of a cash flow budget as well as the monthly reporting. As well as performing duties related to the cashier functions.

ENQUIRIES : Mr. M Mokoena Tel No: (051) 408 7376

APPLICATIONS : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein 9300 or email to: RecruitBLOEM25-04@dpw.gov.za

FOR ATTENTION : Mr D Manus

POST 31/78 : **SENIOR REGISTRY CLERK REF NO: 2025/86**

SALARY : R228 321 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12, plus Knowledge of the National Archives and Records of South Africa Act, No 43 of 1996, as amended. Computer literacy. Ability to identify and arrange different types of records. Ability to work under pressure and take initiative. Knowledge of disposal of records. Proven communication, organizing and interpersonal skills. (Knowledge of Logis and Reapatala systems will be an added advantage).

DUTIES : Manage the more advanced duties of the Registry Clerk. Keep registers, eg for stamps, registered mail, certified mail and others. Handle postal articles. Keep the file index up to date and maintain files. Keep and manage amendments, annual reports and delegations. Updating of the invoice Register for both PMTE and NDPWI.

ENQUIRIES : Mr BH Khanyeza Tel No: (031) 314 7038
APPLICATIONS : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban or email to: RecruitDBN25-06@dpw.gov.za

FOR ATTENTION : Ms NS Nxumalo

POST 31/79 : **SENIOR SECURITY OFFICER: SECURITY MANAGEMENT REF NO: 2025/87**

Key Post Statement: To support the delivery of security services in the Department; manage physical security-related duties, security control room and other security functions within the Chief Directorate.

SALARY : R228 321 per annum
CENTRE : Kimberley Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 and a Grade B (PSIRA) Certificate; Familiarity with security legislation will serve as an advantage. Computer literacy. Ability to work independently, analyse problem areas and initiate corrective measures. Valid driver's licence and the willingness to travel on a regular basis. Good communication skills at all levels. Good writing and analytical skills. Knowledge of security systems will serve as an added advantage.

DUTIES : Assist with the management of the security operations at the Regional Office and all state properties falling within the jurisdiction of the regional office. Render administrative support to the section. Prepare documents for pre-screening and vetting. Assist in the preparation of reports and submissions to Regional Management and other stakeholders. Liaise with NIA, SAPS, SANDF and other stakeholders in the security environment. Conduct security awareness. Assist in any other general duties assigned by the supervisor.

ENQUIRIES : Mr K Balepile Tel No: (053) 838 5330
APPLICATIONS : Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley or email to: RecruitKIM25-08@dpw.gov.za

FOR ATTENTION : Ms V Tidikwe

POST 31/80 : **ADMINISTRATIVE CLERK: MOVABLE ASSETS REF NO: 2025/88**

SALARY : R228 321 per annum
CENTRE : Kimberley Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12. Knowledge of Movable Asset Management Computer literacy. Record keeping skills, communication skills and good interpersonal skills. Knowledge of the following: PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA).

DUTIES : Establish, implement and maintain appropriate systems, Policies and Procurement procedures to ensure effective, efficient and economical management of the Department Assets. Ensure that the Asset Register is maintained and updated daily with all requisitions, movements and disposals. Ensure proper reporting and reconciliation on assets. Co-ordinate annual stocktaking. Conduct inspections on a quarterly basis. Investigate shortages and surpluses and compilation of report findings, internal control and asset management. Responsible for recording transfers, movements, audits and disposal of assets.

ENQUIRIES APPLICATIONS : Ms MF Allen Tel No: (053) 838 5245
 : Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley Or email to: RecruitKIM25-09@dpw.gov.za

FOR ATTENTION : Ms V Tidikwe

POST 31/81 : **ADMINISTRATIVE CLERK: ACQUISITION MANAGEMENT (SCM) REF NO: 2025/89**

SALARY CENTRE REQUIREMENTS : R228 321 per annum
 : Gqeberha Regional Office
 : A Senior Certificate/Grade 12. (A Grade 12/ Senior Certificate with Commercial Subject will serve as an added advantage). Computer literate in Ms Word/Excel. The candidate should be well organized person and should be prepared to work under pressure. Basic knowledge of PFMA and PPPFA and other relevant Supply Chain Management legislation. A valid code 8 driver's license will be an added advantage.

DUTIES : Invite quotation from suppliers according to the relevant stakeholders, keeping and maintain suppliers database, generate orders on Logis, administrate suppliers transversal contract, administrate department cell phones contracts, compile reports in respect of order transactions. Liaise with internal and external clients in respect of suppliers. Ensure compliance of provisioning policies in respect of goods and services. Assist on sport checks of e-class accountability store.

ENQUIRIES APPLICATIONS : Mr. T.E. Matiso Tel No: (041) 408 2007
 : Gqeberha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056 or email to: RecruitPE25-06@dpw.gov.za

FOR ATTENTION : Ms P Buwa

POST 31/82 : **ADMINISTRATION CLERK: CONSTRUCTION PROJECT MANAGEMENT REF NO: 2025/90**

SALARY CENTRE REQUIREMENTS : R228 321 per annum
 : Gqeberha Regional Office
 : A Senior Certificate/Grade 12 certificate. Knowledge of WCS. Knowledge of PFMA, Financial Administration, Budgetary and procurement processes, financial systems, good verbal and written communication skills, good report writing, basic numeracy, office administrative and organizational skills. The ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills and computer literacy are all advantageous.

DUTIES : Effectively and efficiently manage the office to relieve the manager of various administrative and clerical tasks, liaise and interact with other managers, staff and stakeholders and provide support, gain or provide information as and when required, liaise and interact to gain or provide information. Facilitate access to information or referral to appropriate persons, processing of WCS payments for consultants and contractors/suppliers. Effectiveness of transport, travel and accommodation arrangements.

ENQUIRIES APPLICATIONS : Mr. S. L. Jikeka Tel No: (041) 408 2074
 : Gqeberha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056. Or email to: RecruitPE25-07@dpw.gov.za

FOR ATTENTION : Ms P Buwa

POST 31/83 : **REGISTRY CLERK: PROVISIONING AND LOGISTICS REF NO: 2025/91**

SALARY CENTRE REQUIREMENTS : R228 321 per annum
 : Cape Town Regional Office
 : A Senior Certificate/Grade 12. Knowledge and understanding of records/ documents management, mail and courier service procedures. Knowledge of Minimum Information Security Standards (MISS) Act, National Archives Act 43 of 1996, Records Service Act (NARSA) and Promotion to Access Information Act (PAIA). Computer literacy is also recommended. Customer care and client

- orientation skills. Ability to work under pressure and take initiatives. Understanding of financial systems (SAGE and Archibus). Ability to work with sensitive information. Proven communication, organizing and interpersonal skills. Willing to adapt work schedule in accordance with office requirements.
- DUTIES** : The successful candidate will be required to maintain the filing system and records. Manage the flow of files and records, track and traces files and manage sensitive documentation. Render administrative support, serving internal and external clients. Manage the receipt and distribution of documents. Receive, Verify and register invoices on Reapatala System. Drawing or downloading of Reapatala reports and filing thereof (electronically and manually) Uploading of documents on Archibus system. Postage and mailing of departmental documents to various destinations and render Courier service. Perform any other related tasks as per Supervisor's instructions including office duties.
- ENQUIRIES APPLICATIONS** : Lithabile Mgwadleka Tel No: (021) 402 2032
: Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT25-14@dpw.gov.za
- FOR ATTENTION NOTE** : Ms. C Rossouw
: People with disabilities are encouraged to apply.
- POST 31/84** : **ADMIN CLERK: HELP DESK AND COMPLAINTS REF NO: 2025/92**
This post is targeted for people with disabilities only.
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum
: Johannesburg Regional Office
: A Senior Certificate/Grade 12. Knowledge: Office administration, Reapatala, Public Finance Management Act (PFMA), Treasury Regulations, Financial management and administration, State budgetary systems, Financial systems, Archibus and Logis. Skills: numeracy, accounting, organising, interpersonal skills, diplomacy, ability to follow a pro-active and creative problem, solving approach, communication, computer literacy. Personal Attributes: Ability to work under stressful situations, hardworking, and team player.
- DUTIES** : Address enquiries or refer them to the necessary manager. Follow up on outstanding complaints and queries, ensure resolutions of meetings are addressed within established timeframes and administer the Archibus System. Update and maintain electronic and physical records for procurement instructions. Furnish information for reports to internal and external stakeholders. Record, organise, store, capture, update and retrieve correspondence and data. Make photocopies and receive or send facsimiles, distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component. 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. Assist with ordering of material and equipment from suppliers. 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. Arrange travelling and accommodation. Distribute personnel pay slips and ensure that a payroll certificate has been signed and submitted to HR. Maintain a leave register for the component. Plan the diary for the sub-directorate. Book a meeting venue, arrange meetings and confirm attendance with stakeholders. Take minutes and distribute to meeting attendees. Assist with procurement of a service provider for catering where required.
- ENQUIRIES APPLICATIONS** : Mr KC Muthivheli Tel No: (011) 713 6097
: Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017 or email to: RecruitJHB25-04@dpw.gov.za
- FOR ATTENTION** : Mr M Mudau
- POST 31/85** : **SENIOR SECURITY OFFICER: SUPERVISOR REF NO: 2025/93**
- SALARY CENTRE** : R228 321 per annum
: Durban Regional Office

<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12 certificate or equivalent. Security Certificate (A minimum of 1 year study). Grade C PSIRA Certificate. Knowledge of access control procedures, measure for the control and movement of equipment and stores, prescribed security procedure (MISS, NIA, Protection of Information Act etc.) and the authority of security officer under these documents, relevant emergency procedures. Effective communication analytical and numerical skills, organisation and planning, ability to meet deadlines, ability to work in a team, interpersonal skills, problem solving skills, motivational skills, ability to operate equipment and machines. Analytical thinking, ability to work under stressful situations, ability to communicate at all levels, good interpersonal relationship and hard-working and willing to work shifts.
<u>DUTIES</u>	:	Supervise the security functions performed by the security officers/service providers, ensuring adherence department security policies. Allocate duties to security officers/service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Monitor access control to prevent unauthorised entry into buildings and other premises. Authorisation of the equipment, documents and stores into and out of the building or premises. Inspect and report all none functioning of security measures (e.g. X-Ray machines, walk through metal detectors, security lights etc.) Check incidents/occurrence registers. Monitor and Provide support in case of emergencies. Render administrative and related functions, determining rosters, shift schedules and overtime. Monitor performance of employees and determine training needs. Control leave and related personnel matter in line with HR procedures and prescripts. Provide security related services. Administer key control system. Identify risks and threats to the security of the department. Provide information regarding incidents to investigating officer. Monitor and respond to alarm system Ensure that unauthorised persons and dangerous objects do not enter the building or premises. Issue access cards to employees. Verify the validity of access cards. Monitor CCTV in security control room to identify suspicious Activities.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr TE Phungula Tel No: (031) 314 7026
<u>FOR ATTENTION</u>	:	Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban or email to: RecruitDBN25-07@dpw.gov.za Ms NS Nxumalo
<u>POST 31/86</u>	:	<u>SCM CLERK: PROVISIONING AND LOGISTICS REF NO: 2025/94</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Mmabatho Regional Office
<u>DUTIES</u>	:	A Senior Certificate/Grade 12. Knowledge: Interpersonal skills, hardworking, people orientated, ability to work under pressure. Understand Advance SCM Concepts, Procurement Policies, Tender Procedures, Logis Literacy, Financial Systems (LOGIS) (BAS), knowledge of payments, orders, posting. Skills: Organising, and Time management Planning, Problem solving, and report writing, ability to work with sensitive information. Computer Literacy, Communication, General Office Management.
<u>ENQUIRIES APPLICATIONS</u>	:	Render clerical support in the requisition process of goods and services. Generate orders on LOGIS. Compile generic reports in respect of order transactions. Provide support in the process of receiving and distribution of stock as well as stock control. Administer paper work for distribution of goods. Capture invoices from suppliers. Render clerical support to transport and travel services. Receive and process PW21s forms. Capture travel and accommodation arrangements. Render general clerical support services. Maintain good record keeping. Control and maintain equipment and inventory. Support administrative activities.
<u>FOR ATTENTION</u>	:	Mr. P Ndukulu Tel No: (018) 386 5270 Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho, 2735 or Hand Deliver at 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735 or email to: RecruitMBT25-02@dpw.gov.za
<u>POST 31/87</u>	:	<u>DRIVER: LOGISTICAL SERVICES REF NO: 2025/95 (X3 POSTS)</u>
<u>SALARY</u>	:	Mr T. Oagile R163 680 per annum

CENTRE REQUIREMENTS : Head Office (Pretoria)
: A Senior Certificate /Grade 12 and a valid drivers license (code 8 or 10), willing to adapt work schedule in accordance with office requirements. A public drivers permit would be an added advantage. Knowledge: Operation of machinery and tools. Department's procurement process, Occupational Health and Safety Act Skills: effective communication (verbal and written). Interpersonal skills, Time Management skills. Planning of processes. Good customer service. Operation of heavy-duty photocopying machine. Personal attributes: Safety conscious, confidentiality, trustworthy and hardworking. Have ability to work under pressure, establish and maintain harmonious working relationships with co-workers, staff and external clients.

DUTIES : Collect post, parcels and documentation and deliver to specified persons /destinations. Ensure proper control of the movement of documents. Drive departmental officials, clients and visitors as may be requested. Perform inspections on fleet vehicles on a daily basis. Report all damages / services dates to the Transport Officer. Taking vehicles for car wash. Render auxiliary administrative support as required by the Transport Office. The successful candidate will be responsible for the provision of management support service with regards to document requests of heavy-duty bulk photocopying. Procurement of reproduction equipment's and stationery. Manage and control access of the Photocopying room. Ensure protection of information at all times. Ensure that all documents have been neatly bonded and stapled accordingly. Inform clients when documents are ready for collection. Provide bulk shredding and messenger services as requested. Ensure all the equipment are serviced as required. Provide meter readings to suppliers. Provide monthly stats to the supervisor. Perform any other related tasks as per supervisor's instructions including office duties.

ENQUIRIES APPLICATIONS : Ms. MR Masemola Tel No: (012) 406 1785
: Head Office Applications: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or email to: Recruitment25-35@dpw.gov.za

FOR ATTENTION : Ms NP Mudau

POST 31/88 : **DRIVER REF NO: 2025/96**

SALARY CENTRE REQUIREMENTS : R163 680 per annum
: Johannesburg Regional Office
: A Senior Certificate /Grade 12 and a valid driver's license (code 8 or 10). A public drivers permit would be an added advantage. Knowledge of Minimum Information Security Standards (MISS) Act, basic literacy, basic numeracy. Skills: Effective communication (verbal and written), interpersonal relations, planning of work processes, time management, driving skills. Personal Attributes: Hard working, trustworthy, punctuality, accuracy, polite, helpful, honesty and flexibility.

DUTIES : Collect cleaning materials, cleaning machines, and documentation and deliver to specified persons/ destinations. Drive departmental officials and visitors as may be requested. Interact with officials in a professional manner. Receive items and documents for transport and ensure that they are safely transported to their destinations. Complete transport schedule regarding trips travelled. Ensure that all assigned vehicles are clean and maintained and that any need for repairs is outlined and reported. Safely drive assigned office vehicles by following set rules and regulations. Report any accidents, injuries, and vehicle damage. Support Facilities Management related activities.

ENQUIRIES APPLICATIONS : Mr VG Msimango/KC Muthivheli Tel No: (011) 713 625 1097
: Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017 or email to: RecruitJHB25-05@dpw.gov.za

FOR ATTENTION : Mr M Mudau

POST 31/89 : **DRIVER: LOGISTICS & PROVISIONING REF NO: 2025/97**

SALARY CENTRE REQUIREMENTS : R163 680 per annum
: Polokwane Regional Office
: A Senior Certificate/ Grade 12 certificate or equivalent. Valid drivers' license. Possession of PDP shall serve as an added advantage. Ability to read and

- write. Good interpersonal skills. Ability to communicate freely and easily with other employees, clients and the general public.
- DUTIES** : Perform general messenger and delivery services: Collect post, parcels and documentation and deliver to specified persons/destinations, ensure proper control over the movement of documents and face value documents, Collect office consumables. Perform driver-related services: Drive departmental officials, clients and visitors as may be requested, receive items and documents for transport and ensure that they are safely transported to their destinations, complete transport schedule regarding trips travelled. Take proper care of the assigned departmental vehicle: Perform daily inspections on all assigned vehicles, at the beginning of each shift, Provide accurate time records of the departmental vehicle's comings and goings. Render auxiliary administrative support as required-: Support registry related activities. Support operator related activities.
- ENQUIRIES** : Ms MC Mamabolo Tel No: (015) 293 8005
- APPLICATIONS** : Polokwane Regional Office Applications: The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane or email to: RecruitPLK25-03@dpw.gov.za
- FOR ATTENTION** : Mr. NJ Khotsa

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

The Department of Small Business Development is an equal opportunity & affirmative action employer. It is the DSBD's intention to promote representativity (race, gender, youth & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
- CLOSING DATE** : 12 September 2025 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. In the pursuit of diversity and redress and appointment will be in line with the DSBD EE Plan. The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

OTHER POSTS

- POST 31/90** : **OFFICER: BUSINESS INFRASTRUCTURE "REF NO O:BI"**
- SALARY** : R397 116 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma (NQF level 6) in Development Studies /Economics / Commerce / Project Management / Property Development / Business Development or equivalent / related as recognised by SAQA. Bachelor's degree (NQF level 7) in Public Admin / Economics / BCom / Project Management / Property Development / Business Development and valid drivers' licence will be considered an added advantage. Minimum of 1 year experience in Business Administration / Infrastructure / Development Finance / Project Management / Construction / Property Development / Commercial Property / Incentives environment. Training in MS Office packages / Project Management. Have proven competencies: Communication (Written and Verbal), Programme & Project Management, Financial Management, Client orientation and customer focus, Interpersonal skills, Problem solving and analysis and Service Delivery Innovation.
- DUTIES** : Conduct secondary research on existing under-utilised state owned property for possible access by small businesses and identify distressed properties for potential acquisition. Contribute to the review of policies and systems required for improving infrastructure access for all small businesses within the formal and informal sector inclusive of but not limited to: providing inputs into the design of guidelines and standard operating procedures (SOPs) guiding the Business Infrastructure programme, assist in developing database and report on business infrastructure acquisition etc. Identify risks and gaps on mechanisms aimed at improving access to business infrastructure by small businesses, inclusive of but not limited to (MSME hubs, shared infrastructure, repurposed containers, pop-up markets, rehabilitation and occupancy certificates, refurbishment and development). Consolidate directorate's financial and non-financial status and/or project progress reports on support provided to small businesses related to access to infrastructure. Provide secretariat support services during adjudication committee meetings (planning, preparing meeting packs and agenda). Communicate with stakeholders,

- clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions etc.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office
Tel No: (012) 394-5286/43097
- APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment8@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO O:BI"
- POST 31/91** : **OFFICER: RED TAPE REDUCTION "REF NO: O: RTR"**
- SALARY** : R397 116 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma (NQF6) in Economics / Public Administration / Developmental Studies / Social Science / Business Management or equivalent / related as recognised by SAQA. Minimum of 1 year administrative experience in stakeholder consultation environment with specific focus on communication techniques. Training in MS packages, Policy Development and Project Management. Have proven competencies: Communication (written and verbal), Interpersonal skills, Attention to detail and Problem Solving, Project Management, Stakeholder Engagement, Service delivery and innovation, Networking, Programme Design and Delivery and Client orientation and customer focus.
- DUTIES** : Conduct research on impacting factors in support of policy or programme development inclusive of but not limited to: Desktop research, literature review and primary research (research design, survey design, data collection and analysis) Liaise with stakeholders across government to share best practices and collect status updates on red rape reduction initiatives. Provide support and contribute to the development of mechanisms, tools, programmes or improvement of concepts, theories and operational methods for Entrepreneurs and MSMEs inclusive of but not limited to: Development of SOPs, templates, database maintenance etc. Conduct performance monitoring inspections to determine compliance. Communication with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions. Provide general administrative and logistical support to the business unit in respect of minute taking during stakeholder meetings, logistical support during events / workshops / meetings and procurement of goods and services ((catering, venues, etc).
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office
Tel No: (012) 394-5286/43097
- APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: O: RTR"
- POST 31/92** : **JOB ANALYST "REF NO: JA"**
- SALARY** : R397 116 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma (NQF 6) in Behavioural or Social Sciences (e.g. Industrial Psychology) / Management Sciences or equivalent / related as recognised by SAQA. Organisational Design / Work Study / Production Management or related qualifications will be considered an added advantage. Minimum of 2 years' relevant experience in Organisational Design and Work Study or related. Training in Microsoft office packages, Business Process Mapping and Visio, Job Evaluation and PERSAL Establishment would be considered an added advantage. Competencies in: Communication (verbal & Non-Verbal), Creative Thinking, Decision Making, Problem Analysis, Attention to detail and Planning and organising skills.
- DUTIES** : Conduct organisational design investigations. Develop job descriptions. Conduct Job Evaluation inclusive of but not limited to: identifying and

prioritising jobs to be evaluated, job evaluation interviews, grading of jobs. Conduct posts audit and update post information on Persal in line with structure changes. Provide support to the JE panel and serve as a secretariat. Provide general administrative support service to the organisational design business unit. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.

ENQUIRIES

: Enquiries for all advertised posts should be directed to the recruitment office
Tel No: (012) 394-5286/43097

APPLICATIONS

: The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment4@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: REF NO: JA"

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applicants must strictly apply using only the provincial eRecruitment system which is available on www.ecprov.gov.za, or <https://www.ecprov.gov.za> or <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No Cvs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/ CV to: erecruitmentenquiries@ectreasury.gov.za and not as specified, your application will be regarded as lost and not be considered. Refer all application related enquiries to the specified contact person.
- CLOSING DATE** : 12 September 2025
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. 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. Successful candidates will be appointed on a probation period of twelve (12) 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 filling of these posts gender equity and people living with disability will be highly considered. 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). targets of the department will be adhered to. 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 produce a 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. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications received after closing date will not be considered.

OTHER POSTS

- POST 31/93** : **SENIOR STATE LAW ADVISOR: LEGISLATION REF NO: OTP 01/08/2025**
- SALARY** : R1 195 110 per annum (OSD – LP 9), (all-inclusive salary package)
CENTRE : Bhisho
REQUIREMENTS : National Senior certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 8 years' appropriate post qualification litigation/advisory experience. Admission as an Attorney or Advocate. A valid driver's license. A qualification in Legislative Drafting will be an advantage. Key Competencies: Applicants must understand the public service prescripts/laws and its application Sound knowledge of constitutional and administrative law, legislative drafting and advice, knowledge of statutory and case law, regulations, prescripts and policies. Sound administrative skills and computer literacy is also essential. Knowledge and experience in the furnishing of legal advice and opinions, analytical skills, communication skills and legal research. Ability to capacitate government officials on certain laws.
- DUTIES** : Drafting legislation for all client departments; Providing advice and legal opinions to the Office of the Premier and provincial government departments; Conduct the desktop analysis of legislation; Research and analyse constitutional court judgements and concurrent National Legislation to ensure that provincial legislation is aligned with national legislation and complies with the Constitutional Court judgements; Conduct research based on instructions received. Support client departments on policy formulation. Provide input on draft Bills; Render support with analyzing of draft Bills together with the client departments; Support the client departments in the public consultation on the proposed Bills; Support the client departments through the Executive Council processes for approval of the Bills; Assist with the translation of the Bills; Prepare the necessary documents for the submission of the Bills to the Legislature; Assist with the preparation for portfolio committee meetings; Support the legislature in public hearings on Bills. Manage area of responsibility: Supervise and co-ordinate the effective and efficient running and management of the Legislation directorate. Assist in the review of the Legislation directorate's performance and make recommendations to improve the efficiency and effectiveness thereof. Report on the Legislation directorate's information as required by internal and external stakeholders. Co-ordinate the effective and efficient running and management of the Legislation directorate. Develop and implement service delivery improvement programmes. Develop the implementation of the Legislation directorate's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Legislation directorate within set timeframes.
- ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
- POST 31/94** : **ASSISTANT DIRECTOR: WOMEN & GENDER MAINSTREAMING REF NO: OTP 02/08/2025**
- SALARY** : R468 459 – R551 823 per annum (Level 09)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, an NQF Level 6/7 (National Diploma/ bachelor's degree) as recognized by SAQA in BA Social Science or any related field. Minimum three (3) years' experience in development work at supervisory level (SL 7/8). Experience in the mainstreaming of designated groups will be an added advantage. A valid driver's license. Key Competencies: Knowledge of strategy development, management, and monitoring. Knowledge of International conventions, prescripts, policies and frameworks relevant to women & gender mainstreaming.
- DUTIES** : Coordinate the implementation of transformation programmes for women & gender mainstreaming according to functional objectives: Support the implementation of policies and practices that seek to eliminate discriminatory barriers thus promoting access for women to participate and gender equity & equality in the province. Assist the review of departmental policies and programmes, forums, committees, budgets, plans, reports etc. to ensure that gender mainstreaming is embedded in governance and administrative

systems. Assist to monitor and evaluate the impact of transformation programmes for women & gender groups in the province. Assist to develop intervention strategies for state institutions to address identified bottlenecks / challenges for women and gender groups in the province. Assist in developing a report on transformation programmes about women & gender mainstreaming. Implement and coordinate interventions aimed at protecting and promoting human dignity and equality of women & gender groups: Assist in promoting and supporting the Empowerment of women & gender groups by running workshops aimed at raising awareness on women & gender, economic empowerment, rights to life, etc. Support the promotion of advocacy through media and information brochures. Assist in lobbying Chapter 9 and 10 institutions for support on the protection of rights of women & gender groups and create linkages with development partners for resource mobilization. Assist in programmes that encourage the autonomy and independence of women & gender groups by promoting their full participation in economic, social, cultural, civil and political life under conditions of equality. Assist to establish monitoring mechanisms to evaluate initiatives to protect and promote human dignity and equality of women & gender groups. Assist in developing and coordinating the implementation of outreach programmes on women and gender mainstreaming including observing key calendar activities that impact on women & gender. Assist in developing a report on the impact of actions / initiatives to protect and promote the human dignity and equality of women & gender groups. Guide departments in the implementation of policy frameworks and programmes meant to benefit women & gender mainstreaming: Collect data from departmental plans to enable analysing them to establish alignment with policies and frameworks. Assist in advising departments about the analysis' findings that relate to issues affecting women & gender mainstreaming. Assist in coordinating and establishing an accounting platform for state institutions on Provincial gender equity targets & women empowerment status is established annually. Monitor socio-economic inclusion of women & gender in programmes & projects of state institutions: Assist in monitoring the progress made in implementing socio-economic empowerment programmes for women by state institutions. Assist in developing and coordinating the implementation of interventions strategies to address social ills targeted at women & other gender groups. Assist in developing a Report on the socio-economic programmes implemented for women. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

POST 31/95 : **VETTING INVESTIGATOR / OFFICER: PROVINCIAL VETTING SERVICES**
REF NO: OTP 03/08/2025

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : Bhishe
REQUIREMENTS : National Senior Certificate, NQF level 6/7 National Diploma/ Degree in Social Science, Psychology, Security Management or equivalent. A minimum of 1-2 years' experience in Vetting and Information Security Environment SAPS/Defense/SSA Vetting Course would be advantageous. Must have a valid driver's licence and ability to drive.

DUTIES : Receive files and planning vetting investigations process. Conduct quality vetting fieldwork investigations. Analyse information as per norms and standards and draft reports and make recommendations. Assist in creating awareness in the Directorate: Provincial Integrity Management. Establish integrity checking capacity. Maintain the security clearance database. Knowledge of and Skills: Knowledge and understanding in the application of vetting processes. Knowledge and understanding of the Constitution of the Republic of South Africa, 1996, National Strategic Intelligence Act 39 of 1994 as amended by Act 67 of 2002, Minimum Information Security Standards, Public Service Act (Act 103 of 1994), Promotion of Access to Information Act, 2000, Promotion of Administrative Justice Act, 3 of 2000. Protection of Personal Information Act, 2020 (POPIA). Computer literacy and working knowledge of Microsoft Word, Excel and Outlook.

ENQUIRIES

: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

PROVINCIAL TREASURY**APPLICATIONS**

: Applicants must strictly apply using only the provincial Recruitment system which is available on www.ecprov.gov.za, or <https://www.ecprov.gov.za> or <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/ CV to: erecruitmentenquiries@ectreasury.gov.za and not as specified, your application will be regarded as lost and not be considered. Refer all application related enquiries to the specified contact person.

CLOSING DATE
NOTE

: 12 September 2025

: Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. 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. Successful candidates will be appointed on a probation period of twelve (12) 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 filling of these posts gender equity and people living with disability will be highly considered. 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). targets of the department will be adhered to. 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 produce a 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. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications received after closing date will not be considered.

OTHER POSTS

<u>POST 31/96</u>	:	<u>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: PT 1/08/2025</u> Purpose: To render support in Managing of Acquisition Management process in the Department.
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A Degree (NQF level 7 as recognised by SAQA) in Public Administration / Public Management Supply Chain Management coupled with Minimum of 3 years' work experience SCM specifically in Procurement environment at an Officer level (Level 7 or higher).
<u>DUTIES</u>	:	Coordinate, Review and Execute the Bidding Process; Render secretariat services to the Quotations Committee, Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Compile bid documents. Publish tender invitations. Receiving and open bid documents. Coordinate, Review, And Compile the List of Prospective Service Providers for Quotations: Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate the expressions of interest. Compile database of approved suppliers / service providers. Support The Functional operation of the Sub Directorate: Supply Chain Management (Acquisition Management); Give support to the design and development of acquisition management policies processes and procedures. Render assistance with the execution of the acquisition management plan. Reviewing the acquisition management activities by ensuring compliance with SCM prescripts. Manage Area of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager, delegating functions to staff based on individual potential provide the necessary guidance and support and affords staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates. Skills and Competencies: Knowledge and application of the following prescripts. Public Finance Management Act. Supply Chain Management Policies and Practices. Risk Management Policies and Practices. Financial Accounting. Budget preparation. Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others. Diversity Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problem. Networking and Building Bonds. Planning and organising. Problem Solving and Decision-Making. Project Management. Team Leadership. High end IT Skills (Microsoft and related applications). Writing and Presentation skills. Stakeholder management. Researching. Computer literacy.
<u>ENQUIRIES</u>	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za . (NB: for technical glitches only – no CVS).
<u>NOTE</u>	:	EE Target: African Male / Indian Male /Indian Female
<u>POST 31/97</u>	:	<u>ASSISTANT DIRECTOR: PHYSICAL ASSET MANAGEMENT REF NO: PT 2/08/2025</u> Purpose: To render transparent and effective management of physical assets.
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A Degree (NQF level 7 as recognised by SAQA) in BCom in Accounting / commerce majoring in accounting coupled with Minimum of 3 years' work experience Financial / Asset & Inventory Management environment at an Officer level (Level 7 or higher). Skills and Competencies: Knowledge of AM Legislation & Prescripts. Knowledge and application of PFMA. Project Appraisals. Applied Strategic Thinking. Apply Technology. Budget and Financial Management. Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing

others. Diversity Management. Impact and Influence Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds. Planning and organising. Problem Solving and Decision Making. Policy Analysis. Project Management. Team Leadership and Audit Skills.

DUTIES

: Render and Implement Movable and Immovable Asset Management Policy, Norms and Standards; Coordinate the assessments on the extent to which asset management related controls are implemented within departments. Facilitate and implement strategies to address gaps identified by assessment results. Coordinate and evaluate the implementation of these corrective strategies and provide senior management with periodic reports. Facilitate and coordinate in the development and implementation of appropriate asset management policy. Assist in the management, treatment and disclosure of inventories related expenditure in compliance with the relevant guidelines. Facilitate and coordinate the preparation of financial disclosure annexures and notes relating to expenditure on movable and immovable assets. Issue annual circular communicating the submission dates for the U-AMPs and C-AMPs in terms of Section 9 of GIAMA. Facilitate and provide support in the review and implementation of annual provincial GIAMA implementation plan by DRPW. Assist in the revision and submission of draft U-AMPs and C-AMP to National Treasury in conjunction with DRPW. Provide Support In Provincial Departments with Asset Management Capacity Building: Assist in preparation of annual assessments of provincial asset management structures for adequacy and relevance to perform asset management function. Support the identification of training needs and planning for relevant training. Prepare all the necessary documentation for workshops and forums aimed at roll-out of asset management related reforms from National Treasury as well as enhancing provincial best practices sharing amongst practitioners. Facilitate The Development and Maintenance of Policies, Strategies and Systems for Asset and Inventory Management; Coordinate the development of asset and inventory Management policies/procedure manuals and systems. Coordinate the development of Provincial Treasury Practice notes and compliance checklist tools with regards to assets and inventory management. Facilitate the development of procedure guidelines to promote compliance with the reporting standards of Manage that departments and public entities have asset and inventory management policies and/or procedure manuals. Facilitate the development of asset and inventory strategies in line with the service delivery objectives. Facilitate the review of asset and inventory Management policies, procedure manuals, systems, Treasury Practice notes and compliance checklist tools. provide support on safeguarding of assets to departments and entities: monitor the safeguarding of assets against destruction, theft and obsolescence. Monitor that all losses of assets are reported, investigated and finalized. Monitor that departments and entities have functional loss control. provide support to departments on financial management and reporting on assets and inventory; Monitor and support departments and public entities on asset register, trial balance and expenditure reconciliations. Perform reviews of Annual Financial Statements (AFS)/ Interim Financial Statements (IFS) on asset and inventory management of departments and entities. Monitor and support departments and public entities on the development and implementation of audit action plan regarding management on assets and inventory. Provide support on resolving audit findings on non-current and current assets of the provincial departments and public entities. Monitor and support entities on the review of Estimated Useful Life (EUL), residual values (RV) and impairment of PPE (Property, Plant and Equipment). Provide support to departments and entities on the valuation of assets. Provide support to departments and public entities with financial reporting tools for interim and annual financial statements disclosure. provide support to departments and public entities on asset and inventory management strategies operation and maintenance of asset and inventory management: Monitor and support departments and entities on the implementation of life cycle asset management strategies and value for money of assets and inventory. Monitor that departments and entities have asset management plans operational and maintenance. Monitor and support departments and entities to develop and maintain complete and accurate assets and inventory registers. Monitor and support departments and entities on the application of inventory management techniques. Monitor and support departments and entities on asset verification and inventory stocktaking processes. Perform periodic compliance assessments in departments and public entities to establish compliance

relevant legislation. facilitate transparent and economic practices to deal with asset disposal in the provincial administration: Monitor that obsolete, redundant and unserviceable assets are disposed off. Monitor the establishment of disposal committees. Monitor compliance with SCM prescripts on asset disposal. Monitor and support departments and entities on the reconciliation of disposal proceeds. Monitor the maintenance of proper asset registers. Monitor compliance with internal control processes with regard to asset disposals. facilitate the capacitation of asset and inventory management section in the departments and entities: identify asset and inventory management capacity GAPS and coordination strategies to address the capacity GAPS. Facilitate on-the-job training on assets and inventory management. Conduct workshops on policy framework, Treasury Regulations and Accounting Norms and Standards. Facilitate training interventions on assets and inventory management. Provide support to departments and entities with financial reporting tools for interim and annual financial statements disclosures.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: for technical glitches only – no CVs).

NOTE : EE Target: African Male / Indian Male / Indian Female.

POST 31/98 : **ASSISTANT DIRECTOR: MONITORING & REPORTING (SUPPLY CHAIN MANAGEMENT) REF NO: PT 3/08/2025**

Purpose: To render support in the development of SCM governance mechanisms and support compliance enforcement.

Re-advertisement

SALARY : R468 459 per annum (Level 09)

CENTRE : Bhishe

REQUIREMENTS : A Degree (NQF level 7 as recognized by SAQA) in Financial Management or equivalent qualification coupled with Minimum of 3 years' experience in SCM Governance Compliance environment at an Officer level (Level 7 or higher). Valid Driver's Licence is essential.

DUTIES : analyse departmental procurement plans for monitoring: Review departmental procurement plans and identify key procurement activities. Engage the relevant Unit to address significant irregularities in procurement plans and ensure the credibility and alignment of procurement plans with strategic procurement objectives. Compile and maintain a comprehensive monitoring schedule to track departmental procurement implementation. Liaise with departments to clarify procurement priorities and timelines. monitor the implementation of procurement plans in departments: Conduct monthly monitoring of departmental procurement plan implementation. Compile and consolidate status reports for submission to various governance structures on the status of adherence to procurement plans. Provide departments with technical support and interventions to address procurement delays or bottlenecks. Manage the quarterly reporting process on adherence to procurement plans. Provide structured feedback to departments to improve procurement performance and accountability. Identify persistent non-performance or non-adherence issues and escalate to the Deputy Director for further action through the Financial Management Accountability Framework (FMAF). Conduct SCM Compliance Assessments in Departments: Plan and conduct SCM compliance assessments across departments in line with applicable legislation and policies. Compile detailed reports on departmental SCM compliance status, including recommendations to improve controls and enforce legislative compliance. Provide formal feedback to departments on compliance findings and required corrective actions. Monitor and report on the implementation of departmental action plans arising from compliance assessments. Flag repeated or unresolved SCM non-compliance issues for escalation through the Deputy Director in accordance with the FMAF process. Skills and Competencies: In-depth understanding of legislative framework more specifically Supply Chain Management that governs the Public Service. Knowledge and application of National and Provincial Treasury Instruction Notes, Practice Notes and Circulars. Applied Strategic Thinking, Apply Technology. Budget and Financial Management. Communication and Information Management. Continuous Improvement, Citizen Focus and Responsiveness. Developing others. Diversity Management, Impact and Influence. Managing Interpersonal Conflict and Resolving Problems.

		Networking and Building Bonds. Verbal communication and presentation skills. Excellent writing skills. Planning and Organising. Problem Solving and Decision Making, Policy Analysis and Project Management.
<u>ENQUIRIES</u>	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za . (NB: for technical glitches only – no CVs).
<u>NOTE</u>	:	EE Target: African Male / Indian Male / Indian Female
<u>POST 31/99</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ADMINISTRATION & ACCOUNTING REF NO: PT 4/08/2025</u> Purpose: To render provision of Financial Records and Accounting services to the department.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09) Bhisho A Degree (NQF level 7 as recognised by SAQA) in Financial Accounting / Financial Management or equivalent tertiary at NQF L7 with specialization in Financial Accounting. Minimum of 3 years supervisory work experience in Finance / Accounting / Financial Management environment at an Officer level (Level 7 or higher). BAS certificate is essential.
<u>DUTIES</u>	:	Facilitate Clearing, Monitoring and Reconciling Suspense Accounts and Safekeeping of Financial Records; Prepare the reconciliation and clearance of suspense accounts. Check and rectify misallocation on suspense accounts. Supervise the preparation of bank reconciliation. Ensure that payment vouchers and journals are properly filed. Manage verification of payments register. Prepare and process the adjusting journal entries with supporting documentation. Facilitate timeous settlement of inter-departmental debts and liability accounts. prepare monthly, quarterly and annual financial reports; Prepare interim and annual financial statement in terms of the prescribed Annual Financial Statement guidelines. Prepare confirmation of outstanding debts and interdepartmental claims on a monthly basis. Prepare the age analysis of suspense accounts and interdepartmental claims and submit to Provincial Treasury. Manage Area of Responsibility; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegating functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates. Skills And Competencies: Knowledge of Legislative Framework and Policies and Regulations that Governs the Public Services. In-Depth knowledge of the following prescripts. Public Finance Management Act National Treasury Regulations. GRAP, Annual Financial Statement Guidelines. National Treasury Practice Notes. AFS Guidelines, Financial Management Document management. Advanced Microsoft Excel, Word and PowerPoint. In-depth knowledge of Legislative Framework and Policies and Regulations that Governs the Public Services. Financial Management. Document management Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problem. Networking and Building Bonds. Planning and organising.
<u>ENQUIRIES</u>	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za . (NB: For Technical Glitches Only – NO CVs).
<u>NOTE</u>	:	EE Target: African Male / Indian Male / Female
<u>POST 31/100</u>	:	<u>ASSISTANT DIRECTOR: MUNICIPAL SUPPLY CHAIN MANAGEMENT REF NO: PT 5/08/2025</u> Purpose: To enhance, monitor and enforce transparent and effective Municipal Supply Chain Management.
<u>SALARY</u>	:	R468 459 per annum (Level 09)

<u>CENTRE</u>	:	Amathole
<u>REQUIREMENTS</u>	:	A Degree (NQF level 7 as recognised by SAQA) In Supply Chain Management / Law / Commerce. Minimum of 3 years' work experience in Supply Chain Management specifically in monitoring or working in a municipal environment at an Officer level (Level 7 or higher).
<u>DUTIES</u>	:	Monitor, Evaluate and Report on Compliance with supply chain management regulatory framework: review municipal supply chain management policies and report on compliance to regulations. Ensure compliance with the, MFMA and all related SCM frameworks by municipalities. Monitor and evaluate supply management processes and report on compliance with the supply chain management guidelines, framework, and accounting standards. Provide support and advice on supply chain management processes, policies and compliance to regulations. Review and Report on Contract Management; Long- and Short-term Contracts; Irregular Expenditure; Functionality of SCM committees; Deviations; Variations and Contract Extensions. Support, review and Monitor SCM Procurement plans. Monitor; Review Reports on functionality and quality SCM systems and Processes. Provide Advice, Guidance, And Remedial Actions on SCM Issues and Monitor Remedial Actions: Review, provide advice and guidance on the Structuring and functionality of SCM committees. Implement Supply chain management reforms in all the delegated municipalities and to play an oversight role in local government. Set complimentary standards within the parameters as set by National/ Provincial Treasury and the relevant SCM frameworks. Monitor and report on municipal policy outcomes. Access and identify capacity gaps, provide technical assistance and support training initiatives with regard to SCM in all delegated municipalities. Provide assistance and advice on improving the supply chain management function within municipalities. Monitor and report on recommendations and remedial actions to improve supply chain management. Provide inputs and advice into other reports related to supply chain management. Oversee the implementation and maintenance of all transversal SCM policies and procedure manuals in all Municipalities. Participate in the development of all transversal SCM policies, procedure manuals and guidelines. Ensure Compliance with the MFMA And All Related SCM Frameworks by Municipalities: Ensure the implementation and compliance with the operational plan. Ensure the undertaking of site visits in order to assess compliance with SCM Regulations, Policies, etc. Conduct assessment of contractor/supplier performance. Conduct investigation on complaints received from relevant stakeholders. Follow-up on complaints relating to non-compliance and implementation of recommendations arising from assessment report. Provide Technical Assistance and Training with Regard to SCM In All Delegated Municipalities: Report non-compliance with relevant legislations, regulations and other initiatives by designated municipalities to the relevant supervisor. Develop an implementation plan for transversal SCM policies, procedure manuals and guidelines to be implemented at various institutions. Provide advice and guidance regarding the implementation and maintenance of transversal SCM policies, procedure manuals and guidelines. Ensure that transversal SCM Queries or enquiries (ADHOC) are dealt with timeously. Manage Area of Responsibility: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform asset management functions Skills and Competencies: In-depth understanding of legislative framework that governs the Public Service. Risk Management policies and practices. Supply chain management policies and practices. Asset Management policies and practices. Departmental policies and procedures. Understanding local government budgeting, monitoring and reporting system. Understanding of local government financial regulatory framework. Proven knowledge on local government legislation. Knowledge of Policy analysis and developments. Monitoring systems and processes. Budget submission. Accounting Principles. Strategic Capability and Leadership. Programme and Project Management, Budget and Financial Management, Planning and organising, Technical report writing, Negotiation and facilitation, Numeracy, Change Management, Knowledge Management, Information Management, Service Delivery Innovation, Creative thinking, Problem Solving and Analysis, Interpretation of legislation, Project planning and management, Financial Management, Policy analysis and development, People Management and Empowerment, Client

		Orientation and Customer Focus, Communication (verbal & written). Computer Literacy, Extensive strategic planning.
<u>ENQUIRIES</u>	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za . (NB: For Technical Glitches Only – No CVs).
<u>NOTE</u>	:	EE Target: African Male / Indian Male / Indian Female.
<u>POST 31/101</u>	:	<u>ASSISTANT DIRECTOR: MUNICIPAL SUPPLY CHAIN MANAGEMENT REF NO: PT 6/08/2025</u> Purpose: To enhance, monitor and enforce transparent and effective Municipal Supply Chain Management.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09) OR Tambo A Degree (NQF level 7 as recognised by SAQA) In Supply Chain Management / Law / Commerce. Minimum of 3 years' work experience in Supply Chain Management specifically in monitoring or working in a municipal environment at an Officer level (Level 7 or higher).
<u>DUTIES</u>	:	Monitor, evaluate and report on compliance with supply chain management regulatory framework: Review Municipal Supply Chain Management policies and report on compliance to regulations. Ensure compliance with the, MFMA and all related SCM frameworks by municipalities. Monitor and evaluate supply management processes and report on compliance with the supply chain management guidelines, framework, and accounting standards. Provide support and advice on supply chain management processes, policies and compliance to regulations. Review and Report on Contract Management; Long- and Short-term Contracts; Irregular Expenditure; Functionality of SCM committees; Deviations; Variations and Contract Extensions. Support, review and Monitor SCM Procurement plans. Monitor; Review Reports on functionality and quality SCM systems and Processes. Provide Advice, Guidance, And Remedial Actions on SCM Issues and Monitor Remedial Actions: Review, provide advice and guidance on the Structuring and functionality of SCM committees. Implement Supply chain management reforms in all the delegated municipalities and to play an oversight role in local government. Set complimentary standards within the parameters as set by National/Provincial Treasury and the relevant SCM frameworks. Monitor and report on municipal policy outcomes. Access and identify capacity gaps, provide technical assistance and support training initiatives with regard to SCM in all delegated municipalities. Provide assistance and advice on improving the supply chain management function within municipalities. Monitor and report on recommendations and remedial actions to improve supply chain management. Provide inputs and advice into other reports related to supply chain management. Oversee the implementation and maintenance of all transversal SCM policies and procedure manuals in all Municipalities. Participate in the development of all transversal SCM policies, procedure manuals and guidelines. ensure compliance with the MFMA and all related SCM frameworks by municipalities: Ensure the implementation and compliance with the operational plan. Ensure the undertaking of site visits in order to assess compliance with SCM Regulations, Policies, etc. Conduct assessment of contractor/supplier performance. Conduct investigation on complaints received from relevant stakeholders. Follow-up on complaints relating to non-compliance and implementation of recommendations arising from assessment report. provide technical assistance and training with regard to SCM in all delegated municipalities: Report non-compliance with relevant legislations, regulations and other initiatives by designated municipalities to the relevant supervisor. Develop an implementation plan for transversal SCM policies, procedure manuals and guidelines to be implemented at various institutions. Provide advice and guidance regarding the implementation and maintenance of transversal SCM policies, procedure manuals and guidelines. Ensure that transversal SCM Queries or enquiries (ad hoc) are dealt with timeously. manage area of responsibility: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform asset management functions skills and competencies: In-depth understanding of legislative framework that governs the Public Service. Risk Management policies and practices. Supply chain management policies and practices. Asset Management policies and practices.

Departmental policies and procedures. Understanding local government budgeting, monitoring and reporting system. Understanding of local government financial regulatory framework. Proven knowledge on local government legislation. Knowledge of Policy analysis and developments. Monitoring systems and processes. Budget submission. Accounting Principles. Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management, Planning and organising, Technical report writing, Negotiation and facilitation, Numeracy, Change Management, Knowledge Management, Information Management, Service Delivery Innovation, Creative thinking, Problem Solving and Analysis, Interpretation of legislation, Project planning and management, Financial Management, Policy analysis and development, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written). Computer Literacy, Extensive strategic planning.

- ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).
- NOTE** : EE Target: African Male / Indian Male / Indian Female.

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

The Department of Public Works & Infrastructure in the Eastern Cape is an equal opportunity, affirmative action employer. Women, Youth and persons with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to.

- APPLICATIONS** : Applications can be forwarded through via the following option: All applicants may utilise the e-recruitment system which is available on www.ecprov.gov.za or <https://e-recruitment.ecotp.gov.za>
To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: e-recruitment-bhisho@ecdpc.gov.za (NB: For Technical Glitches Only – No CVs). with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). 12 September 2025

CLOSING DATE
NOTE

- : Applications Received After Closing Date Will Not Be Considered. No Faxed Applications Will Be Accepted. Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. 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. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. 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. 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. Employment Equity Targets of the department will be adhered to according to the approved

Departmental Employment Equity Plan. 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 produce a pre-entry Certificate (Nyukela) prior to appointment 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](https://www.thensg.gov.za/training-course/sms-pre-entry-programme). (SMS pre-entry certificate is not requirement for shortlisting is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants are urged to use the E-Recruitment System. To Obtain More Information on Requirements and Functions: visit www.ecprov.gov.za or www.dpsa.gov.za or www.ecdpw.gov.za

OTHER POSTS

<u>POST 31/102</u>	:	<u>HEAD OF BUILDINGS: CAPITAL WORKS REF NO: DPWI 01/08/2025</u>
<u>SALARY</u>	:	R1 099 488 per annum, (OSD)
<u>CENTRE</u>	:	Mount Ayliff
<u>REQUIREMENTS</u>	:	National Senior Certificate, Bachelor's degree NQF Level 7 in Electrical/ Mechanical/ Civil Engineering/ BSC/ Quantity Surveying/ Architecture/ Construction Management with six (6) years' post qualification experience required. Professional Registration with ECSA/SACQSP/SACAP/SACPCMP as an Engineer/Construction Project Manager/Quantity Surveyor/Architect in good standing is compulsory. A valid driver's licence. Knowledge And Skills: Relevant legislation and prescripts. Relevant Departmental policies and procedures. Public Finance Management Act. Public Service Act. Government Programmes. Information Management. Applicable council registration legislation, procedures and conduct. Report writing. Technical skills. Client Focus. Networking. Computer Literacy. Diversity Management. Communication. Negotiation. Presentation. Project Management. Strategic Management. Conflict Resolution. Competencies: Strategic Capability and Leadership. Communication. Client Orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/Quality Management. Decision Making. Knowledge Management. Change management.
<u>DUTIES</u>	:	Manage and monitor implementation of projects for Health/Education/Other Provincial Departments. Manage coordination of Sub IA's. Ensure compliance on Construction standards and quality management. Monitor and set quality standards on training young professionals in the built environment. Manage the allocated resources.
<u>ENQUIRIES</u>	:	Can be directed to Ms O. Mailula Tel No: (039) 254 6795 / Ms N. Gcabi Tel No: (039) 254 6942 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	Preference will be given to White Females.
<u>POST 31/103</u>	:	<u>CONSTRUCTION PROJECT MANAGER: CAPITAL WORKS REF NO: DPWI 02/08/2025</u>
<u>SALARY</u>	:	R879 342 per annum, (OSD)
<u>CENTRE</u>	:	Ggeberha
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Higher Diploma (NQF Level 6) in Built Environment Field with a minimum of 4 years and 6 months' certified experience/ Btech (NQF Level 7) in Built Environment Field with 4 years certified managerial experience/ Honours Degree (NQF Level 8) in Built Environment Field with a minimum of 3 years' experience. A valid driver's license. Compulsory registration with the SACPCMP as Professional Construction Project Manager. Knowledge and Skills: Public Service Regulations, Public Service Act. Departmental service delivery principles, PFMA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Occupational Health & Safety. Provincial Growth and Development Plan for the Eastern Cape All other HR related public sector legislation and procedures.

		Stakeholder and customer relationship management principles. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project Management. Strategic Management. Motivational Skills. Conflict Resolution / Problem Solving Skills. Competencies: Leadership skills. Client management. Analytical skills. Project management. Research and development. Computer literacy. Change management. Knowledge of legal compliance. Technical report writing. Networking. Problem solving and analysis. Solutions-oriented. Planning, Organising and execution. Decision making. Teamwork.
<u>DUTIES</u>	:	Manage and co-ordinate all aspects of projects Guide the project planning. Implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resource needed and assign individual responsibilities; Manage day-to-day operational aspects of a project of scope and effectively apply methodology and enforce project standards to minimize risk on projects. Project Accounting and Financial Management: Report project progress to Head of Buildings-Capital Works; and Manage Project budget and resources; Office Administration: Provide inputs to other professionals with tender administration; Liaise and interact with service providers, client and management; contribute to the human resources allocated related activities; maintain the records management system and the architectural library; and utilize resources allocated effectively. Research and Development: Keep up with new technologies and procedures; research/literature on new developments on projects management technologies; and liaise with relevant bodies/councils on project management
<u>ENQUIRIES</u>	:	Can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za (Preference Will Be Given to Indian Females with Disability)
<u>NOTE</u>	:	
<u>POST 31/104</u>	:	<u>ARCHITECT: INFRASTRUCTURE DELIVERY FOR EDUCATION FACILITIES REF NO: DPWI 03/08/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R761 157 per annum, (OSD) Bhisho National Senior Certificate, Bachelor's Degree (NQF Level 7) in Architecture with three (3) years' post qualification architectural experience required. A valid driver's licence. Compulsory registration with SACAP as a Professional Architect. Competencies: Programme and Project Management. Architectural and Operational Compliance. Architectural Operational Communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Architectural principles. Research and development. Computer-aided engineering applications. Creating high performance culture. Technical consulting. Professional Judgement. Strategic capability and leadership. Problem solving and analysis. Decision making. Team Leadership. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer skills. People Management Planning and organising. Conflict management. Negotiation Skills. Change Management.
<u>DUTIES</u>	:	Perform architectural activities on state-owned or leased buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding architecture; Ensure adherence and compliance to legal, safety and health requirements; Provide architectural advice and technical support in the evaluation of solutions; Ensure the adoption of technical and quality strategies; Develop architectural related policies, methods and practices; Provide solution on non-compliance and failure of designs; Review plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel; and Ensure adherence to the requirements of professional registration. Human capital development: Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; Supervise architectural work and processes; Administer Performance management and development. Office administration and budget planning: Manage resources, prepare and consolidate inputs for

the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement SCM and human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on architecture to improve expertise; Liaise with relevant bodies/councils on architectural-related matters.

ENQUIRIES : Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti Tel No: (040) 602 4272
NOTE : e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
 Preference will be given to youth, African females.

POST 31/105 : **QUANTITY SURVEYOR: TECHNICAL MAINTENANCE SERVICES REF NO: DPWI 04/08/2025**

SALARY : R761 157 per annum, (OSD)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, Bachelor's Degree (NQF Level 7) with three (3) years post qualification quantity surveyor experience is required. A valid driver's licence. Compulsory Registration with SACQSP as a Professional Quantity Surveyor. Knowledge And Skills: Relevant legislation and prescripts. Relevant Departmental policies and procedures. Public Finance Management Act. Public Service Act. Government Programmes. Information Management. Applicable council registration legislation, Competencies: Technical consulting. Professional judgement. Decision making. Team Leadership. Analytical skills. Creativity. Self-Management. People Management. Change Management. Customer Focus and Responsiveness. Financial Management. Research and Development. Technical Report writing.

DUTIES : Perform Quantity survey activities on buildings, structures or facilities. Coordinate professional teams on all aspects regarding Quantity Survey. Ensure adherence to Quantity Survey determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure administration and budget planning. Manage resources, prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement of SCM and personnel. Report on delivery expenditure and service. Research and development. Continuous professional development according to council guidelines. Research/literature studies on quantity surveys to improve expertise. Liaise with relevant bodies/councils on quantity survey related matters.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti Tel No: (040) 602 4272

NOTE : e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
 Preference will be given to youth, African females.

POST 31/106 : **CONTROL WORKS INSPECTOR: ELECTRICAL REF NO: DPWI 05/08/2025**

SALARY : R582 444 per annum
CENTRE : Queenstown
REQUIREMENTS : A National Senior Certificate, National Diploma Electrical (T/N/S streams) or equivalent, or A N3 and passed trade test in the built environment, or Registration as an Engineering Technician, and, A valid driver's license, 3 years' experience at supervisory level Knowledge And Skills: Buildings Regulations, Quality Control of all buildings works, Management of people, risk, change and promotion of teamwork, Management, OHS, Good verbal, writing and communication skills, Conflict Management skills, Computer literacy, Client orientation and customer focus skills, Report writing skills, Self – Management Competencies: Model high standards of performance for self and team, Customer services, Customer Focus, People Management and Empowerment, Problem Analysis and Solving, Self – Management, Manages challenges and opportunities, Computer application, Engineering Management.

DUTIES : Manage and coordinate quality control of new works and maintenance projects, Manage and monitor compliance with the National Building Regulations in inspection of properties, manage contracts and in-house, construction by providing technical advice and guidance in respect of compliance to regulations, legislation and processes, attend meetings and submit reports, Immovable Assets. Monitor SMMES with respect to quality control, Recommend the appointment of clerk of works for each project where SMMES

are appointed, Coordinate resources such that the frequency of inspections is increased on sites where SMMEs are involved, Monitor effectiveness of contractors and SMMEs in all the projects, Manage assistance of EPWP in development of SMMEs, Manage resources, Identify skills development needs and recommend training and development opportunities, Ensure quality control and effective and efficient work flow by Works Inspectors and report on all work allocated, Monitor proper utilization of stores, equipment and expenditure, Administer performance and development system.

ENQUIRIES : Can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
NOTE : Preference will be given to youth, Coloured females.

POST 31/107 : **CONTROL WORKS INSPECTOR: FIRE SAFETY AND PREVENTION REF NO: DPWI 06/08/2025**

SALARY : R582 444 per annum
CENTRE : Queenstown
REQUIREMENTS : A National Senior Certificate, National Diploma in (T/N/S streams) or equivalent, or A N3 and passed trade test in the building environment, or Registration as an Engineering Technician, and A valid driver's license. 3 years at supervisory level Knowledge And Skills: Fire Safety Regulations, Quality Control of all Fire Safety Works, Management of people, risk, change and promotion of teamwork Management, Good verbal, writing and communication skills, Conflict Management skills, Computer literacy, Client orientation and customer focus skills, Report writing skills, Self – Management Competencies: Model high standards of performance for self and team, Customer services, Customer Focus, People Management and Empowerment, Problem Analysis and Solving, Self – Management, Manages challenges and opportunities, Computer application, Fire Safety Engineering Management.

DUTIES : Manage implementation of fire prevention legislations and standards, Manage and monitor compliance with the National Building Regulations in inspection of properties, Manage servicing of fire safety equipment, Manage and identify corrective actions necessary to bring properties into compliance with applicable fire codes, regulations and standards, Manage the activities of contractors and provide professional advice and guidance in respect of compliance to regulations, legislation and processes, Attend meetings and submit reports. Manage fire protection services, manage inspections and testing of newly installed fire protection systems in line with approved designs, conduct fire code compliance, manage rendering of fire education, Conduct awareness on fire safety and handling of fire equipment, manage assistance of EPWP in development of SMMEs, Manage resources, Identify skills development needs and recommend training and development opportunities, Ensure quality control and effective and efficient work flow by Works Inspectors and report on all work allocated, Monitor proper utilization of stores, equipment and expenditure, Administer performance and development system

ENQUIRIES : Can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

NOTE : Preference will be given to youth Indian females

POST 31/108 : **CHIEF ARTISAN: GRADE A MAINTENANCE (X6 POSTS)**

SALARY : R480 261 per annum, (OSD)
CENTRE : **East London:**
 Ref No: DPWI 07/08/2025, (Preference will be given to Indian females)
 Ref No: DPWI 08/08/2025, (Preference will be given youth, White females)
 Ref No: DPWI 09/08/2025, (Preference will be given to Coloured females)
 Ref No: DPWI 10/08/2025, (Preference will be given youth, Coloured females with disability)
 Ref No: DPWI 11/08/2025, (Preference will be given to youth, Indian females with disability)
Mthatha: Ref No: DPWI 12/08/2025, (Preference will be given to Coloured females)

REQUIREMENTS : Appropriate Trade Test Certificate within the built environment with ten (10) years post qualification experience required as an Artisan/Artisan Foreman. A valid driver's licence. Knowledge And Skills: Public Service Regulations, Public Service Act. Project Coordination, Technical Design and Analysis Knowledge, Research and development Competencies: Technical design skills, Analytical

- skills, interpersonal skills, communication skills. problem solving, decision making, Planning & Organizing, Driving skills.
- DUTIES** : Manage technical services. Lead and guide the rendering of technical services in field and workshops. Facilitate and monitor promotion of safety in line with statutory and regulatory requirements. Provide quality assurance services in line with specifications. Manage maintenance of technical services. Manage servicing of all makes of technical equipment and facilities. Maintain the technical infrastructure. Manage and monitor undertaking of daily preventative and maintenance work. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Manage updating of database. Manage human and physical resources. Coach and mentor subordinates. Compile job profiles. Develop work plans. Conduct performance reviews. Identify training needs. Control and monitor expenditure trends.
- ENQUIRIES** : Can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 711 5763
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
- POST 31/109** : **ASSISTANT DIRECTOR: BUDGET CONTROL AND EXPENDITURE REF NO: DPWI 13/08/2025**
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum (Level 09)
: Mount Ayliff
: National Diploma (NQF level 6 as recognized by SAQA) in Financial Management, Internal Auditing, Cost and Management Accounting, Financial Accounting, Financial Information Systems, Management Accounting, Taxation, Accounting & Business Management coupled with a minimum of three (3) years' experience in Budget and Expenditure at Supervisory level 7/8. Certificate in Basic Accounting System (Bas General principles), LOGIS Literacy. Valid driver's license. LOGIS: Payment certificate and Bas: Sundry payment will be an added advantage. Knowledge And Skills: Knowledge of the PFMA, Treasury Regulations etc. Knowledge of BAS and LOGIS. Knowledge of Financial Administration, Budget Examination and Analysis. SCOA. Planning and Organizing, Good inter-personal relation skills, Presentation skills, Computer Literacy, Problem Solving skills, Understanding and application of the following prescripts: Public Finance Management Act, National Treasury Regulations, GRAP, Public Service Regulations, Annual Financial Statement, National Treasury, Practice Notes, Provincial MTEF guidelines, Budget Circulars and Departmental Budget Policies, Microsoft Excel, Word and PowerPoint, Financial and management accounting.
- DUTIES** : Monitor compliance with PFMA from programmes. Monitor, identify and advise programmes on over/under expenditure. Supervise the preparation working paper for implementation of adjustments. Monitor the implementation of virements and shifting's. Monitor and give technical advice on the availability of funds. Compile the consolidation of budget inputs from various Programmes. Prepare the budget in line with the database. Monitor preparation of working paper and workbook before loading. Monitor and ensure payment of suppliers within 30 days. Draw invoice detailed reports. Pre- authorization /final authorization of payments on LOGIS system. Update invoice tracking register (Reapatala). Draw disbursement reports and payments stubs. Facilitate creditor's reconciliation. Compile a risk management profile for the section. Supervise the allocated resources by Maintain high standards ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets practice, and to develop appropriate skills.
- ENQUIRIES** : Can be directed to Ms O. Mailula Tel No: (039) 254 6795 / Ms N. Gcabi Tel No: (039) 254 6942
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
- NOTE** : Preference will be given to youth, African females.

POST 31/110 : **CHIEF WORKS INSPECTOR: FIRE SAFETY AND PREVENTION REF NO: 14/08/2025**

SALARY : R397 116 per annum (Level 08)

CENTRE : Mthatha

REQUIREMENTS : National Senior Certificate, National Diploma NQF level 6 in fire safety/ fire technology (T/N/S streams) or equivalent, N3 and a passed Trade Test in Fire Safety and Prevention with three (3) years' experience as a Works Inspector. A valid driver's license Knowledge and Skills: Fire Safety Regulations, Quality Control of all Fire Safety Works, Management of people, risk, change and promotion of teamwork, good verbal, writing and communication skills, Conflict Management skills, Computer literacy Client orientation and customer focus skills, Report writing skills, Self- Management.

DUTIES : Implement fire prevention regulations and standards. Implement and monitor compliance with the National Building Regulations in inspection of properties. Implement servicing of fire safety equipment. Implement corrective actions necessary to bring properties into compliance with applicable fire codes, regulations and standards. Implement the activities of contractors and provide professional advice and guidance in respect of compliance to regulations, legislation and processes. Implement fire protection Conduct inspections and testing of newly installed fire. Protection systems in line with approved designs. Conduct fire code compliance. Render fire education. Render awareness on fire safety and handling of fire equipment. Assist EPWP in the development of SMMEs. Supervise resources. Identify skills development needs and recommend training and development opportunities. Ensure quality control and effective and efficient workflow by Work Inspectors and report on all work allocated. Monitor proper utilization of stores, equipment and expenditure. Administer performance and development system.

ENQUIRIES : for Mthatha posts: contact Ms. V Potelwa Tel No: (047) 505 2835/Mr M. Bonde Tel No: (047) 505 2767

NOTE : e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

Preference will be given to youth, coloured females.

POST 31/111 : **CHIEF WORKS INSPECTOR: MECHANICAL REF NO: DPWI 15/08/2025**

SALARY : R397 116 per annum (Level 08)

CENTRE : Mount Ayliff

REQUIREMENTS : National Senior Certificate, National Diploma (T/N/S streams) or equivalent, or A N3 and passed trade test in the building environment, or Registration as an Engineering Technician, and A valid driver's license. 3 years' experience as a Works Inspector. Knowledge and Skills: Buildings Regulations, Quality Control of all buildings works, Management of people, risk, change and promotion of teamwork, Management, OHS, Good verbal, writing and communication skills, Conflict Management skills, Computer literacy, Client orientation and customer focus skills, Report writing skills, Self – Management. Competencies: Model high standards of performance for self and team, Customer service, Customer Focus, People Management and Empowerment, Problem Analysis and Solving, Self – Management, Manages challenges and opportunities, Computer application, Engineering Management.

DUTIES : Conduct and supervise quality control of new works and maintenance projects, Supervise and monitor compliance with the National Building Regulations in inspection of properties, Supervise and monitor contracts and in-house construction by providing technical advice and guidance in respect of compliance to regulations, legislation and processes. Attend meetings and submit reports, Conduct condition assessment on government used facilities, Conduct and supervise inspections on DPW used buildings, coordinate condition assessment report with a view of effecting maintenance, Conduct and supervise inspections on client used/leased buildings, coordinate condition assessment report with a view to advise Immovable Assets. Monitor SMMEs with respect to quality control, Recommend the appointment of clerk of works for each project where SMMEs are appointed, Coordinate resources such that the frequency of inspections is increased on sites where SMMEs are involved, Monitor effectiveness of contractors and SMMEs in all the projects, Provide assistance to EPWP in development of SMMEs, Supervise resources, Identify skills development needs and recommend training and development opportunities, Ensure quality control and effective and efficient workflow by

		Works Inspectors and report on all work allocated, monitor proper utilization of stores, equipment and expenditure, Administer performance and development system.
<u>ENQUIRIES</u>	:	Can be directed to Ms O. Mailula Tel No: (039) 254 6795 / Ms N. Gcabi Tel No: (039) 254 6942/ Mr M. Tshwaku Tel No: (051) 611 9800 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
<u>NOTE</u>	:	Preference will be given to youth, African females
<u>POST 31/112</u>	:	<u>ARTISAN FOREMAN: GRADE A: MAINTENANCE (X3 POSTS)</u>
<u>SALARY</u>	:	R382 047 per annum, (OSD)
<u>CETRE</u>	:	Queenstown: Ref No: DPWI 16/08/2025 (X2 Posts), (Preference will be given to Coloured Females and White Males) Umtata: Ref No: 17/08/2025, (Preference will be given to Indian females with disability)
<u>REQUIREMENTS</u>	:	Trade Test Certificate in any Built environment with five (5) years' post qualification experience required as an Artisan. A valid driver's license. Knowledge And Skills: Public Service Regulations, Public Service Act. Project Coordination, Technical Design and Analysis Knowledge, Research and development. Competencies: Technical report writing, Analytical skills, interpersonal skills, communication skills, problem solving, Teamwork, Planning & Organizing, Conflict management. Decision Making.
<u>DUTIES</u>	:	Supervise and produce designs according to client specifications and within limits of production capability. Conduct quality assurance of produced objects, Inspect equipment and / or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and / or facilities against specification. Quality assured serviced and maintained equipment. Update register of maintained and repaired faults. Compile and submit reports, Ensure adherence to safety standards, requirements and regulations. Provide input into operational plans. Supervise and mentor staff. Conduct performance reviews and Identity training needs.
<u>ENQUIRIES</u>	:	Can be directed to Ms. N. Ndawo Tel No: (045) 807 6676 / Ms. S. Nenene Tel No: (045) 807 6677/ Ms V Potelwa Tel No: (047) 505 2835/ Mr M. Bonde Tel No: (047)505 2767 e-recruitment Technical Enquires: erecruitment-bhisho@ecdpcw.gov.za
<u>POST 31/113</u>	:	<u>CHIEF SECURITY OFFICER: FACILITIES AND SECURITY REF NO: DPWI 18/08/2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>SALARY</u>	:	Nelson Mandela Bay
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma NQF Level 6 in Security Management/ Security Risk Management/ Policing with 1–2 years' experience in security management. Registration with PSIRA at Grade: B. A valid driver's license. Knowledge And Skills: Knowledge of the access control procedures, Knowledge of measures of control and movement of equipment & stores, Prescribes security procedures e.g MIS, NISA, Protection of Information Act, Emergency Procedures. Computer Skills. Communication skills, Read and write.
<u>DUTIES</u>	:	Manage and monitor access control to the buildings: Define services that the visitors require, Ensure that visitors are referred to the relevant service delivery point, Check completeness of the admission control registers , Provide admission control documents/cards as required, Ensure that visitors are escorted to relevant employees/venues where required, Ensure that unauthorized persons and dangerous objects do not enter the building/premises, Report breaches and follow-up on incidence. Travel long distances and even beyond normal working hours to ensure compliance by security service providers contracted to the Department. Manage undertaking of building/premises patrols: Ensure that all entrances are locked and unlocked, check water leaks and that taps are closed, Identify and check fire hazards, exposed electrical contacts and other fire hazards, Check lights, switch on and off as required, Check and report suspicious objects and packages, Monitor application of emergency procedures. Ensure maintenance and safe keeping of equipment, documents and stores of the Department Check completeness of registers to control the movement of equipment, stores and documents, Confirm that no equipment, stores and assets of the department leave the building/premises unauthorized, Inspect vehicles

entering and leaving the premises, Analyze gathered information or reports on missing and stolen equipment and stores, Manage handling of documents at points of entry according to classification and the prescript. Ensure maintenance and safe record keeping of registers: Check and verify all recorded incidences in the occurrence book/register, Check and verify all submitted weekly, monthly registers. Facilitation of procurement for security services: Prepare documentation for procurement of service providers. Check and verify accuracy of works orders, time sheets and invoices. Prepare documentation for payment of service providers.

ENQUIRIES : Can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032

NOTE : e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
Preference will be given to youth, white males with disability.

POST 31/114 : **SCM OFFICER: FLEET MANAGEMENT REF NO: DPWI 19/08/2025**

SALARY : R325 101 per annum (Level 07)
CENTRE : East London

REQUIREMENTS : National Senior Certificate, National Diploma NQF Level 6 in Fleet Management/ Financial Management/ Cost and Management Accounting/ Public Management with 1-2 years' experience in Fleet Management Unit. A valid driver's license. Knowledge And Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Computer Literacy Skills, Planning and organisation, Language, Good verbal and written communication skills.

DUTIES : Monitor and evaluate compliance of transport and fleet management legislations: Monitor compliance with transport / fleet legislation and procedure, Monitor regular maintenance and licensing of GG vehicles, Complete of trip authorities is line prescribe policies, Facilitate availability of infrastructure for safe, keeping GG vehicles, Provide required information on transport misuse, Investigation, Ensure proper completion and regular scrutiny of all transport and fleet management records: Development of vehicle inspection tool, Ensure inspection identified defects attended, Ensure of the optimal use of all FML-vehicles, Ensure and adhere to subsidies vehicle policies and Procedures Assist with the implementation of transport legislations: Rendering of transport advice to functionaries regarding transport procedures and policies, Assist with the coordination of the implementation of policy directives for Transport and Fleet Management in the regions, Identification of guidelines and policy gaps and invite inputs from stakeholders, Provide inputs in the development of Provincial Policies, Assist in the development of proactive strategies to prevent transport malpractice's in the department, Perform administrative and related functions: Ensure that reports are done and submitted timeously, Ensure that filing of records is maintained in line with relevant standards Supervise the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-directorate, Manage daily employee performance and ensure timely Performance Assessments of all subordinates, Ensure management, maintenance and safekeeping of assets practice, and to develop appropriate skills.

ENQUIRIES : Can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 711 5763

NOTE : e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
(preference will be given to youth, white males)

POST 31/115 : **SCM OFFICER: DEMAND MANAGEMENT REF NO: DPWI 20/08/2024**

SALARY : R325 101 per annum (Level 07)
CENTRE : Bisho

REQUIREMENTS : National Senior Certificate, National Diploma NQF Level 6 in Supply Chain Management/Public Management/Public Administration/Logistics/Cost & Management Accounting with 1-2 years' relevant experience. A valid Driver's license. Knowledge And Skills: National Treasury prescripts and circulars,

Provincial Treasury Prescripts and Circulars, SCM Delegations, Policies and Prescripts, Public Service Act, Public Service Regulations of 2016, Public Finance Management Act (PFMA), Applicable Legislation and Prescripts, CIBD, BBBEE, PPPFA, Policies and Procedures People Management, Report Writing, Computer Literacy, Negotiation, Communication, Information Management, Presentation Analytical, Budget and Financial Management, Motivational, Conflict Resolution / Problem Solving, KPA'S Render demand management services: Verify correctness and completeness of documents submitted, select service providers on CSD (threshold below R30 000), Verify specifications.

DUTIES : Compile Tender Documents; Check compliance on submitted documents and issue SCMU number, Review tender documents, Place adverts for tenders, maintain tender register and compile monthly reports on bids advertised, Render secretariat duties, receive requests from programs and draft an agenda, inform members for bid specification committee sitting, Review corrections and advertise on relevant media, Attend briefing sessions where applicable and record minutes. Render administrative functions; Open file for each project approved, copy all documents per checklist, Record and submit to Acquisitions, Record requests; Verify supporting documents, Records all request in the incoming register and submit to Acquisitions.

ENQUIRIES : can be directed to Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti Tel No: (040) 602 4272

NOTE : e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
Preference will be given to Youth White Males.

POST 31/116 : **STATE ACCOUNTANT: SALARIES (X2 POSTS)**

SALARY : R325 101 per annum (Level 07)
Mount Ayliff: Ref No: DPWI 21/08/2025, (Preference will be given to Youth, Coloured Females)
Aliwal North: Ref No: DPWI 22/08/2025, (Preference will be given to Youth, Coloured Males with Disability)

REQUIREMENTS : National Senior Certificate, National Diploma NQF level 6 in Financial Management/ Internal Auditing/ Cost and Management Accounting/ Financial Accounting/ Financial Information Systems/ Management Accounting/ Taxation/ Accounting and Financial Planning with 1 - 2 years' experience in salaries. Valid driver's license Knowledge and Skills: Knowledge of the PFMA, Treasury Regulations etc. Knowledge of PERSAL and BAS. Knowledge of Financial Administration, Knowledge of SCOA. Planning and Organizing, Good interpersonal relation skills, Presentation skills, Computer Literacy, Problem Solving skills, Understanding and application of the following prescripts: Public Finance Management Act, National Treasury Regulations, Public Service Regulations, National Treasury, Practice Notes, PERSAL & BAS notices PSCBC Regulations. Provincial MTEF guidelines, Budget Circulars and Departmental Budget Policies, Microsoft Excel, Word and PowerPoint, Financial and management accounting.

DUTIES : Coordinate and facilitate payroll management. Collect and distribute payrolls to pay points Managers. Print from EDD and distribute salary advice to the employees that have no access to emails. Coordinate register of delayed payrolls. Make follow ups on comments made by pay point managers. Print from EDD and Issue IRP 5s to employees who have no access to emails. Coordinate appointment of pay point managers. Perform salary administration support services. Capture salaries, bonuses, salary adjustments and deductions. Capture & approve salary-related payments. File all documents. Clear salary accounts. Clear and reconcile salary related suspense accounts on monthly basis. Clear all PERSAL exceptions on monthly basis before BAS system closure and that PERSAL & BAS expenditure is reconciled and submitted. Reverse and recover all overpayments. Render general administration support services. Report on salary related processes. Assist in compilation of monthly, quarterly and annual reports.

ENQUIRIES : Can be directed to Ms O. Mailula Tel No: (039) 254 6795 / Ms N. Gcabi Tel No: (039) 254 6942/ Mr M. Tshwaku Tel No: (051) 611 9800
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za

- POST 31/117** : **CHIEF REGISTRY CLERK: HUMAN RESOURCE MANAGEMENT REF NO: DPWI 23/08/2025**
- SALARY** : R325 101 per annum (Level 07)
CENTRE : Mount Ayliff
REQUIREMENTS : National Senior Certificate, National Diploma NQF Level 6 in Records Management/ Public Management/ Human Resource Management with 1-2 years' experience in records management/ HR registry environment. A valid driver's license. Knowledge And Skills: Customer service. Relevant Government policies and Directives. Public Service Regularity Framework. Report writing. Negotiation. Interpersonal relations. Communication. Facilitation. Computer literacy. Attention to detail. Presentation. Working in a team. Ability to work under pressure. Ability to work as a team and alone. Ability to handle confidential correspondence. Good communication skills (verbal and written). Competencies: Professional Ethics. Information management. Time management. Programme and project management. Ability to work with limited supervision. Taking initiative. Contribute positively to the core values and ethics of the department.
- DUTIES** : Maintain efficient and effective record keeping and file management. Implement and maintain the electronic records management system. Ensure that the file plan is up to date in line with changes of the department. Keep control over filing to prevent unnecessary duplicates or bulky items from being placed on files. Custody and safe keeping of register of files opened. Destruction register and register authorities. Responsible for closure of records and tracing of records. Dispatching of outgoing items/ correspondence. Direct supervision and in-service training of registry personnel. Ensure proper archiving documents. Ensure that all files comply with NIMR Requirements.
- ENQUIRIES** : Can be directed to Ms O. Mailula Tel No: (039) 254 6795 / Ms N. Gcabi Tel No: (039) 254 6942
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
- NOTE** : (preference will be given to youth, African males with disability)
- POST 31/118** : **WORKS INSPECTOR: TECHNICAL SERVICES: GENERAL BUILDINGS (X2 POSTS)**
- SALARY** : R269 499 per annum (Level 06)
CENTRE : East London: Ref No: DPWI 29/08/2025, (Preference will be given to African females)
Mount Ayliff: Ref No: DPWI 30/08/2025, (Preference will be given to youth, African females)
- REQUIREMENTS** : National Senior Certificate, National Diploma NQF Level 6 in Building, with 1-2 years' experience, or N3 and passed Trade Test in Buildings. Computer literacy and a valid driver's license are compulsory. Knowledge and Skills: Project Coordination, Technical Design and Analysis Knowledge, Research and development.
- DUTIES** : Render a basic inspection service of work done on minor and existing structures on a project basis. Maintain electronic record system of work done and work that was finalized. Analyse and compile relevant documents for work to be done on minor or existing structures. Oversee work of contractors.
- ENQUIRIES** : Can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 7115763
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
- POST 31/119** : **WORKS INSPECTOR: TECHNICAL SERVICES: ELECTRICAL REF NO: DPWI 31/08/2025**
- SALARY** : R269 499 per annum (Level 06)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma NQF Level 6 in Electrical Engineering with 1- 2 years' experience, or N3 and passed Trade Test in Electrical. A valid driver's license. Knowledge And Skills: Buildings Regulations Quality Control of all buildings works. Management of people, risk, change and promotion of teamwork. Management. OHS. Good verbal, writing and communication skills. Conflict Management skills. Computer literacy. Client orientation and customer focus skills.
- DUTIES** : Conduct quality control of new works and maintenance projects. Monitor compliance with the National Building Regulations in inspection of properties.

		Monitor contracts and in-house construction by providing technical advice and guidance in respect of compliance to regulations, legislation and processes. Attend meetings and submit reports. Conduct condition assessment on government used facilities. Conduct inspections on DPW used buildings, compile condition assessment report with a view of effecting maintenance. Conduct inspections on client used/leased buildings, compile condition assessment report. Attend meetings and submit reports. Monitor SMMES with respect to quality control. Conduct increased inspections, as required, on sites where SMMES are involved. Monitor effectiveness of contractors and SMMES in all the projects. Provide assistance to EPWP in development of SMMES. Render administrative functions. Filing and proper maintenance of contracts, minutes and reports. Write and submit reports with all relevant information.
<u>ENQUIRIES</u>	:	Can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 711 5763 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	Preference will be given to African females.
<u>POST 31/120</u>	:	<u>LEGAL ADMIN OFFICER REF NO: DPWI 24/08/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R252 855 per annum, (OSD) Bhisho National Senior Certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). No previous post graduate legal experience is required but will be an added advantage. Knowledge And Skills: Knowledge of the Constitution, PFMA, Civil Procedure, PAJA, PAIA, POPIA, computer literacy, analytical thinking, legal drafting, dispute resolution, negotiation skills, legal research, good verbal and written communication skills, willingness to learn, take initiative and contribute to unit's objectives.
<u>DUTIES</u>	:	Provide legal advice/opinion. Litigation Management including drafting of legal correspondence and general file management. Preparation of instructions to the State Attorneys. Draft, vet and scrutinize various types of agreements/legal instruments such as service level agreements, memoranda of understanding, memoranda of agreement, leases, departmental policies, etc. Display an understanding of drafting legal documents that provide clear motivation/justification for a particular position pertaining to a case, also proposing the approach to be followed to ensure success on the matter. Conduct thorough legal research using established principles to inform case strategies and compliance with legislation, regulations and policy. Display knowledge of interviewing principles for the purposes of determining client's goals and objectives. Suggest possible courses of action during the consultation process, in relation to legal entitlements and client's instruction, and discuss these with the supervisor. Accurately document an consultation and all advice given. Achieve excellence in delivering planned customer service outcomes (i.e service level and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and satisfaction. Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services rendered to clients. Adapt to diverse cultural practices, customs, values and norms to individuals and groups to meet equity requirements, contribute to the transformation of work unit and department. Assist with administrative and reporting tasks and operations of the legal unit. Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and communicate and distribute to different audiences, using a variety of information and ICT communication technologies (i.e, intranet, e-mail, video conferencing, etc.) in order to provide and communicate information effectively. Conduct awareness on root causes leading to litigation and possible mitigation measures. Submit monthly and quarterly reports to the Senior Legal Administration Officer.
<u>ENQUIRIES</u>	:	can be directed to Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti Tel No: (040) 602 4272 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	Preference will be given to youth, Indian males with disability.
<u>POST 31/121</u>	:	<u>ARTISAN CARPENTRY: GRADE A: MAINTENANCE (X4 POSTS)</u>
<u>SALARY</u>	:	R243 597 per annum, (OSD)

<u>CENTRE</u>	:	East London: Ref No: DPWI 25/08/2025, (Preference will be given to African Mount Ayliff: Ref No: DPWI 26/08/2025, (Preference will be given to youth, coloured females) Queenstown: Ref No: DPWI 27/08/2025, (Preference will be given to youth, African females) Mthatha: Ref No: DPWI 28/08/20205, (Preference will be given to coloured females)
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate (Carpentry). A valid driver's license. Experience required as an Apprentice/Learner. Knowledge And Skills: Public Service Regulations, Public Service Act. Project Coordination, Technical Design and Analysis Knowledge, Research and development Competencies: Technical report writing, Analytical skills, interpersonal skills, communication skills. problem solving, Teamwork, Planning & Organizing, Conflict management. Decision making.
<u>DUTIES</u>	:	Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and/ or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specification. Quality assures serviced and maintained equipment. Update register of maintained and repaired faults. Compile and submit reports. Keep and maintain job record. Provide inputs into operational plans. Supervise and mentor staff. Maintain continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043)711 5763/ Ms. S. Nenene Tel No: (045) 807 6677 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 31/122</u>	:	<u>ARTISAN BRICKLAYING: GRADE A MAINTENANCE REF NO: DPWI 32/08/2025</u>
<u>SALARY</u>	:	R243 597 per annum, (OSD)
<u>CENTRE</u>	:	Queenstown
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate (Bricklaying). A valid driver's license. Experience required as an Apprentice/Learner. Knowledge And Skills: Public Service Regulations, Public Service Act, Technical and analysis skills, Self-management, communication skills, problem solving, decision making, Planning & Organizing, Driving skills.
<u>DUTIES</u>	:	Build and repair structures, Build walls, partition, extensions in buildings Install, repair paving works, Pour surface beds, Pour aprons, channels Pour concrete footings, Back-filling, Do topping, Do screeding, Do floating, Do skimming, Do reveals, Do soffits, Inspect facilities for technical faults, Repair facilities according to standards, Compile and submit reports, Provide inputs to the operational plan, Test work done in the facilities against specifications, Service facilities according to schedule, Undertake daily maintenance work, Inspect and monitor quality of the technical work, Keep and maintain job record/register, Supervise and mentor staff.
<u>ENQUIRES</u>	:	Can be directed to Ms. N. Ndawo Tel No: (045) 807 6676 / Ms. S. Nenene Tel No: (045)807 6677 / Ms. S. Gongqa Tel No: (045)087 6706 e-recruitment Technical Enquires: erecruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	Preference will be given to youth, coloured males with disability.
<u>POST 31/123</u>	:	<u>REGISTRY CLERK: CONDITIONS OF SERVICE REF NO: DPWI 32/08/2025</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. No Experience required. Knowledge & Skills: National Archives Act and Record Management Act, Basic Conditions of Employment Act. Batho Pele Principles. Legislative Requirement: Public Service Act and Regulations. Skills: Client Orientation & customer care, Verbal and written Communication. Interpersonal relation Problem solving. Organizing skills.
<u>DUTIES</u>	:	Safe keeping of records; Opening and closing of HR files; Filing of correspondence; Number of folios. Circulate correspondence. Record documents for circulation. Maintain file index (NMIR). Open files according to file index; Regular checking files in terms of file index. Control movement of files: Issue to relevant HR staff; Diarize return of files.

<u>ENQUIRIES</u>	:	can be directed to Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti Tel No: (040) 602 4272
<u>NOTE</u>	:	e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Preference will be given to youth Indian males.
<u>POST 31/124</u>	:	<u>HR CLERK: RECRUITMENT & SELECTION: CORPORATE SERVICES (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05) Bhisho Ref No: DPWI 33/08/2025, (X2 Posts), (Preference will be given to youth, coloured males with disability and youth-coloured males) Mount Ayliff: Ref No: DPWI 34/08/2025, (Preference will be given to youth, African males) Mthatha: RefNo: DPWI 35/08/2025, (Preference will be given to youth, African females with disability)
<u>REQUIREMENTS</u>	:	National Senior Certificate with no experience required. Knowledge & Skills: Basic Conditions of Employment Act. Batho Pele Principles, Interpersonal skills, Problem Solving and Organizing skills. Decision Making and Conflict Resolution skills; Written and Oral Communication skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, MS Excel, MS Outlook and PowerPoint).
<u>DUTIES</u>	:	Human Resource Provisioning Services. Process advertising of positions, recruitment, selection and filling of positions. Process validation of qualifications. Process assumption of duties. Process issuing of letters of appointment contracts. Process confirmation of probation appointments. Process personnel utilization through transfers, translations in rank, promotions and secondments.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4236 / Ms O. Mailula Tel No: (039) 254 6795 / Ms V Potelwa Tel No: (047) 505 2835/e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 31/125</u>	:	<u>SENIOR SECURITY OFFICER: FACILITIES & OPERATIONS MANAGEMENT (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05) Nelson Mandela Bay: Ref No: DPWI 36/08/2025, (Preference will be given to Youth, Coloured Females) Mthatha: Ref No: DPWI 37/08/2025, (Preference will be given to Youth, Coloured Females) Mount Ayliff: Ref No: DPWI 38/08/2025, (Preference will be given to Youth, Coloured Females with Disability)
<u>REQUIREMENTS</u>	:	National Senior certificate, no experience required. Security Certificate, Grade B PSIRA certificate is compulsory. knowledge and skills: Knowledge of the access control procedures, Knowledge of measures of control and movement of equipment & stores, Prescribes security procedures e.g MIS, NISA, Protection of Information Act, Emergency Procedures. Stakeholders Engagement; Financial Management, Policy Implementation, People Management, Process implementation, customer and quality management, problem solving skills, strategic capability and leadership, self-leadership, communication skills, computer skills, planning and organisation skills, programme and project management, negotiation and presentation skills.
<u>DUTIES</u>	:	Perform access control functions: Determine appointments/ or services that visitors require, Contact relevant employee to confirm appointment, or refer visitor to the relevant service delivery point, Complete or ensure that the admission control register is completed, Issue admission control documents/cards as required, Escort /visitors to relevant employees/venues where required, Lock and unlock entrances, Ensure that unauthorized persons and dangerous objects do not enter the building/premises, Follow-up on incidence. Undertake building/premises patrols: Identify and check doors are locked or unlocked as required Check water leaks and that taps are closed, Identify and check fire hazards, exposed electrical contacts and other fire hazards, Check lights, switch on and off as required, Check suspicious objects and packages and report, Apply emergency procedures. Ensure safe keeping of equipment, documents and stores of the Department: Complete registers to control the movement of equipment, stores and documents, Confirm that no equipment, stores and assets of the department leave the building/premises unauthorized, Inspect vehicles entering and leaving the premises, Gather

information and report on missing and stolen equipment and stores, Handle documents at points of entry according to classification and the prescript Maintenance and safe record keeping of registers: Record all incidents in the occurrence book/register, Submit registers weekly, monthly to the relevant person. Ensure monitoring of security guards: Conduct site inspections to monitor posting, compliance to security procedures and protocols. Travel long distances and even beyond normal working hours. Receive time sheets in line with posting from service providers. Submit time sheets to Chief Security Officer for payments.

ENQUIRIES : Can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer at Tel No: (041) 390 9032/ Ms. V Potelwa Tel No: (047) 505 2835/ Mr M. Bonde Tel No: (047) 505 2767 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 31/126 : **REGISTRY CLERK: OFFICE SERVICES: CORPORATE SERVICES REF NO: DPWI 39/08/2025**

SALARY CENTRE : R228 321 per annum (Level 05)
: Mount Ayliff

REQUIREMENTS : Grade 12 or equivalent qualification. No Experience required. Knowledge & Skills: National Archives guide and Record Service, Basic Conditions of Employment Act. Batho Pele Principles. Department Policy occupational health and safety. Public Finance Management Act. Legislative Requirement: COIDA. Public Service Act. PFMA and National Treasury Regulations. Public Service Act. Public Service Regulations. Skills: Verbal and written Communication. Interpersonal relation Problem solving. Organizing skills.

DUTIES : Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management services: Opening and close files according to record classification system. Filing / storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function: Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and / disposal: Electronic scanning files. Sort and packages files for archives and distribution. Compile list of all documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : Can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 711 5763/ Ms O. Mailula Tel No: (039) 254 6795 / Ms N. Gcabi Tel No: (039) 254 6942 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

NOTE : (preference will be given to youth, coloured females)

POST 31/127 : **SCM CLERK: LOGISTICS (X4 POSTS)**

SALARY CENTRE : R228 321 per annum (Level 05)
: East London Ref No: DPWI 40/08/2025 (X3 Posts) (Preference will be given to Youth, African Males, Youth Coloured Females, & African Females)
Mthatha Ref No: DPWI 41/08/2025 (Preference will be given to youth African Males)

REQUIREMENTS : Grade 12 or equivalent qualification. No experience required Knowledge & Skills: Public Service Regulations, 2001 as amended, Public Finance Management Act (PFMA), Constitution of the Republic of South Africa, Act no 108 of 1996, Preferential Procurement Policy Framework Act (PPPFA), Broad-Based black Economic Empowerment (B-BBEE), Public Administration, Public Services Legislation, Management of diversity, Supply Chain Management Framework. Communication, Teamwork, Reliability.

DUTIES : The utilization of LOGIS module to generate Commitment: Authorize requisitions on selection RQAT, Teamwork on approved on Logis and provision advise generated. Render logistical support services: Place orders for goods,

receive goods from supplies, Capture goods in registers databases, Receive request for goods from end users, Maintain goods register, Update and maintain register of suppliers. Reconciling requisition to orders: Ensure that the requisition captured on Procurement Integration, Ensure that information is correctly captured, Ensure that the captured allocations, is according to the Budget (BAS report), Verify if the correct supplier is captured and the approved quotation, Receive and return of Goods and Services: The commitments are kept in the 0-9 file awaiting on delivery, Upon delivery, services are confirmed to be rendered, Receipt and issuing on the Logis system are captured and verified, Documents are recorded on a register, and forward to payments.

ENQUIRIES : Can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 7115763/ Ms. V Potelwa Tel No: (047) 505 2835/ Mr M. Bonde Tel No: (047) 505 2767 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 31/128 : **HR CLERK: CONDITIONS OF SERVICE REF NO: DPWI 42/08/2025**

SALARY : R228 321 per annum (Level 05)
CENTRE : Mount Ayliff
REQUIREMENTS : National Senior Certificate with no experience required. Knowledge And Skills: Basic Conditions of Employment Act. Batho Pele Principles Interpersonal, Problem Solving and organizing skills. Decision Making and Conflict Resolution skills; Written and Oral Communication skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, MS Excel, MS Outlook and PowerPoint).

DUTIES : Execute functions relating to: Conditions of service for DPWI and Public Service staff, e.g. Leave administration. Rendering an exit management service. Render general administrative duties regarding service benefits. General administrative duties.

ENQUIRIES : Can be directed to Ms O. Mailula Tel No: (039) 254 6795/ Ms N. Gcabi Tel No: (039) 254 6942 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

NOTE : Preference will be given to youth, coloured males with disability.

POST 31/129 : **ADMIN CLERK: DISTRICT COORDINATION: EPWP REF NO: DPWI 43/08/2025**

SALARY : R228 321 per annum (Level 05)
CENTRE : Mthatha
REQUIREMENTS : National Senior Certificate. No experience required. Knowledge: Public Finance Management Act (PFMA); Prescripts; DORA, PEPs, Public Service Regulations, BBBEE Act, EPWP Policy, EPWP phase 3 guidelines National Development Plan. Ministerial Determination. Constitution of the Republic of South Africa, Act No.108 of 1996. Occupational Health and Safety Act. Computer literacy skills. Diagnostic skills. Analytical skills. Problem solving skills. Policy development skills.

DUTIES : Office Support-Organize venue for meetings, and bookings. Attend to incoming and outgoing correspondence. Writing of minutes. Liaise with Public bodies regarding general administrative-related issues. Provide support to the secretariat for the functional steering committees in accordance with EPWP norms & standards. Facilitate the Data capturing of DPW&I and Public Bodies in the EPWPRS -Liaise and engage with Municipalities and Public Bodies within the O.R Tambo Region. Verify information for accuracy, compliance, and completeness. Execute the filling system for the unit. Conduct monthly monitoring of information captured versus information in the system. Implementation of Performance Information-Conduct site verification visits to check compliance with EPWP guidelines and information captured in the EPWP RS. Collections of Attendance and Payment Registers Copies, Employment Contracts of Participants. Conduct file verification of DPWI Projects. Check compliance of information and create a compliance template for each project. Create individual files for each EPWP Project. Procurement Service to EPWP Directorate- Facilitate the Shifting of funds and monitor Budget to prevent under- and overspending. Execution of a procurement system for accommodation, venues, stationery, process fuel claims, and other goods and services for the programme. Control of procurement process to ensure that all documentation and signatures are correct. Control and ensure that Incurred Expenditure is kept up to date.

- ENQUIRIES** : for Mthatha posts: contact Ms. V Potelwa Tel No: (047) 505 2835/Mr M. Bonde
Tel No: (047) 505 2767 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
- NOTE** : Preference will be given to youth, Indian males with disability.
- POST 31/130** : **ADMIN CLERK: MAINTENANCE REF NO: DPWI 44/08/2025**
- SALARY** : R228 321 per annum (Level 05)
CENTRE : Qumbu Depot
REQUIREMENTS : National Senior Certificate with no experience required.
DUTIES : Assist in rendering administrative support to the Depot, assist in collating and compilation of depot reports, and ensure the effective flow of information and documents. Assist with the leave management of the Depot to assist the district. Liaise with the District for procurement processes. Ensure safe keeping of all documentation in the office of the Depot.
- ENQUIRIES** : for Mthatha posts: contact Ms. V Potelwa Tel No: (047) 505 2835/Mr M. Bonde
Tel No: (047) 505 2767 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
- NOTE** : Preference will be given to Indian Females with disability.
- POST 31/131** : **DRIVER HEAVY DUTY: MAINTENANCE REF NO: DPWI 44/08/2025**
- SALARY** : R163 680 per annum (Level 03)
CENTRE : Mount Frere Depot
REQUIREMENTS : Abet Level 4 or Grade 10. Grade 12 is an added advantage. Code10/ Code 14/EC drivers' license with valid PDP drivers permit. 2 years' experience in heavy duty vehicles. Knowledge & Skills: Basic knowledge of the legislative framework and processes related to handling vehicles in government Ability to handle conflict. Must be prepared to engage in intensive labour practices. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Good customer skills and competencies. Knowledge of Labour Relations processes. Must be prepared to work shifts which includes, fixed, After hours, night duty, weekends and public holidays. Knowledge of the Batho Pele Principals. Applicants should be prepared to undergo drivers testing and medical surveillance as an inherent job requirement.
- DUTIES** : Execute all authorized transportation trips of staff, records, goods/material to relevant destinations. Check the level and condition of fuel, water, oil and tires every time before driving a vehicle. Complete the vehicle inspection form after checking vehicles for any problems (e.g. dents and scratches) and report dents and scratches on vehicles. Report and complete the accident report when involved in a motor vehicle accident immediately. Report minor and major defects on the vehicle to the supervisor. Responsible for safekeeping of vehicle keys, while vehicles are in use. Responsible for spare wheel, jack and all other tools in vehicle. Ensure that the vehicle is clean and in good condition before handing back the keys at the end of the shift. Report low fuel level to Despatcher at the end of your trip. Always Comply with the Occupational Health and Safety Act prescripts and procedures. Complete vehicle logbook as prescribed by legislation. Attend to enquiries in a professional manner and give guidance and advice. Promote the safekeeping of vehicles from damage. Comply and implement allocated duties to yourself to be executed by your supervisor/manager. Adhere to all legal instructions given to you written or verbally by a senior staff member. Adhere to timelines. Attend meetings and training as approved by the supervisor. Comply with the Performance Management and Development System (PMDS).
- ENQUIRIES** : Can be directed to Ms O. Mailula Tel No: (039) 254 6795 / Ms N. Gcabi Tel No: (039) 254 6942 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
- NOTE** : Preference will be given to African Females.

DEPARTMENT OF SOCIAL DEVELOPMENT

It is the intention of the Department to promote fair representation through the filling of these positions. The candidature from the designated groups, especially women and people with disabilities, will be given preference.

OTHER POSTS

- POST 31/132** : **SOCIAL WORK MANAGER: SOCIAL WELFARE SERVICES GRADE 1 (X2 POSTS)**
- SALARY** : R970 686 – R1 109 877 per annum, all-inclusive remuneration package, (OSD)
Alfred Nzo: District Office, Mount Ayliff Ref No: DSD 01/08/2025
Sarah Baartman: District Office, Makana Ref No: DSD 02/08/2025
- CENTRE REQUIREMENTS** : District Office, Mount Ayliff & Sarah Baartman: District Office, Makana
National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 10 (ten) years appropriate/recognizable experience in Social Work after registration as a Social Worker with the SACSSP, of which 5 years should be at a Social Work Supervisor level in the Developmental Social Welfare Services' space dealing with Services to Older Persons, Persons with Disabilities, HIV & AIDS and Social Relief. A valid South African driver's license. Competence: Strategic Capacity and Leadership, Programme and Project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication and Advanced Computer Literacy. Knowledge and Skills: Expert skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Expert knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments to promote social well-being. The ability and competence to assist and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress, and use resources effectively in cases where expert knowledge is required. The understanding and ability to provide complex social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves. The ability to compile complex reports.
- DUTIES** : Provide a social work service of the highest, most advanced and specialised nature within (a) defined area(s) of specialisation regarding the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Management and support to Developmental Social Welfare Services Programmes in line with the legislation, policies, regulatory framework, norms and standards focusing on the following: Services to Older Persons, Persons with Disabilities, HIV & AIDS and Social Relief. Attend to any other matters that could result in, or stem from, social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilisation of financial resources. Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilisation of human resources. Keep up to date with new developments in the social work and management fields. Plan and ensure that social work research and development are undertaken. Undertake complex social work research. Perform and/or ensure that all the administrative functions required in the unit are performed.
- ENQUIRIES** : **Alfred Nzo**: enquiries may be directed to Mr S Shweni Tel No: (039) 254 0900
Amathole: enquiries may be directed to Ms Z. Habe Tel No: (043) 711 6626
Sarah Baartman: enquiries may be directed to Mr M Sipambo Tel No: (046) 636-1484
e-Recruitment Technical Support: Recruitment@ecdssd.gov.za
- NOTE** : EE: Target: Coloured/White Male with disabilities
- POST 31/133** : **SOCIAL WORK MANAGER: CHILD CARE PROTECTION GRADE 1 REF NO: DSD 03/08/2025**
- SALARY** : R970 686 – R1 109 877 per annum, all-inclusive remuneration package, (OSD)
- CENTRE** : Provincial Office, Bishop

<u>REQUIREMENTS</u>	:	National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker (submitted only when shortlisted). Minimum of 10 (ten) years of appropriate/recognisable experience in Social Work after registration as a Social Worker with the SACSSP, of which 5 years must be at the Social Work Supervisory level and a South African valid driver's license. Competence: Strategic Capacity and Leadership, Programme and project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Knowledge and Skills: Knowledge of Children's Act 38 of 2005, White Paper for Social Welfare Services and Social Service Professions Act, Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of the Public Finance Management Act (PFMA).
<u>DUTIES</u>	:	Develop and ensure the implementation of policies, strategic plans and operational plans. Facilitate the implementation of the Children's Act 38 of 2005. Facilitate compliance with child protection services norms and standards. Manage and coordinate the provision of Child Protection Services. Manage and implement the Child Protection Register. Facilitate capacity building of officials and stakeholders on child protection services. Facilitate the development of Child and Youth Care Centre policies. Manage the registration of Child and Youth Care Centres. Facilitate the development and implementation of programmes in Child and Youth Care Centres. Facilitate compliance of Child and Youth Care Centres with norms and standards. Facilitate and manage intersectoral collaboration with key stakeholders. Coordinate provision of child protection services. Facilitate monitoring of child protection services and Child and Youth Care Centres. Manage financial, administrative and related functions.
<u>ENQUIRIES</u>	:	Mr. Y Singqandu Tel No: (043) 605 5042/59. e-Recruitment Technical Support Recruitment@ecdsc.gov.za
<u>NOTE</u>	:	EE: Target: Coloured/White Male with disabilities
<u>POST 31/134</u>	:	<u>SOCIAL WORK MANAGER: ALTERNATIVE CARE & ADOPTION GRADE 1 REF NO: DSD 04/08/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R970 686 – R1 109 877 per annum, all-inclusive remuneration package, (OSD) Provincial Office, Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker (submitted only when shortlisted). Minimum of 10 (ten) years of appropriate/recognisable experience in Social Work after registration as a Social Worker with the SACSSP, of which 5 years must be at the Social Work Supervisory level and a South African valid driver's license. Competence: Ability to plan, execute, and oversee projects and programmes effectively. Efficient in setting goals, developing strategies, and outlining tasks and schedules to accomplish objectives. Proficient in both verbal and written communication, essential for policy development and stakeholder engagement. Capability to lead, motivate, and manage a team effectively. Expertise in analysing existing policies, developing and formulating new ones to address emerging challenges in alternative care and adoption. Ability to assess the performance of programmes and policies, ensuring they meet set objectives and standards.
<u>DUTIES</u>	:	Develop, formulate, implement, and maintain policies and guidelines pertaining to alternative care and adoption services. Monitor, interpret, and review legislation and policies to ensure they remain relevant and comply with current requirements. Develop proposals to amend or maintain relevant acts and policies and develop new policies where required. Facilitate the development and planning of programmes and interventions to render social work services through efficient, economical, and effective utilisation of financial resources. Coordinate sector activities on alternative care and adoption matters, including liaising with provinces and other stakeholders. Oversee the implementation of alternative care and adoption policies and programmes, ensuring compliance and effectiveness at the provincial level. Research to inform policy and Programme development, staying abreast of new developments in the social work and management fields.
<u>ENQUIRIES</u>	:	Mr. Y Singqandu Tel No: (043) 605 5042/59. e-Recruitment Technical Support Recruitment@ecdsc.gov.za

<u>NOTE</u>	:	EE: Target: Coloured/White Male with disabilities
<u>POST 31/135</u>	:	<u>SOCIAL WORK MANAGER: ALTERNATIVE CARE & ADOPTION GRADE 1 REF NO: DSD 04/08/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R970 686 – R1 109 877 per annum, all-inclusive remuneration package, (OSD) Provincial Office, Bhisho National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker (submitted only when shortlisted). Minimum of 10 (ten) years of appropriate/ recognizable experience in Social Work after registration as a Social Worker with the SACSSP, of which 5 years must be at the Social Work Supervisory level and a South African valid driver's license. Competencies: Ability to plan, execute, and oversee projects and programmes effectively. Efficient in setting goals, developing strategies, and outlining tasks and schedules to accomplish objectives. Proficient in both verbal and written communication, essential for policy development and stakeholder engagement. Capability to lead, motivate, and manage a team effectively. Expertise in analysing existing policies, developing and formulating new ones to address emerging challenges in alternative care and adoption. Ability to assess the performance of programmes and policies, ensuring they meet set objectives and standards.
<u>DUTIES</u>	:	Develop, formulate, implement, and maintain policies and guidelines pertaining to alternative care and adoption services. Monitor, interpret, and review legislation and policies to ensure they remain relevant and comply with current requirements. Develop proposals to amend or maintain relevant acts and policies and develop new policies where required. Facilitate the development and planning of programmes and interventions to render social work services through efficient, economical, and effective utilization of financial resources. Coordinate sector activities on alternative care and adoption matters, including liaising with provinces and other stakeholders. Oversee the implementation of alternative care and adoption policies and programmes, ensuring compliance and effectiveness provincially. Conduct research to inform policy and Programme development, staying abreast of new developments in the social work and management fields.
<u>ENQUIRIES</u>	:	Mr. Y Singqandu Tel No: (043) 605 5042/59. e-Recruitment Technical Support Recruitment@ecdsd.gov.za
<u>NOTE</u>	:	EE: Target: Coloured/White Male with disabilities
<u>POST 31/136</u>	:	<u>SOCIAL WORK MANAGER: FAMILIES GRADE 1 REF NO: DSD 05/08/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R970 686 – R1 109 877 per annum, all-inclusive remuneration package, (OSD) Provincial Office, Bhisho National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker (submitted only when shortlisted). Minimum of 10 (ten) years of appropriate/ recognizable experience in Social Work after registration as a Social Worker with the SACSSP, of which 5 years must be at the Social Work Supervisory level and a South African valid driver's license. Competence: Ability to plan, execute, and oversee projects effectively. Efficient in setting goals, developing strategies, and outlining tasks and schedules to accomplish objectives. Proficient in both verbal and written communication, essential for policy development and stakeholder engagement. Capability to lead, motivate, and manage a team effectively. Expertise in analysing existing policies, developing and formulating new ones to address emerging challenges in Restorative Services/ Care and Support Services. Ability to assess the performance of programmes and policies, ensuring that they meet set objectives and standards.
<u>DUTIES</u>	:	Provide strategic leadership and management in the delivery of social work services focused on the care, support, protection, and development of families. Including overseeing programs related to family preservation, parenting support, and interventions addressing family-related challenges. Manage and coordinate family-focused social work programs, ensuring that they align with national policies and effectively address community needs. Engage with various stakeholders, including government departments, non- governmental organizations, and community groups, to facilitate integrated service delivery. Ensure the effective implementation of policies related to family services,

monitoring compliance and evaluating outcomes. Oversee the efficient utilization of human and financial resources within the family services unit. Develop and implement monitoring and evaluation frameworks to assess the impact of family services programs.

ENQUIRIES : Mr. Y Singqandu Tel No: (043) 605 5042/59. e-Recruitment Technical Support Recruitment@ecdsc.gov.za

NOTE : EE: Target: Coloured/White Male with disabilities

POST 31/137 : **SOCIAL WORK MANAGER: CHILDREN SERVICES. GRADE 1 REF NO: DSD 06/08/2025**

SALARY : R970 686 – R1 109 877 per annum, all-inclusive remuneration package, (OSD)
CENTRE : OR Tambo: District Office, Mthatha
REQUIREMENTS : National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker (submitted only when shortlisted). Minimum of 10 (ten) years appropriate/ recognizable experience in Social Work after registration as a Social Worker with the SACSSP, of which 5 years must have been at Supervisory level in Children Services – Child services programmes. A valid South African driver's license. Competence: Ability to plan, execute, and oversee projects effectively. Efficient in setting goals, developing strategies, and outlining tasks and schedules to accomplish objectives. Proficient in both verbal and written communication, essential for policy development and stakeholder engagement. Capability to lead, motivate, and manage a team effectively. Expertise in analysing existing policies and developing new ones to address emerging challenges in Children's Services. Ability to assess the performance of programmes and policies, ensuring they meet set objectives and standards.

DUTIES : Manage and coordinate child-focused social work programs, ensuring they align with national policies and effectively address community needs. Engage with various stakeholders, including government departments, non-governmental organisations, and community groups, to facilitate integrated service delivery. Ensure the effective implementation of policies related to child services, monitoring compliance and evaluating outcomes. Oversee the efficient utilisation of human and financial resources within the child services unit. Develop and implement monitoring and evaluation frameworks to assess the impact of child services programs.

ENQUIRIES : Or Tambo enquiries may be directed to Ms Z Dlanjwa Tel No: (047) 531 2504. e-Recruitment Technical Support: Recruitment@ecdsc.gov.za

NOTE : EE: Target: Coloured/White Male with disabilities

POST 31/138 : **SOCIAL WORK MANAGER: NPO GRADE 1 REF NO: DSD 07/08/2025**

SALARY : R970 686 – R1 109 877 per annum, all-inclusive remuneration package, (OSD)
CENTRE : Sarah Baartman: District Office, Makanda
REQUIREMENTS : National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker (submitted only when shortlisted). Minimum of 10 (ten) years of appropriate/ recognizable experience in Social Work after registration as a Social Worker with the SACSSP, of which 5 years must be at the Social Work Supervisory level. Extensive experience working within NPO Management. Computer literacy. A valid South African driver's license. Competence: Comprehensive understanding of service delivery programmes (core) of the department. Comprehensive understanding of the NPO Sector and legislations; NPO Act, PFA, PFMA and other relevant legislations. Ability to interact with the sector in all service delivery areas of the department. Understanding of the Transfer Management process in line with the related Policy and Core Service programs. Efficient in setting goals, developing strategies, and outlining tasks and schedules to accomplish objectives. Proficient in both verbal and written communication, essential for policy development and stakeholder engagement.

DUTIES : To ensure that social work services delivered by NPOs are effectively managed, monitored, and aligned with national policies and standards. This includes overseeing the registration, funding, and compliance of NPOs to promote social development and well-being. Manage the registration and compliance processes of NPOs, ensuring adherence to relevant legislation and policies. Oversee the allocation and monitoring of funds to NPOs, ensuring

effective utilization and accountability. Implement and monitor policies related to NPO operations, ensuring they align with national social development goals. Collaborate with various stakeholders, including government departments, NPOs, and community groups, to facilitate integrated service delivery. Develop and implement frameworks to assess the performance and impact of NPOs in delivering social services. Manage the Audit process linked to the Transfer Management process and follow up on Audit conclusions. Support the districts in the disbursement processes.

ENQUIRIES : Sarah Baartman: enquiries may be directed to Mr M Sipambo Tel No: (046) 636-1484. e-Recruitment Technical Support: Recruitment@ecdsd.gov.za
NOTE : EE: Target: Coloured/White Male with disabilities

POST 31/139 : **SOCIAL WORK POLICY MANAGER: SOCIAL RELIEF OF DISTRESS SERVICES GRADE 1 REF NO: DSD 08/08/2025**

SALARY : R970 686 – R1 109 877 per annum, all-inclusive remuneration package, (OSD)
CENTRE : Provincial Office, Bisho
REQUIREMENTS : National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 10 (ten) years of appropriate/recognizable experience in Social Work after registration as a Social Worker with the SACSSP, of which 5 years must be at the Social Work Supervisory level and a South African valid driver's license. Competence: Ability to plan, execute, and oversee projects effectively. Efficient in setting goals, developing strategies, and outlining tasks and schedules to accomplish objectives. Proficient in both verbal and written communication, essential for policy development and stakeholder engagement. Capability to lead, motivate, and manage a team effectively. Expertise in analysing existing policies and developing new ones to address emerging challenges in Communities. Ability to assess the performance of programmes and policies, ensuring they meet set objectives and standards.

DUTIES : To ensure that policies for rendering social work services, particularly those related to social relief of distress, are developed, implemented, and maintained. This includes managing a social work policy unit to ensure that the required legislative policies and procedures are developed through the efficient and effective utilization of human resources. Develop, implement, and maintain social work policies related to social relief. Monitor, interpret, and review legislation, policies, and procedures to determine their relevance and compliance with current requirements. Engage in general consultation with stakeholders and advise subordinates regarding the social work policy to be implemented. Manage a Social Relief of Distress unit, ensuring personnel are recruited and retained within budgetary constraints, and that sound employment relations are maintained. Manage the performance and conduct of subordinates within the Social Relief of Distress Unit. Ensure that subordinates are trained and developed to deliver work of the required standard, including providing mentorship and guidance. Establish, implement, and maintain efficient and effective communication arrangements in the unit. Ensure that subordinates maintain their professional registration as required. develop and manage the business plan of the unit and report on progress as required. Manage the general performance of the unit, including effective and efficient utilisation of the budget allocated for the provision of Social Relief of Distress Services. Keep up to date with new developments in the social work and management fields by studying professional journals and publications.

ENQUIRIES : Mr. Y Singqandu Tel No: (043) 605 5042/59 e-Recruitment Technical Support Recruitment@ecdsd.gov.za

NOTE : EE: Target: Coloured/White Male with disabilities

POST 31/140 : **COMMUNITY DEVELOPMENT MANAGER: SUSTAINABLE LIVELIHOODS GRADE 1 REF NO: DSD 09/08/2025**

SALARY : R970 686 – R1 109 877 per annum, all-inclusive remuneration package, (OSD)
CENTRE : Provincial Office, Bisho
REQUIREMENTS : An appropriate three-year tertiary qualification in Community Development/Social Science/Developmental Studies or a related field. A minimum of 10 years of recognizable experience in Community Development after obtaining the required qualification, of which 5 years must have been at a Supervisory level in Community Development. A valid South African driver's

		license is required. Competence: Extensive understanding of theories and systems in community development, sustainable livelihoods approaches, and relevant legislation and policies. Strong leadership, communication, and organizational skills. Ability to manage resources effectively, conduct complex research, and work collaboratively with various stakeholders.
<u>DUTIES</u>	:	To lead and manage the identification, planning, and implementation of integrated community development programs that promote sustainable livelihoods. This involves collaborating with stakeholders to empower communities through initiatives that enhance economic opportunities and social well-being. Design and oversee community development programs aimed at fostering sustainable livelihoods, ensuring alignment with national policies and community needs. Collaborate with government departments, non-governmental organizations, and community groups to facilitate integrated service delivery and resource mobilization. Ensure the effective application of policies related to sustainable livelihoods, monitoring compliance and evaluating outcomes. Oversee the efficient utilization of human and financial resources within the sustainable livelihood unit. Develop and implement frameworks to assess the impact of sustainable livelihoods programs, making data-driven adjustments as necessary.
<u>ENQUIRIES</u>	:	Mr. Y Singqandu Tel No: (043) 605 5042/59. e-Recruitment Technical Support Recruitment@ecdsc.gov.za
<u>NOTE</u>	:	EE: Target: Coloured/White Male with disabilities
<u>POST 31/141</u>	:	<u>COMMUNITY DEVELOPMENT MANAGER: WOMEN DEVELOPMENT GRADE 1 REF NO: DSD 10/08/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R970 686 – R1 109 877 per annum, all-inclusive remuneration package, (OSD) Provincial Office, Bisho
	:	An appropriate three-year tertiary qualification in Community Development/Social Science/Developmental Studies or a related field. A minimum of 10 years of recognizable experience in Community Development after obtaining the required qualification, of which 5 years must have been at a Supervisory level in Community Development. A valid South African driver's license is required. Competence: Extensive understanding of legislation and policies governing women's development, including gender equality frameworks. strong leadership, communication, and organizational skills. Ability to manage resources effectively and work collaboratively with various stakeholders.
<u>DUTIES</u>	:	To manage the identification, planning, and implementation of integrated and transformative social development programs aimed at empowering women. This includes facilitating partnerships with key stakeholders to promote gender equality and sustainable livelihoods. Oversee the delivery of women-focused community development programs, ensuring alignment with national policies and effective community impact. Engage with various stakeholders, including government departments, non-governmental organizations, and community groups, to facilitate integrated service delivery. Ensure the effective implementation of policies related to women's development, monitoring compliance and evaluating outcomes. Oversee the efficient utilization of human and financial resources within the women's development unit. Develop and implement monitoring and evaluation frameworks to assess the impact of women's development programs.
<u>ENQUIRIES</u>	:	Mr. Y Singqandu Tel No: (043) 605 5042/59. e-Recruitment Technical Support Recruitment@ecdsc.gov.za
<u>NOTE</u>	:	EE: Target: Coloured/White Male with disabilities
<u>POST 31/142</u>	:	<u>COMMUNITY DEVELOPMENT MANAGER GRADE 1 (X2 POSTS)</u>
<u>SALARY</u>	:	R970 686 – R1 109 877 per annum, (OSD), all-inclusive remuneration package OR Tambo: District Office, Mthatha Ref No: DSD 11/08/2025 Alfred Nzo: District Office, Mount Ayliff Ref No: DSD 12/08/2025
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo: District Office, Mthatha & Alfred Nzo: District Office, Mount Ayliff An appropriate three-year tertiary qualification in Community Development/Social Science/Developmental Studies or a related field. A minimum of 10 years of recognizable experience in Community Development after obtaining the required qualification, of which 5 years must have been at a Supervisory level in Community Development. A valid South African driver's license is required. Competence: Extensive understanding of theories and

		systems in community development, including knowledge of individual and group behaviour, community dynamics, and current legislation. Strong leadership, communication, and organizational skills. Ability to manage resources effectively and work collaboratively with various stakeholders.
<u>DUTIES</u>	:	To manage the identification, planning, and implementation of integrated and transformative social development programs delivered by the unit or sub-directorate in partnership with key stakeholders. The aim is to empower human and social capital through a community development approach towards sustainable livelihoods. Oversee the delivery of community development programs, ensuring they align with national policies and effectively address community needs. Engage with various stakeholders, including government departments, non-governmental organizations, and community groups, to facilitate integrated service delivery. Ensure the effective implementation of policies related to community development, monitoring compliance and evaluating outcomes. Oversee the efficient utilization of human and financial resources within the community development unit. Develop and implement monitoring and evaluation frameworks to assess the impact of community development programs.
<u>ENQUIRIES</u>	:	OR Tambo: enquiries may be directed to Ms Z Dlanjwa, Tel No: (047) 531 2504 Alfred Nzo: enquiries may be directed to Mr S Shweni Tel No: (039) 254 0900 e-Recruitment Technical Support: Recruitment@ecdsd.gov.za
<u>NOTE</u>	:	EE: Target: Coloured/White Male with disabilities
<u>POST 31/143</u>	:	<u>PSYCHOLOGIST GRADE 1 REF NO: DSD 13/08/2025</u>
<u>SALARY</u>	:	R872 709 – R957 300 per annum, all-inclusive remuneration package, (OSD)
<u>CENTRE</u>	:	NMM: Ernest Malgas Treatment Centre, New Brighton
<u>REQUIREMENTS</u>	:	Master's degree in psychology (Clinical) recognised by SAQA. Registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist in the relevant category. Current Annual Practicing Certificate with the HPCSA. Competence: Knowledge of legislation and policies relevant to the practice of Psychology in the public sector (Mental Health Care Act 17 of 2002, Prevention and Treatment of Substance Abuse Act 70 of 2008, Children's Act 38 of 2005 and relevant Amendments, etc.). Expertise in clinical psychology intervention. Understanding of multi-disciplinary approaches to service delivery. Knowledge of psychometric assessments and therapeutic interventions. Excellent report-writing, case management, and counselling skills. Ability to work with vulnerable groups. Strong communication and interpersonal skills. Computer literacy.
<u>DUTIES</u>	:	Conduct psychological assessments, diagnostics, and interventions for clients of the Department (children, families, adults). Provide therapeutic services (individual, group, family therapy) for clients referred. Undertaking psychometric testing where required.
<u>ENQUIRIES</u>	:	NMM: Enquiries may be directed to Ms L. Thompson Tel No: (041) 406-5899 e-Recruitment Technical Support: Recruitment@ecdsd.gov.za
<u>NOTE</u>	:	EE: Target: Coloured /White Male with disabilities
<u>POST 31/144</u>	:	<u>CHIEF PROFESSIONAL NURSE GRADE 1 REF NO: DSD 14/08/2025</u>
<u>SALARY</u>	:	R549 192 – R629 121 per annum, (OSD)
<u>CENTRE</u>	:	BCM: Silver Crown Old Age Home, East London
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council (SANC) in terms of Government Notice 425 (i.e., diploma/degree in Nursing — equivalent to NQF Level 6/7). A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC. Current annual registration with SANC. Competence: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good knowledge of public service policies, clinical guidelines, and quality assurance practices. Ability to develop and implement nursing care standards. Excellent understanding of infection prevention and control, occupational health, and patient safety. Good communication and interpersonal skills. Supervisory and leadership skills. Computer literacy is an advantage.
<u>DUTIES</u>	:	Provide comprehensive, quality, and specialized nursing care in accordance with the scope of practice and nursing standards. Implement nursing care interventions based on the assessed needs of individuals, groups, and communities. Ensure adherence to clinical protocols, infection prevention, and

patient safety guidelines. Ensure compliance with National Core Standards, Batho Pele Principles, and Quality Assurance standards. Monitor and evaluate the implementation of quality improvement initiatives. Participate in clinical audits and manage identified gaps. Maintain accurate nursing records and ensure proper reporting and documentation. Monitor and manage the utilization of human, financial, and physical resources in the unit. Participate in budget planning and ensure optimal use of allocated resources.

ENQUIRIES : BCM: enquiries may be directed to Ms P. Gqabantshi Tel No: (043) 705-5675. e-Recruitment Technical Support: Recruitment@ecdsc.gov.za

NOTE : EE: Target: Indian/White Male with disabilities

POST 31/145 : **SOCIAL WORK SUPERVISOR GRADE 1 (X6 POSTS)**

SALARY : R477 564 – R561 378 annum, (OSD)
 Sarah Baartman: Steytlerville Service Delivery Centre Ref No: DSD 15/08/2025
 Chris Hani: Enoch Mgijima, Queenstown Ref No: DSD 16/08/2025
 Chris Hani: Intsika Yethu, Cofimvaba Ref No: DSD 17/08/2025
 BCM: Bisho CYCC Ref No: DSD 18/08/2025
 BCM: King Williams Town LSO Ref No: DSD 19/08/2025
 Alfred Nzo: Ntabankulu Ref No: DSD 20/08/2025

REQUIREMENTS : National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 7 (seven) years of appropriate experience in Social Work after registration as a Social Worker with the SACSSP. A valid South African driver's license. Competence: Communication: Must demonstrate effective communication at all levels, be able to adapt content according to the recipient and compile complex reports. Teamwork and collaboration: Must be able to manage and work effectively within teams, including social work teams, multi-disciplinary teams and multi-sectoral teams. Valuing Diversity: Must be able to manage and work effectively at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Planning and organizing: Must be able to plan, organize and prioritize own work and work of the work unit/ group and to ensure proper social services. Computer literacy: Must demonstrate basic computer literacy as a support tool to enhance service delivery. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice. Trustworthiness: Must be able to build a positive relationship of trust with all stakeholders. Problem solving: Must be able to solve problems and apply critical thinking.

DUTIES : Understanding social dynamics: Must ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Understanding human behaviour and social systems: Must have knowledge and understanding of more complex and advanced human behaviour and social systems. Social work Intervention: Must ensure that supervisees intervene efficiently and effectively at points where people interact with their environments in order to promote social well-being. Social empowerment: Must ensure that supervisees assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate problems.

ENQUIRIES : **Sarah Baartman:** enquiries may be directed to Mr M Sipambo Tel No: (046) 636-1484
OR Tambo: Enquiries may be directed to Ms Z Dlanjwa Tel No: (047) 531 2504
Chris Hani: enquiries may be directed to Ms Mzinjana Tel No: (045) 8083709
BCM: enquiries may be directed to Ms P. Gqabantshi Tel No: (043) 705-5675
Joe Gqabi: Enquiries may be directed to Ms N. Duba Tel No: (051) 633-1616
Alfred Nzo: Enquiries may be directed to Mr S Shweni Tel No: (039) 254 0900
 e-Recruitment Technical Support: Recruitment@ecdsc.gov.za

NOTE : EE: Target: Coloured/White Male with disabilities

POST 31/146 : **COMMUNITY DEVELOPMENT SUPERVISOR GRADE 1 (X2 POSTS)**

SALARY : R453 201 – R514 470 per annum, (OSD)
CENTRE : BCM: Zwelitsha LSO Ref No: DSD 21/08/2025
 Amathole: Mbashe LSO, Dutywa Ref No: DSD 22/08/2025

<u>REQUIREMENTS</u>	:	National Senior Certificate plus an appropriate three-year tertiary qualification in Community Development, Development Studies, Social Work, Sociology, Public Administration or equivalent qualification recognised by SAQA. A minimum of 7 years' recognizable experience in Community Development after obtaining the required qualification. A valid South African driver's license. Competence: Financial management: Must be able to make inputs on the budget of the work unit. Communication: Must demonstrate effective communication with various stakeholders and be able to write clear documentation, including reports. Problem solving: Must be able to analyse situations and solve problems. Computer literacy: Must demonstrate basic computer literacy. Planning and organizing: Must be able to plan and organize own work and the work of others. Conflict management: Must be able to handle conflict situations and help others to work through conflicts and find solutions. Trustworthiness: Must have ethical and moral conduct. Developing others: Must be able to mentor, coach and provide continuous support, be able to build a positive relationship of trust with the community and colleagues. Ethics: Must be able to display good guidance and advice to community development practitioners. People management: Must be able to manage the performance and conduct of others. Understanding principles: Must understand and be able to apply the principles applied in community work. Project management: Must be able to plan and manage projects to deliver on time, within cost and at the required quality level. Continuous improvement: Must keep up to date with new developments in the community development field to enhance service delivery. Computer literacy will be an added advantage.
<u>DUTIES</u>	:	Understanding community development programs: Must be able to supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Knowledge of human behaviour and social systems: Must have knowledge and understanding of human behaviour and social systems. Understanding community dynamics: Must have knowledge and understanding of the inter-relations within community structures, dynamics of the community and current legislation to enable interventions. Networking and establishing partnerships: Must ensure that there is communication and coordination with all relevant role players, internal and external (e.g. in departments/provinces, NGOs, local community structures. Community development research: Must be able to conduct research relating to community development work. Managing community projects: Must be able to manage and coordinate community development projects. Understanding community development legislation: Must be able to implement policies and legislation related to community development.
<u>ENQUIRIES</u>	:	Sarah Baartman enquiries may be directed to Mr M Sipambo Tel No: (046) 636-1484 BCM: enquiries may be directed to Ms P. Kula Tel No: (043) 705-5675 Amathole Enquiries may be directed to Ms Z. Habe Tel No: (043) 711 6626 e-Recruitment Technical Support: Recruitment@ecdsd.gov.za
<u>NOTE</u>	:	EE: Target: Coloured/White Male with disabilities
<u>POST 31/147</u>	:	<u>SOCIAL WORKER GRADE 1 (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R325 200 – R382 374 per annum, (OSD) Amathole, Peddie LSO Ref No: DSD 23/07/2025 NMM: Walmer LSO Ref No: DSD 24/08/2025 NMM: Uitenhage Ref No: DSD 25/08/2025 OR Tambo: Flagstaff SDP Ref No: DSD 26/08/2025 OR Tambo: Tsolo SDP Ref No: DSD 27/08/2025
<u>REQUIREMENTS</u>	:	National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker must be submitted on the interview day. A valid driver's license is a prerequisite; however, successful candidates who are not in possession of a driver's license will be required to submit proof within six (6) months from the date of assumption of duty. Competence: Communication: Must be able to exchange information in a clear and concise manner with clients and supervisors, including report writing. Teamwork and collaboration: Must be able to work effectively within teams, including social work teams and multidisciplinary teams. Valuing diversity: Must be able to work effectively, cooperatively, and amicably with persons of diverse intellectual, cultural, racial or religious differences. Planning and organizing: Must be able to plan and

		organize own work. Computer literacy: Must demonstrate basic computer literacy as a support tool to enhance service delivery. Trustworthiness: Must be able to build a positive relationship of trust with colleagues and clients. Empathy: Must demonstrate compassion, be able to respect and build positive relationships with clients. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice. Developing others: Must be able to develop, coach and foster long-term learning of others.
<u>DUTIES</u>	:	Understanding social dynamics: Must be able to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Understanding human behaviour and social systems: Must have knowledge and understanding of human behaviour and social systems Social Work Intervention: Must be able to intervene at the points where people interact with their environment in order to promote social wellbeing. Social empowerment: Must be able to assist and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capabilities. Social support: Must be able to promote, restore, maintain and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Protecting vulnerable individuals: Must understand and be able to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Understanding social work legislation: Must demonstrate an understanding of social work policies, legislation and related legal and ethical social work practices.
<u>ENQUIRIES</u>	:	Amathole Enquiries may be directed to Ms Z. Habe Tel No: (043) 711 6626 OR Tambo Enquiries may be directed to Ms Z Dlanjwa Tel No: (047) 531 2504 NMM Enquiries may be directed to Ms L. Thompson Tel No: (041) 406-5899 or Ms P Tsuputse Tel No: (051) 633-1609 e-Recruitment Technical Support: Recruitment@ecdsd.gov.za
<u>NOTE</u>	:	EE: Target: Coloured/White Male with disabilities
<u>POST 31/148</u>	:	<u>COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R278 169 – R324 960 per annum, (OSD)
	:	NMM: Motherwell Service Office Ref No: DSD 28/08/2025
	:	Alfred Nzo: Mbizana LSO Ref No: DSD 29/08/2025
	:	Alfred Nzo: Matatiele- (Maluti SO) Ref No: DSD 30/08/2025
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a three-year tertiary qualification in community development or any appropriate three-year tertiary qualification. Competence: Impact and influence: Must be able to influence individuals and groups to participate in their self-empowerment ventures. Planning and organizing: Must be able to plan and organize own work effectively. Presentation skills: Must be able to conduct presentations to various community development structures. Communication: Must demonstrate effective communication with various stakeholders and be able to write clear documentation. Computer literacy: Must demonstrate basic computer literacy. Empathy: Must be able to respect and build positive relationships with the community. Trustworthiness: Must be able to build a positive relationship of trust with the community. Honesty: Must be principled and true to oneself and others. Teamwork and collaboration: Must be able to work cooperatively with others, be part of a team. Understanding principles: Must understand the principles applied in community work.
<u>DUTIES</u>	:	Apply knowledge of human behavior and social systems to guide community development work. Utilize legislation to design and support interventions where people interact with their environments, promoting self-empowerment. Provide basic counseling services and empower communities to address social challenges. Conduct research relating to community development practices to inform evidence-based interventions. Facilitate, identify, plan, and implement community development programs and interventions. Manage and coordinate community development projects to ensure efficiency and impact. Analyse and interpret the inter-relations within community structures and community dynamics to guide action. Liaise and interact with various community development structures to strengthen collaboration and establish sustainable partnerships. Implement policies and legislation related to community development to ensure compliance and effectiveness.
<u>ENQUIRIES</u>	:	NMM enquiries may be directed to Ms L. Thompson Tel No: (041) 406-5899, Alfred Nzo enquiries may be directed to Mr S Shweni Tel No: (039) 254 0900, e-Recruitment Technical Support: Recruitment@ecdsd.gov.za

DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

APPLICATIONS

: Submit applications via one of the options below: Via the provincial e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-recruitment system closes at 23: 59 on the closing date. Applications received after closing date will not be considered. No faxed applications will be accepted. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to erecruitment@ecsrac.gov.za (NB: Not CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Should you submit your applications/CVs to erecruitment@ecsrac.gov.za and not as specified – your application will be regarded as lost and will not be considered. Note: Applicant must register on the e-recruitment system, complete and submit required information and apply for position as advertised following this URL: <http://www.ecprov.gov.za>. OR submit via one of the following options: directing to a specific relevant centre:

Head Office: Qonce: Enquiries – Mr. Y. Dlamkile Tel No: (043) 492 1386 / Mrs. R. E. Swartbooi / Mr. M. Cezula Tel No: (043) 492 0949 / 1400 / Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwazi Building, Qonce, 5605

Amathole Museum: Qonce: Enquiries. S. Cakata Tel No: (043) 642 4506 – Amathole Museum (Qonce) Hand deliver to Corner of Alexandra & Albert Road, Qonce

Amathole District: Enquiries Mr. B. Mbangatha / Mr. Mboniswa Tel No: (043) 492 1838/1839 Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201

Alfred Nzo District: Attention Mr M.B. Gugwana Tel No: (039) 492 0297 Hand deliver to: No 67 Church Street Mt Ayliff.

Sarah Baartman District: Attention Ms. S. Mpafa Tel No: (046) 492 0223 Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Makanda.

Chris Hani District: Attention Mr. X. Kwanini / Mr. T. Thomas Tel No: (045) 492 0030 / 0054 Hand deliver to: Bathandwa Ndong Building, Komani Hospital.

Nelson Mandela District: Attention Mr S. Javu Tel No: (041) 492 1231 / 1230 / 1234 Hand delivers to 2nd Floor- 66 Corporate Place, Ring Road, Greenacres, Newton Park, Gqeberha

Applicants are encouraged to Use E-Recruitment System. People with disabilities who meet the requirements will be given preference.

CLOSING DATE

: 12 September 2025

NOTE

: Directions To Applicants: Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents until further notice, but must submit a fully completed signed Z83 form and detailed Curriculum Vitae – NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your 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. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to.

OTHER POSTS

- POST 31/149** : **DEPUTY DIRECTOR: RESEARCH & POLICY DEVELOPMENT REF NO: DSRAC 01/08/2025**
Re-advertisement, Candidates who have applied previously are encouraged to re-apply
- SALARY** : R896 436 – R1 055 958 per annum (Level 11), (an all-inclusive remuneration). The package includes a basic salary (70% of package), and flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
- CENTRE** : Head Office - Qonce
- REQUIREMENTS** : A National Senior Certificate plus a National Diploma NQF 6 / Bachelor's degree NQF Level 7 as recognized by SAQA in Social Sciences/Developmental studies or Public Administration (Master's Degree will be an added advantage) coupled with 3 years' experience in the field of developing, monitoring implementation of policies; conducting research and evaluation; and developing and implementing Innovation and knowledge Management Strategy, of which 3 years must be at an Assistant Manager level. Knowledge of monitoring, evaluation and interpretation of government policies. Experience in analysing various types of information and identifying operational direction. Policy development and implementation. Experience of managing a team. Experience of testing and prototyping. Distinguished record of creativity and innovation. A valid driving license. Key Competencies: Extensive high-level knowledge of Research and Policy Development, Innovation and Knowledge Management, as well as the interpretation of policies. Analytical and Innovative Thinker, Events/Project Management and Financial Management.
- DUTIES** : Conduct varying internal and external quantitative and qualitative research and ensure accurate interpretation. Undertake and oversee qualitative research to benefit DSRAC's policy development. Oversee research interpretation and disseminate information to leadership and appropriate stakeholders. Facilitate intensive consultation with relevant stakeholders. Facilitate collaboration with provincial government counterparts and tertiary institutions in aspects of the delivery of the annual surveys including participating in various research projects and or committees. Oversee and collaborate in the development, administration, delivery of interpretation and analysis of external and internal surveys to inform DSRAC operational and strategy development outcomes. Lead the development of DSRAC's annual research plan. Stay abreast of market and industry trends in research and public policy as it relates to DSRAC. Developing and monitoring implementation of Policy Development and Management Framework in line with provincial and/or national policy frameworks. Developing, monitoring and implementation of departmental Innovation and Knowledge Management Strategy. Identifying policy issues in collaboration with operational areas/business units and horizontal policy coordination working groups; Providing policy advice and recommending policy priorities to senior management and operational areas, where appropriate. Managing, overseeing, coordinating and monitoring policy development, including the initial determination of the type of policy to be developed (strategic and or operational); Providing tools and guidance, including an inventory, for policy development; Ensuring alignment and validating conformity of policy instruments with DSRAC policy requirements and architecture; Convening and coordinating policy review processes; Communicating policy culture and policy management to DSRAC staff; Making editorial and/or administrative changes to policy instruments, as required; Conduct feasibility studies as may be required by the department and report progress to senior management. Manage and submit monthly, quarterly and reports. Manage human and financial resources. Manage EPMSD and staff development training needs. Manage attendance register and leave records. This post is earmarked for persons with disabilities.
- ENQUIRIES** : R Swartbooi Tel No: (043) 492 0949 Head Office (Qonce) e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

POST 31/150 : **DEPUTY DIRECTOR: ADMIN SUPPORT & COORDINATION REF NO: DSRAC 02/08/2025**

SALARY : R896 436 – R1 055 958 per annum (Level 11), (an all-inclusive remuneration)
CENTRE : Head Office – (Qonce)

REQUIREMENTS : National Senior Certificate plus a National Diploma Level 6/7 Preferable appropriate B Degree NQF Level 7 as recognised by SAQA in Office Administration/Public Administration or equivalent relevant qualification coupled with at least 3 years at Assistant Director /Jnr Management Level in related administrative support and coordination field. Good command of written and oral English and any other official language. Knowledge of strategic coordination/ planning and professional report writing. Knowledge of formats and routes of documentation throughout the department. Quality control of documents. Knowledge and understanding of hierarchy and management structure of the Executive Authority office. Policies, legislation, and procedures; Public Service and Departmental procedures and prescripts. In possession of the following skills: Organizing skills; Facilitation skills; Communication skills; Computer literacy and technical writing skills. Ability to communicate with ministries, senior management, officials, and the public in a professional manner. Ability to work individually and in a team. Good interpersonal relations. Ability to work with difficult persons and to resolve conflict. Sense of responsibility and loyalty; Objectiveness; Integrity; Service orientated; Self supervision; Highly developed sense of honesty and protect the confidentiality of documents.

DUTIES : Provide administrative support services in the office of the EA. Perform administrative responsibilities to ensure the smooth running of the MEC's office. Manage physical and financial resources of the MECs Office. Goods and services successfully procured for the Office of the MEC. Ensure that office report is fully compiled. Ensure that the office of the MEC is successfully managed and functional. Organise and facilitate sessions for portfolio questions. Provide registry support services in the office of the EA. Provide registry counter service. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Ensure the safekeeping of all documents for archiving and disposal. Develop and implement records management policies. Provide logistical support for meetings. Setting standards in effective cost control. Cost Control: generate cost control analysis of the office activities quarterly and suggest adjustments to the Chief of Staff. Monitor travel arrangements and accommodation for the Office of the MEC. Make sure that the newspapers are delivered on daily basis. Management of strategic support. Give input in the development of strategic, Business/Operational and procurement plans. Analyse, Identify and Compile monthly and quarterly Reports. Manage administration support. Facilitate management of EPMS and provide support to all staff. Manage human resources (attendance register & leave records). Monitor financial resources (budget, cash flow projections & in-year monitoring). Ensure performance development and training needs analysis of staff.

ENQUIRIES : Y Dlamkile Tel No: (043)492 1386 Head Office (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : Persons with disabilities are encouraged to apply.

POST 31/151 : **SCIENTIST PRODUCTION REF NO: DSRAC 06/08/2025**

SALARY : R761 157 – R816 852 per annum, (OSD), (an all-inclusive remuneration)
CENTRE : Amathole Museum (Qonce)

REQUIREMENTS : National Senior Certificate plus a NQF Level 8 in Zoology or relevant natural science qualification with a minimum of three (3) years relevant experience in a museum natural science environment. A member of South African Council of Natural Scientific Professionals will be considered as an added advantage. Compulsory registration with SACNASP as a professional Natural Scientist. Knowledge of public service regulations, legislations/ policies/ prescripts and procedures. Occupational Health and Safety prescripts. Knowledge of Eastern Cape Museum Act. National Environmental management: Biodiversity Act, Operational standards for natural science museum, South African National Standards for Museums. Knowledge of Research and dissection microscopes and collection management standards, ability to recognise diagnostic characteristics on which classification system are based. Computer knowledge, laboratory protocol, database and word computer packages,

		Natural science, financial management. Programme and project management Communication skills, Report writing skills, People management skills, Customer or client orientated approach. A valid driving licence.
<u>DUTIES</u>	:	Develop and implement methodologies, policies, systems and procedures. Identify and consolidate needs for methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Monitor and evaluate programme performance. Perform scientific functions that require interpretation in the absence of an established framework. Provide scientific support and advice. Develop working relations with client base. Create public awareness of the science system. Provide scientific data, information and advice as requested. Review scientific publications. To perform scientific analysis and regulatory functions. Conduct analysis of scientific data. Gather and interpret data, evaluate results and disseminate information. Apply appropriate scientific models to generate information and knowledge. Formulate proposals and compile reports. Develop and customize models and techniques. Conduct research and development. Continuous professional development to keep up with new technologies and procedures. Conduct basic and applied research. Research/literature studies to improve expertise. Public and present research findings. Liaise with relevant bodies/councils on science- related matters. Management of human capital development Mentor, train and develop candidate scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise scientific work processes. Manage the performance and development of staff.
<u>ENQUIRIES</u>	:	S Cakata Tel No: (043) 642 4506 Amathole Museum (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 31/152</u>	:	<u>CHIEF LANGUAGE PRACTITIONER REF NO: DSRAC 03/08/2025</u> Re-advertisement, previous applicants are encouraged to re-apply.
<u>SALARY</u>	:	R582 444 – R686 091 per annum (Level 10), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Head Office (Qonce)
<u>REQUIREMENTS</u>	:	A National Senior Certificate plus a National Diploma NQF 6 / Preferably bachelor's degree NQF Level 7 as recognized by SAQA in Linguistic / Socio- linguistic / Journalism / Communication with a minimum 3-year relevant work experience at supervisory level 7 / 8 in the relevant field. A valid driving licence.
<u>DUTIES</u>	:	Assist in developing language legislation and policy. Formulate language legislation and policy. Facilitate implementation of language policy. Promote the principle of multilingualism in the province. Facilitate establishment of language units in the government departments. Coordinate strategic engagements with the Eastern Cape Language Forum. Facilitate translation and interpreting services. Coordinate development of term lists in all official languages of the province. Conduct research on all difficult terms/words on the term list. Terminology development services. Develop terms in conjunction with language role players. Research on difficult terms. Facilitate authentication / verification of difficult terms. Facilitate approval of terms of difficult nature by national term bank. Provide administrative support for the component Facilitate the development of Literature. Coordinate engagements with Literature bodies in the province. Facilitate Literature Development programs. Coordinate both literature and language projects. Assist in the development of strategic, operational and procurement, business and projection plans. Manage financial resources. Manage human resources. Compile monthly and quarterly reports. Allocation of resources for staff. Manage EPMDS and provide staff development training needs.
<u>ENQUIRES</u>	:	R Swartbooi Tel No: (043) 492 0949- Head Office (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 31/153</u>	:	<u>CULTURAL OFFICER REF NO: DSRAC 04/08/2025</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Sarah Baartman District (Performing Arts)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma (NQF Level 6) in Arts and Culture or any relevant qualification with 1 to 2 years relevant experience at production level. Extensive high-level knowledge of arts and culture and interpretation of policies. Excellent knowledge about museums and heritage. Programs. Financial management. People management and empowerment

		Financial and knowledge management. Client orientation. Further knowledge of Local authorities, Departmental management and officials, General public / community, Academic institutions and learners, Private Sectors, Executing authority (Political Bearers), Municipalities (local and districts), Parks and tourism board. Cultural and Creative Industries Master Plan. The candidate must possess good interpersonal relations and ability to work as a team. Must have written and verbal communication skills. Candidate must be able to work independently, under pressure, and after hours. Be willing to drive to various districts for stakeholder engagement. A valid driving licence.
<u>DUTIES</u>	:	Coordinate Arts & Culture Provincial Programmes. Organise logistics and attend meetings. Responsible for groups and performing artists. Organise festival equipment for artists. Facilitate and implement art centre programs. Craft rooster for activities. Organise arts centre structures. Consult with relevant stakeholders. Identify beneficiaries. Coordinate approval of submissions. Facilitate access of the art centre. Market the institution to the communities. Monitor day to day operations of the art centre. Responsible for art centre material. Develop database for artists. Provide institutional support. Maintain working relations with the stakeholders. Give support to developing artists. Monitor progress of artists. Provide administrative support. Draft art centre business plan. Consolidate and compile quarterly and annual reports. Monitor budget expenditure and revenue collection. Coordinate procurement submission. Organise and monitor visitor's register.
<u>ENQUIRIES</u>	:	N Qumza Tel No: (046) 492 0223/0227- Sarah Baartman District e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 31/154</u>	:	<u>CULTURAL OFFICER REF NO: DSRAC 05/08/2025</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Alfred Nzo District (Mount Ayliff Arts Centre)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma (NQF Level 6) in Arts and Culture or any relevant qualification with 1 to 2 years relevant experience at production level. Extensive high-level knowledge of arts and culture and interpretation of policies. Excellent knowledge about museums and heritage. Programs. Financial management. People management and empowerment. Financial and knowledge management. Client orientation. Further knowledge of Local authorities, Departmental management and officials, General public / community, Academic institutions and learners, Private Sectors, Executing authority (Political Bearers), Municipalities (local and districts), Parks and tourism board. South African museums association. The candidate must possess good interpersonal relations and ability to work as a team. Must have written and verbal communication skills. Candidate must be able to work independently, under pressure, and after hours. Be willing to drive to various districts for stakeholder engagement. A valid driving licence.
<u>DUTIES</u>	:	Coordinate Arts & Culture Provincial Programmes. Organise logistics and attend meetings. Responsible for groups and designer artists. Organise festival equipment for artists. Facilitate and implement art centre programs. Craft rooster for activities. Organise arts centre structures. Consult with relevant stakeholders. Identify beneficiaries. Coordinate approval of submissions. Facilitate access of the art centre. Market the institution to the communities. Monitor day to day operations of the art centre. Responsible for art centre material. Develop database for artists. Provide institutional support. Maintain working relations with the stakeholders. Give support to developing artists. Monitor progress of artists. Provide administrative support. Draft art centre business plan. Consolidate and compile quarterly and annual reports. Monitor budget expenditure and revenue collection. Coordinate procurement submission. Organise and monitor visitor's register.
<u>ENQUIRIES</u>	:	M Gugwana Tel No: (039) 492 0297/0287 e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 31/155</u>	:	<u>SPORT PROMOTION OFFICER: SPORT DEVELOPMENT REF NO: DSRAC 08/08/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Chris Hani District (Komani)

<u>REQUIREMENTS</u>	:	National Senior Certificate or equivalent qualification. A minimum of three-year Degree/Diploma (NQF level 6) as recognised by SAQA in Sport Management / Sport Administration / Human Movement studies, or any relevant qualification coupled with 1 to 2 years' relevant experience in Sport and Recreation environment. Competencies: Good communication and organising skills. Knowledge of relevant pre-scrips in sport and recreation. Ability to work under pressure. Knowledge of understanding the departmental policies and procedures. Coaching and mentoring skills. Project and event management skills. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in several codes or federations. A valid driving license is required.
<u>DUTIES</u>	:	Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with the stakeholder. Establish and maintain sport and recreation structures and clubs in schools, wards and local areas. Provide support services to federations, clubs and school sport structures. Render support to provincial sport academy and satellites. Implement programmes to increase and improve relations between sport and recreation stakeholders. Establish good governance structures of sport and recreation as dictated by relevant legislation. Facilitate sustainable capacity development programmes in sport within schools, wards, local areas and districts. Facilitate capacity-building programmes. Create an enabling environment for talent identification. Administer coach education in terms of different sporting codes. Monitor and evaluate progress of education and training activities. Promote sports and skills management. Implement sport and recreation programmes in the schools, wards, local areas for the development of sport and recreation. Perform events management/coordination activities. Liaise with hubs, sport federations, sport councils and academy to increase the number of participants in sports and recreation activities. Implement programmes to increase and improve relations between sports and recreation stakeholders. Plan, develop and implement school and community sports, school and community mass participation and high-performance programmes. Formulate and administer league-related sports programmes. Promote health and fitness in communities. Provide an oversight role in the implementation of sports academy and recreation council programmes. Encourage all levels of communities to participate in different codes of sport and recreation activities. Coordinate flagship programmes through sport and recreation activities. Monitor and evaluate the compliance with sport and recreation transformational policies. Monitor the implementation of all transformation policies and programmes. Promote gender mainstream in sport and recreation. Promote integrated programmes of all sector departments and relevant stakeholders. Promote awareness and participation to all ages, gender and capability categories. Render administrative functions in relation to programmes that are implemented. Collect, analyze, compile and update data in all sport and recreational activities. Provide administrative and technical support with regard to sports and recreation facilities and infrastructure. Administer the system for storage, maintenance issue and return of sport and physical recreation equipment. Examine, compile and monitor transfer payments of funded projects.
<u>ENQUIRIES</u>	:	T Thomas Tel No: (045) 492 0030/0054 Chris Hani District (Komani) e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 31/156</u>	:	<u>HR OFFICER REF NO: DSRAC 09/08/2025</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Amathole District – East London
<u>REQUIREMENTS</u>	:	National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6/7) in Human Resource Management or any relevant qualification will be an added advantage. Knowledge of PERSAL and Pension Case Management (PCM) will be an added advantage. Sound knowledge of Conditions of Service and other HR-related prescripts. Good written and verbal communication. Computer literacy. Ability to ensure maximum level of confidentiality. A valid driving license will be an added advantage.
<u>DUTIES</u>	:	Monitor leave management in districts and at administration. Control leave books and leave registers. Assist with the implementation of Recruitment and

Selection. Assist on confirmation of probationary appointment. Assist to implement services termination and process the benefits. Capture appointments and promotion of employees on PERSAL. Assist in the implementation of HR policies. Assist in implementation of service benefits (Housing and personnel provisioning. Must be able to capture personnel information on PERSAL and on PCM. Provide good administration. Ensure that personnel files meet the required standard. Monitor leaves in the office and at institutions (i.e. libraries and museums). Control leave books and leave registers. Reconcile and capture all leaves.

ENQUIRIES : B Mbanghata Tel No: (043) 492 1838/1839 Amathole District (East London) e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : This post is earmarked for persons with disabilities.

POST 31/157 : **SCHOOL SPORT COORDINATOR (X2 POSTS)**
(Conditional Grant contract as date of assumption to 31 March 2028)
Re-advertisement, previous applicants are encouraged to apply again.

SALARY : R142 701 – R168 093 per annum (Level 5/8), (an all-inclusive remuneration), (37% in lieu of benefits)

CENTRE : Chris Hani District (Komani) Ref No: DSRAC 10/08/2025 (X1 Post)
Sarah Baartman District (Makanda) Ref No: DSRAC 11/08/2025 (X1 Post)

REQUIREMENTS : National Senior Certificate, (NQF Level 4) with no work experience required. Degree / Diploma in Sport Management or Human Movement Science or any relevant qualification and an understanding of the MPP Conditional Grant framework will be an added advantage. 1 – 2 years' work experience within a sport and recreation environment will be an added advantage. Good presentation, verbal and writing skills. Willingness to work under pressure. Computer skills. A valid code 08 driver's licence will be an added advantage.

DUTIES : Assist in the organising and coordination of school sport. Liaise between DSRAC and DoE. Compile reports register learners and schools participating in school sport events. Compiles need analysis and capture data.

ENQUIRIES : A Ngcebetsha Tel No: (043)492 0211 Districts & Head Office (Qonce) e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

POST 31/158 : **GENERAL ASSISTANT – ARCHIVES REF NO: DSRAC 07/08/2025**

SALARY : R138 486 – R163 131 per annum (Level 02), (an all-inclusive remuneration)

CENTRE : Nelson Mandela District (Gqeberha)

REQUIREMENTS : Grade 8 certificate or ABET level 4 or NQF level 1 - 3 with no experience. Performing General Assistant duties will be an added advantage. Must be able to write and read. Good interpersonal skills. Good Verbal and written communication skills. Self – motivated. A valid driving licence will be an added advantage.

DUTIES : Ensure prompt delivery and safe keeping of information. Delivery of documents within and other departments. Photocopying and faxing documents. Render transport services for provincial archives staff. Ferry officials and stakeholders to departmental events. Report all defects in the strongroom to the relevant official. Perform general assistant work. Collection and delivery of items and correspondence. Collect and deliver mail to various offices. Load and offload transfer records, furniture, equipment, and any other goods to relevant destinations. Assist in making photocopies. Paste notices on notice board. Provide cleaning services in the strongrooms and the reading room. Clean offices, boardroom, and walkways. Clean relevant workstations (workshops and exhibition rooms). Clean general kitchen. Clean restrooms (check toilet paper). Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Clean machines (microwaves, vacuum) and equipment after use. Request cleaning material. Prepare venue for functions and meetings. Prepare and wash all utensils to be used (kettle, cups, saucers, glasses, and jugs). Assist during functions. Perform any other duties related to general assistant work that may arise or tasked by the supervisor.

ENQUIRIES : S Java/T Bosman Tel No: (041) 492 1230/1234/1232 Nelson Mandela District (Gqeberha) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : Persons with disabilities are encouraged to apply.

**PROVINCIAL ADMINISTRATION: FREE STATE
OFFICE OF THE PREMIER**

Free State Department of the Premier is an equal opportunity affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of positions and candidates whose appointment/promotion/transfer will promote representivity; will receive preference.

- APPLICATIONS** : Submit by hand to: Room 7, Ground floor, O.R Tambo House, Bloemfontein. Attention: Thabo Tsotetsi or Leanne Terblanche, or e-mail to recruitment@fspremier.gov.za .(Please include the reference number in the subject line)
- CLOSING DATE** : 12 September 2025 @ 16:00
- NOTE** : Applications must be submitted using the newly implemented Z83 form, obtainable from any Public Service Department or the DPSA website, under public service vacancy circulars and should be accompanied by a comprehensive CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge, duties & experience). All required information on the Z83 application form must be provided. Communication from the HR of the Department regarding the submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications that do not comply with the above-mentioned requirements will not be considered. Shortlisted candidates will be subjected to personnel suitability checks/security clearance. Correspondence will be limited to short-listed candidates only. Applicants are respectfully informed that if no response is received within 4 months of the closing date, they must accept that their application was unsuccessful. The department reserves the right not to fill these positions. Persons with disabilities are encouraged to apply and preference will be given to the EE Targets. No late or faxed applications will be considered.

MANAGEMENT ECHELON

- POST 31/159** : **CHIEF DIRECTOR: PROVINCIAL HUMAN RESOURCE DEVELOPMENT
REF NO: 01/2025**
- SALARY** : R1 494 900 per annum (Level 14), (an all-inclusive salary package). The remuneration package includes a basic salary, State's contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
- CENTRE REQUIREMENTS** : Bloemfontein
: A NQF Level 7 qualification as recognised by the South African Qualification Authority (SAQA). 5 years appropriate experience at a senior managerial level. Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and the duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate. Special knowledge of relevant frameworks applicable to Major Government Programmes that must be implemented. Special knowledge on the co-ordination and implementation of substantial programmes/projects. Strategic thinking, project management, financial management and organizing skills.
- DUTIES** : Administer the Provincial Bursary function within the FSPG, including: Manage, coordinate, guide and support all local and international bursaries; and Manage and coordinate stakeholder management for full-time bursaries for the FSPG. Coordinate and monitor the implementation of provincial skills development programmes within the FSPG, including: Facilitate and coordinate the implementation of provincial skills development; Facilitate and coordinate the implementation of provincial sector skills development initiatives; Render

effective and efficient administrative support services to the Provincial Skills Development Coordination component; and Render secretariat services for Human Resource Fora and Career Guidance. Administer proficient and professional training and development services for the FSPG, including: Manage generic and operational training for salary levels 1 to 12 within the FSPG; Manage SMS strategic management development programmes from salary level 13 and higher within the FSPG; Manage Impact Assessment and Training evaluation within the FSPG; Manage Public Service skills development coordination within the FSPG; and Manage logistical and administrative arrangements for the Free State Academy. Manage resources of the Chief Directorate, including: Provide strategic direction in terms of provincial HRD; Manage the budget as a Responsibility Manager; Manage human resources in line with applicable legislation and policy frameworks; and Manage equipment and assets in line with prescriptions and policy guidelines.

ENQUIRIES

: Dr. Molefinyana Phera, DDG: Corporate Administration and Coordination, molefinyana.phera@fspremier.gov.za

NOTE

: The successful candidate will be required to enter into a Performance Agreement within 3 months after assumption of duty and will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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 Panel 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.

POST 31/160

: **CHIEF DIRECTOR: CORPORATE REFORM REF NO: 02/2025**

SALARY

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

CENTRE REQUIREMENTS

: Bloemfontein
 : A qualification at NQF level 7 as recognized by SAQA preferable in Public Administration. 5 years appropriate experience at a senior managerial level. Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and the duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate. Knowledge of relevant legislation and policies applicable to transverse corporate reform issues. Knowledge of corporate reform issues in the public sector. Strategic thinking, Planning & Organising, Analytical and Problem solving skills.

DUTIES

: To co-ordinate Human Resource Matters within the FSPG; including: Strategically advise on human resource matters within the FSPG; Maintain well informed and coordinated Human Resource departments; Oversee the development of transverse Human Resource policies for the FSPG; Provide strategic direction on transverse labour relations issues to provincial departments; Provide strategic direction to all provincial departments with regard to Employee Programme and Occupational Health and Safety; Monitor and report on the implementation of transverse corporate policies/strategies; Oversee the outcome of research and analysis of information that will impact on the future policy direction of FSPG; and Liaise and benchmark with provincial, national and international stakeholders in order to obtain information on the latest developments. To manage Organizational Development & related services & support rendered to the FSPG, including: Ensure that job evaluation systems is facilitated and coordinated in the FSPG; Ensure that a Performance Development and Management System is facilitated and coordinated in the FSPG; Strategically oversee the development of transverse policies/strategies with regard to Organisational development directorate; Render business process improvement services to the FSPG; Monitor and report on the

implementation of transverse corporate policies/strategies; Oversee the outcome of research and analysis of information that will impact on the future policy direction of FSPG; and Liaise and benchmark with provincial, national and international stakeholders in order to obtain information on the latest developments. To manage the implementation of Information Communication Technology with the FSPG, including: Ensure optimum utilization of ICT resources within the FSPG; Strategically oversee the development of transverse policies/strategies with regard to ICT; Ensure that ICT is continuously updated to international standards and is deployed in a uniform and organized manner; Monitor and report on the implementation of transverse corporate policies/strategies; Oversee the outcome of research and analysis of information that will impact on the future policy direction of FSPG; and Liaise and benchmark with provincial, national and international stakeholders in order to obtain information on the latest developments. The management of resources to ensure the effective and efficient attainment of objectives, including: Management of the budget of Corporate Reform; Management of all personnel within Corporate Reform; Facilitate changes of Job Descriptions within the unit; Manage and monitor the performance of personnel within the unit; Identify and facilitate training needs; and Give strategic direction & advice to personnel within the unit.

ENQUIRIES : Dr. Molefinyana Phera, DDG: Corporate Administration and Coordination, molefinyana.phera@fspm.gov.za

NOTE : The successful candidate will be required to enter into a Performance Agreement within 3 months after assumption of duty and will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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 Panel 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.

POST 31/161 : **CHIEF DIRECTOR: GOVERNMENT COMMUNICATION SERVICES REF NO: 03/2025**

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

CENTRE : Bloemfontein
REQUIREMENTS : A NQF Level 7 qualification as recognised by the South African Qualification Authority (SAQA) preferable in the Media/Communication field. 5 years appropriate experience at a senior managerial level in a similar environment. Extensive experience with regard to implementing turn-around strategies. Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and the duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate. Special knowledge of relevant legislation and policies applicable to transverse corporate reform issues. Knowledge of corporate communication and media liaison issues in the Free State and South Africa. Strategic thinking, analytical and problem solving skills.

DUTIES : Provide strategic direction regarding transverse Government communication issues to promote an environment conducive to the positive image of the Free State Provincial Government (FSPG), including: Develop and implement Provincial Government Communication strategy and ensure alignment with the 3 GNU Priorities, MTDP and FSGDP; Develop operational plans for all the business units, ensure alignment to the Provincial Communications Strategy; Continuous monitoring and evaluation of business units' achievements against operational plans and strategic objectives; Report quarterly on Annual Performance Plans; Coordinate and manage the Provincial Communicator's

fora; Provide strategic interventions for corporate communications training needs of the province. Strategically oversee the development of transverse policies/strategies with regard to corporate communication and media liaison that will contribute to the positive image of the FSPG. Event and campaigns management and ensure successful project management and implementation to uphold image and reputation of the FSPG, including: Develop and implement policies governing communication management across various government departments and agencies; Manage the procurement of media monitoring and analysis tool for the FSPG and ensure daily, weekly and monthly media monitoring analysis reports are submitted to departments, executive authority (EXCO) and forum of heads of departments (FOHOD); Develop and manage implementation of media strategies and plans; Manage effective participation of Provincial MLOs and HoCs in the weekly media rapid response platforms coordinated by GCIS Head Office, to ensure prompt crisis media communication response; Develop strategic and solid media relationships, Nationally, Provincially and Locally, and intentionally building media networking sessions with all media houses; Manage the production and distribution of all publications; Monitor and manage relevant transversal accounts for advertising, events and media marketing service providers and measure performance against the agreed upon SLAs; and Manage the coordination and development of project plans for all events and marketing campaigns programmes. Provide Strategic direction in the development of the Provincial Digital Content Footprint, Digital Hub for all created content across social media platforms. Manage Website look & feel, content upload and updates. Develop footage archiving and stock piling plan for all produced video and photographic content. Develop Branding and Marketing strategy. Establish standards operating procedures and guidelines for all government communications to ensure consistency in messaging, branding, graphic designs and digital footprint of the FSPG. Manage the conceptualization and execution of Provincial social media strategy and implementation plan across all social media platforms of the Provincial Government. Manage the establishment of social media influencer databases and oversee accurate deployment to enhance government social media messaging across all social media platforms. Manage the development and production of all brand marketing collateral and oversee safe upkeep of all branding material. Manage the development of a digital content hub of all produced footage and stockpiles (videography and photography). Manage the FSPG website, content uploads, look & feel and its functionality as part of the province's external corporate communications tool. Attend Provincial and National Fora regarding transverse corporate communications and media networking, to enhance our strategies/policies for effective communication and report on progress. Liaise with provincial, national and international stakeholders in order to obtain information on the latest developments with regard to corporate communication and media liaison. Participate in all Provincial strategic fora i.e, EXCO, PCF, FOHOD, SMS group, PCF (Provincial Communicators Forum) LGCF (Local Government Communicators Forum). Identify strategic partnerships and pursue collaborations with public and private sector stakeholders to enhance government programmes. Participate in offered training programmes for corporate comms, media relations, digital and brand marketing, to keep abreast with developments in the sector. Advocate for public policies and government initiatives by engaging with stakeholders, influencers, and opinion leaders. Manage the government's image and reputation through proactive public relations efforts, including community outreach and events. Design and execute public information campaigns to raise awareness about government policies, programs, and services. Budget & Financial Management, including: Develop and manage budget of the unit by ensuring financial efficiency and compliance; Ensure that budget is costed to support the implementation of the communication strategy; Maximize revenue and reduce expenditure through effective cost containment measures; Monitor financial control, spending patterns through monthly reports and ensure compliance of procurement processes with all applicable legislation i.e. PFMA, BBBEE; and Ensure audit compliance and attend to audit queries. Overall management of the Component to ensure the effective and efficient utilization of resources including the management of the performance of the personnel falling under this component; Provide strategic direction and management of all personnel in Government Communication Service; Facilitate changes of Job Descriptions within the unit; Manage and monitor the performance of personnel within the

unit; Conduct skills audits and identify and facilitate training needs for development; Drive implementation of talent acquisition, succession planning and retention of skilled personnel; Create a high-performance culture, ethical and professional conduct within the unit; Ensure the working environment contributes to improving employee engagement, recognition and increased productivity; and Ensure the management of poor performance and disciplinary matters in line with public service regulations and applicable prescripts.

ENQUIRIES : Dr. Molefinyana Phera, DDG: Corporate Administration and Coordination, molefinyana.phera@fspremier.gov.za

NOTE : The successful candidate will be required to enter into a Performance Agreement within 3 months after assumption of duty and will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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 Panel 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.

POST 31/162 : **CHIEF DIRECTOR: PROVINCIAL INTERVENTION REF NO: 04/2025**

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

CENTRE : Bloemfontein

REQUIREMENTS : A NQF Level 7 qualification as recognised by the South African Qualification Authority (SAQA) in the Social Science field. 5 years appropriate experience at a senior managerial level in a similar environment. Extensive experience in developing & implementing turn-around strategies. Experience in budgeting and financial management. Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and the duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate. Special knowledge of relevant legislation and policies applicable to transverse corporate reform issues. Strategic thinking, analytical and problem solving skills.

DUTIES : Manage Premier's Intervention Services, including: Ensure the rendering of Community Contact Services; Ensure research and technical support services in terms of interventions; Manage Provincial Intervention Services; and Manage Local Intervention Services. Manage Premier's Public and Community Contact Centre, including: Coordinate and render the Presidents Hot Line services in the FSPG; and Coordinate and render Provincial Contact Centre Service in the FSPG. Manage CDW Coordination and Thusong Services within the FSPG, including: Manage CDW Services within the FSPG; and Manage Thusong Service Centres within the FSPG. The management of resources to ensure the effective and efficient attainment of objectives, including: Management of the budget of the component as Sub Programme Manager; Management of all personnel within the component; Co-ordination of the development of Job Descriptions within the component; Co-ordination of the evaluation of performance of personnel within the component; Facilitate training interventions; and Provide strategic direction & advice to officials within the component.

ENQUIRIES : Ms. N. Tyali, Acting DDG: Provincial Monitoring and Evaluation at 072 408 7322

NOTE : The successful candidate will be required to enter into a Performance Agreement within 3 months after assumption of duty and will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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 Panel 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.

- POST 31/163** : **DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 05/2025**
- SALARY** : R1 266 714 per annum (Level 13), (an all-inclusive salary package). The remuneration package includes a basic salary, State's contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A NQF Level 7 qualification as recognised by the South African Qualification Authority (SAQA). Training in Job Evaluation & Performance Management 5 years of experience at a middle/senior managerial level in an Organisational Development environment. Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and the duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate. Knowledge of Public Service Act & Regulations, Policy analysis & development, Job Analysis and Job Evaluation principles. Knowledge of Organisational and Structural Design and Performance Management principles. Strategic Thinking, Inter-personal, Facilitation training & presentation skills.
- DUTIES** : The effective & efficient management of the Job Evaluation System for the public service in the Free State, including: Determine the strategic direction on job evaluation matters for the public service in the Free State; Advise Provincial Departments on job evaluation implementation including the interpretation thereof (including FOHOD, G & A Cluster & EXCO); Advise the Provincial Job Evaluation Panel on job evaluation matters; Manage job evaluation data base (the Equate System); Co-ordinate training initiatives on job evaluation; Co-ordinate Job Evaluation Quality Assurance forum; Co-ordinate the compilation of the annual job evaluation report for the FSPG; Co-ordinate and part-take in Inter-Provincial Job Evaluation forums; and Co-ordinate research on job evaluation and job evaluation systems. The management of Performance and Development System towards improved service delivery & productivity within the Free State Provincial Government, including: Determine the strategic direction on performance management matters within the Free State Provincial Government; Advise on the management of performance and the implementation of relevant systems (including FOHOD, G & A Cluster & EXCO); Co-ordinate research on Performance and Development and Performance Management Systems; Co-ordinate Inter-Departmental Task Team meetings; and Co-ordinate reporting mechanisms on performance management (to EXCO, DPSA and PS Commission). The effective management of Business Process Improvement for the Public Service in the Free State, including: Give strategic Direction on business process improvement, productivity enhancement and transformation for the public service in the Free State; Manage the data bases of the approved organisational and establishment structures for all Provincial Departments within the FSPG; Assist Provincial Departments regarding consultation with the MPSA on organisational & establishment matters; Co-ordinate research and benchmarks on business process improvement practices; Co-ordinate investigations on business process improvement matters within FSPG Provincial Departments; and Facilitation of the development of organisational structure design and other change & transformational matters within FSPG Provincial Departments. The effective management of Customer Care and Service Delivery Improvement Strategy for the Public Service in the Free State, including: Give strategic direction on Service Delivery Improvement Planning, Batho Pele and Customer Care initiatives; Advice on the implementation of Service Delivery Improvement Planning, Batho Pele and Customer Care

initiatives; Co-ordinate Inter-Departmental Task Team meetings; and Co-ordinate reporting mechanisms on Service Delivery Improvement Planning, Batho Pele and Customer Care initiatives. (to EXCO, DPSA and DPME). Facilitate and coordinate the implementation of knowledge management within the Free State Provincial Government, including: Implement knowledge management within the Office of the Premier; and Facilitate and coordinate knowledge management within the Free State Provincial Government. The management of resources to ensure that the overall objectives of the Organisational Development Directorate are achieved, including: Management of the budget of the Organisational Development Directorate; Management of all staff within the Organisational Development Directorate; Co-ordination of the development of Job Descriptions within the unit; Co-ordination of the management of performance of staff within the unit; Facilitation of training interventions for staff; and Give strategic direction and advice to staff within the unit.

ENQUIRIES : Dr. Molefinyana Phera, DDG: Corporate Administration and Coordination, molefinyana.phera@fspremier.gov.za

NOTE : The successful candidate will be required to enter into a Performance Agreement within 3 months after assumption of duty and will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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 Panel 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.

POST 31/164 : **DIRECTOR: INFORMATION TECHNOLOGY REF NO: 06/2025**

SALARY : R1 266 714 per annum. (Level 13), (an all-inclusive salary package). The remuneration package includes a basic salary, State's contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include a 13th cheque, motor car allowance, homeowner's allowance and medical aid assistance.

CENTRE REQUIREMENTS : Bloemfontein
: A NQF Level 7 qualification as recognised by the South African Qualification Authority (SAQA) in Information Technology and Information Management 5 years appropriate experience at a middle/senior managerial level. Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and the duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate. Knowledge of Public Service Legislation, ICT Policy and Strategies, ICT Tenders and ICT Acquisition and Deployment. Knowledge of Business Agreements and Service Level Agreements. ICT Research, formal presentation, organizing and negotiation skills.

DUTIES : To ensure that Information Communication Technology (ICT) is deployed in a uniform and organised manner within the national policy framework, including: Oversee the establishment of an information plan, information technology plan and operational plans to give effect to the strategic direction and management plans of provincial departments; Align the FSPG's information management (information management systems included) and information technology (as enabler) strategy with the strategic direction, management plans and the business processes of the Province, with due consideration of the strategic direction of the Government; Develop departmental supporting information management and information technology enabler policies and strategies, regulations, standards, norms, guidelines, best practices and procedures, derived from the national information management and information technology policy and strategy, standards and norms developed by the GITO Council and DPSA, but focused on the specific requirements of the department; Facilitate the implementation of and adherence to the policies and strategies as contained in the different plans, policies, etc.; Manage the SITA relationship:

This entails control of the Business Agreement (BA) and Service Level Agreements (SLA's) with SITA and/or other suppliers of information management and information technology goods and services. Represent the relevant department at the GITO Council, including: Participate as a member on the National Government Information Technology Officer's Council (GITOC). To ensure the optimum utilisation of ICT resources within the Office of the Premier, including: Promote effective management of information and information technology as enabler as a strategic resource; Create an enabling environment for other managers to perform their functions more effectively and efficiently; Close communication as part of the top management team of the department with the top echelon of the department to promote the utilisation of information; Raising the level of awareness of top management to the potential of the delivery of information services through enabling technologies; Change the culture of the department to embrace an enterprise-wide information management and information technology approach. This requires the visible, strong and continuous support of senior managers; and take a leadership role in knowledge management. To provide support to other provincial departments, including: Apply an enterprise wide approach to the use of information management, (information technology systems and infrastructure included) in supporting the business units and business processes, bridging diverse systems to establish a client-focused service strategy, eliminating unnecessary duplication, increase overall co-ordination and control, and rapidly introduce new systems and technology to improve service delivery; Development information and technology systems infrastructure architecture and conduct investigations into the maintenance of existing technologies, availability, needs and demand of new technologies. Rationalise unnecessary duplication and redundancy of information and technologies in the department. Where feasible, promote common solutions for common requirements across the department, and promote the utilisation of technology as a key enabler for the future in delivering information and services and promote its use in the re-engineering/transformation of government service delivery. To manage resources to ensure that the objectives of the component are achieved, including: Management of staff within the component; The development and updating of Job Descriptions for reporting staff; The performance management of staff within the component; Facilitation of training interventions; and Give direction, guidance and advice to staff within the component.

- ENQUIRIES** : Dr. Molefinyana Phera, DDG: Corporate Administration and Coordination, molefinyana.phera@fspremier.gov.za
- NOTE** : The successful candidate will be required to enter into a Performance Agreement within 3 months after assumption of duty and will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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 Panel 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.
- POST 31/165** : **DIRECTOR: SPECIAL PROGRAMMES REF NO: 07 /2025**
- SALARY** : R1 266 714 per annum (Level 13), (an all-inclusive salary package). The remuneration package includes a basic salary, State's contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A NQF Level 7 qualification as recognised by the South African Qualification Authority (SAQA). 5 years of experience at a middle/senior managerial level in a similar environment. Relevant experience in developing & implementing turn-around strategies. Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay

for the course and the duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate. Relevant experience in Budgeting, Financial Management and in Project Management. Knowledge of legislation & policies applicable to special programmes. Coordination, monitoring & evaluation mechanisms systems and processes. Strategic thinking, inter-personal and organising and planning skills.

DUTIES

: Develop and monitor various transverse policies/strategies with regard to special programme, including: Establish and maintain a database of international, national and provincial policies/strategies with regard to special programmes; Analyse and update provincial policies/strategies; Identify the need for new policies/strategies; Facilitate the development of new provincial policies/strategies; Facilitate the establishment of the necessary institutional machinery at Local Government level to deal with special programmes; Do presentations to decision making structures within the department of the Premier and the FSPG with regard to the proposed policies/strategies; Monitor and report on the implementation of the Provincial Policies/Strategies; Assist departments with the development of departmental policies/strategies; Align all provincial policies/strategies with national priorities; Align all provincial policies/strategies with the Free State Growth and Development Strategy; Set up appropriate structures to enhance monitoring; and Design frameworks/indicators on special programmes to use as monitoring tools. Manage special projects with regard to special programmes as identified by the Premier, including: Organize and/or co-ordinate activities for commemoration of special days and events applicable to special programmes or assigned to Special Programmes by the Premier. Implement Special Programmes in the Office of the Premier, including: Customize provincial special programmes policies for the Office of the Premier; and Monitor the implementation of special programme policies in the Office of the Premier. The management of resources to ensure the effective and efficient attainment of objectives, including: Management of the budget of the Special Programmes Directorate; Management of all personnel within the Special Programmes Directorate; d Co-ordination of the development of Job descriptions within the Directorate; Co-ordination of the evaluation of performance of personnel within the Directorate; Facilitation of training intervention; and Give strategic direction & advice to personnel within the unit.

ENQUIRIES

: Dr. MP Mokalobe, Deputy Director General: Provincial Policy Planning and Coordination at 079 882 0300

NOTE

: The successful candidate will be required to enter into a Performance Agreement within 3 months after assumption of duty and will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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 Panel 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.

POST 31/166

: **DIRECTOR: PUBLIC & COMMUNITY LIASON CENTRE REF NO: 08/2025**

SALARY

: R1 266 714 per annum (Level 13), (an all-inclusive salary package). The remuneration package includes a basic salary, State's contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE REQUIREMENTS

: Bloemfontein
: A NQF Level 7 qualification as recognised by the South African Qualification Authority (SAQA) in the Social Science field. 5 years of experience at a middle/senior managerial level in a similar environment. Relevant experience in developing & implementing turn-around strategies. Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and the duration of the

DUTIES

course is 120 hours). No applicant will be appointed in the absence of the certificate. Knowledge of legislation & policies applicable to Community Liaison services. Knowledge of policy analysis & development, coordination, monitoring & evaluation mechanisms, systems and processes. Strategic Thinking, Interpersonal, Organising and Planning and problem-solving skills.

Strategic Management of Direct Liaison Services; including: Ensure the prevention or ending of social conflict in terms of service delivery issues; Develop and implement proactive strategies for identifying and mitigating potential service delivery flashpoints; Establish robust early warning systems for emerging community grievances related to service delivery; Lead and direct rapid response interventions to address and de-escalate social conflicts arising from service delivery challenges; and Cultivate and maintain strong relationships with community leaders, civil society organizations, and relevant government departments to facilitate conflict resolution. Promote a healthy relationship between the community and the FSPG: Design and oversee the implementation of communication strategies that foster transparency, trust, and mutual understanding between the FSPG and its citizens; Initiate and manage community outreach programs to gather feedback, disseminate information, and build goodwill; Champion citizen participation initiatives to empower communities in shaping service delivery solutions; and Monitor and evaluate public perception of the FSPG, implementing corrective measures where necessary to enhance positive relationships. Support the Moral Regeneration Movement of the FSPG: Integrate the principles of the Moral Regeneration Movement into all direct liaison activities and community engagement strategies; Lead initiatives that promote ethical conduct, accountability, and good governance within the context of service delivery; and Collaborate with relevant stakeholders to amplify messages of moral regeneration and their practical application in community interactions. Ensure counselling services are rendered as identified: Establish protocols and partnerships for the provision of appropriate counselling services to individuals or communities affected by service delivery challenges; Oversee the identification of specific needs for counselling interventions and ensure timely and sensitive referrals; and Monitor the effectiveness of counselling services and adapt approaches as required to meet community needs.

Strategic Management of the Provincial Call Centre (Including Presidential and Premier's Hotlines), including: Coordinate the complaints of the President's Hotline with relevant stakeholders: Develop and implement efficient systems for the rapid reception, categorization, and routing of complaints received via the President's Hotline; Establish and maintain high-level liaison with national government departments and provincial departments and municipalities to ensure timely and effective resolution of complaints; Ensure rigorous tracking and monitoring of all Presidential Hotline complaints through to their resolution; and Prepare comprehensive analytical reports on trends and patterns identified from Presidential Hotline complaints for strategic decision-making at the highest levels. Coordinate the complaints of the Premier's Hotline with relevant stakeholders: Oversee the seamless operation of the Premier's Hotline, ensuring prompt and accurate capture of all complaints; Build and maintain strong collaborative relationships with all Free State Provincial Government departments and entities to facilitate efficient complaint resolution; Implement robust follow-up mechanisms to ensure that complaints are addressed within stipulated timeframes and to the satisfaction of the complainant; and Conduct regular quality assurance checks on the handling and resolution of Premier's Hotline complaints. Report on progress and tendencies in respect of the complaints received: Develop and present comprehensive, data-driven reports on the volume, nature, progress, and resolution of complaints from both hotlines to senior management and relevant executive authorities; Identify recurring service delivery issues and systemic challenges highlighted by the complaints data; Provide strategic recommendations to relevant departments and the FSPG leadership to address identified tendencies and improve service delivery; and Utilize data analytics to forecast potential service delivery pressure points and inform proactive interventions.

Strategic Management of Thusong Service Centres (hubs) and Integrated Mobile Services (National departments, Provincial departments and Municipalities), including: Increase access to government services through the strategic oversight of Thusong Service Centres: Provide strategic leadership for the effective operation and expansion of Thusong Service Centres across the province; Ensure that Thusong Service Centres are optimally resourced and equipped to provide a

comprehensive range of government services to communities; Foster strong inter-departmental collaboration to maximize the service offerings and impact of Thusong Centres; and Monitor and evaluate the accessibility, efficiency, and effectiveness of services rendered at Thusong Centres, implementing improvements as necessary. Strategic Management of Community Workers Development Programme, including: Coordinate government service delivery to the communities through the effective deployment of Community Development Workers: Provide strategic direction and oversight to the network of Community Development Workers (CDWs) across the province; Ensure that CDWs are adequately trained, equipped, and supported to effectively bridge the gap between communities and government services; Develop clear mandates and performance indicators for CDWs, aligning their activities with broader community development objectives; Facilitate seamless collaboration between CDWs and relevant government departments to ensure coordinated and responsive service delivery; and Monitor and evaluate the impact and effectiveness of CDW interventions, identifying best practices and areas for improvement. Determine the needs of the communities with regards to government services: Develop and implement robust methodologies for conducting comprehensive community needs assessments, utilizing both qualitative and quantitative approaches; Oversee the collection, analysis, and interpretation of data on community needs and priorities related to government services; and Engage directly with communities through various platforms (e.g., public meetings, focus groups, surveys) to accurately ascertain their service delivery requirements. Strategic Resource Management and Organisational Leadership, including: Management of the budget of the component.: Develop, manage, and monitor the annual budget for the Public and Community Liaison Centre, ensuring fiscal prudence and alignment with strategic objectives; Implement robust financial controls and reporting mechanisms to ensure accountability and transparency in expenditure; and Identify opportunities for resource optimization and secure additional funding where necessary to enhance service delivery capabilities. Management of all personnel within the component: Provide visionary leadership and effective management to all staff within the Public and Community Liaison Centre; Foster a high-performance culture, promoting teamwork, innovation, and continuous professional development.; Oversee talent acquisition, retention, and succession planning within the component.; and Ensure compliance with all human resource policies and labour relations frameworks. Co-ordination of the development of Job Descriptions within the component. Lead and guide the development and regular review of comprehensive and accurate job descriptions for all positions within the Centre, ensuring alignment with organizational goals; Co-ordination of the evaluation of performance of personnel within the component; Establish and implement a robust performance management system for all staff, setting clear objectives, providing regular feedback, and conducting fair and objective performance appraisals; and Identify training and development needs based on performance evaluations and facilitate appropriate interventions. Facilitate training interventions: Identify critical skills gaps within the component and develop targeted training programs to enhance the capabilities of staff, particularly in areas of conflict resolution, data analysis, and community engagement; and Promote continuous learning and professional development opportunities for all personnel. Provide strategic direction & advice to officials within the component: Offer expert guidance, mentorship, and strategic advice to all officials within the Public and Community Liaison Centre, empowering them to excel in their roles; and Act as a key resource and escalation point for complex issues, providing decisive leadership and solutions.

ENQUIRIES

: Ms. N. Tyali, Acting DDG: Provincial Monitoring and Evaluation at 072 408 7322

NOTE

: The successful candidate will be required to enter into a Performance Agreement within 3 months after assumption of duty and will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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 Panel 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.

<u>POST 31/167</u>	:	<u>DIRECTOR: DELIVERY INTERVENTION REF NO: 09/2025</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (an all-inclusive salary package). The remuneration package includes a basic salary, State's contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein A NQF Level 7 qualification as recognised by the South African Qualification Authority (SAQA) in Public Management, Business Management or Project Management. A postgraduate qualification will be an added advantage. 5 years of experience at a middle/senior managerial level with strong preference for experience within a government or public sector environment. Extensive experience in project management methodologies, extensive experience in stakeholder engagement and a proven track record in successful service delivery initiatives. Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Individual applicants are expected to pay for the course and the duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate. Knowledge of relevant frameworks applicable to Major Government Programmes. Knowledge on the co-ordination and implementation of substantial programmes/projects. High level strategic thinking, project planning, analytical and problem solving skills.
<u>DUTIES</u>	:	Strategic Oversight and Management of Premier's Special Service Delivery Operations, including: Develop and execute comprehensive strategies for the effective coordination and execution of special service delivery operations initiated by the Premier across the entirety of the Free State Province; Conduct rigorous evaluations and provide insightful reports on the tangible impact of the Premier's special service delivery operations within the province, highlighting successes and areas for improvement; Represent the FSPG at both provincial and national forums concerning special service delivery operations, actively contributing to strategic development and providing transparent reports on implementation progress to key stakeholders; Facilitate the prompt and effective implementation of injunctions related to the Premier's special service delivery operations by ensuring seamless referral to the appropriate provincial departments; and Maintain continuous oversight and provide regular, detailed reports on the implementation progress of all injunctions stemming from the Premier's special service delivery operations. The rendering of stakeholder engagement and support services within the FSPG, including: Cultivate and sustain robust relationships with a diverse range of provincial and national stakeholders to forge strategic partnerships that facilitate successful project implementation; Orchestrate and facilitate service delivery task team meetings within various municipalities, fostering a collaborative environment to proactively address and resolve localized challenges; Proactively identify and resolve challenges that may arise between service providers and government entities, ensuring smooth and efficient service delivery; and Establish and maintain clear, effective communication channels between service providers and the FSPG, promoting seamless collaboration and mutual understanding. The coordination of technical and professional services within the FSPG, including: Implement targeted strategies to enhance capacity within distressed projects, meticulously identifying critical areas requiring intervention and improvement; Coordinate the provision of essential technical and professional services across the FSPG to effectively address and mitigate challenges encountered in distressed projects; and Monitor and report on the quality, efficacy, and impact of technical and professional support rendered to distressed projects, ensuring continuous improvement and optimal outcomes. Resource Management and Team Leadership, including: Exercise astute financial stewardship by efficiently managing the allocated budget for the component, ensuring fiscal responsibility and maximizing resource utilization; Provide comprehensive oversight and management of all personnel within the component, fostering a highly productive, collaborative, and high-performing work environment; Lead the coordination of the development and regular

review of comprehensive Job Descriptions for all roles within the component, ensuring alignment with organizational objectives and evolving needs; Coordinate and facilitate robust personnel performance evaluations, ensuring alignment with individual and organizational objectives, and promoting continuous professional development; Identify critical skill gaps and facilitate relevant training interventions to enhance the capabilities and professional growth of the team; and Offer strategic direction and expert guidance to officials within the component, empowering them to achieve successful project delivery and contribute to broader provincial goals. Strategic Oversight and Management of Premier's Special Service Delivery Operations, including: Develop and execute comprehensive strategies for the effective coordination and execution of special service delivery operations initiated by the Premier across the entirety of the Free State Province; Conduct rigorous evaluations and provide insightful reports on the tangible impact of the Premier's special service delivery operations within the province, highlighting successes and areas for improvement; Represent the FSPG at both provincial and national forums concerning special service delivery operations, actively contributing to strategic development and providing transparent reports on implementation progress to key stakeholders.; Facilitate the prompt and effective implementation of injunctions related to the Premier's special service delivery operations by ensuring seamless referral to the appropriate provincial departments; and Maintain continuous oversight and provide regular, detailed reports on the implementation progress of all injunctions stemming from the Premier's special service delivery operations.

ENQUIRIES : Ms. N. Tyali, Acting DDG: Provincial Monitoring and Evaluation at 072 408 7322

NOTE : The successful candidate will be required to enter into a Performance Agreement within 3 months after assumption of duty and will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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 Panel 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.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

APPLICATIONS : Applications For the Department of Public Works and Infrastructure to Be Submitted To: Head: Public Works and Infrastructure, Human Resources Management Directorate. P.O Box 7551, Bloemfontein, 9300 or Applications that are hand delivered must be brought at the Foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, or Tambo House, St. Andrews Street, Bloemfontein or e-mail to [e-recruitmentfsdpwi@fsworks.gov.za](mailto:recruitmentfsdpwi@fsworks.gov.za). No applications will be accepted by staff in offices in the building.

CLOSING DATE : 12 September 2025

NOTE : Directions to applicants Applications must be submitted on the new prescribed Z83 application form obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information provided on the form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Should an applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their applications. Should an applicant wish to apply for more than one post, separate applications must be submitted i.e. all the documentation must be submitted for each post applied for. Applications received after the closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional

information regarding the advertised post should direct their enquiries to the relevant person as indicated in the advertisement. Note: Short-listed candidates will on the day of interview undergo a security assessment. Suitable candidates will be subjected to personnel suitability checks as deemed appropriate and inclusive inter alia of criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful. Faxed or late applications will not be accepted.

OTHER POSTS

- POST 31/168** : **CONSTRUCTION PROJECT MANAGER GRADE A REF NO: PWI 25/02 (X2 POSTS)**
Project Management Unit
- SALARY** : R879 342 per annum, (an all-inclusive package). The remuneration package consists of the basic salary, the Government's Employee Pension Fund and flexible portion, which may be structured in terms of the rule for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, housing allowance and medical aid assistance.
- CENTRE REQUIREMENTS** : Bloemfontein
: An appropriate degree in the built environment with three years' relevant project management experience. Valid driver's licence with exception of persons with disabilities. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Core And Process Competences: Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management. Change management. Innovation. Programme and project management. Project principles and methodologies. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Technical consulting. Professional judgement.
- DUTIES** : Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day-to-day operational aspects of a project and scope. Effectively apply methodology and enforce project standards to minimise risk on projects. Report project progress to Chief Construction Project Manager. Manage project budget and resources. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, clients and management. Contribute to the human resources and related activities. Maintain the project management record system. Utilise resources allocated effectively. Keep up with new technologies and procedures. Research literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management. Give direction to team in realising the Chief Directorate's strategic objective. Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting and reporting expenditure. Monitor and report on the utilisation of equipment. Coordinate memorandum of understanding, service level agreements and expenditure review. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline. Train and oversee Candidate Construction Project Managers.
- ENQUIRIES** : Mr A Mackay Tel No: (051) 492 3718
- POST 31/169** : **CHIEF ARTISAN GRADE A (X2 POSTS)**
Chief Directorate Works Construction and Maintenance
- SALARY** : R480 261 per annum (A basic salary), (OSD)
Regions: Mangaung/Xhariep District Office Ref No: PWI 25/03 (X1 Post)
Thabo Mofutsanya District Office Ref No: PWI 25/04 (X1 Post)
- REQUIREMENTS** : A completed Apprenticeship and an appropriate Trade Test Certificate in terms of the Provisions of Section 13(2)(h) of The Manpower Training Act, 1981, as

amended or a Certificate issued under the Provision of the Repealed section of the same Act. Knowledge of Health and Safety. Ten-year post qualification experience required as an Artisan/Artisan Foreman. Valid driver's license (excluding person's with disabilities).

DUTIES : Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Conduct maintenance of all buildings. Perform construction work in all civil structures. Maintain good housekeeping and ensure machinery in the workshop/store is maintained in good condition. Preparation and compilation of material lists. Manage equipment, tools and machinery used. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel. Supervise and evaluate subordinates. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline related activities and services. Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates 'key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Continuous individual development to keep up with new technologies and procedures. Research / literature studies on technical / engineering technology to improve expertise. Liaise with relevant bodies / councils on technical / engineering –related matters.

ENQUIRIES : Mr T. Khumalo Tel No: (051) 403 7850

POST 31/170 : **ASSISTANT DIRECTOR (CONTRACT MANAGEMENT) REF NO: PWI 25/05 (X1 POST)**
Directorate Supply Chain Management

SALARY : R468 459 per annum (Level 09), (A basic salary)
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate recognized Bachelor's degree or equivalent qualification in Supply Chain/Contract Management/Commercial/Economical/Financial Services with 3 years' experience in the Supply Chain Management field. Knowledge of the Public Finance Management Act, 1999, Treasury Regulations and Preferential Procurement Policy Framework Act (PPPFA). A valid driver's license (excluding person's with disabilities).

DUTIES : Supervise, monitor, analyse and determine actions to ensure proper contract administration. Administer variations to the contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancellations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers with the code of ethics to ensure delivery of goods/services. Supervise, monitor contract compliance by determining whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Supervise and monitor supplier performance according to the contract and service level agreement.

ENQUIRIES : Mr K. Radebe, Director: Supply Chain Management Tel No: (051) 492 3902

POST 31/171 : **ASSISTANT DIRECTOR (DEMAND MANAGEMENT) REF NO: PWI 25/06**
Directorate Supply Chain Management

SALARY : R468 459 per annum (Level 09), (A basic salary)
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate recognized Bachelor's degree or equivalent qualification in Supply Chain Management/Commercial/Economical/Financial Services with relevant 3 years experience in the Supply Chain Management field. Knowledge of the Public Finance Management Act, 1999, Treasury Regulations and Preferential Procurement Policy Framework Act (PPPFA). A valid driver's license (excluding persons with disabilities). Knowledge of BAS and LOGIS

<u>DUTIES</u>	: systems. Good written and communication skills. Good managerial skills. Computer skills (MS Word, Excel, Power Point). : Research the relevant identified needs. (in line with the SC strategy). Analyse requirements, undertake research, determine and develop proposals for implementation. Assess the results of the research on the market, interpret and develops proposals for procurement methodology. Ensure compliance with quality requirements. Determine whether specifications should contain any special conditions. Coordinate review, collect and collate information for the annual procurement plan. Collect information from the relevant role players according to the prescribed template. Check (engage) and analyse the information. Confirm availability of budget. Check alignment against strategic and other objectives. Consolidate into procurement plan and table for approval by the accounting officer. Supervise and compile tender/quotation specifications as required. Determine whether a specification for the relevant commodity exists. If not oversee the collection and collation of information and the compilation of specifications/terms of reference. Compile and publish request for proposals as required. Develop, implement and maintain the supplier database. Perform general quality assurance of information in the supplier database (e.g. check and verify supporting documents). Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and HR administration. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.
<u>ENQUIRIES</u>	: Mr K. Radebe, Director: Supply Chain Management Tel No: (051) 492 3902
<u>POST 31/172</u>	: <u>ARTISAN FOREMAN (X12 POSTS)</u> Directorate: Works Construction and Maintenance District Offices
<u>SALARY CENTRE</u>	: R382 047 per annum, (A basic salary), (OSD) : Regions: Mangaung District Office (X6 Posts): Bricklaying Ref No: PWI 25/07 (X1 Post) Carpenter Ref No: PWI 2508 (X2 Posts) Painter Ref No: PWI 25/09 (X1 Post) Welder Ref No: PWI 25/10 (X1 Post) Fitter and Turner: Bloemfontein Ref No: PWI 25/11 (X1 Post) Lejweleputswa/ Fezile Dabi District Office (X4 Posts) Carpenter Ref No: PWI 25/12 (X1 Post) Welding Ref No: PWI 25/13 (X1 Post) Electrician Ref No: PWI 25/14 (X1 Post) Bricklayer Ref No: PWI 25/15 (X1 Post) Thabo Mofutsanyane District Office (X2 Posts): Bricklayer Ref No: PWI 25/16 (X1 Post) Plumbing Ref No: PWI 25/17 (X1 Post)
<u>REQUIREMENTS</u>	: A completed Apprenticeship and passed Trade Test in terms of the Provisions of Section 13(2)(h) of the Manpower Training Act of 1981, as amended or a Certificate issued under the Provision of the Repealed Section 27 of the same Act. Knowledge of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) (OHS Act).
<u>DUTIES</u>	: Supervise and produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipments and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Compile and submit reports required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Planning of resources. Scheduling of works. Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.

- ENQUIRIES** : Mr T Khumalo Tel No: (051) 403 7850
- POST 31/173** : **SUPPLY CHAIN PRACTITIONER: VARIOUS REF NO: PWI 25/18 (X3 POSTS)**
Directorate Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R325 101 per annum (Level 07), (A basic salary)
Bloemfontein
: An appropriate recognized National Diploma or equivalent qualification (NQF 6) in Commercial/Economic/Financial services. 3 years' experience in supply chain management. Candidates with a Senior Certificate coupled with experience in a same or similar environment may also apply. Knowledge of Public Finance Management Act, 1999 and Treasury Regulations. Knowledge of the government provisioning and procurement procedures (BAS and LOGIS). Knowledge of Supply Chain Management and related prescripts and procedures. Computer literacy. Valid Driver's License. Planning and organizing skills. Communication (Written and verbal) skills. Supervisory skills. Monitoring and evaluation skills. Ability to work independently and under pressure. Knowledge of BAS and LOGIS systems.
- DUTIES** : Supervise the activities of the Supply Chain Management Clerks e.g. personnel development, performance and discipline, ensure quality of work, etc. Supervise the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning Logistics and Stores and maintenance of Supply Chain management processes in the department to contribute to the rendering of a professional Supply Chain Management Service. Address supply chain management enquiries to ensure the correct implementation of supply chain management practices. Inform, guide and advice Department/personnel on supply chain management matters to enhance to correct implementation of supply chain management practices and policies. Approve transactions on LOGIS / BAS according to delegations.
- ENQUIRIES** : Mr K. Radebe, Director: Supply Chain Management Tel No: (051) 492 3902
- POST 31/174** : **ARTISAN PRODUCTION GRADE A (X14 POSTS)**
Directorate: Works Construction and Maintenance District Offices
- SALARY CENTRE** : R243 597 per annum, (A basic salary), (OSD)
: **Regions: Mangaung/Xhariep District Office (X8 Posts):**
Bricklaying: Ref No: PWI 25/19 (X1 Post)
Carpenter: Ref No: PWI 25/20 (X1 Post)
Carpenter: Ref No: PWI 25/21 (X1 Post)
Painter: Ref No: PWI 25/22 (X1 Post)
Plumber: Ref No: PWI 25/23 (X2 Posts)
Refrigeration/HVAC Ref No: PWI 25/24 (X1 Post)
Lejweleputswa/ Fezile Dabi District Office (X3 Posts)
Plumbing Kroonstad Ref No: PWI 25/25 (X1 Post)
Welding Kroonstad Ref No: PWI 25/26 (X1 Post)
Welding Welkom Ref No: PWI 25/27 (X1 Post)
Thabo Mofutsanyane District Office (X3 Posts):
Painter: Ref No: PWI 25/28 (X3 Posts)
- REQUIREMENTS** : A completed Apprenticeship and passed Trade Test in terms of the Provisions of Section 13(2)(h) of the Manpower Training Act of 1981, as amended or a Certificate issued under the Provision of the Repealed Section 27 of the same Act. Knowledge of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) (OHS Act).
- DUTIES** : Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register, supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures.
- ENQUIRIES** : Mr T Khumalo Tel No: (051) 403 7850

POST 31/175 : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: PWI 25/29 (X3 POSTS)**
Directorate Supply Chain Management

SALARY : R228 321 per annum (Level 05), (A basic salary)

CENTRE : Bloemfontein

REQUIREMENTS : A grade 12 or equivalent (NQF 4) qualification. Computer literacy. Good interpersonal, communication and writing skills.

DUTIES : Implement and administer Supply Chain Management practices (including LOGIS Transactions) concerning Logistics, and Stores and maintenance of supply chain management processes in the department to contribute to the rendering of a professional Supply Chain Management Service. Logistics (Ordering, Payments, Transit IN, Transit OUT, Warehouse, Quotations, e.g.) Assets (Disposals) Loss Control Demands Acquisitions, 2. Address Supply Chain Management enquiries to ensure the correct implementation of supply chain management practices. Keep and maintain fiscal records of equipment and assets of the department according to the asset management plan. Ensure that proper procedures and processes are followed in the procurement of office equipment. Order, store, check and issue equipment and accessories including stationery to components and individuals in need. Handling of the procurement of standard office equipment/items (stationery). Operate computer systems that provide logistic support.

ENQUIRIES : Mr K. Radebe, Director: Supply Chain Management Tel No: (051) 492 3864

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

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. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms M Mzamela. All applicants are also encouraged to number the pages of their CV and the attached certified documents.

<u>APPLICATIONS</u>	:	Applicants with disabilities are encouraged to apply. To apply for the below positions, please apply online at http://professionaljobcentre.gpg.gov.za
<u>CLOSING DATE</u>	:	12 September 2025
<u>NOTE</u>	:	If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment (where applicable). The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GDSD that will be reviewed based on performance expiration.

OTHER POSTS

<u>POST 31/176</u>	:	<u>CHIEF ENGINEER: CIVIL/STRUCTURAL REF NO: REFS/023292</u>
<u>SALARY</u>	:	R1 266 450 - R2 388 657 per annum, (within the OSD framework)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	A Degree in Engineering with 6 years appropriate experience after qualification has been obtained. Registration with the South African Council for Engineering Council as a Professional Chief Engineer: Civil/Structural. Valid driver's licence. Computer literacy.
<u>DUTIES</u>	:	Develop and maintain functional and technical norms and standards from an engineering perspective. Manage condition assessment and credibility of technical information. Manage adherence to environmental and occupational health and safety aspects. Investigate proposal for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Prepare the User Asset Management Plan. Make inputs to the Construction Procurement Strategy and the Infrastructure Programme Management Plan. Conduct post project and post occupancy evaluations. Manage people.
<u>ENQUIRIES</u>	:	Ms T Mbhense Tel No: (011) 355 7703
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
<u>POST 31/177</u>	:	<u>DEPUTY DIRECTOR: INFRASTRUCTURE NPO MONITORING REF NO: REFS/023286</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	3-year tertiary qualification in Built Environment with 5 years' middle management experience in the Public-Sector portfolio management. A valid South African Driver's License. Honesty, integrity, attention to detail and be technically orientated. Knowledge of the PFMA, DoRA, Treasury regulations, national building standards, Occupational Health and Safety Acts and Regulations. Skills: Building, Strategic and Project management skills.
<u>DUTIES</u>	:	Assessment for accreditation and aligning of national strategy for application in the province. Manage the development and updating of all infrastructure policies, norms and standards in line with nationally prescribed policies. Ensure that all maintenance projects comply with policies, norms and standards as stated in the National Treasury Instruction. Develop maintenance priority lists and costs. Management of procurement costs for all NPO maintenance projects in Gauteng IDMS control framework. Management of contracts in line

		SANS, OHS Act, Regulations and Construction Regulations. Design and update OHS tools for monitoring of all NPO facilities. Monitoring and reporting of monthly and quarterly reports. Maintain discipline, manage performance and development of employees.
<u>ENQUIRIES</u>	:	Ms M Skosana Tel No: (011) 227 0069
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
<u>POST 31/178</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND COORDINATION</u> <u>REF NO: REFS/023288</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package), which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
<u>CENTRE</u>	:	Head Office (Johannesburg) Office of the MEC
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Office Administrations or equivalent qualification in administration. 3-5 years administrative experience. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Valid driver's license (code B). Skills and Competencies: Honesty and Integrity, innovative individual, through to details. Team working, interpersonal relations, analytical, report writing, planning and co-ordinating, workflow coordination, strategic capability & leadership, programme and project management, financial Management, problem solving & analysis, people management and Empowerment, Governances. A valid driver's license is required.
<u>DUTIES</u>	:	Provide administrative support and receptionist services in the office of the executive authority. Provide registry support services in the office of the executive authority. Provide messenger and driver services in the office of the executive authority. Provide logistical support for meetings to the executive authority.
<u>ENQUIRIES</u>	:	Ms S Moloi Tel No: (011) 227 0062
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
<u>POST 31/179</u>	:	<u>TOWN AND REGIONAL PLANNER: PRODUCTION GRADE A REF NO: REFS/023287</u>
<u>SALARY</u>	:	R761 157 - R1 144 008 per annum, (within the OSD framework)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	A Bachelors' Degree in Urban/Town and Regional Planning or relevant qualifications. 3 years' post qualification professional experience required. A Valid driver's licence. Compulsory registration with SACPLAN as a Professional Town & Regional Planner. Knowledge: PFMA/DoRA/Treasury Regulations, Practice Notes, Instructions, Circulars, Government Immovable Asset Management Act of 2007, Framework for Infrastructure Delivery and Procurement Management, Spatial Planning and Land Use Management Act 13 of 2013, Children's Act of 2005 and the Best practice Note of 2010, Spatial planning systems and norms of Government and Relevant Provincial Land Administration Legislation. Skills and Competencies: decision making, team leadership, analytical, creativity, self-management, financial management, customer focus and responsive, communication, computer literacy, delegation and development of others, planning, organising and execution, conflict management.
<u>DUTIES</u>	:	Ensure the application of town and regional planning principles in land development: Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Town Planning inputs to infrastructure and related plans: Prepare inputs to Project Planning reports from a town planner perspective, for example Business Cases, Infrastructure Assets Management Plans, Strategic Briefs, etc. Undertake extensive analyses to formulate and maintain an infrastructure planning framework for the Department. Undertake spatial analysis and modelling to support comprehensive infrastructure planning framework. Identify suitable sites for social development infrastructure projects and undertake final validation on suitability. Validate all aspects of town planning requirements for planned infrastructure projects. Represent the Department at the different

spatial forum to promote alignment between social planning and broader provincial planning. Interact with the Custodian, GOGTA and related planning forums in the province to promote seamless and integrated spatial planning. Policies, Norms, Standard and Monitoring Reports: Make inputs to the provincial functional norms and standards in line with nationally prescribed functional norms and standards from a town planning perspective. Contribute from a town planning perspective to post project, post occupancy and end of the year evaluations as well as preparation of reports. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on town and regional planning technology to improve expertise. Liaise with relevant bodies/councils on town and regional planning-related matters.

ENQUIRIES : Ms E Motloutsi Tel No: (011) 355 7700
NOTE : NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

POST 31/180 : **OPERATIONAL MANAGER (NURSING) REF NO: REFS/023285 (X1 POST)**

SALARY : R549 192 - R723 954 per annum, (within OSD framework)
CENTRE : Father Smangalisso Mkhathswa Child and Youth Care Centre
REQUIREMENTS : National Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council with 7 years' experience as a Professional Nurse with the SANC in General Nursing. Submission of valid proof of registration with the council. A valid driver's licence. Knowledge and understanding of Legislation and Policy mandates regulating Nursing practice, Process and procedures. Skills and Competencies: Computer literacy, Project Management, Monitoring and Evaluation, Communication and Leadership skills.

DUTIES : Develop and manage Nursing Plan. Monitor the implementation of a comprehensive nursing care plan and screening of Health problems and diseases in accordance with prescribed norms and standards. Identify health indicators, risk factors and conduct client satisfactory surveys. Manage Nursing Practice and Health Care in accordance with regulatory. Develop and monitor a professional and ethical practice as well as enabling environment for ethical practice. Manage a constructive working relationship with other stakeholders. Promote the role of nursing with multi-disciplinary health teams, organizations and special interest group. Manage nursing staff, leave plans and attend to staff grievance and disciplinary matters. Manage individual performance and development. Promote nursing ethical conduct to nursing staff.

ENQUIRIES : Mr S Mmakola Tel No: (012) 546 0640
NOTE : NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

POST 31/181 : **OPERATIONAL MANAGER (NURSING) REF NO: REFS/023293 (X1 POST)**

SALARY : R549 192 - R723 954 per annum, (within OSD framework)
CENTRE : Mabutho Hlatshwayo Child and Youth Care Centre
REQUIREMENTS : National Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council with 7 years' experience as a Professional Nurse with the SANC in General Nursing. Submission of valid proof of registration with the council. A valid driver's licence. Knowledge and understanding of Legislation and Policy mandates regulating Nursing practice, Process and procedures. Skills and Competencies: Computer literacy, Project Management, Monitoring and Evaluation, Communication and Leadership skills.

DUTIES : Develop and manage Nursing Plan. Monitor the implementation of a comprehensive nursing care plan and screening of Health problems and diseases in accordance with prescribed norms and standards. Identify health indicators, risk factors and conduct client satisfactory surveys. Manage Nursing Practice and Health Care in accordance with regulatory. Develop and monitor a professional and ethical practice as well as enabling environment for ethical practice. Manage a constructive working relationship with other stakeholders. Promote the role of nursing with multi-disciplinary health teams, organizations and special interest group. Manage nursing staff, leave plans and attend to

		staff grievance and disciplinary matters. Manage individual performance and development. Promote nursing ethical conduct to nursing staff.
<u>ENQUIRIES</u>	:	Ms J Fouche Tel No: (010) 344 1280
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
<u>POST 31/182</u>	:	<u>OPERATIONAL MANAGER (NURSING) REF NO: REFS/023284 (X1 POST)</u>
<u>SALARY</u>	:	R549 192 - R723 954 per annum, (within OSD framework)
<u>CENTRE</u>	:	Zanele Mbeki Frail Care Centre
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council with 7 years' experience as a Professional Nurse with the SANC in General Nursing. Submission of valid proof of registration with the council. A valid driver's licence. Knowledge and understanding of Legislation and Policy mandates regulating Nursing practice, Process and procedures. Skills and Competencies: Computer literacy, Project Management, Monitoring and Evaluation, Communication and Leadership skills.
<u>DUTIES</u>	:	Develop and manage Nursing Plan. Monitor the implementation of a comprehensive nursing care plan and screening of Health problems and diseases in accordance with prescribed norms and standards. Identify health indicators, risk factors and conduct client satisfactory surveys. Manage Nursing Practice and Health Care in accordance with regulatory. Develop and monitor a professional and ethical practice as well as enabling environment for ethical practice. Manage a constructive working relationship with other stakeholders. Promote the role of nursing with multi-disciplinary health teams, organizations and special interest group. Manage nursing staff, leave plans and attend to staff grievance and disciplinary matters. Manage individual performance and development. Promote nursing ethical conduct to nursing staff.
<u>ENQUIRIES</u>	:	Ms Z Nhlapo Tel No: (011) 817 7300
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
<u>POST 31/183</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (PRIMARY HEALTH CARE) REF NO: REFS/ 023289 (X2 POSTS)</u>
<u>SALARY</u>	:	R476 367 - R723 954 per annum, (within OSD framework)
<u>CENTRE</u>	:	Dr Fabian & Florence Rebeiro Treatment Centre
<u>REQUIREMENTS</u>	:	A Diploma/Degree in Nursing or equivalent qualification plus qualification in Psychiatric Nursing that allows registration with the South African Nursing Council with 7 years' experience as a Professional Nurse. Submission of valid proof of registration with the council. Skills and Competencies: Knowledge and understanding of legislative and policy mandates regulating nursing practice, processes and procedures applicable in the Institution. Project management, Communication, analytical, monitoring and evaluation, supervision, people management, inter-personal as well as leadership skills. Personal attributes: Professionalism, responsiveness, proactive, team player, caring and supportive.
<u>DUTIES</u>	:	Develop and manage nursing plan. Implement standard practices, criteria and indicators for quality nursing. Participate in auditing quality of nursing and health care. Practice nursing and health care in accordance with regulatory framework. Maintain a professional and ethical practice and implement patient care standards, policies and procedures. Maintenance of a constructive working relationship with other stakeholders, health teams, organisation and special interest groups. Manage nursing staff performance, development, leave plans and disciplinary matters.
<u>ENQUIRIES</u>	:	Ms Samantha Hutchinson Tel No: (012) 734 8325
<u>NOTE</u>	:	The Department reserves the right to fill or not to fill this position(s). NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 31/184</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO: REFS/023283 (X2 POSTS)</u>
<u>SALARY</u>	:	R476 367 – R559 548 per annum, (within OSD framework)
<u>CENTRE</u>	:	Dr Fabian Florence Rebeiro Treatment Centre

- REQUIREMENTS** : Basic R425 qualification (i.e., Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANCA as a Professional Nurse. Post basic qualification with a duration of at least 1 year in curative Skills in Primary Health Care accredited with the SANC. Registration with SANC as Professional Nurse. A minimum of 4 years appropriate / recognizable nursing experience after registration as professional nurse with the SANC in general nursing. Knowledge and understanding of legislative and policy mandates regulating nursing practice, processes, and procedures. Knowledge and understanding of nursing care practice and procedures applicable in the institution. Skills and competencies: Project Management, Analytical, report writing monitoring and evaluation, communication, people management skills, interpersonal skills and leadership skills. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Demonstrate a basic understanding of HR and financial policies and practices.
- DUTIES** : Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility.
- ENQUIRIES** : Ms S Hutchinson Tel No: (012) 734 8325, Dr Fabian Florence Rebeiro Treatment Centre
- NOTE** : NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
- POST 31/185** : **GIS TECHNOLOGIST REF NO: REFS/023282**
- SALARY** : R397 569 - R690 237 per annum, (within the OSD framework)
- CENTRE** : Head Office (Johannesburg)
- REQUIREMENTS** : Bachelor of science (NQF 6/7) Geography/Geomatics or Environmental Sciences, A Valid driver's Licence, 3 years GISc Technologist experience, Registration with PLATO as a GISc Technologist.
- DUTIES** : To provide Technical function :Collect and capture of data from various formats and sources, Maintain GISc unit effectiveness: Ensure easy access to spatial information at all times, Governance: Allocate, control, monitor and report on all resources, Financial Management: Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organization needs: GIS Implementation: Undertake system audit, requirement analysis and cost benefit analysis: Conduct research: Research, investigate and advice on new GIS technologies. Competencies: Skills: Strategic management and direction, problem solving and analysis, Team leadership, Computer skills, Planning and organising skills. Knowledge: Programme and project management GISc legal and operational compliance, Spatial modelling design and analysis knowledge, Research and development, Policy Formulation.
- ENQUIRIES** : Mr C Maabane Tel No:(011) 227 0060
- NOTE** : NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

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

OTHER POSTS

POST 31/186**MANAGER NURSING (LEVEL 3 HOSPITAL) REF NO: KDHC 01/2025**

Department: Nursing Management

SALARY

: R1 155 099 - R1 320 732 per annum. Other Benefits: All-inclusive salary package per annum (70% of basic salary and 30% benefits i.e., flexible portion that can be structured in terms of applicable rules).

CENTRE

: King Dinuzulu Hospital Complex

REQUIREMENTS

: Senior Certificate/ Grade 12. Diploma / Degree in General Nursing that allows registration With SANC as Professional/General Nurse Diploma in Nursing Administration or Management Current registration with the SANC 2025 as a Professional Nurse A minimum of 10 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing At least 5 years of the period referred to above must be appropriate / recognizable experience as management level (Assistant Manager Nursing). All other documents will be submitted by shortlisted candidates only. Computer literate Valid driver's license Knowledge, Skills, Competencies and Training Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as: Nursing Act, Health Act, Skills Development Act, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Patients' Rights, Batho Pele principles etc. Mentorship & supervisory skills Leadership, management, planning, organizing and coordinating skills Clinical competencies and policy formulation skills Knowledge of nursing care delivery approaches Good verbal and written communication skills Conflict management / sound labour management skills Mentorship and supervisory skills Computer literacy Knowledge and understanding of Human Resource and Financial practices.

DUTIES

: Provide leadership a strategic direction in the Nursing Component. Delegate, supervise & coordinate the provision of effective and efficient patient care through adequate nursing care. To execute duties and functions with proficiency, in support of aims and strategic objectives of the hospital and of the Department of Health. To contribute towards strategic planning process of the hospital. Represent Nursing Component in the Senior Management Team. To demonstrate hospital's commitment to quality nursing care and ensure compliance with National Core Standard. Advocate and ensure the promotion of nursing ethos and professionalism. To manage and supervise the formation and implementation of policies, procedures for nursing service. To manage and ensure efficient utilization of allocated human resources, financial and non-financial resources. Deal with disciplinary and grievance matters. To ensure provision of effective and efficient infection control services in the hospital and affiliate primary health care services. Monitoring and evaluation of patient care delivery in the hospital Initiate and participate in health promotion to ensure consistent communication of relevant, accurate & comprehensive information on health care Develop/establish and maintain constructive working relationship between nursing staff & other stakeholders (i.e. Inter-professional, inter-sectoral & multidisciplinary teamwork) Formulation and implementation of nursing guidelines, practices, standards & procedure.

ENQUIRIES

: Dr. Z.F Dlamini Tel No: (031) 242 6242

APPLICATIONS: Applications should be forwarded to: The Acting Deputy Director: HRM: Mr. F.G Cele, Human Resource Department, King Dinuzulu Hospital P O Dormerton, 4015 Email to: KingdinuzuluHospital.HRJobApplication@kznhealth.gov.za. Or KGVREGISTRY@kznhealth.gov.za or Hand delivered to: The Human Resource Department, King Dinuzulu Hospital, 75 R.D. Naidu Roads Sydenham, 4015 NB: 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" "Applicants may also visit any one of our Designated Online. Or 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 .”
<u>NOTE</u>	: Directions to the candidates: The following documents must be submitted: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z83 e.g. reference number KDHC 05/2025. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews. We welcome applications from persons with disabilities (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department).
<u>CLOSING DATE</u>	: 12 September 2025
<u>POST 31/187</u>	: <u>MEDICAL SPECIALIST: OBSTETRICS & GYNAECOLOGY (X6 POSTS)</u>
<u>SALARY</u>	: Grade 1: R1 341 855 – R1 422 810 per annum Grade 2: R1 531 032 – R1 623 609 per annum Grade 3: R1 773 222 – R2 212 680 per annum Salary package: (all-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: -Commuted Overtime (conditions applies)
<u>CENTRE</u>	: Various Hospitals: Queen Nandi Hospital Ref No: M08/2025 (X3 Posts) Mahatma Gandhi Hospital Ref No: M09/2025 (X1 Post) Ladysmith Hospital Ref No: M10/2025 (X1 Post) Newcastle Hospital Ref No: M11/2025 (X1 Post)
<u>REQUIREMENTS</u>	: Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Appropriate tertiary qualification in the Health Science (MBChB) An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Obstetrics & Gynaecology. Registration with HPCSA as a Medical Specialist in Obstetrics & Gynaecology. Current HPCSA Registration. Grade 1: No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions of South Africa. Grade 2: In addition to the requirements for a grade 1 Specialist post a minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Obstetrics & Gynaecology is required for appointment as a Grade 2 Specialist. Grade 3: In addition to the requirements for a grade 1 Specialist post a minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Obstetrics & Gynaecology is required for appointment as a Grade 3 Specialist Knowledge, Skills, Training and Competencies: Sound knowledge and experience in Obstetrics & Gynaecology. Knowledge of current health and public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good Communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.
<u>DUTIES</u>	: Provide safe, ethical and high quality of care through the development of standards and risk assessments in clinical and customer care (patient perspective) in the respective specialty. Provide a full package of services including after hour services. Develop, maintain and audit the correct

implementation of clinical protocols and guidelines. Implement and maintain an efficient, effective and seamless service delivery process within the Institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members, conduct and stimulate research. Manage and direct performance of junior staff within the area of control. Align clinical service delivery plans with hospital plans and priorities. Provide Specialist services and support to the Clinical Head of Unit. Ensure Compliance with Norms and Standards as prescribed by Office of Health Standards Compliance (OHSC). Participate in the continued medical education programme in the institution. Manage EPMDs of junior staff. Participate in the extended management activities. Develop, Implement and monitor quality improvement programmes. Develop and participate in the outreach programme. Ensure a functional referral system. Actively participate in the academic programme run by the Department of Health for the postgraduate training of Registrars. Clinical teaching of undergraduate and postgraduate students. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses. The incumbent should have, comprehensive knowledge of speciality Discipline. Competence in the clinical evaluation of patients, Interpretation of special investigations within the Discipline. Render efficient and cost-effective services to patients managed by the institution. Ensure Clinical Governance within the Discipline. Deliver an effective and efficient administration of all resources allocated to the Discipline. Assist the Head of Clinical Unit (HCU) to ensure an optimal delivery of Services within the Discipline. Assist HCU in the development of management protocols/policies for Department – Discipline. Assist with Quality Improvement imperatives including Clinical Audits (morbidity and mortality reporting and reviewing, clinical documentation audits etc.) and continuous professional development activities. Maintain satisfactory clinical professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the DOH. After hours participation in call rosters.

ENQUIRIES
APPLICATIONS

: Mrs RT Dube Tel No: (033) 940 2499
 : 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 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.” NB: Applications for these posts can be dropped off at your nearest Health Facility. 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: Mrs N Radebe)

NOTE

: We strive to create an environment that brings the power of diversity to life and as such, this Department is an equal opportunity, affirmative action employer, whose aim is to promote inclusiveness in all occupational levels in the Department”. Applications 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 are encouraged 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). Applicants with foreign qualifications are requested to have their qualifications evaluated by SAQA and to provide proof of such evaluation. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more

than 1 post, submit separate applications for each post that you apply for quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

- CLOSING DATE** : 12 September 2025
- POST 31/188** : **MEDICAL SPECIALIST: PAEDIATRICS REF NO: M12/2025 (X2 POSTS)**
Complex (NB: The incumbent for these posts will be part of the complex which includes both hospitals working together)
- SALARY** : Grade 1: R1 341 855 – R1 422 810 per annum
Grade 2: R1 531 032 – R1 623 609 per annum
Grade 3: R1 773 222 – R2 212 680 per annum
Salary package: (all-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: - Commuted Overtime (conditions applies)
- CENTRE REQUIREMENTS** : Dr Pixley Ka Isaka Seme Hospital/ Mahatma Ghandi
Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Appropriate tertiary qualification in the Health Science (MChB) An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Paediatrics. Registration with HPCSA as a Medical Specialist in Paediatrics. Current HPCSA Registration. **Grade 1:** No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions of South Africa. **Grade 2:** In addition to the requirements for a grade 1 Specialist post a minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Paediatrics is required for appointment as a Grade 2 Specialist. **Grade 3:** In addition to the requirements for a grade 1 Specialist post a minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Paediatrics is required for appointment as a Grade 3 Specialist Knowledge, Skills, Training and Competencies: Sound knowledge and experience in Paediatrics. Knowledge of current health and public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good Communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.
- DUTIES** : Provide safe, ethical and high quality of care through the development of standards and risk assessments in clinical and customer care (patient perspective) in the respective specialty. Provide a full package of services including after hour services. Develop, maintain and audit the correct implementation of clinical protocols and guidelines. Implement and maintain an efficient, effective and seamless service delivery process within the Institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members, conduct and stimulate research. Manage and direct performance of junior staff within the area of control. Align clinical service delivery plans with hospital plans and priorities. Provide Specialist services and support to the Clinical Head of Unit. Ensure Compliance with Norms and Standards as prescribed by Office of Health Standards Compliance (OHSC). Participate in the continued medical education programme in the institution. Manage EPMDS of junior staff. Participate in the extended management activities. Develop, Implement and monitor quality improvement programmes. Develop and participate in the outreach programme. Ensure a functional referral system. Actively participate in the academic programme run by the Department of Health for the postgraduate training of Registrars. Clinical teaching of undergraduate and postgraduate students. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses. The incumbent should have, comprehensive knowledge of speciality Discipline. Competence in the clinical evaluation of patients, Interpretation of special investigations within the Discipline. Render efficient and cost-effective services to patients managed by the institution. Ensure Clinical Governance within the Discipline. Deliver an effective and efficient administration of all resources allocated to the Discipline. Assist the Head of Clinical Unit (HCU) to ensure an optimal delivery of Services within the Discipline. Assist HCU in the development of management protocols/policies for Department – Discipline. Assist with Quality Improvement imperatives including Clinical Audits

(morbidity and mortality reporting and reviewing, clinical documentation audits etc.) and continuous professional development activities. Maintain satisfactory clinical professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the DOH. After hours participation in call rosters.

**ENQUIRIES
APPLICATIONS**

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CLOSING DATE

: 12 September 2025

POST 31/189

: **MEDICAL SPECIALIST: GENERAL SURGERY (X6 POSTS)**

SALARY

: Grade 1: R1 341 855 – R1 422 810 per annum
Grade 2: R1 531 032 – R1 623 609 per annum
Grade 3: R1 773 222 – R2 212 680 per annum
Salary package: (all-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: -Commuted Overtime (conditions applies)

CENTRE

: **Various Hospitals:**
Portshepstone Hospital Ref No: M13/2025 (X1 Post)
General Justice Gizenga Mpanza Hospital Ref No: M14/2025 (X1 Post)
Addington Hospital Ref No: M15/2025 (X1 Post)
Dr Pixley Ka Isaka Seme Hospital Ref No: M16/2025 (X1 Post)
Ladysmith Hospital Ref No: M17/2025 (X1 Post)
Greys Hospital Ref No: M18/2025 (X1 Post)

REQUIREMENTS

: Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Appropriate tertiary qualification in the Health Science (MBChB) An appropriate qualification that allows registration with HPCSA as a Medical Specialist in General Surgery. Registration with HPCSA as a Medical Specialist

in General Surgery. Current HPCSA Registration. **Grade 1:** No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions of South Africa. **Grade 2:** In addition to the requirements for a grade 1 Specialist post a minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in General Surgery is required for appointment as a Grade 2 Specialist. **Grade 3:** In addition to the requirements for a grade 1 Specialist post a minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in General Surgery is required for appointment as a Grade 3 Specialist Knowledge, Skills, Training and Competencies: Sound knowledge and experience in General Surgery. Knowledge of current health and public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good Communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.

DUITES

: Provide safe, ethical, and high quality of care through the development of standards and risk assessments in clinical and customer care (patient perspective) in the respective specialty. Provide a full package of services including after hour services. Develop, maintain, and audit the correct implementation of clinical protocols and guidelines. Implement and maintain an efficient, effective, and seamless service delivery process within the Institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members, conduct, and stimulate research. Manage and direct performance of junior staff within the area of control. Align clinical service delivery plans with hospital plans and priorities. Provide Specialist services and support to the Clinical Head of Unit. Ensure Compliance with Norms and Standards as prescribed by Office of Health Standards Compliance (OHSC). Participate in the continued medical education programme in the institution. Manage EPMDS of junior staff. Participate in the extended management activities. Develop, Implement and monitor quality improvement programmes. Develop and participate in the outreach programme. Ensure a functional referral system. Actively participate in the academic programme run by the Department of Health for the postgraduate training of Registrars. Clinical teaching of undergraduate and postgraduate students. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses. The incumbent should have, comprehensive knowledge of speciality Discipline. Competence in the clinical evaluation of patients, Interpretation of special investigations within the Discipline. Render efficient and cost-effective services to patients managed by the institution. Ensure Clinical Governance within the Discipline. Deliver an effective and efficient administration of all resources allocated to the Discipline. Assist the Head of Clinical Unit (HCU) to ensure an optimal delivery of Services within the Discipline. Assist HCU in the development of management protocols/policies for Department – Discipline. Assist with Quality Improvement imperatives including Clinical Audits (morbidity and mortality reporting and reviewing, clinical documentation audits etc.) and continuous professional development activities. Maintain satisfactory clinical professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the DOH. After hours participation in call roasters.

**ENQUIRIES
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<u>CLOSING DATE</u>	:	12 September 2025
<u>POST 31/190</u>	:	<u>MEDICAL SPECIALIST: ORTHOPAEDICS (X5 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 341 855 – R1 422 810 per annum Grade 2: R1 531 032 – R1 623 609 per annum Grade 3: R1 773 222 – R2 212 680 per annum Salary package: (all-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: -Commuted Overtime (conditions applies)
<u>CENTRE</u>	:	Various Hospitals: Portshepstone Hospital Ref No: M19/2025 (X2 Posts) Harry Gwala Regional Hospital Ref No. M20/2025 King Dinuzulu Hospital Ref No: M21/2025 (X1 Post) Prince Mshiyeni Ref No. M22/2025 (X1 Post) Ladysmith Hospital Ref No. M23/2025 (X1 Post) Greys Hospital Ref No. M24/2025 (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Appropriate tertiary qualification in the Health Science (MBCbB) An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Orthopaedics. Registration with HPCSA as a Medical Specialist in Orthopaedics. Current HPCSA Registration. Grade 1: No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions of South Africa. Grade 2: In addition to the requirements for a grade 1 Specialist post a minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Orthopaedics is required for appointment as a Grade 2 Specialist. Grade 3: In addition to the requirements for a grade 1 Specialist post a minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Orthopaedics is required for appointment as a Grade 3 Specialist Knowledge, Skills, Training and Competencies: Sound knowledge and experience in Orthopaedics. Knowledge of current health and public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good Communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.
<u>DUTIES</u>	:	Provide safe, ethical and high quality of care through the development of standards and risk assessments in clinical and customer care (patient perspective) in the respective specialty. Provide a full package of services including after hour services. Develop, maintain and audit the correct

implementation of clinical protocols and guidelines. Implement and maintain an efficient, effective and seamless service delivery process within the Institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members, conduct and stimulate research. Manage and direct performance of junior staff within the area of control. Align clinical service delivery plans with hospital plans and priorities. Provide Specialist services and support to the Clinical Head of Unit. Ensure Compliance with Norms and Standards as prescribed by Office of Health Standards Compliance (OHSC). Participate in the continued medical education programme in the institution. Manage EPMDS of junior staff. Participate in the extended management activities. Develop, Implement and monitor quality improvement programmes. Develop and participate in the outreach programme. Ensure a functional referral system. Actively participate in the academic programme run by the Department of Health for the postgraduate training of Registrars. Clinical teaching of undergraduate and postgraduate students. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses. The incumbent should have, comprehensive knowledge of speciality Discipline. Competence in the clinical evaluation of patients, Interpretation of special investigations within the Discipline. Render efficient and cost-effective services to patients managed by the institution. Ensure Clinical Governance within the Discipline. Deliver an effective and efficient administration of all resources allocated to the Discipline. Assist the Head of Clinical Unit (HCU) to ensure an optimal delivery of Services within the Discipline. Assist HCU in the development of management protocols/policies for Department – Discipline. Assist with Quality Improvement imperatives including Clinical Audits (morbidity and mortality reporting and reviewing, clinical documentation audits etc.) and continuous professional development activities. Maintain satisfactory clinical professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the DOH. After hours participation in call roasters.

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APPLICATIONS

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than 1 post, submit separate applications for each post that you apply for quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

<u>CLOSING DATE</u>	:	12 September 2025
<u>POST 31/191</u>	:	<u>MEDICAL SPECIALIST: ANAETHETICS (X12 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 341 855 – R1 422 810 per annum Grade 2: R1 531 032 – R1 623 609 per annum Grade 3: R1 773 222 – R2 212 680 per annum Salary package: (all-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: -Commuted Overtime (conditions applies)
<u>CENTRE</u>	:	Various Hospitals: Inkosi Albert Luthuli Hospital Ref No: M23/2025 (X5 Posts) Victoria Mxenge Tertiary Hospital Ref No: M24/2025 (X1 Post) Queen Nandi Regional Hospital Ref No: M25/2025 (X1 Post) Prince Mshiyeni Hospital Ref No: M26/2025 (X1 Post) RK Khan Hospital Ref No: M27/2025 (X1 Post) Harry Gwala Hospital: Ref No: M28/2025 (X1 Post) Newcastle Hospital Ref No: M29/2025 (X1 Post) Mahatma Gandhi Hospital Ref No: M30/2025 (X1 Post)
<u>REQUIREMENT</u>	:	Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Appropriate tertiary qualification in the Health Science (MBChB) An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Anaesthetics. Registration with HPCSA as a Medical Specialist in Anaesthetics. Current HPCSA Registration. Grade 1: No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions of South Africa. Grade 2: In addition to the requirements for a grade 1 Specialist post a minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Anaesthetics is required for appointment as a Grade 2 Specialist. Grade 3: In addition to the requirements for a grade 1 Specialist post a minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Anaesthetics is required for appointment as a Grade 3 Specialist Knowledge, Skills, Training and Competencies: Sound knowledge and experience in Anaesthetics. Knowledge of current health and public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good Communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.
<u>DUTIES</u>	:	Provide safe, ethical and high quality of care through the development of standards and risk assessments in clinical and customer care (patient perspective) in the respective specialty. Provide a full package of services including after hour services. Develop, maintain and audit the correct implementation of clinical protocols and guidelines. Implement and maintain an efficient, effective and seamless service delivery process within the Institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members, conduct, and stimulate research. Manage and direct performance of junior staff within the area of control. Align clinical service delivery plans with hospital plans and priorities. Provide Specialist services and support to the Clinical Head of Unit. Ensure Compliance with Norms and Standards as prescribed by Office of Health Standards Compliance (OHSC). Participate in the continued medical education programme in the institution. Manage EPMDS of junior staff. Participate in the extended management activities. Develop, Implement and monitor quality improvement programmes. Develop and participate in the outreach programme. Ensure a functional referral system. Actively participate in the academic programme run by the Department of Health for the postgraduate training of Registrars. Clinical teaching of undergraduate and postgraduate students. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses. The incumbent should have, comprehensive knowledge of speciality Discipline. Competence in the clinical evaluation of patients, Interpretation of special

investigations within the Discipline. Render efficient and cost-effective services to patients managed by the institution. Ensure Clinical Governance within the Discipline. Deliver an effective and efficient administration of all resources allocated to the Discipline. Assist the Head of Clinical Unit (HCU) to ensure an optimal delivery of Services within the Discipline. Assist HCU in the development of management protocols/policies for Department – Discipline. Assist with Quality Improvement imperatives including Clinical Audits (morbidity and mortality reporting and reviewing, clinical documentation audits etc.) and continuous professional development activities. Maintain satisfactory clinical professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the DOH. After hours participation in call rosters.

**ENQUIRIES
APPLICATIONS**

: Mrs RT Dube Tel No: (033) 940 2499
 : 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 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." NB: Applications for these posts can be dropped-off at your nearest Health Facility. 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: Mrs N Radebe)

NOTE

: We strive to create an environment that brings the power of diversity to life and as such, this Department is an equal opportunity, affirmative action employer, whose aim is to promote inclusiveness in all occupational levels in the Department". Applications 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 are encouraged 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). Applicants with foreign qualifications are requested to have their qualifications evaluated by SAQA and to provide proof of such evaluation. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE

: 12 September 2025

POST 31/192

: **MEDICAL SPECIALIST: ANAETHETICS (X12 POSTS)**

SALARY

: Grade 1: R1 341 855 – R1 422 810 per annum
 Grade 2: R1 531 032 – R1 623 609 per annum
 Grade 3: R1 773 222 – R2 212 680 per annum
 Salary package: (all-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: -Commuted Overtime (conditions applies)

CENTRE

: **Various Hospitals:**
 Inkosi Albert Luthuli Hospital Ref No: M23/2025 (X5 Posts)
 Victoria Mxenge Tertiary Hospital Ref No: M24/2025 (X1 Post)
 Queen Nandi Regional Hospital Ref No: M25/2025 (X1 Post)
 Prince Mshiyeni Hospital Ref No: M26/2025 (X1 Post)

RK Khan Hospital Ref No: M27/2025 (X1 Post)
Harry Gwala Hospital Ref No: M28/2025 (X1 Post)
Newcastle Hospital Ref No: M29/2025 (X1 Post)
Mahatma Gandhi Hospital Ref No: M30/2025 (X1 Post)

REQUIREMENTS

: Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Appropriate tertiary qualification in the Health Science (MBChB) An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Anaesthetics. Registration with HPCSA as a Medical Specialist in Anaesthetics. Current HPCSA Registration. **Grade 1:** No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions of South Africa. **Grade 2:** In addition to the requirements for a grade 1 Specialist post a minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Anaesthetics is required for appointment as a Grade 2 Specialist. **Grade 3:** In addition to the requirements for a grade 1 Specialist post a minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Anaesthetics is required for appointment as a Grade 3 Specialist Knowledge, Skills, Training and Competencies: Sound knowledge and experience in Anaesthetics. Knowledge of current health and public service legislation, regulations and policies including medical ethics, epidemiology, and statistics. Good Communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.

DUTIES

: Provide safe, ethical and high quality of care through the development of standards and risk assessments in clinical and customer care (patient perspective) in the respective specialty. Provide a full package of services including after hour services. Develop, maintain and audit the correct implementation of clinical protocols and guidelines. Implement and maintain an efficient, effective and seamless service delivery process within the Institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members, conduct, and stimulate research. Manage and direct performance of junior staff within the area of control. Align clinical service delivery plans with hospital plans and priorities. Provide Specialist services and support to the Clinical Head of Unit. Ensure Compliance with Norms and Standards as prescribed by Office of Health Standards Compliance (OHSC). Participate in the continued medical education programme in the institution. Manage EPMDs of junior staff. Participate in the extended management activities. Develop, Implement and monitor quality improvement programmes. Develop and participate in the outreach programme. Ensure a functional referral system. Actively participate in the academic programme run by the Department of Health for the postgraduate training of Registrars. Clinical teaching of undergraduate and postgraduate students. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses. The incumbent should have, comprehensive knowledge of specialty Discipline. Competence in the clinical evaluation of patients, Interpretation of special investigations within the Discipline. Render efficient and cost-effective services to patients managed by the institution. Ensure Clinical Governance within the Discipline. Deliver an effective and efficient administration of all resources allocated to the Discipline. Assist the Head of Clinical Unit (HCU) to ensure an optimal delivery of Services within the Discipline. Assist HCU in the development of management protocols/policies for Department – Discipline. Assist with Quality Improvement imperatives including Clinical Audits (morbidity and mortality reporting and reviewing, clinical documentation audits etc.) and continuous professional development activities. Maintain satisfactory clinical professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the DOH. After hours participation in call rosters.

ENQUIRIES

: Mrs RT Dube Tel No: (033) 940 2499

APPLICATIONS

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(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 NB: Applications for these posts can be dropped-off at your nearest Health Facility. 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: Mrs N Radebe)

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CLOSING DATE

: 12 September 2025

POST 31/193

: **MEDICAL SPECIALIST: RADIOLOGY (X6 POSTS)**

SALARY

: Grade 1: R1 341 855 – R1 422 810 per annum
 Grade 2: R1 531 032 – R1 623 609 per annum
 Grade 3: R1 773 222 – R2 212 680 per annum
 Salary package: (all-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: -Commuted Overtime (conditions applies)

CENTRE

: **Various Hospitals:**
 Portshepstone Hospital Ref No: M31/2025 (X1 Post)
 RK Khan Hospital Ref No: M32/2025 (X1 Post)
 Madadeni Hospital Ref No: M33/2025 (X1 Post)
 Addington Hospital Ref No: M34/2025 (X1 Post)
 General Justice Gizenga Mpanza Ref No: M35/2025 (X1 Post)
 Dr Pixley Ka Isaka Seme Hospital Ref No: M36/2025 (X1 Post)

REQUIREMENTS

: Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Appropriate tertiary qualification in the Health Science (MBChB) An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Radiology. Registration with HPCSA as a Medical Specialist in Radiology. Current HPCSA Registration **Grade 1:** No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions of South Africa. **Grade 2:** In addition to the requirements for a grade 1 Specialist post a minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Radiology is required for appointment as a Grade 2 Specialist. **Grade 3:** In addition to the requirements for a grade 1 Specialist post a minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Radiology is required for appointment as a Grade 3 Specialist Knowledge, Skills, Training and Competencies: Sound knowledge and experience in Radiology. Knowledge of current health and public service legislation, regulations and

policies including medical ethics, epidemiology, and statistics. Good Communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.

DUTIES

: Provide safe, ethical and high quality of care through the development of standards and risk assessments in clinical and customer care (patient perspective) in the respective specialty. Provide a full package of services including after hour services. Develop, maintain and audit the correct implementation of clinical protocols and guidelines. Implement and maintain an efficient, effective and seamless service delivery process within the Institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members, conduct, and stimulate research. Manage and direct performance of junior staff within the area of control. Align clinical service delivery plans with hospital plans and priorities. Provide Specialist services and support to the Clinical Head of Unit. Ensure Compliance with Norms and Standards as prescribed by Office of Health Standards Compliance (OHSC). Participate in the continued medical education programme in the institution. Manage EPMDs of junior staff. Participate in the extended management activities. Develop, Implement and monitor quality improvement programmes. Develop and participate in the outreach programme. Ensure a functional referral system. Actively participate in the academic programme run by the Department of Health for the postgraduate training of Registrars. Clinical teaching of undergraduate and postgraduate students. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses. The incumbent should have, comprehensive knowledge of speciality Discipline. Competence in the clinical evaluation of patients, Interpretation of special investigations within the Discipline. Render efficient and cost-effective services to patients managed by the institution. Ensure Clinical Governance within the Discipline. Deliver an effective and efficient administration of all resources allocated to the Discipline. Assist the Head of Clinical Unit (HCU) to ensure an optimal delivery of Services within the Discipline. Assist HCU in the development of management protocols/policies for Department – Discipline. Assist with Quality Improvement imperatives including Clinical Audits (morbidity and mortality reporting and reviewing, clinical documentation audits etc.) and continuous professional development activities. Maintain satisfactory clinical professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the DOH. After hours participation in call rosters.

ENQUIRIES

: Mrs RT Dube Tel No: (033) 940 2499

APPLICATIONS

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(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). Applicants with foreign qualifications are requested to have their qualifications evaluated by SAQA and to provide proof of such evaluation. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

<u>CLOSING DATE</u>	:	12 September 2025
<u>POST 31/194</u>	:	<u>MEDICAL SPECIALIST: EMERGENCY MEDICINE (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 341 855 – R1 422 810 per annum Grade 2: R1 531 032 – R1 623 609 per annum Grade 3: R1 773 222 – R2 212 680 per annum Salary package: (All-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: -Commuted Overtime (conditions applies)
<u>CENTRE</u>	:	Various Hospitals: Addington Hospital Ref No: M37/2025 (X1 Post) Dr Pixley Ka Isaka Seme Hospital Ref No: M38/2025 (X1 Post) Harry Gwala Regional Hospital Ref No: M39/2025 (X1 Post) Victoria Mxenge Tertiary Hospital Ref No: M40/2025
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Appropriate tertiary qualification in the Health Science (MBChB) An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Emergency Medicine. Registration with HPCSA as a Medical Specialist in Emergency Medicine. Current HPCSA Registration Grade 1: No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions of South Africa. Grade 2: In addition to the requirements for a grade 1 Specialist post a minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Emergency Medicine is required for appointment as a Grade 2 Specialist Grade 3: In addition to the requirements for a grade 1 Specialist post a minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Emergency Medicine is required for appointment as a Grade 3 Specialist Knowledge, Skills, Training and Competencies: Sound knowledge and experience in Radiology. Knowledge of current health and public service legislation, regulations and policies including medical ethics, epidemiology, and statistics. Good Communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.
<u>DUTIES</u>	:	Provide safe, ethical and high quality of care through the development of standards and risk assessments in clinical and customer care (patient perspective) in the respective specialty. Provide a full package of services including after hour services. Develop, maintain and audit the correct implementation of clinical protocols and guidelines. Implement and maintain an efficient, effective and seamless service delivery process within the Institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members, conduct, and stimulate research. Manage and direct performance of junior staff within the area of control. Align clinical service delivery plans with hospital plans and priorities. Provide Specialist services and support to the Clinical Head of Unit. Ensure Compliance with Norms and Standards as prescribed by Office of Health Standards Compliance (OHSC). Participate in the continued medical education programme in the institution. Manage EPMDS of junior staff. Participate in the extended management activities. Develop, Implement and monitor quality improvement programmes. Develop and participate in the outreach programme. Ensure a functional referral system. Actively participate in the academic programme run by the Department of Health for the postgraduate training of Registrars. Clinical teaching of undergraduate and postgraduate students. Engage in academic research culminating in the publication of papers in scientific journals or the

presentation of the results of such research at scientific congresses. The incumbent should have, comprehensive knowledge of speciality Discipline. Competence in the clinical evaluation of patients, Interpretation of special investigations within the Discipline. Render efficient and cost-effective services to patients managed by the institution. Ensure Clinical Governance within the Discipline. Deliver an effective and efficient administration of all resources allocated to the Discipline. Assist the Head of Clinical Unit (HCU) to ensure an optimal delivery of Services within the Discipline. Assist HCU in the development of management protocols/policies for Department – Discipline. Assist with Quality Improvement imperatives including Clinical Audits (morbidity and mortality reporting and reviewing, clinical documentation audits etc.) and continuous professional development activities. Maintain satisfactory clinical professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the DOH. After hours participation in call roasters.

ENQUIRIES
APPLICATIONS

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CLOSING DATE

: 12 September 2025

POST 31/195

: **MEDICAL SPECIALIST: PSYCHIATRY (X3 POSTS)**

SALARY

: Grade 1: R1 341 855 – R1 422 810 per annum
 Grade 2: R1 531 032 – R1 623 609 per annum
 Grade 3: R1 773 222 – R2 212 680 per annum
 Salary package: (all-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: -Commuted Overtime (conditions applies)

CENTRE

: **Various Hospitals:**
 Harry Gwala Regional Hospital Ref No: M41/2025 (X1 Post)

King Dinuzulu Hospital Ref No: M42/2025 (X1 Post)

Townhill Psychiatric Hospital Ref No: M43/2025 (X1 Post)

REQUIREMENTS

: Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Appropriate tertiary qualification in the Health Science (MBChB) An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Psychiatry. Registration with HPCSA as a Medical Specialist in Psychiatry. Current HPCSA Registration **Grade 1:** No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions of South Africa. **Grade 2:** In addition to the requirements for a grade 1 Specialist post a minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Psychiatry is required for appointment as a Grade 2 Specialist. **Grade 3:** In addition to the requirements for a grade 1 Specialist post a minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Psychiatry is required for appointment as a Grade 3 Specialist Knowledge, Skills, Training and Competencies: Sound knowledge and experience in Psychiatry. Knowledge of current health and public service legislation, regulations and policies including medical ethics, epidemiology, and statistics. Good Communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.

DUTIES

: Provide safe, ethical and high quality of care through the development of standards and risk assessments in clinical and customer care (patient perspective) in the respective specialty. Provide a full package of services including after hour services. Develop, maintain and audit the correct implementation of clinical protocols and guidelines. Implement and maintain an efficient, effective and seamless service delivery process within the Institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members, conduct, and stimulate research. Manage and direct performance of junior staff within the area of control. Align clinical service delivery plans with hospital plans and priorities. Provide Specialist services and support to the Clinical Head of Unit. Ensure Compliance with Norms and Standards as prescribed by Office of Health Standards Compliance (OHSC). Participate in the continued medical education programme in the institution. Manage EPMDS of junior staff. Participate in the extended management activities. Develop, Implement and monitor quality improvement programmes. Develop and participate in the outreach programme. Ensure a functional referral system. Actively participate in the academic programme run by the Department of Health for the postgraduate training of Registrars. Clinical teaching of undergraduate and postgraduate students. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses. The incumbent should have, comprehensive knowledge of speciality Discipline. Competence in the clinical evaluation of patients, Interpretation of special investigations within the Discipline. Render efficient and cost-effective services to patients managed by the institution. Ensure Clinical Governance within the Discipline. Deliver an effective and efficient administration of all resources allocated to the Discipline. Assist the Head of Clinical Unit (HCU) to ensure an optimal delivery of Services within the Discipline. Assist HCU in the development of management protocols/policies for Department – Discipline. Assist with Quality Improvement imperatives including Clinical Audits (morbidity and mortality reporting and reviewing, clinical documentation audits etc.) and continuous professional development activities. Maintain satisfactory clinical professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the DOH. After hours participation in call rosters.

ENQUIRIES

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Applications for these posts can be dropped-off at your nearest Health Facility. 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: Mrs N Radebe)

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CLOSING DATE

: 12 September 2025

POST 31/196

: **MEDICAL SPECIALIST: EAR, NOSE AND THROAT REF NO: M44/2025 (X1 X POST)**

SALARY

: Grade 1: R1 341 855 – R1 422 810 per annum
Grade 2: R1 531 032 – R1 623 609 per annum
Grade 3: R1 773 222 – R2 212 680 per annum
Salary package: (all-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: - Commuted Overtime (conditions applies)

CENTRE REQUIREMENTS

: Ngwelezane Tertiary Hospital
: Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Appropriate tertiary qualification in the Health Science (MBCbB) An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Ear, Nose and Throat. Registration with HPCSA as a Medical Specialist in Ear, Nose and Throat. Current HPCSA Registration **Grade 1:** No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions of South Africa. **Grade 2** In addition to the requirements for a grade 1 Specialist post a minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Ear, Nose and Throat is required for appointment as a Grade 2 Specialist. **Grade 3** In addition to the requirements for a grade 1 Specialist post a minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Ear, Nose and Throat is required for appointment as a Grade 3 Specialist knowledge, skills, training and competencies: Sound knowledge and experience in Ear, Nose and Throat. Knowledge of current health and public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good Communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.

DUTIES

: Provide safe, ethical and high quality of care through the development of standards and risk assessments in clinical and customer care (patient perspective) in the respective specialty. Provide a full package of services including after hour services. Develop, maintain and audit the correct

implementation of clinical protocols and guidelines. Implement and maintain an efficient, effective and seamless service delivery process within the Institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members, conduct and stimulate research. Manage and direct performance of junior staff within the area of control. Align clinical service delivery plans with hospital plans and priorities. Provide Specialist services and support to the Clinical Head of Unit. Ensure Compliance with Norms and Standards as prescribed by Office of Health Standards Compliance (OHSC). Participate in the continued medical education programme in the institution. Manage EPMDS of junior staff. Participate in the extended management activities. Develop, Implement and monitor quality improvement programmes. Develop and participate in the outreach programme. Ensure a functional referral system. Actively participate in the academic programme run by the Department of Health for the postgraduate training of Registrars. Clinical teaching of undergraduate and postgraduate students. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses. The incumbent should have, comprehensive knowledge of speciality Discipline. Competence in the clinical evaluation of patients, Interpretation of special investigations within the Discipline. Render efficient and cost-effective services to patients managed by the institution. Ensure Clinical Governance within the Discipline. Deliver an effective and efficient administration of all resources allocated to the Discipline. Assist the Head of Clinical Unit (HCU) to ensure an optimal delivery of Services within the Discipline. Assist HCU in the development of management protocols/policies for Department – Discipline. Assist with Quality Improvement imperatives including Clinical Audits (morbidity and mortality reporting and reviewing, clinical documentation audits etc.) and continuous professional development activities. Maintain satisfactory clinical professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the DOH. After hours participation in call roasters.

ENQUIRIES
APPLICATIONS

: Mrs RT Dube Tel No: (033) 940 2499
 : 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 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.” NB: Applications for these posts can be dropped-off at your nearest Health Facility. 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: Mrs N Radebe)

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than 1 post, submit separate applications for each post that you apply for quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

- CLOSING DATE** : 12 September 2025
- POST 31/197** : **MEDICAL SPECIALIST: PAEDIATRIC SURGERY REF NO: M45/2025 (X1 POST)**
- SALARY** : Grade 1: R1 341 855 – R1 422 810 per annum
Grade 2: R1 531 032 – R1 623 609 per annum
Grade 3: R1 773 222 – R2 212 680 per annum
Salary package: (all-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). other benefits: - Commuted Overtime (conditions applies)
- CENTRE** : Victoria Mxenge Tertiary Hospital
- REQUIREMENTS** : Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Appropriate tertiary qualification in the Health Science (MBChB) An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Paediatric Surgery. Registration with HPCSA as a Medical Specialist in Paediatric Surgery. Current HPCSA Registration **Grade 1:** No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions of South Africa. **Grade 2:** In addition to the requirements for a grade 1 Specialist post a minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Paediatric Surgery is required for appointment as a Grade 2 Specialist. **Grade 3:** In addition to the requirements for a grade 1 Specialist post a minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Paediatric Surgery is required for appointment as a Grade 3 Specialist NB: Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications Knowledge, Skills, Training And Competencies: - Sound knowledge and experience in Paediatric Surgery. Knowledge of current health and public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good Communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.
- DUTIES** : Provide safe, ethical and high quality of care through the development of standards and risk assessments in clinical and customer care (patient perspective) in the respective specialty. Provide a full package of services including after hour services. Develop, maintain and audit the correct implementation of clinical protocols and guidelines. Implement and maintain an efficient, effective and seamless service delivery process within the Institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members, conduct and stimulate research. Manage and direct performance of junior staff within the area of control. Align clinical service delivery plans with hospital plans and priorities. Provide Specialist services and support to the Clinical Head of Unit. Ensure Compliance with Norms and Standards as prescribed by Office of Health Standards Compliance (OHSC). Participate in the continued medical education programme in the institution. Manage EPMDS of junior staff. Participate in the extended management activities. Develop, Implement and monitor quality improvement programmes. Develop and participate in the outreach programme. Ensure a functional referral system. Actively participate in the academic programme run by the Department of Health for the postgraduate training of Registrars. Clinical teaching of undergraduate and postgraduate students. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses. The incumbent should have, comprehensive knowledge of speciality Discipline. Competence in the clinical evaluation of patients, Interpretation of special investigations within the Discipline. Render efficient and cost-effective services to patients managed by the institution. Ensure Clinical Governance within the Discipline. Deliver an effective and efficient administration of all resources allocated to the Discipline. Assist the Head of Clinical Unit (HCU) to ensure an optimal delivery of Services within the Discipline. Assist HCU in the

development of management protocols/policies for Department – Discipline. Assist with Quality Improvement imperatives including Clinical Audits (morbidity and mortality reporting and reviewing, clinical documentation audits etc.) and continuous professional development activities. Maintain satisfactory clinical professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the DOH. After hours participation in call roasters.

**ENQUIRIES
APPLICATIONS**

: Mrs RT Dube Tel No: (033) 940 2499
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CLOSING DATE

: 12 September 2025

POST 31/198

: **MEDICAL SPECIALIST: PAEDIATRIC ENDOCRINOLOGY REF NO: M51/2025 (X1 POST)**

SALARY

: Grade 1: R1 341 855 – R1 422 810 per annum
Grade 2: R1 531 032 – R1 623 609 per annum
Grade 3: R1 773 222 – R2 212 680 per annum
Salary Package: (all-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: - Commuted Overtime (conditions applies)

**CENTRE
REQUIREMENTS**

: Inkosi Albert Luthuli Central Hospital
: Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Appropriate tertiary qualification in the Health Science (MBChB) An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Paediatric Endocrinology. Registration with HPCSA as a Medical Specialist in Paediatric Endocrinology. Current HPCSA Registration **Grade 1**: No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting

documentary evidence of registration with the Health Professions of South Africa. **Grade 2:** In addition to the requirements for a grade 1 Specialist post a minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Paediatric Endocrinology is required for appointment as a Grade 2 Specialist. **Grade 3:** In addition to the requirements for a grade 1 Specialist post a minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Paediatric Endocrinology is required for appointment as a Grade 3 Specialist NB: Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications Knowledge, Skills, Training And Competencies: - Sound knowledge and experience in Paediatric Endocrinology. Knowledge of current health and public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good Communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.

DUTIES

: Provide safe, ethical and high quality of care through the development of standards and risk assessments in clinical and customer care (patient perspective) in the respective specialty. Provide a full package of services including after hour services. Develop, maintain and audit the correct implementation of clinical protocols and guidelines. Implement and maintain an efficient, effective and seamless service delivery process within the Institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members, conduct and stimulate research. Manage and direct performance of junior staff within the area of control. Align clinical service delivery plans with hospital plans and priorities. Provide Specialist services and support to the Clinical Head of Unit. Ensure Compliance with Norms and Standards as prescribed by Office of Health Standards Compliance (OHSC). Participate in the continued medical education programme in the institution. Manage EPMDS of junior staff. Participate in the extended management activities. Develop, Implement and monitor quality improvement programmes. Develop and participate in the outreach programme. Ensure a functional referral system. Actively participate in the academic programme run by the Department of Health for the postgraduate training of Registrars. Clinical teaching of undergraduate and postgraduate students. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses. The incumbent should have, comprehensive knowledge of speciality Discipline. Competence in the clinical evaluation of patients, Interpretation of special investigations within the Discipline. Render efficient and cost-effective services to patients managed by the institution. Ensure Clinical Governance within the Discipline. Deliver an effective and efficient administration of all resources allocated to the Discipline. Assist the Head of Clinical Unit (HCU) to ensure an optimal delivery of Services within the Discipline. Assist HCU in the development of management protocols/policies for Department – Discipline. Assist with Quality Improvement imperatives including Clinical Audits (morbidity and mortality reporting and reviewing, clinical documentation audits etc.) and continuous professional development activities. Maintain satisfactory clinical professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the DOH. After hours participation in call roasters.

ENQUIRIES

APPLICATIONS

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<u>CLOSING DATE</u>	:	12 September 2025
<u>POST 31/199</u>	:	<u>MEDICAL SPECIALIST: PAEDIATRIC CARDIOTHORACIC SURGERY REF NO: M52/2025 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R1 341 855 – R1 422 810 per annum Grade 2: R1 531 032 – R1 623 609 per annum Grade 3: R1 773 222 – R2 212 680 per annum Salary package: (All-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: - Commuted Overtime (conditions applies)
<u>CENTRE REQUIREMENTS</u>	:	Inkosi Albert Luthuli Central Hospital Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Appropriate tertiary qualification in the Health Science (MChB) An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Paediatric Cardiothoracic Surgery. Registration with HPCSA as a Medical Specialist in Paediatric Cardiothoracic Surgery. Current HPCSA Registrars Grade 1: No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions of South Africa. Grade 2 In addition to the requirements for a grade 1 Specialist post a minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Paediatric Cardiothoracic Surgery is required for appointment as a Grade 2 Specialist. Grade 3: In addition to the requirements for a grade 1 Specialist post a minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Paediatric Cardiothoracic Surgery is required for appointment as a Grade 3 Specialist Knowledge, Skills, Training and Competencies: Sound knowledge and experience in Paediatric Cardiothoracic Surgery. Knowledge of current health and public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good Communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.
<u>DUTIES</u>	:	Provide safe, ethical and high quality of care through the development of standards and risk assessments in clinical and customer care (patient perspective) in the respective specialty. Provide a full package of services including after hour services. Develop, maintain and audit the correct implementation of clinical protocols and guidelines. Implement and maintain an efficient, effective and seamless service delivery process within the Institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members, conduct and stimulate research. Manage and direct performance of junior staff within the area of control. Align clinical service delivery plans with hospital plans and priorities. Provide Specialist services and

support to the Clinical Head of Unit. Ensure Compliance with Norms and Standards as prescribed by Office of Health Standards Compliance (OHSC). Participate in the continued medical education programme in the institution. Manage EPMS of junior staff. Participate in the extended management activities. Develop, Implement and monitor quality improvement programmes. Develop and participate in the outreach programme. Ensure a functional referral system. Actively participate in the academic programme run by the Department of Health for the postgraduate training of Registrars. Clinical teaching of undergraduate and postgraduate students. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses. The incumbent should have, comprehensive knowledge of speciality Discipline. Competence in the clinical evaluation of patients, Interpretation of special investigations within the Discipline. Render efficient and cost-effective services to patients managed by the institution. Ensure Clinical Governance within the Discipline. Deliver an effective and efficient administration of all resources allocated to the Discipline. Assist the Head of Clinical Unit (HCU) to ensure an optimal delivery of Services within the Discipline. Assist HCU in the development of management protocols/policies for Department – Discipline. Assist with Quality Improvement imperatives including Clinical Audits (morbidity and mortality reporting and reviewing, clinical documentation audits etc.) and continuous professional development activities. Maintain satisfactory clinical professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the DOH. After hours participation in call rosters.

**ENQUIRIES
APPLICATIONS**

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CLOSING DATE

: 12 September 2025

<u>POST 31/200</u>	:	<u>MEDICAL SPECIALIST: INTERNAL MEDICINE REF NO: M53/2025 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R1 341 855 – R1 422 810 per annum Grade 2: R1 531 032 – R1 623 609 per annum Grade 3: R1 773 222 – R2 212 680 per annum Salary package: (all-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: - Commuted Overtime (conditions applies)
<u>CENTRE REQUIREMENTS</u>	:	Greys Tertiary Hospital Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Appropriate tertiary qualification in the Health Science (MBChB) An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Internal Medicine. Registration with HPCSA as a Medical Specialist in Internal Medicine. Current HPCSA Registration Grade 1: No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions of South Africa. Grade 2: In addition to the requirements for a grade 1 Specialist post a minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Internal Medicine is required for appointment as a Grade 2 Specialist. Grade 3: In addition to the requirements for a grade 1 Specialist post a minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Internal Medicine is required for appointment as a Grade 3 Specialist. Knowledge, Skills, Training and Competencies: Sound knowledge and experience in Internal Medicine. Knowledge of current health and public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good Communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.
<u>DUTIES</u>	:	Provide safe, ethical and high quality of care through the development of standards and risk assessments in clinical and customer care (patient perspective) in the respective specialty. Provide a full package of services including after hour services. Develop, maintain and audit the correct implementation of clinical protocols and guidelines. Implement and maintain an efficient, effective and seamless service delivery process within the Institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members, conduct and stimulate research. Manage and direct performance of junior staff within the area of control. Align clinical service delivery plans with hospital plans and priorities. Provide Specialist services and support to the Clinical Head of Unit. Ensure Compliance with Norms and Standards as prescribed by Office of Health Standards Compliance (OHSC). Participate in the continued medical education programme in the institution. Manage EPMDS of junior staff. Participate in the extended management activities. Develop, Implement and monitor quality improvement programmes. Develop and participate in the outreach programme. Ensure a functional referral system. Actively participate in the academic programme run by the Department of Health for the postgraduate training of Registrars. Clinical teaching of undergraduate and postgraduate students. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses. The incumbent should have, comprehensive knowledge of speciality Discipline. Competence in the clinical evaluation of patients, Interpretation of special investigations within the Discipline. Render efficient and cost-effective services to patients managed by the institution. Ensure Clinical Governance within the Discipline. Deliver an effective and efficient administration of all resources allocated to the Discipline. Assist the Head of Clinical Unit (HCU) to ensure an optimal delivery of Services within the Discipline. Assist HCU in the development of management protocols/policies for Department – Discipline. Assist with Quality Improvement imperatives including Clinical Audits (morbidity and mortality reporting and reviewing, clinical documentation audits etc.) and continuous professional development activities. Maintain satisfactory clinical professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the DOH. After hours participation in call roasters.
<u>ENQUIRIES</u>	:	Mrs RT Dube Tel No: (033) 940 2499

<u>APPLICATIONS</u>	:	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 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 ." NB: Applications for these posts can be dropped-off at your nearest Health Facility. 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: Mrs N Radebe)
<u>NOTE</u>	:	We strive to create an environment that brings the power of diversity to life and as such, this Department is an equal opportunity, affirmative action employer, whose aim is to promote inclusiveness in all occupational levels in the Department". Applications 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 are encouraged 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). Applicants with foreign qualifications are requested to have their qualifications evaluated by SAQA and to provide proof of such evaluation (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 quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.
<u>CLOSING DATE</u>	:	12 September 2025
<u>POST 31/201</u>	:	<u>MEDICAL SPECIALIST: UROLOGY REF NO: M54/2025 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R1 341 855 – R1 422 810 per annum Grade 2: R1 531 032 – R1 623 609 per annum Grade 3: R1 773 222 – R2 212 680 per annum Salary package: (all-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: Commuted Overtime (conditions applies)
<u>CENTRE REQUIREMENT</u>	:	Madadeni Regional Hospital Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Appropriate tertiary qualification in the Health Science (MBChB) An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Urology. Registration with HPCSA as a Medical Specialist in Urology. Current HPCSA Registration. Grade 1: No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions of South Africa. Grade 2: In addition to the requirements for a grade 1 Specialist post a minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Urology is required for appointment as a Grade 2 Specialist. Grade 3: In addition to the requirements for a grade 1 Specialist post a minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Urology is required for appointment as a Grade 3 Specialist. Knowledge, Skills, Training and Competencies: Sound knowledge and experience in Urology. Knowledge of current health and public service legislation, regulations and policies

including medical ethics, epidemiology and statistics. Good Communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.

DUTIES

: Provide safe, ethical and high quality of care through the development of standards and risk assessments in clinical and customer care (patient perspective) in the respective specialty. Provide a full package of services including after hour services. Develop, maintain and audit the correct implementation of clinical protocols and guidelines. Implement and maintain an efficient, effective and seamless service delivery process within the Institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members, conduct and stimulate research. Manage and direct performance of junior staff within the area of control. Align clinical service delivery plans with hospital plans and priorities. Provide Specialist services and support to the Clinical Head of Unit. Ensure Compliance with Norms and Standards as prescribed by Office of Health Standards Compliance (OHSC). Participate in the continued medical education programme in the institution. Manage EPMDS of junior staff. Participate in the extended management activities. Develop, Implement and monitor quality improvement programmes. Develop and participate in the outreach programme. Ensure a functional referral system. Actively participate in the academic programme run by the Department of Health for the postgraduate training of Registrars. Clinical teaching of undergraduate and postgraduate students. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses. The incumbent should have, comprehensive knowledge of speciality Discipline. Competence in the clinical evaluation of patients, Interpretation of special investigations within the Discipline. Render efficient and cost-effective services to patients managed by the institution. Ensure Clinical Governance within the Discipline. Deliver an effective and efficient administration of all resources allocated to the Discipline. Assist the Head of Clinical Unit (HCU) to ensure an optimal delivery of Services within the Discipline. Assist HCU in the development of management protocols/policies for Department – Discipline. Assist with Quality Improvement imperatives including Clinical Audits (morbidity and mortality reporting and reviewing, clinical documentation audits etc.) and continuous professional development activities. Maintain satisfactory clinical professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the DOH. After hours participation in call rosters.

ENQUIRIES

: Mrs RT Dube Tel No: (033) 940 2499

APPLICATIONS

: 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 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. NB: Applications for these posts can be dropped off at your nearest Health Facility. All applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health Private Bag X9051, Pietermaritzburg, 3200 or Hand delivered to: 330 Langelibalele Street Natalia Building, Registry, Minus 1:1 North Tower (Attention: Mrs N Radebe)

NOTE

: We strive to create an environment that brings the power of diversity to life and as such, this Department is an equal opportunity, affirmative action employer, whose aim is to promote inclusiveness in all occupational levels in the Department". Applications 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 are encouraged 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). Applicants with foreign qualifications are requested to have their qualifications evaluated by SAQA and to provide proof of such evaluation. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE

: 12 September 2025

POST 31/202

: **DEPUTY MANAGER NURSING LEVEL 1&2 REF NO: DMN 01/2025**

Job Purpose: To ensure that a holistic nursing care service is delivered to patients in a cost effective, efficient, and equitable manner by the Nursing department of the institution including the overall management of nursing services (i.e. operational, HR and Finance of the nursing department). Ensure compliance to professional and ethical practice.

SALARY

: R1 028 091 – R1 155 099 per annum (PNA8)

CENTRE

: Benedictine District Hospital

REQUIREMENTS

: Grade 12 (senior certificate) or equivalent Diploma / Degree in Nursing that allows registration with SANC as Professional Nurse/registered nurse (R 425) 2025 receipt from South African Nursing Council (Annual subscription) plus minimum of 9 years appropriate / recognizable experience in nursing after registration as professional Nurse with the SANC in General Nursing. at least 4 years of the period referred to above must be appropriate/ recognizable experience at management level. Valid driver's license. Diploma/ Degree in Nursing Administration/Management.

DUTIES

: Provide strategic leadership and direction within the Nursing Component. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programmes. Develop and monitor the implementation of policies, programmes regulations practices, procedures and standards pertaining to nursing care. Ensure effective and efficient management of resources under his/her control. Provide professional and management support for the provision of quality patient care. Advocate and ensure the promotion of nursing ethos and professionalism. Manage and monitor health promotion programme with the hospital and PHC services.

ENQUIRIES

: Mr SV Vilakazi at 067 426 6420

APPLICATIONS

: all applications should be forwarded to: Assistant Director: Human Resource management services, KZN Department of Health, Private Bag X5007, Nongoma, 3950 or Hand delivered to: Benedictine Hospital, Vryheid Main Road, Nongoma, Registry Department (attention Mr. MM Zulu) 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: mlungisi.zulu@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 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(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 of the closing date of the advertisement, please consider your application to be unsuccessful.

- CLOSING DATE** : 12 September 2025
- POST 31/203** : **DEPUTY MANAGER NURSING (LEVEL 1&2 HOSPITALS) REF NO: CTH 03/2025 (X1 POST)**
- SALARY** : R1 028 091 per annum, plus 12%
- CENTRE** : Ceza-Thulasizwe District Hospital
- REQUIREMENTS** : Grade 12 (Senior Certificate), or Equivalent, Diploma/degree in General Nursing that allows Registration with SANC as a Professional Nurse (R425), Registration with South African Nursing Council (SANC) as a Professional Nurse (2025), A minimum of 9 years appropriate/recognisable Experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at Management level. Valid driver's licence. Current proof of registration with SANC for 2025. Knowledge, Skills, Training and Competencies Required: Knowledge of Nursing care policies and procedures, nursing statutory regulations and guidelines, and other relevant legal framework i.e. Nursing Act, Labour Relations, etc; Health and Safety, Patients' Rights charter Batho Pele principles, Public Service Regulations, Grievance and Disciplinary Procedure; Good communication, report writing, facilitation leadership, Decision making and problem solving; Financial and Human Resource Management; Computer literacy.
- DUTIES** : Provide strategic leadership and direction within the Nursing Component; Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programmes; Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care; Ensure effective and efficient management of resources under his/her control; Provide professional and management support for the provision of quality patient care; Advocate and ensure the promotion of ethos and professionalism; Manage and monitor health programme with hospital and PHC services; Provide District Health Services.
- ENQUIRIES** : Dr S.N.P. Ntuli Tel No: (035) 8325 001
- APPLICATIONS** : Applications should be forwarded to: The Acting Chief Executive Officer, Ceza-Thulasizwe District Hospital, Private Bag X200, Ceza, 3866 or Hand Delivered to: HR Registry. Interested applicants Can visit the following website at www.kznonline.gov.za/kznjobs. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za or submit their Z83 and CV at email address Head Office HRJobapplication@kznhealth.gov.za. The facility e-mail Address is nelisiwe.nkwanyana@kznhealth.gov.za

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE**

- APPLICATIONS** : Applicants should apply through the following website <http://erecruitment.limpopo.gov.za>. The application on the eRecruitment system should be accompanied by the new Z83 and recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates). Failure to attach required documents will result in the application not being considered/disqualified. Applications may also be hand delivered/posted to: Department of Public Works, Roads and Infrastructure: Private Bag X9490, Polokwane, 0700 or hand delivered at Works Tower Building, No. 43 Church Street, Polokwane, 0699.
For Capricorn District: Private Bag X9378, Polokwane 0700 Or hand deliver at 15 Landros Mare street, next to Correctional Services.
For Mopani District: Private Bag X576, Giyani 0826 or hand deliver at 570 Parliamentary Building, Giyani.
For Sekhukhune District: Private Bag X02, Chuenespoort, 0745 or hand deliver at Lebowakgomo Zone A, next to traffic department.
For Vhembe District: Private Bag X2248, Sibasa, 0970 or hand deliver at Cnr. Traffic and Raluswielo Street, Sibasa.
For Waterberg District: Private Bag X1028, Modimolle, 0510 or hand deliver at Cnr. Thabo Mbeki & Elias Motsoaledi Street. The application on eRecruitment system should be accompanied by recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates) as well as copies of all qualifications, Identity Document and valid driver's license Only. Failure to attach copies and required documents will result in the application not being considered/disqualification.
- CLOSING DATE** : 12 September 2025 at 16h30
- NOTE** : Applications must be submitted on a duly completed prescribed Z83 application for employment form (2021 version) obtainable from any public service department or can be downloaded from www.dpsa.gov.za. Applications must be accompanied by a detailed CV. Applicants are not required to submit copies of qualifications and other relevant documents on application except when applying through the erecruitment system. All fields in Part A, Part C and Part D of the Z83 form should be completed. In Part B, all fields should be completed in full. Part E, F & G applicants often indicate "refer to CV or see attached", this is acceptable as long as the CV has been attached and provides the required information. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose his or her financial interests in accordance with the prescribed regulations. Shortlisted candidates for SMS posts will be subjected to a competency-based assessment and a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS posts. Proof of the completion of the SMS pre-entry programme (Nyukela) must be submitted prior appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserve the right not to make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date, please consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000. The department will not carry any related costs (transport, accommodation or meals) for candidates

attending interviews. The Department of Public Works, Roads and Infrastructure is an equal opportunity and affirmative action employer. Women and people living with disabilities are encouraged to apply.

MANAGEMENT ECHELON

<u>POST 31/204</u>	:	<u>CHIEF DIRECTOR: PROPERTY AND FACILITIES MANAGEMENT REF NO: S. 4/3/3/36</u> Component: Property and Facilities Management
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (to be structured according to Individual needs)
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Polokwane Grade 12 / Matric certificate and a qualification at NQF level 7 as recognised by SAQA in Property Management / Real Estate / Property Law /Property Valuation /Bachelor of Science in Property Studies. Five (5) years of experience at senior managerial level. Valid driver's license with the exception of persons with disabilities. Core And Process Competencies: Strategic, Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication Honesty and Integrity.
<u>DUTIES</u>	:	Manage the provision and implementation of acquisition and disposal management services: Manage policies for leases-in and leases-out for offices, shared offices and residential needs of the province which are applicable to all Provincial Departments. Manage uniform norms and standards for leases-in and leases-out applicable to all Provincial Departments. Manage the strategies for leases-in and leases-out to optimally benefit the Province. Manage strategies to generate revenue from Government Immovable Assets in terms of rental payment. (residential, office and private entities accommodation). Manage the identification and scoping of projects to generate revenue from Government Immovable Assets, e.g. Public Private Partnerships. Manage and provide strategies pertaining to arrear rental recovery. Manage the negotiation, procurement and conclusion of all lease agreements supported by Provincial Supply Chain Management based on needs submitted by the other Chief Directorates in the Branch. Monitor that Districts comply with the norms and standards in terms of the management of lease contracts in Districts. Manage policies for acquisitions and disposals [excluding leases]. Manage the Department Disposal Committee responsible for Provincial Disposals of immovable assets. Manage the implementation of proclamations and inherent legislation applicable to acquisitions of immovable assets. Manage the coordination of the completion of vesting through the different Chief Directorates in the Branch. Manage the coordination of the zoning, subdivision and re-consolidation of land as requested by the different Chief Directorates in the Branch. Manage the provision of operations management services: Manage the provision of credible data and information in terms of land, services, and utilisation of immovable assets. Participate in the development and updating of the Limpopo Master Infrastructure Plan. Participate in the review and updating of the Limpopo Infrastructure Delivery Management System based on institutional changes and areas identified for improvements. Manage the Immovable Asset Register System for the Province. Manage system support for the updating of the Immovable Asset Register. Manage the provision of geographical information services and produce maps to all functional units in the Department. Manage the development of a consolidated Provincial Asset Management Plan. Manage the payment of municipal rates and taxes. Manage the provincial landscape designs and projects. Management of the delivery of prestige accommodation. [legislature and official accommodation for political office bearers]: Manage policies, norms and standards for prestige accommodation in line with National Guidelines and Handbooks. Manage norms and standards for the maintenance of prestige accommodation. Manage norms and standards for the provision of facility management services [e.g. security, landscaping] being provided for prestige accommodation in line with National Guidelines and Handbooks. Manage implementation of and reporting on prestige accommodation. Manage the rendering of maintenance work at prestige accommodation through internal staff and outsourced services. Manage the rendering of facility services at

prestige accommodation through internal staff and outsourced services. Manage the setting of norms and standards for technical condition assessments for prestige accommodation. Provide inventory of prestige accommodation. Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation: Give direction to team in realising the Directorate's strategic objectives: Develop action plans to execute strategic initiatives: Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipment's. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

OTHER POSTS

POST 31/205 : **CHIEF ENGINEER GRADE A REF NO: S.4/3/15/3**
Component: Provincial Maintenance Hub

SALARY : Grade A: R1 266 449 per annum, (OSD), (to be structured according to individual needs)

CENTRE : Head Office - Polokwane

REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF Level 7 as recognize by SAQA in B Engineering or B Sc in Engineering. Six years' post qualification experience required as a registered Professional Engineer. Compulsory registration with the ECSA as a Professional Engineer. Valid driver's license with the exception of persons with disabilities. Generic Competencies: Strategic capability and leadership. Problem solving and analysis. Decision Making. Team Leadership. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer skills. People management Planning and organizing. Conflict Management. Negotiation skills. Change management. Technical Competencies: Programme and project management Engineering, legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment and analysis knowledge. Engineering design and analysis knowledge. Research and development. Computer- aided engineering applications. Creating high performance culture. Technical consulting. Engineering and professional judgement.

DUTIES : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory. Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness. Manage the execution of management strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor management efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organizational objectives. Financial management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, control, monitor and report on all resources. Compile risk log and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge

management according to departmental objectives. People management
 Manage the development, motivation and utilisation of human resources for
 the discipline to ensure competent knowledge base for the continued success
 of engineering services according to organizational needs and requirements.
 Manage subordinates' key performance areas by setting and monitoring
 performance standards and taking actions to correct deviations to achieve
 departmental objectives.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No:
 (015) 284 7570/7586/7627,7262

POST 31/206 : **CHIEF ARCHITECT GRADE A REF NO: S.4/3/12/4**
 Component: Education Infrastructure delivery

SALARY : Grade A: R1 099 488 per annum, (OSD), (to be structured according to
 Individual needs)

CENTRE : Head Office, Polokwane

REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF Level 7 as recognized
 by SAQA in Architecture. Six years' architectural post qualification experience
 required. Compulsory registration with the SACAP as a Professional Architect
 Valid driver's license with the exception of persons with disabilities. Skills:
 Strategic capability and leadership. Problem solving and analysis. Decision
 making. Team leadership. Creativity. Financial management. Customer focus
 and responsiveness. Communication. Computer Literacy. People
 Management. Planning and organizing. Conflict Management. Negotiation
 skills. Change management. Knowledge of: Programme and project
 management. Architectural legal and operational compliance. Architectural
 operational communication. Process knowledge and skills. Maintenance skills
 and knowledge. Mobile equipment operating skills. Architectural principles.
 Research and development. Computer-aided engineering and project
 applications. Creating high performance culture. Technical consulting.
 Professional judgement.

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

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No:
 (015) 284 7570/7586/7627,7262

<u>POST 31/207</u>	:	<u>CHIEF QUANTITY SURVEYOR GRADE A REF NO: S.4/3/12/5</u> Component: Education Infrastructure delivery
<u>SALARY</u>	:	Grade A: R1 099 488 per annum, (OSD), (to be structured according to individual needs)
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Polokwane
	:	Grade 12 / Matric certificate and a qualification at NQF Level 7 as recognized by SAQA in Quantity Survey. Six years' Quantity Survey post qualification experience required. Compulsory registration with SACQSP as a Professional Quantity Surveyor. Valid driver's license, with the exception of applicants with disabilities. Skills: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict management. Negotiation skills. Change management. Knowledge Of: Programme and project management. Quantity Survey legal and operational compliance. Quantity Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Research and development. Computer-aided engineering applications. Creating high performance culture. Technical consulting. Professional judgement.
<u>DUTIES</u>	:	Quantity Survey analysis effectiveness: Perform final review and approvals or audits on quantity survey procedures. Co-ordinate quantity survey efforts and integration across disciplines to ensure seamless integration with current technology. Maintain quantity survey operational effectiveness. Manage the execution of quantity survey strategy through the provision of appropriate structures, systems and resources. Set quantity survey standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor quantity survey efficiencies according to organizational goals to direct or redirect quantity survey services for the attainment of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the quantity survey environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, monitor and control resources. Compile risk logs (database) and manage significant risk according to sound risk management practice and organizational requirements. Provide technical specialist services for the operation of quantity survey related matters to minimize possible risks. Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management: Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.
<u>POST 31/208</u>	:	<u>SENIOR PROJECT MANAGER MAINTENANCE REF NO: S.4/3/10/77</u> Component: Roads Infrastructure Maintenance
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), (to be structured according to Individual needs)
<u>CENTRE REQUIREMENTS</u>	:	Capricorn District
	:	Grade 12 / Matric certificate and a qualification at NQF Level 06 as recognize by SAQA in Civil Engineering. Five (5) years relevant experience in Roads Infrastructure Maintenance environment with at least 3 years in Junior management position. Core And Process Competencies: People Management

and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication. Skills And Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. Strategic capability and leadership. Facilitation skills. Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management Planning and organizing.

DUTIES : Manage the regravelling of roads and construction of drainage structures: Plan and program roads regravelling and construction of drainage structures Manage and coordinate the Identification, approval and the usage of the borrow pits Manage and ensure the availability of resources (e.g. road regravelling material) Coordinate the execution of road regravelling activities. Monitor correct application and adherence to road regravelling and construction of drainage structure standards. Manage the District Roads Maintenance operations. Manage the implementation of road maintenance manual. Manage and control the utilization of heavy roads construction and maintenance plant and equipment's mainly the shifting of plant from one maintenance center to another Manage adherence to Occupational Health and Safety by: Provide specifications for camp resources (sanitation resources etc.) Provide specifications for protective clothing and equipment's Manage roads maintenance production and provide budget. Manage the provision of roads construction and maintenance inspection operations: Manage the process of conducting visual assessments on roads network and road works activities Monitor the execution of roads construction and maintenance activities. Coordinate the implementation of road projects. Manage the provision of mechanical services. Manage the acquisition and disposal of district plant and equipment Manage the district repairs and scheduled maintenance of plant and equipment Manage the mechanical maintenance systems Manage roads maintenance plant and equipment Manage the registration and renewal of licensing for plant and equipment. Manage the implementation of roads maintenance Expanded Public Works Programme Manage the district Expanded Public Works Programme need analysis and projects. Monitor and report on completion of small projects. Manage payment of NYS. Compile the district reports. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates Provide capacity development of subordinates. Enhance and maintain subordinates' motivation and cultivate a culture of performance management Provide job description to subordinates. Manage leave matters.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

POST 31/209 : **DEPUTY DIRECTOR: EPWP MONITORING AND REPORTING REF NO: S.4/3/4/14**
Component: EPWP Monitoring and Reporting

SALARY : R896 436 per annum (Level 11), (to be structured according to Individual needs)

CENTRE : Head Office – Polokwane

REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF Level 06 as recognized by SAQA in Developmental Studies/ Public Administration/Management. Five (5) years relevant experience in EPWP environment with a minimum of three (3) years at junior management level Drivers Licence Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.

DUTIES : Monitor the creation of work opportunities across different sectors. Coordinate and report programmes & projects that maximise on job creation and bias towards employment intensive methodologies. Support Provincial

Departments, Municipalities and State-Owned Enterprises in the development of EPWP Business Plans, implementation and monitoring of LIC Projects. Report and Manage Programmes and Projects that create Green Jobs. Cooperate with Partner Organisations and Consultants contracted by the Department to ensure the objectives of the EPWP are met. Analyse the efficiency and effectiveness of EPWP projects and produce relevant reports in this regard. Monitor implementation of departmental EPWP projects. Develop EPWP monitoring strategies, plans and guidelines. Conduct site visits to projects to validate beneficiary information. Produce quarterly M&E reports. Manage the provision of capacity building of stakeholders and public bodies. Develop schedule for EPWP stakeholders and public bodies capacity building program. Provide capacity building and training of stakeholders and public bodies on EPWP projects reporting. Facilitate M&E system trainings to EPWP Implementing Bodies. Conduct pre-audits across all sectors. Manage EPWP Data Hub: Support EPWP projects in collecting and collating data and ensuring reporting in the appropriate EPWP systems. Analyse data captured. Management of provincial project data flow and processes. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates' motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

POST 31/210 : **DEPUTY DIRECTOR: MECHANICAL SERVICES REF NO: S.4/3/10/212**
Component: Mechanical Services

SALARY : R896 436 per annum (Level 11), (to be structured according to Individual needs)

CENTRE : Head Office - Polokwane
REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF Level 06 as recognized by SAQA in Mechanical Engineering. 5 years' experience in Mechanical (Plant and equipment) environment with a minimum of three (3) years at Junior management level. Drivers Licence Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Presentation skills. Conflict management. Monitoring and Evaluation processes. Coordination and negotiation skills. Logical and analytical thinking. Creativity, Problem solving and listening skills. Good leadership. Report writing. Communication and Motivation skills. Managerial knowledge in the sphere of Mechanical Plant and Equipment. Fleet management. Public Service Regulations, Public Service Act. PFMA and Treasury regulation. Public Finance Management Act. OHS Act.

DUTIES : Acquire plant and equipment: Provide specification to acquire plant and equipment. Conduct provincial needs assessment for the acquisition of plant and equipment's. Liaise with service providers. Implement mechanical management systems. Conduct inspections of plant and equipment's. Conduct withdrawals of plant and equipment from asset register and business plan. Monitor compliance to Service Level Agreement. Manage the distribution of fleet and ensure that the distribution register is updated. Monitor registration and licencing of plant and equipment. Manage repairs and maintenance of plant and equipment: Provide service schedules for plant and equipment. Provide Provincial technical evaluation of plant and equipment. Provide availability and achievability reports. Facilitate maintenance and repairs of plant and equipment. Facilitate the preventative maintenance solutions to improve availability. Audit and analyse the condition report of the existing plant and equipment. Audit plant and equipment repairs history files. Compare cumulative costs of repairs against plant and equipment productivity. Assess the physical and technical conditions of plant and equipment. Make recommendations for repairs or replacement. Update the technical report file of all plant and equipment. Facilitate the repairs and maintenance of departmental light vehicles. Provide mechanical services for light vehicles. Conduct auto body repair services. Conduct inspection relating to write off of unserviceable light vehicles. Facilitate and oversee service level agreements with mechanical services providers for light vehicles. Facilitate maintenance and repairs of light vehicle. Manage disposal of plant and equipment. Provide

technical commissioning or de – commissioning of roads maintenance plant and equipment. Verify and analyse the identified absolute and/or redundant plant and equipment by: Analysing the maintenance file, Calculating the life to date and compare with purchase price, Analysing the body conditions, Availability of maintenance spares. Serve as a secretariat of Board of Survey or disposal committee. Participate in the auctioning of plant and equipment. Manage Mechanical Services Management Processes: Analyse plant and equipment availability and budget utilization. Analyse reports from RT46 service providers. Enforce implementation of mechanical services processes in the district. Enforce compliance to plant and equipment utilization.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

POST 31/211 : **MECHANICAL ENGINEER REF NO: S.4/3/12/2 (X3 POSTS)**
Component: Education Infrastructure Delivery, Provincial Departments, Infrastructure Delivery and (Health/ Education/Other Provincial), Portfolio Technical Services.
Re-advert

SALARY : Grade A: R879 342 per annum, (OSD), (to be structured according to Individual needs)

CENTRE : Head Office- Polokwane
REQUIREMENTS : Grade 12/ Matric certificate and a qualification at NQF level 07 as recognised by SAQA in Mechanical Engineering. 03 years post experience required in mechanical engineering. Compulsory valid registration with ECSA as a Professional Engineer. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Networking. Generic Competencies: Decision making, team leadership, skills, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, planning and organizing, conflict management, problem solving and analysis and people management.

DUTIES : Design new systems to solve practical mechanical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain mechanical engineering projects. Develop cost effective solutions according to standards, Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology, Develop tender specifications (mechanical), Ensure thorough evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and practice, Approve mechanical engineering works according to prescribed norms and standards. Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice, Supervise the mechanical engineering work and processes, Administer performance management and development. Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilization, ensure adherence to regulations and procedures for procurement and personnel administration, Monitor and control expenditure. Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on mechanical engineering technology to improve expertise and Liaise with relevant bodies/councils on mechanical engineering-related matters.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

POST 31/212 : **ELECTRICAL ENGINEER REF NO: S.4/3/12/3 (X4 POSTS)**
Component: Health Portfolio Technical Services, Education Infrastructure Delivery, Other Provincial Departments Portfolio Technical Services, Other Provincial Departments Infrastructure delivery
Re-advert

SALARY : Grade A: R879 342 per annum, (OSD), (to be structured according to Individual needs)

<u>CENTRE REQUIREMENTS</u>	: Head Office, Polokwane : Grade 12 / Matric certificate and a qualification at NQF level 07 as recognised by SAQA in Electrical Engineering. 03 years' experience required in Electrical engineering. Compulsory valid registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Networking. Generic Competencies: Decision making, team leadership, skills, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, planning and organizing, conflict management, problem solving and analysis and people management.
<u>DUTIES</u>	: Design new systems to solve practical electrical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain electrical engineering projects. Develop cost effective solutions according to standards, Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology, Develop tender specifications (electrical), Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and practice, Approve electrical engineering works according to prescribed norms and standards. Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice, Supervise the electrical engineering work and processes, Administer performance management and development. Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilization, ensure adherence to regulations and procedures for procurement and personnel administration, Monitor and control expenditure. Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on electrical engineering technology to improve expertise and Liaise with relevant bodies/councils on electrical engineering-related matters.
<u>ENQUIRIES</u>	: Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/ 7627,7262.
<u>POST 31/213</u>	: <u>CIVIL ENGINEER REF NO: S.4/3/10/96</u> Component: Roads and Bridges Maintenance Re-advert
<u>SALARY</u>	: Grade A: R879 342 per annum (OSD), (to be structured according to Individual needs)
<u>CENTRE REQUIREMENTS</u>	: Head Office, Polokwane : Grade 12 / Matric certificate and a qualification at NQF level 07 as recognised by SAQA in Civil Engineering. 03 years' experience required in Civil Engineering. Compulsory valid registration with ECSA as Professional Engineer. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and project management Engineering design and analysis knowledge. Research and development Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Networking. Generic Competencies: Decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, planning and organizing, conflict management, problem solving and analysis and people management.
<u>DUTIES</u>	: Design new systems to solve practical civil engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain civil engineering projects. Develop cost effective solutions according to standards, Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology, Develop tender specifications (civil), Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and practice, Approve civil engineering works according to prescribed norms and standards. Human capital development: Ensure training and development of

technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice, Supervise the civil engineering work and processes, Administer performance management and development. Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilization, ensure adherence to regulations and procedures for procurement and personnel administration, Monitor and control expenditure. Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on civil engineering technology to improve expertise, and Liaise with relevant bodies/councils on civil engineering-related matters.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/ 7627,7262.

POST 31/214 : **GEO-TECHNICAL ENGINEER GRADE A REF NO: S.4/3/15/4**
Component: Other Provincial Departments: Infrastructure Delivery

SALARY : R879 342 per annum, (OSD), (to be structured according to Individual needs)
CENTRE : Head Office – Polokwane
REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF level 07 as recognised by SAQA in Civil Engineering (Geotechnical or Materials). 03 years' post qualification Civil Engineering experience required. Compulsory registration with ECSA as Civil Engineer. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Networking. Generic Competencies: Decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, planning and organizing, conflict management, problem solving and analysis and people management.

DUTIES : Design new systems to solve practical civil engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain civil engineering projects. Develop cost effective solutions according to standards, evaluate existing technical manuals, standard drawings and procedures to incorporate new technology, Develop tender specifications (civil), Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and practice, Approve civil engineering works according to prescribed norms and standards. Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice, Supervise the civil engineering work and processes, Administer performance management and development. Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilization, ensure adherence to regulations and procedures for procurement and personnel administration, Monitor and control expenditure. Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on civil engineering technology to improve expertise and Liaise with relevant bodies/councils on civil engineering-related matters.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/ 7627,7262.

POST 31/215 : **GIS PROFESSIONAL GRADE A REF NO: S.4/3/12/6.**
Component: Education Portfolio Technical Services

SALARY : Grade A: R761 157 per annum, (OSD)
CENTRE : Head Office - Polokwane
REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF Level 07 as recognized by SAQA in GISc. Three years of post-qualification GISc Professional experience required. Compulsory registration with the PLATO as a Professional GISc on appointment. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and project

		management. GISc, legal and operational compliance. GIS implementation. Standards development. GISc operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment. Operating skills. Systems Skills. Spatial modelling and analysis knowledge. Research and development. GISc applications. Knowledge of legal compliance. Creating high performance culture. Technical consulting. Professional judgment. Accountability. GENERIC Competencies: Strategic management and direction. Problem solving and analysis. Decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness, communication and listening skills, computer literacy, planning, organizing and execution, conflict management, language proficiency problem solving and analysis and people management.
<u>DUTIES</u>	:	Provide GISc to support institutional decision making. Plan, coordinate and facilitate GISc projects activities. Undertake the system requirements analysis. Conduct the cost benefit analysis. Execute the functional requirement analysis. Manage and supervise Benchmarking. Develop conceptual database design. Execute high level user requirement analysis. Develop processing models and workflow diagram. Develop, implement spatial and other standards. Determine capacity requirements. Perform monitor and evaluate. Policy making and institutional strategic guidance. Identify and understand underlying strategic issues. Identify and analyse relevant strategic information. Oversee the process of advance spatial analysis and modelling for institutional strategic guidance. Develop and evaluate alternative strategic solutions. Recommend the best possible policy direction. Research: Identify, Investigate and evaluate new technologies. Advice on research viability and feasibility. Undertake environmental scanning to understand the problems in the GISc industry and advise accordingly. Develop appropriate plan to respond to the research problem. Compile reports and make relevant proposals. Participate and liaise with relevant bodies and councils on GISc matters. Project and Financial Management: Manage human resource requirements. Draft tender documents and terms of reference. Draft service level agreements. Determine project cost and quality level. Develop contingency plans. Adhere to financial legislations and regulations. Review and monitor budget to ensure that the required financial procedures are adhered to.
<u>ENQUIRIES</u>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/ 7627,7262.
<u>POST 31/216</u>	:	<u>QUANTITY SURVEYOR GRADE A REF NO: S.4/3/15/5</u> Component: Other Provincial Departments Portfolio Technical Services
<u>SALARY</u>	:	Grade A: R761 157 per annum, (OSD), (to be structured according to Individual needs)
<u>CENTRE</u>	:	Head Office – Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 / Matric certificate and a qualification at NQF Level 07 as recognized by SAQA in Quantity Survey. Three years' Quantity Survey experience required. Compulsory registration with SACQSP as a Professional Quantity Survey. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and Project Management. Quantity Survey, principles and methodology, research and methodologies. Research and development. Computer- aided engineering applications. Knowledge of legal compliances. Technical report writing. Technical consulting. Creating high performance culture. Professional judgement. Networking. Generic Competencies: Decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, planning and organizing, conflict management, problem solving and analysis and people management.
<u>DUTIES</u>	:	Perform quantity survey activities on buildings, structures or facilities. Co – ordinate professional team on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity survey related policies, methods and practices. Provide solution on non – compliance on quantity determination. Review the cost determination of projects and estimates accomplished by building designers and/or sub- professional personnel. Ensure adherence to the requirements of professional registration. Human capital development: Mentor, train and develop candidate quantity survey and related technical and administrative personnel to promote skills/ knowledge

transfer and adherence to sound architectural principles and code of practice. Supervise quantity survey work and processes. Administer performance management and development. Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. Research and development: Keep up with new technologies and procedures. Research/literature on quantity survey and construction material, techniques and methods. Liaise with relevant bodies/ councils on project management Follow approved programme of development for registration purposes

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

POST 31/217 : **CHIEF ARTISAN GRADE A REF NO: S4/3/2/36 (X3 POSTS)**
Component: Building Infrastructure Maintenance

SALARY : R480 261 per annum, (OSD)
CENTRE : Mopani (Building Maintenance & Carpentry services) (X2 Posts)
Vhembe (Drainage Structures)

REQUIREMENTS : Appropriate Trade Test Certificate. Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project management. Technical design and analysis knowledge. Research and development. Computer aided- engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Generic Competencies: Decision making, teamwork, analytical skills, 2w creativity, self-management, customer focus and responsiveness, communication, computer literacy, planning and organizing, problem solving and analysis change management and financial management.

DUTIES : Manage technical services: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities, Ensure the promotion of safety in line with statutory and regulatory requirements, provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology, Ensure quality assurance in line with specifications. Manage administrative and related functions: Provide inputs to budgeting process, Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan, Update database, Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management, Manage the commercial value add of the discipline – related activities and services. People Management: Manage the development, motivation and utilization of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements, Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures, Research/literature studies on technical/engineering technology to improve expertise, Liaise with relevant bodies/councils on technical/engineering-related matters.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

POST 31/218 : **ASSISTANT DIRECTOR: ROADS PROJECT IMPLEMENTATION REF NO: S4/3/10/179**
Component: Roads Projects Implementation

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF Level 06 as recognized by SAQA in Project Management/ Public Management/Community Development Studies. Three (03) years' relevant experience. A Valid driver's license with the exception of applicants with disabilities. Skills And Knowledge: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication.

Computer skills. People management. Planning and organising. Conflict management. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of Roads Maintenance Manual. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. Strategic capability and leadership.

DUTIES : Coordinate development of EPWP Business plan: Establish steering committee of Local Municipal Councilor, Community Development Workers and Transformation and ensure that this committee identifies EPWP projects to be implanted. Select projects in term of priority and suitability in line with EPWP. Manage the design and costing of EPWP projects. Ensure the setting up of database of potential participants for EPWP project implementation. Arrange the advertising of projects as well as the appointment of participants. Facilitate compliance to EPWP Guidelines. Register all planned LIC projects in the EPWP Reporting System. Ensure the signing of employment contracts by participants. Ensure Basic Life Skills Training for all labourers. Registration of participants/contractors with CETA. Monitor the performance of EPWP projects. Ensure programming of the works and strict adherence to set dates in line with the EPWP Business plan. Insist on setting of manageable daily task for workers in with Ministerial. Determination for EPWP projects. Ensure strict adherence to the carrying out of activities according to specifications. Ensure performance of tasks is done under proper supervision to ensure quality production and application of correct approved materials. Ensure similarity in scope of work for all districts. Ensure the application of civil construction industry guidelines, viz general conditions of contract 2000, SABS and EPWP Ministerial Determination. Encourage registration of participants/contractor with standards authorities such as CIDB. Ensure the establishment of code of best practice for EPWP. Develop projects specification and contracts for service providers. Ensure project design is per Labour Intensive Construction Methods. Draw up specifications and terms of reference that will govern the operations of the projects. Provide OHS training for participants. Ensure that consultants appointed have CETA Accreditation and are registered with recognized bodies controlling civil construction industry, e.g. SAICE. Confirm validity of contract documentation drawn up by consultants with departmental legal directorate. Facilitate community participation in the projects with the relevant directorate. Ensure good relations and closer cooperation between the Roads Projects Implementation Directorate, Departmental District Offices, Cost Centers and Local Authorities through Social Facilitation. Convene and conduct EPWP workshops and seminars during project identification on community participation. Compile an analysis of household status of projects participants in line with EPWP targeted demographics i.e. %women, %youth and %disabilities.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

POST 31/219 : **ASSISTANT DIRECTOR: IMMOVABLE ASSETS REGISTER REF NO: S4/3/3/116**
Component: Immovable Assets Register

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF Level 06 as recognized by SAQA in Property Management/ Property Law/ Real Estate and Property Valuation. Three (03) years' experience at Supervisory level in property management environment. A Valid driver's license with the exception of applicants with disabilities. Skills And Knowledge: Problem solving and analysis. Decision making. Creativity. Financial management. Customer focus and responsiveness. Communication Computer skills. Planning and organising. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998. Spatial Planning and Land Use Management Act, 2013. Property valuation. Strategic capability and leadership.

DUTIES : Provide for reconciliation of Immovable Asset Register (IAR). Reconcile IAR with Deeds records interim and final deeds download. Reconcile IAR with DRDLR vesting data (LAW). Reconcile IAR with Chief Surveyor General

Information on surveyed land. Reconcile IAR with Asset Management Plans. Reconcile IAR with National and other provincial IAR. Align IAR with municipality valuation rolls. Align IAR with rental register. Align IAR with rates and taxes schedules. Provide for immovable assets reporting. Update the Tracking Templates. Capitalisation of completed projects in the IAR. Prepare Service Delivery Improvement Plan. Prepare Quarterly Progress Reporting for monitoring and evaluation. Prepare IAR disclosure notes for Interim and Annual Financial Statements reporting. Coordinate Physical Verification and Immovable Assets Valuation. Identify immovable assets which need to be valued. Facilitate collection of the municipal valuation rolls. Request professional valuers to value the immovable assets which are not included in the valuation roll. Update the immovable assets values. Identify immovable assets which need to be physically verified. Request for verification team to verify. Update the immovable asset register. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

POST 31/220 : **ASSISTANT DIRECTOR: LEASE & MUNICIPAL SERVICES REF NO: S4/3/3/97**
Component: Lease & Municipal Services

SALARY : R468 459 per annum (Level 09)
CENTRE : Sekhukhune district
REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF Level 06 as recognized by SAQA in Real Estate / or a qualification at NQF Level 07 as recognized by SAQA in Property Studies. 03 years of experience at a Supervisory level in property management environment. Valid driver's license with the exception of applicants with disabilities. Skills And Knowledge: Problem solving and analysis. Decision making. Creativity. Financial management. Customer focus and responsiveness. Communication Computer skills. Planning and organising. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998. Spatial Planning and Land Use Management Act, 2013.

DUTIES : Manage accommodation (residential). Develop accommodation plans. Manage and provide accommodation in the district. Establish accommodation allocation committee. Manage applications for accommodation. Manage and update accommodation allocation register. Manage leases: Manage the administration of leases. Provide lease escalation reports in terms of lease agreements. Monitor and liaise with tenants on conditions of the lease agreements. Manage adherence to lease agreements. Provide advice on the terms and conditions of lease contracts. Manage rentals. Manage and monitor rental collection in terms of the lease agreements. Advise tenants on stipulated rental fees. Facilitate stop order payments. Analyse and report on stop order (debit order) payments. Monitor cash payments. Manage and reconcile PERSAL payment reports against the residential accommodation register. Manage matters pertaining to refunds and arrears rental recovery. Analyse rental collection reports to identify defaulters and make arrangements with defaulters. Monitor and analyse the arrear patterns. Investigate and facilitate payment of refunds. Manage payment of rates, taxes and services: Manage and compile rates and taxes reports. Manage and inspect property to ensure correct billing in relation to correct land use of property. Receive invoices on rates, taxes and services. Prepare requisitions for payment of rates and taxes. Monitor the submission of requisitions and invoices to finance for payment purposes. Manage the compilation of municipal services expenditure pattern reports. Liaise with municipalities on rates and taxes. Monitor payments to service providers. Manage property inspections: Develop property inspection plan. □□ Verify and identify state residential properties. Monitor the property in terms of lease register to identify tenants vacating the residence before end of

contract /subletting. Monitor adherence to lease agreements. Provide property inspections before leasing to tenants and provide report. Compile property upkeep reports. Liaise with inspectorate for detailed property conditional assessments. Provide resources (human, financial, & physical): Provide inputs on planning of resources for future requirements (human, finance, equipments etc.) Provide budget inputs in line with operational plan. Implement the budget by monitoring, projecting & reporting expenditure. Set targets and monitor performance and task completions. Report on the utilisation of equipment. Provide staff capacity and development. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job descriptions to subordinates. Manage leave matters.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

POST 31/221 : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT (X2 POSTS)**
Component: Acquisition Management

SALARY : R468 459 per annum (Level 09)
CENTRE : Waterberg Ref No: S.4/3/9/192
Sekhukhune districts Ref No: S.4/3/9/191

REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF level 07 as recognised by SAQA in Supply Chain Management. 03-05 years of experience at a lower managerial level. Valid driver's license with the exception of applicants with disabilities. Skills And Knowledge: Problem solving and analysis. Decision making. Creativity. Financial management. Customer focus and responsiveness. Communication Computer skills. People Management, Planning and organising. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations. Knowledge and Understanding of the following: Supply chain management procedures, Procurement procedures, Public Finance Management Act, Division of Revenue Act, Preferential Procurement Policy Framework Act.

DUTIES : Manage the district demand for goods and services.: Manage the development of the procurement plan. Facilitate the approval of procurement plan. Communicate the procurement plan. Monitor that goods and services is rendered according to the procurement plan. Monitor the compilation of budget projection as per the district needs analysis. Monitor the procurement of goods and services in line with the procurement plan. Advice on the performance of procurement in line with the plan. Manage the acquisition of goods and services: Provide and implement supply chain management policy, strategies and processes. Manage the acquisition of goods and service as per the transversal contract. Provide and consolidate requests for invitation of quotation. Verify and advice on specifications for goods and services. Analyse the received quotation. Issue purchase order. Provide approval of received goods as per the specification. Provide BAC secretariat: Monitor the implementation of guidelines for appointment of bids evaluation committee. Facilitate the appointment of BEC members. Facilitate logistical arrangements for BEC meetings. Provide secretariat function to the BEC. Monitor the implementation of BEC. Provide bids evaluation: Facilitate and monitor evaluation of bids and quotations. Develop and define processes for bids evaluation. Monitor adherence to advertised criteria in the evaluation process. Facilitate and verify captured information for all bids and quotations. Prepare an evaluation report- submission. Facilitate the clearance of the successful bidders. Customise and implement any changes on standard evaluation criteria. Provide Suppliers database: Facilitate registration of supplier database. Monitor and liaise with CIDB about professionals/ contractor's information. Monitor the process of verifying supplier and professionals. Manage resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job.

ENQUIRIES : For Sekhukhune district: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.
For Waterberg district: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027

<u>POST 31/222</u>	:	<u>GEOTECHNICAL ENGINEERING TECHNOLOGIST REF NO: S.4/3/10/65</u> Component: Roads & Bridges
<u>SALARY</u>	:	Grade A: R453 576 per annum, (OSD)
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 / Matric certificate and a qualification at NQF Level 7 as recognize by SAQA in Civil Engineering (Geotechnical or Materials). Three years' post qualification in Civil Engineering Technologist experience required. Compulsory registration with ECSA as Civil Engineering Technologist. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project Management. Technical designs and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Professional judgement. Networking. Generic Competencies: Decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, planning and organizing, conflict management, problem solving and analysis and people management.
<u>DUTIES</u>	:	Provide technological advisory services. Support Engineers, Technicians and associates in field, workshop and office activities. Promote safety standards in line with statutory and regulatory requirements; - 126 – Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies. Identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions. Compile and submit monthly and quarterly reports. Provide inputs to the operational plan. Develop, implement and maintain databases. Research and development. Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. To liaise with relevant boards/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/ 7627,7262.
<u>POST 31/223</u>	:	<u>ARCHITECTURAL TECHNOLOGIST GRADE A REF NO: S.4/3/15/6</u> Component: Provincial Maintenance Hub
<u>SALARY</u>	:	Grade A: R453 576 per annum, (OSD)
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 / Matric certificate and a qualification at NQF Level 7 as recognize by SAQA in Architecture. Three years post qualification Architectural technologist experience required. Registration with SACAP as an Architectural Technologist appointment. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project management. Architectural planning. Research and development. Computer aided-Architectural applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Networking and professional judgement. Generic Competencies: Decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, planning and organizing, conflict management, problem solving and analysis and people management.
<u>DUTIES</u>	:	Provide technological advisory services. Support Architect and associates in site surveying, preparing measured drawings of existing buildings, collecting practical information relating to the proposed project and prepare presentation drawings and models of the design. Detail design, landscape design and preparation of working drawings will serve as legal instructions to the building contractor and in the process supervise buildings to ensure that the buildings is built according to the working drawings and other legal documents. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies. Identify and optimise technical solutions by applying architectural principles. Perform administrative and related functions. Compile and submit monthly and quarterly reports. Provide inputs to the operational plan. Develop, implement and maintain databases. Research and development. Keep up with new technologies and procedures.

		Research/literature on quantity survey and construction material, techniques and methods. Liaise with relevant bodies/ councils on architectural – related matters.
<u>ENQUIRIES</u>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/ 7627,7262.
<u>POST 31/224</u>	:	<u>ROAD WORKS SUPERINTENDENT REF NO: S.4/3/10/39</u> Component: Roads Infrastructure Maintenance: Roads Maintenance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08) Waterberg District (Tolwe Roads Maintenance) Grade 12 / Matric certificate and a qualification at NQF Level 06 as recognized by SAQA in Civil Engineering or Construction Management. Six (06) years road works maintenance/Construction experience required. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Computer literacy. Planning and Organising. Good verbal and written communication. Generic Competencies: Job knowledge, communication, Interpersonal relations. Flexible teamwork. Accuracy. aptitude of figures.
<u>DUTIES</u>	:	Monitor the maintenance and repair of road surfaces on all surface route such as surfacing interval, culvert/bridge replacement, line painting, replacement of signs, grade and resurfacing gravel on loose top roads. Develop schedules maintenance for assets (roads, plant, equipment etc). Plan and prepare a weekly/ monthly programme. Manage contracted services, project management and final inspection for capital projects. Provide technical advice on claims against the department. Monitor and check the quality of work done by contractors/maintenance teams. Manage and develop staff.
<u>ENQUIRIES</u>	:	Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027
<u>POST 31/225</u>	:	<u>ENGINEERING TECHNICIAN GRADE A: FIRE MECHANICAL REF NO: S.4/3/15/7</u> Component: Other Provincial Departments
<u>SALARY CENTRE</u>	:	R391 671 per annum, (OSD) Head Office - Polokwane A qualification at NQF Level 06 as recognized by SAQA in Engineering. Three years post qualification experience Technical required. Compulsory registration with the ECSA Professional Engineering. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project management. Technical design and analysis knowledge. Research and development. Computer aided- engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer literacy, planning and organizing, problem solving, change management and people management.
<u>DUTIES</u>	:	Render technical services. Assist Engineers, Technologists and associates in field, workshops and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions. Provide input into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. 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. Liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/ 7627,7262.
<u>POST 31/226</u>	:	<u>ENGINEERING TECHNICIAN GRADE A: OHS REF NO: S4/3/15/8</u> Component: Infrastructure delivery: Other Provincial Departments
<u>SALARY CENTRE</u>	:	R391 671 per annum, (OSD) Head Office - Polokwane

<u>REQUIREMENTS</u>	:	Grade 12 / Matric certificate and a qualification at NQF Level 06 as recognized by SAQA in Engineering. Three years post qualification experience Technical required. Valid driver's license. Compulsory registration with the ECSA Professional Engineering Technician. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project management Technical design and analysis knowledge. Research and development Computer aided- engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer literacy, planning and organizing, problem solving, change management and people management.
<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. 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. 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. Liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S at Tel No: (015) 284 7570/7586/ 7627,7262.
<u>POST 31/227</u>	:	<u>ARTISAN FOREMAN GRADE A REF NO: S.4/3/2/91</u> Component: Building Maintenance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 047 per annum, (OSD) Vhembe district (Makhado building maintenance)
<u>DUTIES</u>	:	Appropriate Trade Test Certificate. Five years post qualification experience as an Artisan. Valid driver's license with the exception of people with disabilities. Technical Competencies: Technical analysis knowledge. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis and Conflict management.
<u>ENQUIRIES</u>	:	Design: Supervise and produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment's according to job specifications and recognised standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related functions: Update register of maintained and repaired faults. Provide Supply Chain Management with specification to obtain quotations and purchase equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Human and capital resource management Supervise and mentor staff. Planning of resources. Scheduling work. Maintain expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790
<u>POST 31/228</u>	:	<u>ARTISAN FOREMAN GRADE A REF NO: S.4/3/2/92</u> Component: Makhado Mechanical Workshop
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 047 per annum, (OSD) Vhembe district Appropriate Trade Test Certificate in Mechanical. Five years post qualification experience as an Artisan in mechanical. Valid driver's license with the

exception of people with disabilities. Technical Competencies: Technical analysis knowledge. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis and Conflict management.

DUTIES : Design. Produce designs according to client specification and within limits of production capability. Production. Produce objects with material and equipment's according to job specification and recognised standards. Maintenance. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related functions. Update register of maintained and repaired faults. Provide Supply Chain Management with specification to obtain quotations and purchase equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Maintain expertise. Continuous individual development to keep up with new technologies and procedure. Human and capital resource management: Supervise and mentor staff. Planning of resources. Scheduling of work.

ENQUIRIES : Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790

POST 31/229 : **ARTISAN FOREMAN GRADE A REF NO: S.4/3/10/180**
Component: Roads Infrastructure Maintenance: Drainage Structures

SALARY : R382 047 per annum, (OSD)
CENTRE : Waterberg district
REQUIREMENTS : Appropriate Trade Test Certificate. Five (5) years post qualification experience as an Artisan. Valid driver's license with the exception of people with disabilities. Technical Competencies: Technical analysis knowledge. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis and Conflict management.

DUTIES : Design. Produce designs according to client specification and within limits of production capability. Production. Produce objects with material and equipment's according to job specification and recognised standards. Maintenance. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related functions. Update register of maintained and repaired faults. Provide Supply Chain Management with specification to obtain quotations and purchase equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Maintain expertise. Continuous individual development to keep up with new technologies and procedure. Human and capital resource management: Supervise and mentor staff. Planning of resources. Scheduling of work.

ENQUIRIES : Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027

POST 31/230 : **PROPERTY INSPECTOR: LAND MANAGEMENT REF NO: S4/3/3/117**
Component: Land Management

SALARY : Grade A: R325 101 per annum, (OSD)
CENTRE : Mopani district
REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF Level 06 as recognized by SAQA in Property Management/ Property Law/Real Estate/Property Valuation. Two (02) years' experience in Property Management. Valid driver's license with the exception of applicants with disabilities. Skills And Knowledge:

		Problem solving and analysis. Decision making. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998. Spatial Planning and Land Use Management Act, 2013.
<u>DUTIES</u>	:	Verify and identify state land: Verification of provincial properties through vesting process, conduct regular inspection, provide information on the verified and identified land. Inspect land for acquisition purposes: identify redundant land, submit list of redundant land to Head Office, verify as to whether the land is vested nationally, provincially and locally, assist with the implementation of listing of properties, verify National rural legislative data in terms of land information. Inspect land for disposal purposes: conduct land assessment for disposal purposes, compile the report for lands status, Inspect land for transferring land Municipalities: conduct land assessment for disposal purposes, compile the report for lands status,
<u>ENQUIRIES</u>	:	Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
<u>POST 31/231</u>	:	<u>ADMIN OFFICER: FACILITIES SERVICES REF NO: S.4/3/3/118</u> Component: Facilities Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Waterberg District A qualification at NQF Level 06 as recognized by SAQA in Office Administration /Public Administration/Public Management. Two (02) years of experience in Facilities Management. Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Problem solving and analysis. Decision making. Creativity. Customer focus and responsiveness. Communication. Computer skills. Facilitations. People management. Planning and organising. Conflict management. Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, knowledge and understanding of office management.
<u>DUTIES</u>	:	Provide landscaping services, Implement landscaping plans for the district. Facilitate procurement of protective clothing for the district. Provide specifications for procurement of landscaping equipment and materials. Facilitate repairs and servicing of landscaping equipment. Allocate groundsman to serve the district office and cost centres. Provide cleaning services, Implement cleaning plans for the district. Monitor budget for cleaning services. Procure protective clothing for the district. Provide specifications for procurement of cleaning equipment and materials. Facilitate repairs and servicing of cleaning equipment. Facilitate the distribution of cleaning material and chemicals for both district office and cost centre. Provide waste management services, Implement waste management plan. Facilitate sorting and shredding of wastepaper. Liaise with service provider with regards to collection of packaged wastepaper. Provide resource (Human, Financial and Equipment) Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline.
<u>ENQUIRIES</u>	:	Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027
<u>POST 31/232</u>	:	<u>WORKS INSPECTOR: ELECTRICAL REF NO: S.4/3/2/91</u> Component: Building Infrastructure Maintenance: Inspectorate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 499 per annum (Level 06) Waterberg district National Diploma (T/N/S streams) or equivalent, or N 3 and a trade test (Electrical Trade Diploma) in the building environment, or Registration as an Engineering Technician, and Valid driver's license with the exception of applicants with disabilities. Skills And Knowledge: Project Management Technical analysis. Computer Literacy. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Customer focus and responsiveness. Planning and organising. Job

- Knowledge. Communications. Interpersonal. Flexibility. Teamwork. Computer. Planning and organising. Language. Good verbal and written communication. Accuracy. Flexibility. Co-operative. Team player.
- DUTIES** : Render a basic inspection service of work done on minor new and existing structures on a project basis. Check if new and/or maintenance work undertaken on project sites are following all relevant regulations and legislation. Conduct inspections on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Analyse and compile relevant documentation for work to be done on minor new and existing structures, through inter alia the following: Development and interpretation of plans and sketches. Draw-up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. Oversee the work of contractors through inter alia the following: Inspect the work done by contractors to determine whether it is following all relevant prescribed standards. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Render extended public works Programme. Gather and submit information in terms of the extended public works Programme.
- ENQUIRIES** : Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027
- POST 31/233** : **WORKS INSPECTOR (X5 POSTS)**
Component: Building Infrastructure Maintenance: Inspectorate Services
- SALARY CENTRE** : R269 499 per annum (Level 06)
: Mopani Ref No: S.4/3/2/27 (X1 Post)
: Capricorn Ref No: S.4/3/2/29 (X2 Posts)
: Vhembe Ref No: S.4/3/2/28 (X2 Posts)
- REQUIREMENTS** : National Diploma (T/N/S streams) or equivalent, or N 3 and a trade test in the building environment, or Registration as an Engineering Technician, and Valid driver's license with the exception of applicants with disabilities. Skills And Knowledge: Project Management. Technical analysis. Computer Literacy. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Customer focus and responsiveness. Planning and organising. Job Knowledge. Communications. Interpersonal. Flexibility. Teamwork. Computer. Planning and organising. Language. Good verbal and written communication. Accuracy. Flexibility. Co-operative. Team player.
- DUTIES** : Render a basic inspection service of work done on minor new and existing structures on a project basis. Check if new and/or maintenance work undertaken on project sites are following all relevant regulations and legislation. Conduct inspections on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Analyse and compile relevant documentation for work to be done on minor new and existing structures, through inter alia the following: Development and interpretation of plans and sketches. Draw-up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. Oversee the work of contractors through inter alia the following: Inspect the work done by contractors to determine whether it is following all relevant prescribed standards. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Render extended public works Programme. Gather and submit information in terms of the extended public works Programme.
- ENQUIRIES** : For Mopani district: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075

For Capricorn district: Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600
For Vhembe district: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790.

<u>POST 31/234</u>	:	<u>ARTISAN PRODUCTION GRADE A (X13 POSTS)</u> Component: Building Infrastructure Maintenance
<u>SALARY CENTRE</u>	:	R243 597 per annum, OSD Capricorn: (X1 Post) Polokwane Building Maintenance S Ref No: 4/3/2/93 (X1 Post) Waterberg: (X4 Posts) Thabazimbi- Plumber Ref No: S.4/3/2/94 (X1 Post) Thabazimbi Painter Ref No: S.4/3/2/95 (X1 Post) Thabazimbi Bricklayer Ref No: S.4/3/2/96 (X1 Post) Bakenberg- Bricklayer Ref No: S.4/3/2/97 (X1 Post) Vhembe: (X3 Posts) Thohoyandou Building Maintenance Ref No: S.4/3/2/98 (X1 Post) Malamulele Building Maintenance Ref No: S.4/3/2/99 (X1 Post) Mutale Building Maintenance Ref No: S.4/3/2/100 (X1 Post) Sekhukhune: (X3 Posts) Ephraim Mogale Building Maintenance (Electrical) Ref No: S.4/3/2/101 (X2 Posts) Nebo Building Maintenance (Carpentry Ref No: S.4/3/2/102 (X1 Post) Mopani: (X2 Posts) Giyani Building Maintenance Ref No: S.4/3/2/103 (X1 Post) Tzaneen Building Maintenance Ref No: S.4/3/2/104 (X1 Post)
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis and Conflict management.
<u>DUTIES</u>	:	Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognised standards, Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to standards, Test repair equipment and/or facilities against specifications, Service equipment and/or facilities according to schedule, Quality assure serviced and maintained equipment and or facilities. Perform administrative and related functions: Compile and submit reports, provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	For Capricorn: Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600. For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027. For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No (015) 636 8300/8330. For Vhembe: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790. For Mopani: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
<u>POST 31/235</u>	:	<u>ARTISAN PRODUCTION GRADE A (X2 POSTS)</u> Component: Roads Infrastructure Maintenance: Mechanical Workshop
<u>SALARY CENTRE</u>	:	R243 597 per annum, (OSD) Capricorn district (Polokwane Mechanical Workshop) Ref No: S.4/3/10/181 Vhembe district (Sibasa Mechanical Workshop) Ref No: S.4/3/10/182
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate as Diesel Mechanic. Experience will be an added advantage. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance.

- Technical report writing. Production, process knowledge and skills. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis and Conflict management.
- DUTIES** : Perform services and repairs to roads related plant and equipment: - Repairs: Receive job card. Stabilize machine or vehicle. Run the engine until warm. Turn engine off. Drain oil into container. Re-install the drain plug. Remove filters (oil, fuel & air filter). Examine filter debris. Install new filters. Refill oil and check for leaks and level. Test drive. Service: Check the condition of working area for safety. Determine problem existing. State problem in writing. Visual inspection on machine/ vehicle (for further damage such as leaks boos bolts and cracks). Fix the problem and re-test. Analyse the failure. List all possible causes. Run test and record information. Eliminate and insolate. Provide civil expertise: Carry out services as per service category and complete standards. Doing visual and pre-checks inspection on plant before and after service/repairs is carried out as well as the compiling of inspection sheet. Making full report of the findings and completing job cords after competing any repair or service. Perform per-inspection for additional defects before repairs: Dismantling. Lay-out. Check condition of warn out parts. Repair or replace where necessary and assemble. Clean the object/part and test it. Perform administrative and related functions: Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Maintain and adhere to agreed development plan. Perform per-inspection for additional defects before repairs: Dismantling, Lay-out, Check condition of warn out parts, Repair or replace where necessary and assemble, clean the object/part and test it. Perform administrative and related functions: Provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan.
- ENQUIRIES** : For Capricorn: Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600.
For Vhembe: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790.
- POST 31/236** : **ARTISAN PRODUCTION GRADE A: (DRAINAGE STRUCTURES, CONCRETE & SHUTTERING) REF NO: S.4/3/10/73 (X3 POSTS)**
Component: Drainage structures
- SALARY CENTRE REQUIREMENTS** : R243 597 per annum, (OSD)
: Waterberg District
: Appropriate Trade Test Certificate in Bricklaying/Plumbing/Steel & shattering. Experience will be an added advantage. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis and Conflict management.
- DUTIES** : Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognised standards, Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to standards, Test repair equipment and/or facilities against specifications, Service equipment and/or facilities according to schedule, Quality assure serviced and maintained equipment and or facilities. Perform administrative and related functions: Compile and submit reports, Provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
- ENQUIRIES** : Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.

POST 31/237 : **ADMINISTRATION CLERK (X2 POSTS)**
Component: Roads Infrastructure Maintenance

SALARY CENTRE : R228 321 per annum (Level 05)
: **Vhembe district:**
Malamulele Roads Maintenance Ref No: S.4/3/10/183
Mutale Roads Maintenance Ref No: S.4/3/10/184

REQUIREMENTS : A qualification at NQF level 04 as recognized by SAQA. Valid driver's license with the exception of applicants with disabilities. Knowledge And Skills: Basic knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collect statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.

DUTIES : Render administration clerical support of Roads maintenance: Receive documentation for roads maintenance. Record, organise, store, capture and retrieve correspondence and data in relation to roads maintenance. 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. Render administration clerical support on office services and accommodations. 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. Forward component leave form to corporate services. Render financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval.

ENQUIRIES : Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790

POST 31/238 : **ROAD WORKS FOREMAN (X2 POSTS)**
Component: Routine Maintenance

SALARY CENTRE : R228 321 per annum (Level 05)
: Sekhukhune district (Hoeraroep Roads Maintenance) Ref No: S.4/3/10/185
Waterberg (Roedtan Roads Maintenance) Ref No: S.4/3/10/186

REQUIREMENTS : A qualification at NQF level 04 as recognised by SAQA. Three (03) years road works maintenance experience. Valid drivers license, with the exception of applicants with disabilities. Skills: Knowledge of relevant Acts and regulations, road maintenance manual, roads operating machinery, health and safety measures, roads production procedures and processes.

DUTIES : Support Road construction or maintenance work through: Construction of culvert and side drains. Erect and maintain steel guardrail and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings/signs. Install road signs and barricade the work area. Supervise activities in respect of road construction or maintenance work through: Application of safety and precautionary measures. Conduct inspection. Exercise control over tools, supplies and other equipment. Allocate tasks and oversee work performance. Maintenance of Equipment. Co-ordinate the blading program.

ENQUIRIES : For Sekhukhune: Ms Makalela RC, Ms Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.
For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.

POST 31/239 : **ADMINISTRATION CLERK (X2 POSTS)**
Component: Building Infrastructure Maintenance: Routine Maintenance

SALARY CENTRE : R228 321 per annum (Level 05)
: **Vhembe district:**
Thohoyandou building maintenance Ref No: S.4/3/2/105
Malamulele building maintenance Ref No: S.4/3/2/106

<u>REQUIREMENTS</u>	:	A qualification at NQF level 04 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills.
<u>DUTIES</u>	:	Render administration clerical support of building maintenance: Receive documentation for building maintenance, Record, organise, store, capture and retrieve correspondence and data in relation to building maintenance, 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. Render administration clerical support on office services and accommodations: 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. Render administration clerical support of fleet services: Receive and provide GG allocation to use during and after normal working hours, Record, organise, store, capture and retrieve correspondence and data in relation to fleet management, Update fleet management registers and statistics, Handle routine enquiries. 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, Forward component leave form to corporate services. Render financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790
<u>POST 31/240</u>	:	<u>ADMINISTRATION CLERK (X2 POSTS)</u> Component: Mechanical services
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05)
	:	Vhembe district: Sibasa Ref No: S.4/3/2/107 Malamulele Mechanical Workshop Ref No: S.4/3/2/108
<u>REQUIREMENTS</u>	:	A qualification at NQF level 04 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills.
<u>DUTIES</u>	:	Render administration clerical support of building maintenance: Receive documentation for building maintenance, Record, organise, store, capture and retrieve correspondence and data in relation to building maintenance, 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. Render administration clerical support on office services and accommodations: 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. Render administration clerical support of fleet services: Receive and provide GG allocation to use during and after normal working hours, Record, organise, store, capture and retrieve correspondence and data in relation to fleet management, Update fleet management registers and statistics, handle routine enquiries. 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, Forward component leave form to corporate services. Render financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval. Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790

ENQUIRIES :

POST 31/241 : **ADMINISTRATION CLERK REF NO: S.4/3/9/182 (X3 POSTS)**
Component: Finance: Acquisition Management

SALARY : R228 321 per annum (Level 05)
CENTRE : Sekhukhune district
REQUIREMENTS : A qualification at NQF level 04 as recognized by SAQA. Valid driver's license with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills.

DUTIES : Provide the acquisition of goods and services: Render acquisition clerical support. Request for quotation. Receive quotation. Place order. Issue purchase order. Capture specification on the electronic purchasing system. Provide supplier database: Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Provide bids: Issue bids. Receive bids. Provide logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Provide bids evaluation: Make arrangements for evaluation of bids and quotations. Captured information for all bids and quotations. Customise changes on standard evaluation criteria.

ENQUIRIES : Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.

POST 31/242 : **ADMINISTRATION CLERK REF NO: S.4/3/9/193**
Component: Finance

SALARY : R228 321 per annum (Level 05)
CENTRE : Sekhukhune district (Elias Motswaledi stores)
REQUIREMENTS : A qualification at NQF level 04 as recognised by SAQA. Valid driver's license with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills.

DUTIES : Place order: Receive request of goods from the end user. Receive stock from the supplier. Verify stock received against the invoice. Sign off the invoice for received goods. Update and maintain register of suppliers. Capture goods in registers databases. Receive stock into the system. Capture the received stock into the system. Verify and update the register in line with the system stock. Issue goods to end users. Receive request of goods from the end user (LOGIS FORM). Issue the stores on the system. Issue the stores to end user. Receive issuing form back from the end-user. File the issuing form.

ENQUIRIES : Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.

POST 31/243 : **ADMINISTRATION CLERK REF NO: S.4/3/9/181**
Component: Finance: Logistics & Asset Management

SALARY : R228 321 per annum (Level 05)
CENTRE : Sekhukhune District
REQUIREMENTS : A qualification at NQF level 04 as recognised by SAQA. Valid driver's license with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job

		knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills.
<u>DUTIES</u>	:	Render asset management clerical support: Bar code new assets. Compile and maintain records (e.g asset records/databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Conduct assets verification. Update the inventory list. Order stores: Place orders for goods. Receive and verify goods from suppliers. Capture goods in the system, or item registers. Issue stores: Receive Logis requisition form. Check and verify the form with the requester. Issue goods to end users. Issue goods out of the system. Update and maintain register of suppliers. Render stock-taking services: Count the stock level in the stores. Verify the stock against the issuing reports. Balance the stock level.
<u>ENQUIRIES</u>	:	Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.
<u>POST 31/244</u>	:	<u>ADMINISTRATION CLERK REF NO: S.4/3/9/119</u> Component: Lease and Municipal services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Waterberg district A qualification at NQF level 04 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Computer. Planning and organising. Language. Good verbal and written communication.
<u>DUTIES</u>	:	Render administration clerical support of fleet services: Receive and provide GG allocation to use during and after normal working hours, Record, organise, store, capture and retrieve correspondence and data in relation to fleet management, Update fleet management 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. Render administration clerical support on office services and accommodations: 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 (district offices). 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. Render financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval, Handle telephone accounts for the component.
<u>ENQUIRIES</u>	:	Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027
<u>POST 31/245</u>	:	<u>ADMINISTRATION CLERK (X2 POSTS)</u> Component: Finance: Logistics & Asset Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Capricorn Ref No: S.4/3/9/66 Sekhukhune Ref No: S4/3/9/195 A qualification at NQF level 4 as recognised by SAQA. Valid driver's license with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills.
<u>DUTIES</u>	:	Place order: Receive request of goods from the end user. Receive stock from the supplier. Verify stock received against the invoice. Sign off the invoice for

received goods. Update and maintain register of suppliers. Capture goods in registers databases. Receive stock into the system. Capture the received stock into the system. Verify and update the register in line with the system stock. Issue goods to end users. Receive request of goods from the end user (LOGIS FORM). Issue the stores on the system. Issue the stores to end user. Receive issuing form back from the end-user. File the issuing form.

ENQUIRIES : For Capricorn: Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600.
For Sekhukhune: Ms Makalela RC, Ms Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.

POST 31/246 : **ADMINISTRATION CLERK REF NO: S.4/3/9/194**
Component: Logistics and Asset Management

SALARY : R228 321 per annum (Level 05)
CENTRE : Waterberg district
REQUIREMENTS : A qualification at NQF level 04 as recognized by SAQA. Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Job knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Technical Competencies: Computer Skills. Planning and organization. Language. Good verbal and written communication skills.

DUTIES : Place order: receive request of goods from the end user. Receive stock from the supplier: Verify stock received against the invoice. Sign off the invoice for received goods. Update and maintain register of suppliers. Capture goods in registers databases. Receive stock into the system. Capture the received stock into the system. Verify and update the register in line with the system stock. Issue goods to end users. Receive request of goods from the end user (LOGIS FORM). Issue the stores on the system. Issue the stores to end user. Receive issuing form back from the end-user. File the issuing form.

ENQUIRIES : Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027

POST 31/247 : **ACCOUNTING CLERK REF NO: S.4/3/9/39**
Component: Financial Management

SALARY : R228 321 per annum (Level 05)
CENTRE : Capricorn District
REQUIREMENTS : A qualification at NQF level 04 as recognized by SAQA. Valid driver's licence, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills.

DUTIES : Process payments and accounts: Receive order from supply chain. Check for delivering note and invoice. Compile payment voucher for EBT transfer. Capture/approve payment voucher on LOGIS. Receive EBT stubs. Link stubs and invoices and dispatch copy of stubs to suppliers. File payment vouchers according to system. Capture EPWP stipends on BAS. Provide salary: Check authenticity of documents to be captured on PERSAL system. Capture PERSAL transactions such as allowances, deductions, fringe benefits and IRP deductions. Identify and specify state liabilities on pension funds. Provide revenue. Collection of Government money. Issue receipts manual or on line under correct allocation. Register receipts in cash book. Deposit money. Day-end receipts on BAS. Facilitate debt Open debt file for relevant employer. Complete BAS Debt take on and attached supporting documents for submission to Head Office for implementation of debt on suspense account. Close Debt files.

ENQUIRIES : Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600

POST 31/248 : **PERSONNEL OFFICER REF NO: S.4/3/8/52**
Component: Human Resource Management

SALARY : R228 321 per annum (Level 05)
CENTRE : Capricorn district

<u>REQUIREMENTS</u>	:	A qualification at NQF level 04 as recognized by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills.
<u>DUTIES</u>	:	Render administration clerical support of recruitment services. Receive application forms from registry and keep record thereof. Provide statistics of received application per post. Compile scheduling of district posts. Arrange boardroom, accommodation and transport claim for shortlisting and interviews in the district. Capture appointment on PERSAL system. Verify qualifications with academic institutions and other authorised bodies. Update PERSAL system in terms of personnel qualifications. Render administration clerical support of conditions of services. Receive notification of service termination due to death/ resignation, retirement (normal and early retirement). Circulate route form to relevant section for liabilities. Effect termination on the PERSAL system upon receipt. Issue the employee benefits (pensions, housing allowances, medical aid scheme recognition of long service awards) forms. Verify correctness of the forms and attachments. Capture benefits. Facilitate state guarantees. Issue the leave forms. Verify correctness of the forms and attachments. Acknowledge the receipt of leave applications. Capture leave on the PERSAL system. Conduct districts leave auditing. Render administration clerical support for post establishment and HR system. Receive transfer application letter. Verify correctness of the application and attachments. Verify the availability of post. Capture PERSAL transaction. Compile monthly statistics on transfers. Conduct district head count. Render administration clerical support for district human resource development services. Create a training/ learning programmes database according to the WSP. Make logistical arrangements for the training programme. Liaise with personnel about the training logistics in time. Issue and receive the course attendance form from personnel. Capture the certificate(s) on PERSAL system. Liaise with head office on schedule of courses to be attended. Verify the compilation of performance management and development system documentation. Make logistical arrangements for performance management and development system moderation. Implement rewards on the PERSAL systems.
<u>ENQUIRIES</u>	:	Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600
<u>POST 31/249</u>	:	<u>FOREMAN: CLEANING AND GROUNDS (X3 POSTS)</u> Component: Facilities Services
<u>SALARY CENTRE</u>	:	R193 359 per annum (Level 04) Waterberg District: Thabazimbi Cost Centre Ref No: S.4/3/3/120 Bela-Bela Cost Centre Ref No: S.4/3/3/121 Modimolle District Office Ref No: S.4/3/3/122
<u>REQUIREMENTS</u>	:	A qualification at NQF level 04 as recognized by SAQA. Core And Process Competencies: Machine Operations. Working procedures in respect of working environment. Basic Interpersonal relationship. Basic literacy. Organising. Flexibility. Co-operative. Team player.
<u>DUTIES</u>	:	Supervise cleaners: Perform administrative and related functions. Provide guidance and advice to cleaners. Develop and update the cleaning roster. Provision and monitor of cleaning services: Oversee and monitor cleaning of: Offices. Corridors. General kitchen. Restrooms. Elevators. Boardrooms. Provision and monitor of grounds services: Oversee and monitor cleaning of Surroundings. Premises. Manage and ensure the maintenance and replacement of cleaning materials and equipment's: Maintain and replace cleaning machines and equipment's. Make a requisition and issue cleaning materials.
<u>ENQUIRIES</u>	:	Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027
<u>POST 31/250</u>	:	<u>ROAD WORKER (X24 POSTS)</u> Component: Roads Infrastructure Maintenance
<u>SALARY</u>	:	R163 680 per annum (Level 03)

<u>CENTRE</u>	: Capricorn: (X3 Posts) Alldays Ref No: S.4/3/10/187 (X2 Posts) Dendron Ref No: S.4/3/10/142 (X1 Post) Sekhukhune: (X11 Posts) Drainage Structures Ref No: S.4/3/10/188 (X1 Post) Groblersdal Roads Ref No: S.4/3/10/189 (X1 Post) Hoeraroep Roads Ref No: S.4/3/10/135 (X2 Posts) Mecklenburg Roads Ref No: S.4/3/10/190 (X2 Posts) Nebo Roads Ref No: S.4/3/10/191 (X1 Post) Tsimanyane Roads Ref No: S.4/3/10/192 (X2 Posts) Veeplaas Roads Ref No: S.4/3/10/193 (X2 Posts) Waterberg: (X9 Posts) Drainage structures Ref No: S.4/3/10/194 (X2 Posts) Mookgophong Ref No: S.4/3/10/195 (X2 Posts) Tolwe Ref No: S.4/3/10/196 (X1 Post) Marken Ref No: S.4/3/10/197 (X1 Post) Roedtan Ref No: S.4/3/10/198 (X2 Posts) Alma Ref No: S.4/3/10/199 (X1 Post) Mopani: (X1 Post) Drainage structure Ref No: S.4/3/10/168 (X1 Post)
<u>REQUIREMENTS</u>	: A qualification at NQF level 04 as recognized by SAQA. Skills And Knowledge: Relevant Acts and regulations. Operation roads machinery. Health and safety measures. Working procedures in respect of roads environment. Decision making. Creativity. Communication. Planning and organizing. Flexibility. Co-operative. Team player.
<u>DUTIES</u>	: Construction of culvert and side drains, Erect and maintain steel guardrails and gabions, Construction of road earth and layer works Clean and maintain roads, sidewalks and resting areas, Surfacing and pothole patching, Road fencing and pipe laying, Setting of road markings and road studs, Install road signs, distance markers and barricade the work area, crushing of road material, Bush clearing and grass cutting.
<u>ENQUIRIES</u>	: For Capricorn: Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600 For Waterberg: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027 For Sekhukhune: Ms Makalela RC, Ms Mankge LJ and Mr Mathabatha MJ Tel No 015 636 8300/8330. For Mopani: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
<u>POST 31/251</u>	: <u>TRADESMAN AID (X3 POSTS)</u> Component: Roads Infrastructure Maintenance
<u>SALARY CENTRE</u>	: R163 680 per annum (Level 03) : Capricorn district: (X1 Post) Polokwane Mechanical Workshop Ref No: S4/3/19/200 (X1 Post) Waterberg district: (X2 Posts) Mokopane Ref No: S.4/3/10/136 (X1 Post) Lephalale Ref No: S.4/3/10/201 (X1 Post)
<u>REQUIREMENTS</u>	: A qualification at NQF level 04 as recognized by SAQA. Skills And Knowledge: Cleaning equipment. Safety Health and safety measures. Working procedures in respect of work environment.
<u>DUTIES</u>	: Perform services and repairs to roads related plant and equipment. Assist in carrying out services as per service category and complete standards. Assist in performing per-inspection for additional defects before repairs. Safekeeping of machinery and tools.
<u>ENQUIRIES</u>	: For Capricorn: Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600 For Waterberg: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027
<u>POST 31/252</u>	: <u>TRADESMAN AID (X12 POSTS)</u> Component: Building Infrastructure Maintenance
<u>SALARY CENTRE</u>	: R163 680 per annum (Level 03) : Capricorn District: (X1 Post) Polokwane building maintenance S.4/3/2/109 (X1 Post) Waterberg: (X3 Posts)

		Thabazimbi Ref No: S.4/3/2/65 (X2 Posts)
		Bakenberg Ref No: S.4/3/2/110 (X1 Post)
		Sekhukhune: (X8 Posts)
		Carpentry Services Ref No: S.4/3/2/62 (X2 Posts)
		Thabamooopo Building Maintenance Ref No: S.4/3/2/62 (X4 Posts)
		Ephraim Mogale Building Maintenance Ref No: S.4/3/2/111 (X1 Post)
		Tubatse Building Maintenance Ref No: S.4/3/2/112 (X1 Post)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 04 as recognized by SAQA. Skills And Knowledge: Cleaning equipment. Safety. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.
<u>DUTIES</u>	:	Provide assistance in the maintenance of facilities, vehicles and equipment. Repair, clean service and safekeeping of equipment and tools according to standards.
<u>ENQUIRIES</u>	:	For Capricorn: Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600 For Waterberg: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027 For Sekhukhune: Ms Makalela RC, Ms Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330
<u>POST 31/253</u>	:	<u>DRIVER OPERATOR (X16 POSTS)</u> Component: Roads Infrastructure Maintenance
<u>SALARY CENTRE</u>	:	R163 680 per annum (Level 03)
	:	<u>Mopani: (X2 Posts)</u> Phalaborwa Roads Maintenance Ref No: S.4/3/10/122 (X2 Posts)
		<u>Capricorn: (X5 Posts)</u> Regravelling Ref No: S.4/3/10/205 (X1 Post) Sandriver Ref No: S.4/3/10/204 (X1 Post) Matlala Ref No: S.4/3/10/203 (X1 Post) Lebowakgomo Ref No: S.4/3/10/202 (X1 Post) Alldays Ref No: S.4/3/10/127 (X1 Post)
		<u>Waterberg: (X3 Posts)</u> Bela-Bela Ref No: S.4/3/10/206 (X1 Post) Vaalwater Ref No: S.4/3/10/207 (X1 Post) Dwaalboom Ref No: S.4/3/10/208 (X1 Post)
		<u>Sekhukhune: (X4 Posts)</u> Groblersdal Roads Maintenance Ref No: S.4/3/10/155 (X1 Post) Hoeraroep Roads Maintenance Ref No: S.4/3/10/209 (X2 Posts) Mecklenburg Roads Maintenance Ref No: S.4/3/10/169 (X1 Post)
		<u>Vhembe: (X2 Posts)</u> Regravelling Ref No: S.4/3/10/210 (X1 Post) Makhado Roads Maintenance Ref No: S.4/3/10/211 (X1 Post)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 04 as recognized by SAQA. Valid Driver's Code EC. Operating certificate (Grader Operator). Generic Competencies: Communication, ability to read and write, good eyesight and Teamwork. Technical Competencies: Operation of the equipment, physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles and interpret and follow operating manuals, maintenance manuals and service charts.
<u>DUTIES</u>	:	Perform activities in respect of operation through: Operating specialized equipment. Load and offload goods/equipment. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machinery. Application of safety and precautionary measures. Cleaning and lubrication of machinery / equipment. Grading of gravel roads re-gravelling/shoulder maintenance. Render driving services. Render driving services perform activities in respect of operation through inter alia the following: Transportation of work teams and materials/equipment's. Detect and repair minor civil problems on the vehicles and take steps to have it repaired (check level and conditions of oil, fuel, tyres and water). Inspection of the vehicles/ equipment and report defects. Complete vehicles logbook, trip authorization for the vehicles.
<u>ENQUIRIES</u>	:	For Mopani: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075 For Capricorn: Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600

For Waterberg: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027
 For Sekhukhune: Ms Makalela RC, Ms Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330
 For Vhembe: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790

- POST 31/254** : **DRIVER (X2 POSTS)**
 Component: Building Maintenance
- SALARY CENTRE** : R163 680 per annum (Level 03)
 : **Waterberg District:**
 Thabazimbi building maintenance Ref No: S.4/3/2/113 (X1 Post)
 Mokopane building maintenance Ref No: S.4/3/2/114 (X1 Post)
- REQUIREMENTS** : A qualification at NQF level 02/Grade ten (10) / ABET / AET as recognized by SAQA. A valid drivers license with 7 – 12 months experience. Skills And Knowledge: Procedures to operate motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks, consumables and basic services. Prescripts for the correct utilisation of the motor vehicle. Procedure to ensure that the vehicle is maintained properly. Confidentiality. Flexible. Good communication. High standard of workmanship.
- DUTIES** : Core driver functions: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Perform routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books regarding the vehicle and the goods handled.
- ENQUIRIES** : Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027
- POST 31/255** : **GROUNDSMAN (X12 POSTS)**
 Component: Roads Maintenance
- SALARY CENTRE** : R138 486 per annum (Level 02)
 : Mopani (X1 Post)
 : Giyani Cost Centre Ref No: S.4/3/3/95 (X1 Post)
Capricorn: (X4 Posts)
 Mankweng Cost Centre Ref No: S.4/3/3/126 (X2 Posts)
 Molemole Cost Centre Ref No: S.4/3/3/127 (X1 Post)
 Blouberg Cost Centre Ref No: S.4/3/3/128 (X1 Post)
Waterberg: (X3 Posts)
 Thabazimbi Cost Centre Ref No: S.4/3/3/129 (X1 Post)
 Lephalale Cost Centre Ref No: S.4/3/3/130 (X1 Post)
 Modimolle Cost Centre Ref No: S.4/3/3/131 (X1 Post)
Sekhukhune: (X4 Posts)
 Facilities Services Ref No: S.4/3/3/99 (X3 Posts)
 Fetakgomo Tubatse Ref No: S.4/3/3/99 (X1 Post)
- REQUIREMENTS** : A qualification at NQF level 02 as recognised by SAQA. Core And Process Competencies: Knowledge of: Cleaning equipment and safety. Health and safety measures. Working procedures in respect of working environment
 Skills: Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.
- DUTIES** : Maintain premises and surroundings: Clean premises and surroundings. Empty dirty bins. Maintain the garden: Watering the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipments and tools: Detect and report malfunctioning of gardening equipments and tools. Repair minor defects of gardening equipments and tools. Keep gardening materials and equipment: Cleaning of machines and equipment's after use. Request gardening materials.
- ENQUIRIES** : For Mopani: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075,
 For Capricorn: Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600.
 For Waterberg: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.
 For Sekhukhune: Ms Makalela RC, Ms Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.

<u>POST 31/256</u>	:	<u>CLEANER (X13 POSTS)</u> Component: Property and Facilities Management
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 02)
	:	<u>Capricorn: (X4 Posts)</u> Mankweng Ref No: S.4/3/3/132 (X1 Post) Blouberg Ref No: S.4/3/3/133 (X1 Post) Molemole Ref No: S.4/3/3/124 (X1 Post) Polokwane Cost Centre S.4/3/3/125 (X1 Post)
	:	<u>Sekhukhune: (X6 Posts)</u> Facilities Services Ref No: S.4/3/3/101 (X3 Posts) Elias Motsoaledi Cost Centre Ref No: S.4/3/3/133 (X1 Post) Fetakgomo Tubatse Cost Centre Ref No: S.4/3/3/134 (X1 Post) Makhuduthamaga Cost Centre Ref No: S.4/3/3/135 (X1 Post)
	:	<u>Waterberg: (X3 Posts)</u> Thabazimbi Cost Centre Ref No: S.4/3/3/110 (X1 Post) Lephalale Cost Centre Ref No: S.4/3/3/110 (X1 Post) Modimolle Cost Centre Ref No: S.4/3/3/110 (X1 Post)
<u>REQUIREMENTS DUTIES</u>	:	A qualification at NQF level 02 as recognised by SAQA. Provide cleaning services: Office corridors, elevators and boardrooms. Dusting and waxing office furniture, sweeping, scrubbing and waxing of floor, vacuum and shampooing floors, Cleaning walls, windows and doors, emptying and cleaning of dirty bins, collect and removing of waste papers, freshen the office areas, Provide cleaning services: kitchen and restrooms by , clean basins, wash and keep stock of kitchen utensils, Provide cleaning services in restrooms, Refill hand wash liquid soap, re-place toilet papers, hand towels and refresheners, Empty and wash waste bins, Keep and maintain cleaning materials and equipment, Report broken cleaning machines and equipment's, cleaning of machines(microwares, vacuum cleaners etc.) and equipment's after use, request cleaning materials.
<u>ENQUIRIES</u>	:	For Capricorn: Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600 For Sekhukhune: Ms Makalela RC, Ms Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330 For Waterberg: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.

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

- APPLICATIONS** : Please forward your applications, quoting the relevant reference number to: The (A) Deputy Director-Internal HRM & D: Ms SS Monareng, Private Bag X11291, Mbombela, 1200. Physical Address: Office of the Premier, Makhonjwa Building, First floor, Government Boulevard, Riverside Park. Alternatively, e-mail to: Otprecruitment@mpg.gov.za
- CLOSING DATE** : 12 September 2025
- NOTE** : The post is based in Mbombela it must be noted that this is a re-advertisement-previous respondents are therefore welcome to re-apply The Office of the Premier is looking for dynamic, innovative, experienced and suitable candidate to fill the post of Head of Department: Culture, Sport and Recreation. The Office of the Premier is an equal opportunity employer. It is our intention to promote representativity in respect of race, youth, gender and disability through the filling of these positions and that the candidature of persons, whose transfer/promotion/appointment will promote representativeness, will receive preference. Applications should be submitted in a duly completed recent Z83 form issued by the Minister for the Public Service and Administration, accompanied by detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications. The minimum entry requirement for this post, i.e. Senior Management Services (SMS) posts is a Pre-entry Certificate that is obtainable through a course named Certificate for entry into SMS – and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All Appointments are subject to security clearance, security vetting, employment reference checks, qualification verification and signing of performance agreement. Successful candidate will be required to disclose his/her financial interests.

MANAGEMENT ECHELON

- POST 31/257** : **HEAD OF DEPARTMENT (HOD): CULTURE, SPORT AND RECREATION
REF NO: HOD/CSR/2025**
- SALARY** : R1 813 182 per annum (Level 15), (all-inclusive package). In addition, a 10% Allowance is payable as Head of Department.
- CENTRE
REQUIREMENTS** : Mbombela
An appropriate a postgraduate qualification (NQF level 8), as recognized by SAQA. 10 years' experience at a Senior Management level. Core and Process Competencies include Strategic Capability and Leadership, People Management and Empowerment, Programme Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovations, Client Orientation and Customer Focus and Communication. In addition, the incumbent will have to be sensitive to the political and strategic objectives of government. The ideal candidate should have the following qualities: Strong thinking capability. Ability to lead and align teams of senior professionals and analysts. Strong research, Sound networking and interpersonal skills. Sound people management capabilities. Good exposure to knowledge management ethos and practices. Proven record of honesty and integrity as a professional/manager. Good exposure to project management practices and systems. Sensitivity to the political-administrative interface, and appreciation of the policy support role within a politically led executive decision process.
- DUTIES** : As an Accounting Officer for the Department of Culture, Sport and Recreation the incumbent will be responsible for the following: Ensuring the efficient and effective management of Culture, Sport and Recreation matters Ensuring the promotion and preservation of diverse cultural heritage Overseeing the facilitation of Sport Development and mass participation Overseeing the management of Public libraries and ensure the promotion of arts and crafts Implementing and managing the provisions of the Public Finance Management Act (PFMA) and enforce relevant legislation with regard to the Department of Culture, Sport and Recreation Ensuring compliance with the provisions of the Public Service Regulations, collective agreements and other statutory obligations by the staff of the Department Exercising delegated powers in line

with the Public Service Regulations Managing the financial, human and physical resources of the Department efficiently and in accordance with government policies. This is a contract post and the successful candidate will be required to enter into a five-years' employment contract and a performance agreement with the Executive Authority. Short-listed candidates will be subjected to a competency assessment and security Clearance.

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

NOTE : If no correspondence is received within two months of the closing date, applicants must accept that their applications have been unsuccessful.

DEPARTMENT OF PUBLIC WORKS, ROADS & TRANSPORT

Career opportunities, combined with experience and knowledge to build a future together: Suitable qualified candidates are invited to apply for the under mentioned posts. The appointment will be made in terms of the Public Service Act. The Department is committed to provide equal opportunities and adheres to the affirmative action policy in line with Employment Equity Act, the SMS Handbook and all relevant legislation applicable in the Public Service.

MANAGEMENT ECHELON

POST 31/258 : **CHIEF DIRECTOR: INTEGRATED PLANNING REF NO: CD/IP/01**

SALARY : R1 494 900 per annum (Level 14), (all-inclusive package)

CENTRE : Head Office

REQUIREMENTS : Grade 12 Certificate plus NQF level 7, minimum of 3 year Degree as recognised by SAQA) in Strategic Planning/ Public Administration/ Public Management/ Business Management plus extensive experience in the related field of which 5 years' experience should be at Senior Management level. A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment Knowledge, Skills and Competencies: Knowledge of Public Service Act, Labour Relations Act, PFMA and other related legislations. Computer literacy, Excellent communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong working team, Good interpersonal relations. Financial management skills. Change management. Knowledge management Service delivery innovations, Problem solving and analyses, People management and empowerment, client orientation and customer focus. Project management will be an added advantage.

DUTIES : Co-ordinate strategic planning services. Monitor and evaluate departmental performance in terms of business plan outcomes. Provide knowledge management services. Render policy development and research services. Manage and coordinate the implementation of diversity and transformation programmes. Manage human and financial resources to achieve Chief Directorate's objectives.

ENQUIRIES : Ms PN Mokhotla Tel No: (013) 766 6780

APPLICATIONS : Email application to: PWRTrecruitM@mpg.gov.za

POST 31/259 : **DIRECTOR: HUMAN RESOURCE UTILIZATION & CAPACITY DEVELOPMENT REF NO: D/HRUCD/ 02**

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

CENTRE : Head Office

REQUIREMENTS : Grade 12 Certificate plus NQF Level 7 (minimum of 3 year Degree as recognised by SAQA) in Public Management / Administration / Human Resource Management/Development plus extensive experience in the related field of which 5 years' experience at a Middle/Senior Managerial level. A valid driver's licence. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment Knowledge, Skills and Competencies: Knowledge of Legislation governing Human Resources within Public Service

and SMS handbook. Knowledge of the following functional fields is critical: In-depth understanding of dynamics of the Public Service, Government Systems and Operations, good understanding of the PFMA, good understanding of the Public Service Human Resource Regulatory Framework, ability to work in cross/functional projects/teams, excellent co-ordination and project management skills, good understanding of Government policies and initiatives and the role of information in government decision-making, Demonstrated strategic and operational management ability and experience, experience in leading and managing transformation.

DUTIES : Management and monitoring of implementation of skills and capacity development legislation. Management of learnership and internships programmes. Management and implementation of performance management system. Manage human and financial resources to achieve Directorate's objectives.

ENQUIRIES : Ms PN Mokhotla Tel No: (013) 766 6780

APPLICATIONS : Email application to: PWRRecruitM@mpg.gov.za

POST 31/260 : **DIRECTOR: HUMAN RESOURCE PRACTICES & ADMINISTRATION REF NO: D/HRPA/03**

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

CENTRE : Head Office

REQUIREMENTS : Grade 12 Certificate plus NQF Level 7 (minimum of 3 year Degree as recognised by SAQA) in Public Management /Administration or Human Resource Management plus relevant extensive experience in the related field of which 5 years' experience at a Middle/Senior Managerial level. A valid driver's licence. Appointment is subject to the signing of a performance agreement and financial disclosure Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment Knowledge, Skills and Competencies: Knowledge of Legislation governing Human Resources within Public Service and SMS handbook. Knowledge of the following functional fields is critical: In-depth understanding of dynamics of the Public Service, Government Systems and Operations, good understanding of the PFMA, good understanding of the Public Service Human Resource Regulatory Framework, ability to work in cross/functional projects/teams, excellent co-ordination and project management skills, good understanding of Government policies and initiatives and the role of information in government decision-making, Demonstrated strategic and operational management ability and experience, experience in leading and managing transformation.

DUTIES : Manage the provision of human resource management services within the Department. Manage the provision of human resource administration and recruitment, selection and personnel files. Manage the condition of service and remuneration matters. Manage auxiliary services. Participate in the departmental policy formulation and strategy development. Ensure implementation of prescripts i.e. directives, circulars and determinations. Manage and ensure effective and efficient utilisation of financial, human and physical resources of the directorate in line with applicable legislation.

ENQUIRIES : Ms PN Mokhotla Tel No: (013) 766 6780

APPLICATIONS : Email application to: PWRRecruitM@mpg.gov.za

POST 31/261 : **DIRECTOR: GERT SIBANDE DISTRICT REF NO: D/GS/04**

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

CENTRE : Gert Sibande

REQUIREMENTS : Grade 12 Certificate plus NQF Level 7 (minimum of 3 year Degree as recognised by SAQA) in Public Management / Administration / Human Resource Management plus relevant extensive experience in the related field of which 5 years' experience at a Middle/Senior Managerial level. A valid driver's licence. Appointment is subject to the signing of a performance agreement and financial disclosure Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment. Knowledge, Skills and Competencies:

Knowledge of Legislation governing Human Resources within Public Service and SMS handbook. Knowledge of the following functional fields is critical: In-depth understanding of dynamics of the Public Service, Government Systems and Operations, good understanding of the PFMA, good understanding of the Public Service Human Resource Regulatory Framework, ability to work in cross/functional projects/teams, excellent co-ordination and project management skills, good understanding of Government policies and initiatives and the role of information in government decision-making, Demonstrated strategic and operational management ability and experience, experience in leading and managing transformation.

DUTIES : Manage all administrative aspects in the district. Provide strategic leadership within the district. Render the maintenance public infrastructure (i.e. Public Works building, Roads maintenance services, EPWP and Immovable Assets). Manage the implementation of capital projects. Manage district transport management services. Ensure compliance with National policy frameworks and standards. Report and participate in all appropriate provincial, departmental and other structures and processes. Manage and ensure effective and efficient utilisation of financial, human and physical resources of the directorate in line with applicable legislation.

ENQUIRIES : Ms PN Mokhotla Tel No: (013) 766 6780
APPLICATIONS : Email application to: PWRTrecruitM@mpg.gov.za

POST 31/262 : **DIRECTOR: INFRASTRUCTURE PLANNING (ROADS) REF NO: D/RIP/05**

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

REQUIREMENTS : Grade 12 Certificate plus NQF Level 7 (minimum of 3 year Degree as recognised by SAQA) in Civil Engineering or equivalent with relevant extensive experience in the related field of roads maintenance of which 5 years' experience at a Middle/Senior Managerial level. Appointment is subject to the signing of a performance agreement and financial disclosure The requirements for appointment. Registration with the relevant Council will be an added advantage. A valid driver's licence Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment. Knowledge, Skills and Competencies: Knowledge of Public Service Act, PFMA and other related legislations. Skills in roads maintenance or construction. Computer literacy Excellent communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong working team, Good interpersonal relations, financial management skills. Change management Knowledge management Service delivery innovations. Problem solving and analyses. People management and empowerment. Client orientation and customer focus, Project management will be an added advantage. Report writing.

DUTIES : Develop, review and update plans for Transport infrastructure development and preservation. Develop and maintain efficient infrastructure information, assessment and decision support systems that can inform strategic and project level priorities and decision making in accordance with National guidelines such as the DORA requirements for the PRMG. Compile the annual Operational Plan, -budget and related documents for Road Infrastructure, perform monthly evaluation and reporting and recommend corrective measures where applicable. Ensure that the roads and road reserves are well protected in compliance with the provincial legislative framework (Ordinance 22 of 1957 as amended and Act 21 of 1940 - Roads and Ribbon Development Act). Ensure efficient administrative and accounting support services to facilitate compliance with legislative frameworks and agreed service standards of the roads programme. Liaise with road users at various levels, including District and Local Municipalities and local farmers and businesses, analyse Local and District road plans and obtain external inputs into the Departmental road plans.

ENQUIRIES : Ms PN Mokhotla Tel No: (013) 766 6780
APPLICATIONS : Email application to: PWRTrecruitM@mpg.gov.za

OTHER POSTS

POST 31/263 : **CHIEF ENGINEER PRODUCTION A (BUILDING) REF NO: CEPA BM/HO/77**

SALARY : R1 266 450 per annum, (all-inclusive package), (OSD)

CENTRE : Head Office

REQUIREMENTS : Grade 12 Certificate plus NQF Level 7 in Bsc or BEng Degree (minimum of 3 year Degree as recognised by SAQA) in Civil Engineering or related built environment field. Registration with South African Council for the Engineer Profession (ECSA) as a Professional: Engineer/Technologist is compulsory. Valid drivers' licence and computer literacy are essential. A relevant work experience as an Engineer, of which 3 years should be post registration. Knowledge, Skills and Competencies: Sound knowledge of the planning, design, implementation, and maintenance of building infrastructure in the public sector. Expertise in interpreting and applying relevant legislative and regulatory frameworks, including the PFMA, Treasury Regulations, CIDB Act, GIAMA, Construction Regulations, and the National Building Regulations (NBR). Proven experience in infrastructure procurement, contract documentation, and administration (JBCC, GCC, FIDIC). Familiarity with infrastructure delivery tools and systems, such as the Infrastructure Delivery Management System (IDMS), Integrated Planning Framework (IPMP/IPIP), and the Infrastructure Procurement and Delivery Management (IPDM) Toolkit Ability to provide technical guidance on lifecycle costing, building standards, value engineering, and sustainable infrastructure design. Strong project and programme management capabilities, including performance monitoring and reporting. Proficiency in engineering design software (AutoCAD, Revit, Prokon, Civil Designer) and MS Office Suite (Word, Excel, PowerPoint, MS Project). Excellent interpersonal, analytical, report-writing, negotiation, and communication skills.

DUTIES : Lead and coordinate the planning, design, and implementation of public building infrastructure projects in line with national norms and standards. Develop, review, and monitor Infrastructure Programme Management Plans (IPMP) and Infrastructure Programme Implementation Plans (IPIP) for client departments. Provide strategic and technical input into project scoping, feasibility assessments, and spatial planning for vertical infrastructure. Standardise and enforce design norms, specifications, and quality assurance processes across all infrastructure projects. Validate infrastructure business cases and technical reports submitted for funding approval. Compile infrastructure performance reports, expenditure updates, and risk mitigation plans in accordance with DORA, PFMA, and National Treasury reporting frameworks. Oversee procurement planning, bid evaluations, and contract award processes in collaboration with Supply Chain Management (SCM). Ensure that all infrastructure projects comply with applicable legislation, including safety, environmental, heritage, and energy efficiency regulations. Provide mentorship and professional guidance to junior engineers, technologists, and project managers within the department.

ENQUIRIES : Ms PN Mokhotla Tel No: (013) 766 6780

APPLICATIONS : Email application to: PWRRecruitM@mpg.gov.za

POST 31/264 : **CHIEF QUANTITY SURVEYOR GRADE A REF NO: CQS/HO/76**

SALARY : R1 099 488 per annum, (all inclusive), (OSD)

CENTRE : Head Office

REQUIREMENTS : Grade 12 Certificate plus NQF level 7 in Quantity surveying (minimum 3 year Degree as recognised by SAQA). Registration as a Professional Quantity Surveyor with the South African Council for the Quantity Surveying Profession (SACQSP) in terms of the Quantity Surveying Profession Act, 2000 (Act No. 49 of 2000) is compulsory. A relevant work experience as a quantity surveyor, of which 3 years should be post registration. A valid driver's licence. Knowledge, Skills and competencies: Sound knowledge of construction legislation, regulations, and frameworks applicable in the public sector, including the PFMA, Treasury Regulations, CIDB Act, GIAMA, Construction Regulations, and National Building Regulations. Proficiency in quantity surveying software such as WinQS, as well as AutoCAD, MS Project, and Microsoft Office Suite. In-depth knowledge of cost planning, contract administration (JBCC, NEC, GCC), building cost norms, and lifecycle costing. Analytical, planning, problem-solving, and report-writing skills. Strong

<u>DUTIES</u>	: interpersonal, verbal, and written communication skills. Ability to manage multidisciplinary teams and multiple infrastructure projects simultaneously. : Provide professional quantity surveying and cost management services to client departments and regional offices. Ensure financial control, value engineering, and cost optimisation in the delivery of infrastructure projects. Evaluate, appoint, and monitor the performance of consultants and contractors in compliance with departmental policies. Manage the implementation and monitoring of construction contracts, including certification of payments and resolution of contractual claims. Conduct feasibility studies, develop cost estimates, and maintain accurate project budgets and cash flows. Undertake research and implement new methods, technologies, and sustainable solutions in infrastructure delivery. Ensure alignment with the Infrastructure Delivery Management System (IDMS), Infrastructure Procurement and Delivery Management (IPDM) toolkit, and relevant prescripts. Provide technical support in the preparation of tender documentation, bid evaluations, and adjudication processes.
<u>ENQUIRIES</u>	: Ms PN Mokhotla Tel No: (013) 766 6780
<u>APPLICATIONS</u>	: Email application to: PWRtrecruitM@mpg.gov.za
<u>POST 31/265</u>	: <u>DEPUTY DIRECTOR: PROPERTY DEVELOPMENT REF NO: DDPD/HO/78</u>
<u>SALARY</u>	: R1 059 105 per annum (Level 12), (all-inclusive package)
<u>CENTRE</u>	: Head Office
<u>REQUIREMENTS</u>	: Grade 12 plus NQF Level 7 (minimum of 3 years Degree as recognised by SAQA) in Property Law/ Town & Regional Planning/ Built environment/ Immovable Asset Management. A relevant work experience in immovable asset management whereby a minimum 3 years should be at Assistant Director level. Valid drivers' licence and computer literacy are essential. Knowledge, Skills and Competencies: Public Service Act (PSA) and Regulation, (PSR). Public Financial Management Act (PFMA). Project Management. Immovable Asset Management. Government-Wide Immovable Asset Management Act (GIAMA). Supply Chain Management, Preferential Procurement Policy Framework Act (PPPFA). Employment Equity Act (EEA). Basic Conditions of Employment (BCEA). Occupational Health & Safety Act (OHASA). Skills: Financial Management. Understanding of Surveyor General's diagrams, title deeds, deeds office searches, Land ownership, Vesting of Land, Section 42 transfers Municipal Valuation roles, and asset values. Analytical thinking. Problem Solving. Project Management. Presentation. Planning and Organising. Communication (verbal and written). Computer literacy. Report Writing.
<u>DUTIES</u>	: Management of Provincial Immovable Asset Register. Verification of ownership of property. Management of asset systems, policies, perform strategic and annual physical asset management planning. Monitor and review the capturing of all immovable assets in asset management system/registers. Monitor and review the allocation of assets to User Departments. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Inform, guide and advise User Departments on asset management matters to promote implementation of sound asset management practices. Preparation of Annual Financial Statements, Identification of property requiring survey and appointment of land surveyors. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.
<u>ENQUIRIES</u>	: Ms PN Mokhotla Tel No: (013) 766 6780
<u>APPLICATIONS</u>	: Email application to: PWRtrecruitM@mpg.gov.za
<u>POST 31/266</u>	: <u>DEPUTY DIRECTOR: TRANSFORMATION REF NO: DDT/HO/06</u>
<u>SALARY</u>	: R896 436 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	: Head Office
<u>REQUIREMENTS</u>	: Grade 12 Certificate plus NQF Level 7 (minimum of 3 year Degree as recognised by SAQA) in Public Management, Public Administration/ Human Resources Management/ Social Science/ Developmental studies with relevant work experience in the related field, of which 3 years' should be in an Assistant Director level in Transformation Programmes. A valid driver's licence. Knowledge, Skills and Competencies: Knowledge of Public Service Act, PFMA and other related legislations. Computer literacy Excellent communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong working team. Knowledge and

		management of service delivery innovations. Project management will be an added advantage. Report writing.
<u>DUTIES</u>	:	Manage, coordinate, advise on and support the implementation of transformation programs activities. Advice on translating government targets into departmental specific targets. Development and management of service standards, service delivery charter and service delivery improvement programme. Management and development of change management programmes. Manage and ensure effective and efficient utilisation of financial, human and physical resources of the directorate in line with applicable legislation.
<u>ENQUIRIES</u>	:	Ms PN Mokhotla Tel No: (013) 766 6780
<u>APPLICATIONS</u>	:	Email application to: PWRRecruitM@mpg.gov.za
<u>POST 31/267</u>	:	<u>CONTROL TRANSPORT INSPECTOR REF NO: CTI/THU/08</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Thulamahashe
<u>REQUIREMENTS</u>	:	Grade 12 Certificate, Traffic Officers Diploma plus NQF Level 7 (minimum of 3 year Degree as recognised by SAQA) in Transport Management with relevant work experience in the related field of which 3 years' experience should be at Chief Transport Inspector level. Valid drivers' licence and computer literacy are essential. No criminal record. Knowledge, Skills and Competencies: Thorough knowledge of prescripts applicable in the Public Service and Traffic or Road Transport Management Environment. Good communication skills both verbal and written at all levels. Computer literacy with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Sound presentation, problem solving and report writing abilities. Project management, people management, crowd management, conflict management and good interpersonal relations. The ability to work under pressure and willingness to work long hours.
<u>DUTIES</u>	:	Coordinate law enforcement management in the district. Coordinate stakeholder relations with municipalities and Law Enforcement Agencies (LEAs). Manage the implementation of public law operations and gathering of statistics. Develop a monitoring mechanism for law enforcement operations. Develop new strategies and models to improve service delivery. Management of law enforcement officials and financial resources. Coordination of reports.
<u>ENQUIRIES</u>	:	Ms PN Mokhotla Tel No: (013) 766 6780
<u>APPLICATIONS</u>	:	Email application to: PWRRecruitM@mpg.gov.za
<u>POST 31/268</u>	:	<u>ENGINEER PRODUCTION A: CIVIL (BUILDING MAINTENANCE) REF NO: EPA BM/HO/07</u>
<u>SALARY</u>	:	R879 342 per annum, (all-inclusive package), (OSD)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus NQF Level 7 in Bsc or BEng Degree Civil Engineering (minimum of 3 year Degree as recognised by SAQA). Compulsory Registration with South African Council for the Engineer Profession (ECSA) as a Professional: Engineer/ Technologist. Valid drivers' licence and proficiency in computer applications are essential. A relevant work experience as an Engineer, with at least 2 years being post-registration. Knowledge, Skills and Competencies: Sound knowledge of the planning, implementation, and management of building maintenance and refurbishment projects in the public sector. Familiarity with relevant legislation, policies, and regulations including the PFMA, GIAMA, CIDB Act, Occupational Health and Safety Act, and National Building Regulations. Experience in contract documentation, procurement processes, and administration (JBCC, GCC, or similar). Understanding of building condition assessments, life cycle costing, and facilities maintenance management systems. Good knowledge of engineering and maintenance planning software (e.g., Civil Designer, Prokon, AutoCAD). Advanced proficiency in MS Office (Word, Excel, PowerPoint) and project tracking tools. Strong written and verbal communication, negotiation, planning, and organisational skills. Ability to manage contractors and service providers on site and coordinate multiple maintenance teams.
<u>DUTIES</u>	:	Provide professional engineering support for the delivery of planned, routine, and emergency maintenance of government buildings and facilities. Support the development, implementation, and review of the Comprehensive Asset Management Plan (CAMP) and maintenance strategies aligned to GIAMA and departmental priorities. Develop and monitor annual maintenance plans and

budgets, including day-to-day, preventative, and emergency maintenance. Coordinate the procurement and performance management of framework contracts for general maintenance and specialist services in collaboration with Supply Chain Management. Oversee maintenance activities across district offices, ensuring compliance with specifications, standards, and quality assurance protocols. Manage and report on maintenance backlogs, call centre requests, and resolution of infrastructure faults logged by users. Conduct technical evaluations, building condition assessments, and implement corrective actions where required. Prepare technical and performance reports, assist in budgeting processes, and contribute to infrastructure reporting to oversight bodies.

ENQUIRIES : Ms PN Mokhotla Tel No: (013) 766 6780
APPLICATIONS : Email application to: PWRTrecruitM@mpg.gov.za

POST 31/269 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT (NKANGALA DISTRICT) REF NO: ADSM/KW/09**

SALARY : R582 444 per annum (Level 10)
CENTRE : KwaMhlanga
REQUIREMENTS : Grade 12 Certificate plus NQF Level 6 (minimum of 3 year National Diploma as recognised by SAQA) in Security Management/Policing. Professional registration with PSIRA Grade A, with relevant work experience in the related field of which 3 years' experience should be a Security Officer level. No criminal record. Valid drivers' licence and computer literacy are essential. Knowledge, Skills and Competencies: Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written at all levels. Computer literacy especially Microsoft Excel. Sound Presentation Skills, Problem Solving, Business Report. Influencing and Networking, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Records Management and Security Management. Knowledge in security organisation and administration, physical, personnel, information and ICT security. Knowledge of investigation processes. Knowledge of public service legislation and regulations is essential.

DUTIES : Manage the coordination of all security aspects (administration, physical, information, personnel and ICT) in line with MISS and MPSS. Develop security policies, frameworks, security plan and standard operating procedures. Develop a departmental vetting strategy and investigations for security clearance. Liaise with SAPS and SSA regarding all incidents or suspected incidents of security breaches and information leakages. Conduct Threat Risk Assessment (TRA) and recommend mitigating strategies/actions against identified security threats. Develop and implement departmental events management procedures. Liaise with SAPS on issues involving criminal activities within the Conduct security training sessions for staff and advice management on security matters. Oversee the monitoring and evaluation of security compliance, performance of outsourced security service providers and adherence to SLAs. Management of personnel and financial resources. Coordination of reports.

ENQUIRIES : Mr SI Mazibuko Tel No: (013) 766 6961
APPLICATIONS : Email application to: PWRTrecruitS@mpg.gov.za

POST 31/270 : **CHIEF ARTISAN GRADE A (X2 POSTS)**

SALARY : R480 261 per annum, (OSD)
CENTRE : Emalahleni Hospital Ref No: CAG/EM/54
 Dr JS Moroka Ref No: CAG/JS/55

REQUIREMENTS : Grade 12 Certificate, appropriate trade test certificate, National Diploma in Building and work experience of which 3 years should be at an Artisan Foreman level. Candidates must be willing to work overtime and standby. A valid drivers licence Knowledge, skills & competencies: Knowledge of government prescripts governing the Public Service. Managerial skills, communication skills, problem solving, planning, leading, organizing, decision making and computer literacy.

DUTIES : Ensure the maintenance of building, ensure the management of minor projects, and manage the supply of steam in Provincial hospitals within the district, manage the sectional budget and manage staff. Manage technical services and support in conjunction with Artisan and associates in field, workshop and technical Office activities. Ensure the promotion of safety in line with statutory

and Regulatory requirements. Provide inputs into existing manuals, standards drawing and procedures to incorporate new technology and ensure Quality assurance in line with specification. Compile and submit report as required. Manage Artisans and related personnel and asset. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage subordinates. Liaise with relevant Bodies on technical and related matters.

ENQUIRIES : Ms PN Mokhotla Tel No: (013) 766 6780
APPLICATIONS : Email application to: PWRRecruitS@mpg.gov.za

POST 31/271 : **CHIEF WORKS INSPECTOR REF NO: CWI/EH/10**

SALARY : R397 116 per annum (Level 08)
CENTRE : Ehlanzeni
REQUIREMENTS : Grade 12 plus NQF Level 6 (minimum of 3 year National Diploma as recognised by SAQA) in Electrical Engineering with work experience in the related field (built environment) of which 3 years' experience should be at a Senior Works Inspector level. Valid drivers' licence and computer literacy are essential. Knowledge, Skills & Competencies: Strong knowledge of relevant legislation, regulations and standards as well as excellent communication, interpersonal and problem-solving skills are essential. Able to work independently. Professional. Confidential. Quality-driven. Team player. Ability to work under pressure. Decisive. Strategic. Innovative. Attention to detail. Negotiation skills.

DUTIES : Conduct inspections on new and existing Government buildings/ clinics/ hospitals. Draw up specifications. Develop a bill of quantiles. Develop proposal on the associated costs. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop and interpret plans and sketches. Adjudicate and provide recommendations on quotations and bids. Manage projects and compile payment certificates and technical reports. Ensure maintenance done by contractors. Manage staff and supervising duties of works inspectors. Liaise with relevant stakeholders in respect of technical aspects, Advice and guide contracts in respect of compliance to legislation and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Manage budget of the section.

ENQUIRIES : Mr SI Mazibuko Tel No: (013) 766 6961
APPLICATIONS : Email application to: PWRRecruitS@mpg.gov.za

POST 31/272 : **LABOUR RELATIONS OFFICER REF NO: LRO/GS/16**

SALARY : R397 116 per annum (Level 08)
CENTRE : Nkangala District
REQUIREMENTS : A Grade 12 qualification and a NQF Level 6 qualification (a minimum of a 3-year National Diploma recognized by SAQA) in Labour Relations/ Bcom in Law. A minimum of 3 years' experience in Labour Relations matters is required. An LLB qualification will be an added advantage. Valid drivers' licence and computer literacy are essential. Knowledge, Skills and Competencies: Knowledge of prescripts and systems applicable in the Public Service and Labour Relations Environment. Computer literacy, report writing skills, problem solving abilities, conflict management and good interpersonal relations. The ability to work under pressure and willingness to work long hours.

DUTIES : Handling of matters pertaining to misconduct. Provide advice to management, employees and organised labour. Investigate grievances and disputes. Arrange grievance hearings and disciplinary hearings. Manage a database of grievances and dispute related matters. Write reports and provide statistics. Implementation of the disciplinary code and procedures. Coordinate training of employees on labour relations. Facilitate mandates for conciliations and arbitrations. Strike management. Manage the resources of the component.

ENQUIRIES : Mr SI Mazibuko Tel No: (013) 766 6961
APPLICATIONS : Email application to: PWRRecruitS@mpg.gov.za

POST 31/273 : **ARTISAN FOREMAN GRADE A: GMT REF NO: AFA/GMT/M/56**

SALARY : R382 047 per annum, (OSD)
CENTRE : Gert Sibande District Office

- REQUIREMENTS** : Grade 12 Certificate plus appropriate Trade Test certificate and 3 years work experience as an Artisan. Candidates must have a valid driver's license and willing to work overtime and standby. Computer literacy will be an added advantage. Knowledge, Skills and Competencies: Technical analysis knowledge, Computer aided technical applications, Knowledge of legal compliance and Technical Reports. Problem solving and analysis, Decision making, Planning and organizing, Listening and communication skills, good interpersonal relations. Candidates must be willing to work hard and under pressure.
- DUTIES** : Administer maintenance and repair of vehicles. Render breakdown services, accidents and control of workshop. Repairs and maintenance of light and heavy vehicle as well as plant and equipment. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standards. Service equipment and facilities according to schedules. Compile and submit reports. Provide inputs to the operation plan. Keep and maintain job record and supervise and mentor staff.
- ENQUIRIES** : Ms PN Mokhotla Tel No: (013) 766 6780
APPLICATIONS : Email application to: PWRRecruitS@mpg.gov.za
- POST 31/274** : **SENIOR TRANSPORT INSPECTOR REF NO: SPI/NKA/11**
- SALARY** : R325 101 per annum (Level 07)
CENTRE : Nkangala District
REQUIREMENTS : Grade 12 and Basic Traffic Diploma in law enforcement plus 3 years as a Transport Inspector. A valid driver's license and no criminal record. Knowledge, Skills and Competencies: Knowledge in Programmes and Project Management. Extensive knowledge of the National Land Transport Act (NLTA) 5 of 2009 and the National Road Traffic Act 93 of 1996 and other relevant prescripts and government policies. Must be willing to travel extensively and work shifts. Successful candidates will be sent for police clearance.
- DUTIES** : Enforce Public Passenger and Transport Legislation, Implement planned and approved law enforcement activities. Issue notice and execute arrests under relevant Acts. Directives and procedures and attend court proceedings and give evidence. Participate in roadblocks and special law enforcement Operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damage road surfaces, breakdown of vehicle) be willing to travel extensively and work shifts.
- ENQUIRIES** : Mr SI Mazibuko Tel No: (013) 766 6961
APPLICATIONS : Email application to: PWRRecruitS@mpg.gov.za
- POST 31/275** : **STATE ACCOUNTANT: SALARIES REF NO: SASBOH/12**
- SALARY** : R325 101 per annum (Level 07)
CENTRE : Ehlanzeni
REQUIREMENTS : Grade 12 plus NQF Level 6 (minimum of 3 year National Diploma as recognised by SAQA) in Financial Management/ Financial Accounting plus 3 years' experience in finance (salaries). Valid drivers' licence and computer literacy are essential Knowledge, Skills and Competencies: Knowledge of PFMA, Treasury Regulations, BAS, LOGIS, Computer literacy. Computer literacy, communication skills, financial management skills and good interpersonal relations. The ability to work under pressure and willingness to work long hours.
- DUTIES** : Payroll administration. Administer Claims (S&T, overtime, cell phone). Verify and authorize claims on PERSAL. Administer a commitments' register for the district. Process payments of goods and services. Perform administrative related activities within the sub-directorate. Prepare reports and assist with related supply chain logistics. Keep sectional records.
- ENQUIRIES** : Mr SI Mazibuko Tel No: (013) 766 6961
APPLICATIONS : Email application to: PWRRecruitS@mpg.gov.za
- POST 31/276** : **PROVISIONING ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (X3 POSTS)**
- SALARY** : R325 101 per annum (Level 07)
CENTRE : Nkangala District Office Ref No: PAOSCM/NK/13
 Bohlabela District Office Ref No: PAOSCM/BD/14
 Head Office Ref No: PAOSCM/HO/15

<u>REQUIREMENTS</u>	:	Grade 12 plus NQF Level 6 (minimum of 3 year National Diploma as recognised by SAQA) in Supply Chain Management/Procurement plus 3 years' relevant experience in Supply Chain Management/Procurement of Goods and Services. Knowledge, skills and Competencies: Understanding of the Preferential Procurement Policy Framework Act, No 5 of 2000 and its associated regulations and applicable financial management legislations and prescripts (i.e.) PFMA, Treasury Regulations, BBBEEA etc.) Understanding of LOGIS and BAS system. Verbal and written communication skills. Computer Literacy.
<u>DUTIES</u>	:	Compile and capture requisitions on LOGIS, Check the accuracy of transactions information on requisitions prior approval. Approve requisitions and authorize orders on LOGIS. Manage vendor performance. Expediting of orders. Manage Labour saving devices and Supervision of staff.
<u>ENQUIRIES</u>	:	Mr SI Mazibuko Tel No: (013) 766 6961
<u>APPLICATIONS</u>	:	Email application to: PWRRecruitS@mpg.gov.za
<u>POST 31/277</u>	:	<u>PERSONNEL PRACTITIONER: BETHAL REF NO: PPR/B/17</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Bethal Cost Centre
<u>REQUIREMENTS</u>	:	Grade 12 plus NQF Level 6 (minimum of 3 year National Diploma as recognised by SAQA) in Human Resources Management/Public Management/Administration/Industrial Psychology plus 3 years' experience in Human Resource. Valid drivers' licence and computer literacy are essential. Knowledge, Skills and Competencies: Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written at all levels. Computer literacy especially Microsoft Excel. Sound Presentation Skills, Problem Solving, Business Report. Influencing and Networking, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Records Management.
<u>DUTIES</u>	:	Facilitate recruitment, selection and appointment of staff. Maintain the regional establishment. Handle promotions, change of rank and transfers. Handle resettlement and relocation matters. Keep sectional records. Supervise staff. Advice staff on HR related matters.
<u>ENQUIRIES</u>	:	Mr SI Mazibuko Tel No: (013) 766 6961
<u>APPLICATIONS</u>	:	Email application to: PWRRecruitS@mpg.gov.za
<u>POST 31/278</u>	:	<u>ADMINISTRATION OFFICER: LICENSING REF NO: AOR/HO/18</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 plus NQF Level 6 (minimum of 3 year National Diploma as recognised by SAQA) in Public Administration / Management / Transport Management plus 3 years' experience in Transport Management. Valid drivers' licence and computer literacy are essential Knowledge, Skills and Competencies: Thorough knowledge of prescripts applicable in the Public Service and Public Transport Environment. Computer literacy, communication skills, records management skills and good interpersonal relations. The ability to work under pressure and willingness to work long hours.
<u>DUTIES</u>	:	Receive, capture, and verify applications in accordance the Operating License Administration System (OLAS) and internal procedures. Maintain accurate manual and electronic filing systems for secure storage and easy retrieval. Prepare documents for meetings, take minutes, and follow up on resolutions and action items. Liaise with stakeholders, applicants, and the public to provide information and resolve queries. Compile reports, correspondence, notices, and internal communications. Assist with data entry, document control, and general office administration, Help the adjudication process by keeping minutes and providing logistical assistance for committee meetings. Help with route registration and confirmation, making sure that it complies with Integrated Transport Plans (ITPs).
<u>ENQUIRIES</u>	:	Mr SI Mazibuko Tel No: (013) 766 6961
<u>APPLICATIONS</u>	:	Email application to: PWRRecruitS@mpg.gov.za
<u>POST 31/279</u>	:	<u>ARTISAN: PLANT & EQUIPMENT REF NO: APE/JS/57</u>
<u>SALARY</u>	:	R243 597 per annum, (OSD)
<u>CENTRE</u>	:	Dr JS Moroka Cost Centre

REQUIREMENTS : Grade 12 Certificate plus appropriate Trade Test certificate (Mechanical) An experience as a Tradesman Aid will be an added advantage. The candidate must be willing to work overtime and be on standby. A valid driver's license. Knowledge, Skills and Competencies: Technical analysis knowledge. Computer aided technical applications. Knowledge of Occupational Health and Safety Act. Problem solving skills. Good interpersonal relations. The ability to work under pressure and willingness to work long hours.

DUTIES : Produce objects with material and equipment according to the job specification and recognized standards. Quality Assurance of production objects. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standard Service equipment and facilities according to schedules. Compile and submit reports. Provide inputs to the operation plan. Keep and maintain job records. Supervise and mentor staff.

ENQUIRIES : Ms PN Mokhotla Tel No: (013) 766 6780
APPLICATIONS : Email application to: PWRRecruitS@mpg.gov.za

POST 31/280 : **ARTISAN PRODUCTION GRADE A: BRICKLAYER REF NO: APB/VB/58**

SALARY : R243 597 per annum, (OSD)
CENTRE : Dr JS Moroka Cost Centre
REQUIREMENTS : Grade 12 Certificate plus appropriate Trade Test certificate (Bricklayer)An experience as a Tradesman Aid will be an added advantage. A valid driver's license. Willingness to Work. Overtime and standby. A valid driver's license. Knowledge, skills, and Competencies required Knowledge of Legislative prescripts governing the Public Service, computer literacy, verbal and written communication skills.

DUTIES : Execute and carry out bricklaying maintenance of departmental infrastructure. Execute and manage bricklaying maintenance of client departmental infrastructure. Manage staff.

ENQUIRIES : Ms PN Mokhotla Tel No: (013) 766 6780
APPLICATIONS : Email application to: PWRRecruitS@mpg.gov.za

POST 31/281 : **ARTISAN PRODUCTION GRADE A: PLUMBER (X4 POSTS)**

SALARY : R243 597 per annum, (OSD)
CENTRE : Msukalikwa Cost Centre Ref No: APGP/MSU/60 (X2 Posts)
Siyabuswa Cost Center Ref No: APGP/S/61 (X1 Post)
Emalahleni Hospital Ref No: APGP/EM/62 (X1 Post)

REQUIREMENTS : Grade 12 Certificate plus appropriate Trade Test certificate (plumbing) An experience as a Tradesman Aid will be an added advantage. A valid driver's license. The candidate must be. Willing to work Overtime and be on standby. Knowledge, Skills and Competencies: Technical analysis knowledge, Computer aided technical applications, Knowledge of legal compliance Technical Reports. Problem solving and analysis, Decision making, Planning and organizing, Listening and communication skills, good interpersonal relations. Candidates must be willing to work under pressure.

DUTIES : Execute and manage plumbing maintenance of department infrastructure. Produce objects with material and equipment According to the job specification and recognized standards. Quality assurance of production objects. Inspect equipment and facilities for Technical Faults. Repair equipment and facilities according to standards Service equipment and facilities according to schedules. Compile and submit reports. Provide inputs to the operation plan. Keep and maintain job record and supervise and mentor staff.

ENQUIRIES : Ms PN Mokhotla Tel No: (013) 766 6780
APPLICATIONS : Email application to: PWRRecruitSD@mpg.gov.za

POST 31/282 : **ARTISAN PRODUCTION GRADE A: PAINTER REF NO: APGP/AC/63**

SALARY : R243 597 per annum, (OSD)
CENTRE : Acornhoek Cost Center
REQUIREMENTS : Grade 12 Certificate plus appropriate Trade Test certificate (Painter)An experience as a Tradesman Aid will be an added advantage. A valid driver's license will be an added advantage. The candidate must be willing to work overtime and be on standby. Knowledge, Skills and Competencies: Technical analysis knowledge, Computer aided technical applications, Knowledge of legal compliance Technical Reports. Problem solving and analysis, Decision

making, Planning and organizing, Listening and communication skills, good interpersonal relations Candidates to be healthy.

DUTIES : Execute and manage painting services of department infrastructure. Produce objects with material and equipment according to the job specification and recognized standards. Quality Assurance of production objects. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standard Service equipment and facilities according to schedules. Compile and submit reports. Provide inputs to the operation plan. Keep and Maintain job record and Supervise and mentor staff.

ENQUIRIES : Ms PN Mokhotla Tel No: (013) 766 6780
APPLICATIONS : Email application to: PWRTrecruitSD@mpg.gov.za

POST 31/283 : **ARTISAN PRODUCTION GRADE A: ELECTRICAL REF NO: AGP/BH/64**

SALARY : R243 597 per annum, (OSD)
CENTRE : Belfast Hospital
REQUIREMENTS : Grade 12 Certificate plus appropriate Trade Test certificate (Electrical) An experience as a Tradesman Aid will be an added advantage. A valid driver's license. The candidate must be willing to work overtime and be on standby. Knowledge, Skills and Competencies: Technical analysis knowledge, Computer aided technical applications, Knowledge of legal compliance Technical Reports. Problem solving and analysis, Decision making, Planning and organizing, Listening and communication skills, good interpersonal relations.

DUTIES : Execute and manage Electrical maintenance of the Department. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standard Service equipment and facilities according to schedules. Compile and submit reports. Provide inputs to the operation plan. Keep and maintain job record and supervise and mentor staff.

ENQUIRIES : Ms PN Mokhotla Tel No: (013) 766 6780
APPLICATIONS : Email application to: PWRTrecruitSD@mpg.gov.za

POST 31/284 : **ADMIN CLERK: TRANSPORT OPERATIONS REF NO: ACHRP/N/19**

SALARY : R228 321 per annum (Level 05)
CENTRE : Nkangala
REQUIREMENTS : Grade 12 plus Higher Certificate (NQF level 5 as recognised by SAQA) in Public Administration/Transport Management with no work experience. Knowledge, Skills and Competencies: Knowledge of the legislative prescripts governing the Public Service and Transport Operations field. Computer literacy, communication skills, records management skills, and good interpersonal relations. The willingness to learn and develop a career in the Public Service.

DUTIES : Provide administration support to the Transport Operations. Keep sectional records.

ENQUIRIES : Mr SI Mazibuko Tel No: (013) 766 6961
APPLICATIONS : Email application to: PWRTrecruitE@mpg.gov.za

POST 31/285 : **PERSONNEL OFFICER: EMALAHLENI REF NO: PO/E/20**

SALARY : R228 321 per annum (Level 05)
CENTRE : Emalahleni Cost Centre
REQUIREMENTS : Grade 12 plus Higher Certificate (NQF level 5 as recognised by SAQA) in Public Administration/Human Resource Management with no work experience. Knowledge, Skills and Competencies: Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written at all levels. Computer literacy especially Microsoft Excel. Sound Presentation Skills, Problem Solving, Business Report. Influencing and Networking, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Records Management.

DUTIES : Render all administrative related activities within the cost centre. Assist in coordinating other line functions activities within the cost centre. Coordinate property administration support services Keep sectional records. Supervise staff. Advice staff on HR related matters.

ENQUIRIES : Mr SI Mazibuko Tel No: (013) 766 6961
APPLICATIONS : Email application to: PWRTrecruitE@mpg.gov.za

<u>POST 31/286</u>	:	<u>ROAD WORKS FOREMAN (X9 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05) Goven Mbeki Cost Centre Ref No: RWF/GM/22 (X2 Posts) Mashishing Cost Centre Ref No: RWF/M/23 (X1 Post) Emalahleni Cost Centre Ref No: RWF/EM24 (X1 Post) Dr JS Moroka Cost Centre Ref No: RWF/E/26 (X2 Posts) Thembisile Hani Cost Centre Ref No: RWF/T HANI/27 (X1 Post) Moretele Cost Centre Ref No: RWF/MOR/28 (X1 Post) Umjindi Cost Centre Ref No: RWF/E/29 (X1 Post) Albert Luthuli 1 Cost Centre Ref No: RWF/E/30 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate (NQF level 5 as recognised by SAQA) and successful completion of Road Work course plus a road worker experience. A valid driver's licence. Knowledge, Skills and Competencies: Knowledge of legislative prescripts governing public service, computer literacy. Planning, organizing and solving skills. Good interpersonal relations.
<u>DUTIES</u>	:	Supervise maintenance projects. Execute equipment supervision. Execute safety procedures and control. Oversee onsite training. Ensure compliance with legislations. Oversee staff utilization and staff management. Maintain workers performance management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SI Mazibuko Tel No: (013) 766 6961 Email application to: PWRRecruitE@mpg.gov.za
<u>POST 31/287</u>	:	<u>TELECOM OPERATOR: ALBERT LUTHULI 1 REF NO: TO/M/31</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R193 359 per annum (Level 04) Albert Luthuli 1 Cost Centre Grade 12 with no experience Knowledge, Skills and Competencies: Knowledge of prescripts governing the Public Service. Verbal and written communication skills and good interpersonal skills.
<u>DUTIES</u>	:	To handle incoming and outgoing calls. Act as a Receptionist and manage District telephones. Take and forward messages to officials. Make print out of telephones bills for respective extensions. Keeps records. Promote good image about the Department as required by Batho Pele Principles.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SI Mazibuko Tel No: (013) 766 6961 Email application to: PWRRecruitE@mpg.gov.za
<u>POST 31/288</u>	:	<u>HOUSEKEEPER: ACCOMMODATION REF NO: HKA/PR/32</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R193 359 per annum (Level 4) Pilgrim's Rest Grade 12 Certificate with no work experience. Knowledge Skill and Competencies: Knowledge of the legislative prescripts governing the Public Service and Built Environment. Computer literacy, communication skills, records management skills, and good interpersonal relations. The willingness to learn and develop a career in the Public Service.
<u>DUTIES</u>	:	Administer bookings for guesthouses and halls; order cleaning material, coordinate laundry services and ensure safe keeping of household assets. Guest, houses and halls. Supervise laundry services. Supervision and administration of Departmental housekeeping assets.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SI Mazibuko Tel No: (013) 766 6961 Email application to: PWRRecruitE@mpg.gov.za
<u>POST 31/289</u>	:	<u>BOILER OPERATOR (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R193 359 per annum (Level 04) Witbank Hospital Ref No: BO/MH/33 Sabie Hospital Ref No: BO/MH/34 Grade 12 Certificate, boiler certificate with no work experience. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of Occupational and Safety Act (OHS). Skills- planning, organising, verbal and written communication skills. Candidate must be willing to work overtime and be on standby.
<u>DUTIES</u>	:	Ensure Safe Boiler operation in the hospital. Supervise Boiler Assistant. Maintain safe incinerator operation. Consistency in reporting and recording in the boiler operation logbook. Timing of coal and ash removal from grift arrester, cleaning of the boiler. Regular maintenance of the ash trolleys. Proper usage

of protective clothing. Cleaning the brine tank and water fitter. Apply chemicals and salt to brine tank as prescribed.

ENQUIRIES : Mr SI Mazibuko Tel No: (013) 766 6961
APPLICATIONS : Email application to: PWRRecruitE@mpg.gov.za

POST 31/290 : **ROAD WORKERS (X16 POSTS)**

SALARY CENTRE : R163 680 per annum (Level 03)
 : Thembisile Hani Cost Centre Ref No: RW/THANI/38 (X4 Posts)
 : Dipaliseng Cost Centre Ref No: RW/D/42 (X4 Posts)
 : Albert Lithuli Cost Centre Ref No: AS/43 (X1 Post)
 : Emakhazeni Cost Centre Ref No: RW/EM/45 (X2 Posts)
 : Mbombela Cost Centre Ref No: MCC/EH/46 (X1 Post)
 : Mkhondo Cost Centre Ref: RW/MKH/48 (X2 Posts)
 : Goven Mbeki Cost Centre Ref No: RW/GM/50 (X2 Posts)

REQUIREMENTS : Grade 10 (ABET) Certificate with no work experience. Knowledge, Skills and Competencies: Knowledge of occupational health and safety. Listening and communication skills. Good interpersonal relations.

DUTIES : Render patch work, bush clearing, erect road signs, clean drainage and remove rubbish on the road. Execute any activities that will relate to any road maintenance as and when required.

ENQUIRIES : Ms PI Komanisi Tel No: (013) 766 6828
APPLICATIONS : Email application to: PWRRecruitEle@mpg.gov.za

POST 31/291 : **ROAD WORK OPERATOR (X3 POSTS)**

SALARY CENTRE : R163 680 per annum (Level 03)
 : Msukaligwa Cost Centre Ref No: RWO/MSUCC/51 (X1 Post)
 : Thembisile Hani Cost Centre Ref No: RWO/THANI/52 (X1 Post)
 : Mkhondo Cost Centre Ref No: RWO/MKH/53 (X1 Post)

REQUIREMENTS : Grade 12 with no experience. Knowledge, Skills and Competencies: Knowledge of occupational health and safety. Listening and communication skills. Good interpersonal relations.

DUTIES : Render patch work, bush clearing, erect road signs, clean drainage and remove rubbish on the road. Execute any activities that will relate to any road maintenance as and when required.

ENQUIRIES : Ms PI Komanisi Tel No: (013) 766 6828
APPLICATIONS : Email application to: PWRRecruitEle@mpg.gov.za

POST 31/292 : **TRADESMAN AID (6 X POSTS)**

SALARY CENTRES : R163 680 per annum (Level 03)
 : Pilgrim Rest (Ref No: TA/PR/65 (X1 Post)
 : Mammetlake Hospital (Ref No: TA/M/66 (X1 Post)
 : Thembisile Cost Center (Ref No: TA/T HANI/67 (X1 Post)
 : Malamule Cost Center (Ref No: TA/MAL/69 (X2 Posts)
 : Steve Tshwete Cost Center (Ref No: TA/ST/70 (X1 Post)

REQUIREMENTS : Grade 10 (ABET) with no experience. Knowledge, skills and Competencies: Knowledge of occupational health and Safety. Listening and communication skills, Good interpersonal relations.

DUTIES : Carry out instructions from supervisor. Safely keeping of tools. Report minor fault detected to the artisan.

ENQUIRIES : Ms PI Komanisi Tel No: (013) 766 6828
APPLICATIONS : Email application to: PWRRecruitEle@mpg.gov.za

POST 31/293 : **GROUNDSMAN (X2 POSTS)**

SALARY CENTRE : R138 486 per annum (Level 02)
 : Malekutu Cost Centre Ref No: G/M/71
 : Tonga Cost Centre Ref No: G/T/72

REQUIREMENTS : Grade 10 (ABET) with no experience. Knowledge Skill and Competencies: Knowledge in landscaping /gardening, knowledge of Occupational Health and Safety. Ability to read and write and how to operation gardening machinery. Listening and communication skills. Good interpersonal relations.

DUTIES : Maintain gardens, lawns, and outdoor spaces. Operate gardening machinery and equipment, including lawn mowers and brush cutters. Apply insecticides and fertilizers as needed. Cultivate soil for trees and flowers. Maintain

gardening equipment and tools, including minor repairs. Assist with loading and unloading of deliveries. Empty dirty dustbins and perform other tasks as required by supervisor.

ENQUIRIES : Ms PI Komanisi Tel No: (013) 766 6828
APPLICATIONS : Email application to: PWRRecruitEle@mpg.gov.za

POST 31/294 : **CLEANERS (X3 POSTS)**

SALARY : R138 486 per annum (Level 02)
CENTRE : Nkangala District Ref No: C/NK/75
Thembisile Hani Ref No: C/THANI/74
Ehlanzeni District Ref No: C/EHL/75

REQUIREMENTS : Grade 10 (ABET) with no experience. Knowledge, Skill and Competencies: Knowledge in cleaning with detergents, knowledge of Occupational Health and Safety. Ability to read and write and how to operation cleaning machinery. Listening and communication skills. Good interpersonal relations.

DUTIES : Clean and maintain floors, offices, toilets, and kitchen areas. Sweep, dust, vacuum, and disinfect surfaces. Empty bins and remove waste. Keep cleaning materials and equipment in good condition. Report broken machines and request cleaning supplies as needed.

ENQUIRIES : Ms PI Komanisi Tel No: (013) 766 6828
NOTE : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp . "From 1 January 2021 should an application be received using the incorrect / old application for employment (Z83), it will not be considered", A recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for Senior Management service and Deputy Directors posts will be subjected to (1) a technical exercise; (1) a generic managerial competency assessment; and (2) personnel suitability checks on criminal records, citizen verification, financial records and qualification verification. All candidates who will be invited to competency assessment, are kindly reminded to adhere to the schedule as arranged by the Department. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial disclosure interests' declaration form within one month of appointment and annually thereafter. Faxed or emailed applications will not be considered. Failure to comply with the above instructions will result in your application being disqualified. The Department is committed to providing equal opportunities and practices affirmative action employment. It is our intention to promote representability in terms of race, gender and disability when filling the vacant positions. Women and people with disabilities are encouraged to apply. The Department reserves the right to fill or not to fill any advertised posts.

ENQUIRIES : Ms PN Mokhotla Tel No: (013) 766 6780
Mr SI Mazibuko Tel No: (013) 766 6961
Ms PI Komanisi Tel No: (013) 766 6828
APPLICATIONS : Email application to: PWRRecruitEle@mpg.gov.za

Applications quoting correct reference number must be addressed (attention) to: Head of Department. Applications must be posted to: The Head of Department, Department of Public Works, Roads and Transport Private Bag X11310, Mbombela, 1200. Hand Delivery: Head Office Riverside Government Complex, No. 7 Government Boulevard, Riverside Park, Extension 2, Mbombela, Building No 9 Visitors Center

Hand Delivery: District Offices:
Ehlanzeni District: 14 Bester Street, Mbombela, opposite Police Station
Bohlabela District: 101 Main Road, Thulamashe next to Graveyard

CLOSING DATE

:

Gert Sibande District: Batho Pele Bld, Ermelo, Cnr. Robertson & Joubert Str.
Nkangala District: KwaMhlanga Government Complex, Building No. 7
12 September 2025 at 12H00

**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.

CLOSING DATE : 19 September 2025

NOTE : Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only shortlisted 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 Northern Cape Department of Health. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts. 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, residential address, 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 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. For all SMS positions, the successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government. The SMS Pre-Entry Certificate is required prior to appointment. For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>

MANAGEMENT ECHELON

POST 31/295 : **DIRECTOR: MANAGEMENT ACCOUNTING REF NO: NCDOH 92/2025**
Job Purpose: To Manage and provide management accounting services.

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

CENTRE : Provincial Office, Kimberley

REQUIREMENTS : Degree in Financial Accounting and/or related NQF7 qualification as recognised by SAQA. A minimum of 5 years' experience at middle management/snr management. Successful completion of the pre-entry certificate for SMS as offered by the National School of Government (NSG) A valid B (08) driver's licence is an inherent requirement. Competency Profile: Knowledge of financial and public service legislation and regulations; the Public Service Act and Regulations, the PFMA the PPPFA and applicable auditing standards, Treasury Regulations and the Promotion of Access to Information Act. Knowledge of BAS, PERSAL, Vulindlela and other financial systems. Proven project management experience. Excellent understanding of strategic roles and capabilities. Knowledge of business strategic planning, resource allocation and human resources management. Ability to link financial and nonfinancial performance. Sound knowledge of risk management, corporate governance and internal controls. Communication skills, Analytical skills and Development skills. Policy and strategy development. Good interpersonal skills. Demonstration of good leadership. Understanding and knowledge of advanced Microsoft Excel and PowerPoint. Report-writing and analytical skills, good planning and decision-making skills.

DUTIES : Manage the management of Accounting functions as per the Public Finance Management Act and Treasury Regulations to ensure sound financial management planning, budgeting and expenditure management. Strengthen control environment, internal controls and legislative compliance. Strengthen the process around revenue and debt collection. Institutionalize Risk Management within the Department through implementing actions plans, reporting and monitoring. Audit improvement plan implementation and coordination of year end process. Assist the Chief Financial Officer in the development and implementation of policies and procedures.

ENQUIRIES : Mr GV Tsholo Tel No: (053) 830 0506
APPLICATIONS : Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

OTHER POST

POST 31/296 : **ENVIRONMENTAL HEALTH PRACTITIONER REF NO: NCDOH 93/2025**

SALARY : Grade 1: R397 233 per annum
Grade 2: R463 941 per annum
Grade 3: R543 099 per annum

CENTRE : Robert Mangaliso Sobukwe Hospital
REQUIREMENTS : A Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in Environmental Health. Must have completed one-year community service as an Environmental Health Practitioner. Registration with HPCSA as an Environmental Health Practitioner. **Grade 1:** None experience, after registration with the Health Professional Council of South Africa as an Environmental Health Practitioner. **Grade 2:** Minimum of 10 years relevant experience after registration with the Health Professional Council as an environmental health practitioner, in respect of RSA qualified employees who performed community service in South Africa, Minimum of 11 years relevant experience after registration with the Health Professional Council (HPCSA) in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the Health Professional Council as an environmental health practitioner, in respect of RSA qualified employees who performed community service in South Africa, Minimum of 21 years relevant experience after registration with the Health Professional Council (HPCSA) in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies: Thorough knowledge of the Environmental Health programme and objectives. Good communication skills (written and verbal) well as computer literacy. Must have interpersonal relations. Adherence to the Batho Pele principles. Must have problem-solving, decision-making and ability to work in a multi-disciplinary team. Knowledge: National Health Act, Environmental Health norms and standard as well relevant prescripts.

DUTIES : Monitor the health care waste management at Robert Mangaliso Sobukwe Hospital. Assist in the maintenance of pest control. Assist in the water monitoring. Perform inspection on the provision of food and general hygiene in the institution. Assist the hospital mortuary with the safe disposal of the deceased. Conduct awareness and training on health and hygiene issues. Ensure safe use of chemicals within the institution. Inspection of baggage, cargo, container, conveyances, good and postal parcels for compliance with relevant health regulations and legislation. Provide communicable diseases control excluding immunization. Provide general administrative duties. Compile weekly and monthly statistics as well as when required. Engage with relevant stakeholders.

ENQUIRIES : Ms. A Paulsen Tel No: (053) 802 2253
APPLICATIONS : Please note applications can be hand delivered to the front reception of Robert Mangaliso Sobukwe Hospital, Admin Building, 3rd Floor HR Registry or email to rmshhr@ncpg.gov.za. All 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.

ERRATUM: Kindly note that 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: Bishop Lavis Community Health Centre, advertised in the Public Service Vacancy 30 dated 22 August 2025, has been cancelled.

MANAGEMENT ECHELON

POST 31/297 : **CHIEF EXECUTIVE OFFICER**
Chief Directorate: Rural Health Services

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

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in a Health/Social Science or related field as recognized by SAQA with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services is a requirement (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS" and the full details can be sourced from the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated herewith are the responsibility of the applicant). Experience: Appropriate experience and a proven track record of performance in all key areas of management within a healthcare environment, including strategic leadership, clinical governance, financial oversight, human resource management, and stakeholder engagement. Inherent requirements of the job: High level of communication skills, including the ability to engage diverse internal and external stakeholders effectively. Advanced leadership and management skills, with a demonstrated ability to lead multidisciplinary teams in a complex healthcare environment. Advanced planning and organising skills, including strategic thinking and operational execution. Strong conflict management and negotiation abilities to navigate high-stakes decisions and competing interests. High level of resilience, with the capacity to lead under pressure and maintain focus during uncertainty or crisis. Ability to influence and persuade others towards shared goals and institutional priorities. Valid driver's licence and willingness to travel across the province as required. Competencies (knowledge/skills): Strong business orientation with demonstrated expertise in financial management and oversight within a health service environment. Proven leadership and management competencies relevant to the operational and strategic demands of a healthcare institution. High level of computer literacy, with proficiency in MS Word, Excel, Access, PowerPoint, internet-based applications, and email communication.

DUTIES : Exercise values-based leadership and provide strategic governance in line with the priorities of acute hospital services. Drive a culture of collaboration and accountability within the regional health ecosystem, aligned to the Department of Health and Wellness' culture transformation journey. Provide overall leadership and accountability for clinical governance, ensuring high standards of patient care, clinical quality, and patient safety within the limits of available resources. Lead and oversee institutional risk and disaster management, ensuring preparedness, coordinated response, and system resilience. Provide strategic and operational oversight of corporate governance functions, including human resource management and development, financial and supply chain management, information management, support services, and contract

management with key external partners. Maintain effective engagement with external stakeholders, including communities, local government, oversight bodies, academic institutions, and other tiers of the health system, to strengthen integrated service delivery and accountability.

- ENQUIRIES** : Dr L Phillips Tel No: (044) 695-0047
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.
CLOSING DATE : 12 September 2025

OTHER POSTS

- POST 31/298** : **REGISTRAR (SURGERY: OTORHINOLARYNGOLOGY)**
(5-Year Contract)

- SALARY** : R1 001 349 per annum, A portion of the package can be structured according to the individual's personal needs.

- CENTRE** : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with Professional council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Commuted overtime is compulsory. Participate in the after-hours call system. Completion of FCS (SA) Otorhinolaryngology part II Intermediate Exam. Competencies (knowledge/skills): Appropriate and sufficient clinical experience in otorhinolaryngology since obtaining the degree of MBChB and after completion of internal rotations. Knowledge, expertise and experience with regards to providing medical services in surgery and otorhinolaryngology that is obtained from knowledge and skills obtained in the intermediate examination.

- DUTIES** : Leadership. Research. Teaching. Clinical Service: Patient care. Clinical Service: Operative/Surgical Skills Clinical Governance.

- ENQUIRIES** : Ms F Hassan, email: Farhana.hassan@uct.ac.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

- NOTE** : No payment of any kind is required when applying for this post. 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). 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 a Registrar will be for a maximum contract period of 5 years. 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. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital, and George Provincial Hospital. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document Registrars will be required to register as post-graduates with University of Cape Town according to the yearbook and guidelines." Please ensure that you attach an updated CV. 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.

- CLOSING DATE** : 12 September 2025
- POST 31/299** : **MEDICAL OFFICER GRADE 1 TO 3 (INTERNAL MEDICINE) (X2 POSTS)**
Chief Directorate Metro Health Services
- SALARY** : 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.)
- CENTRE** : Mitchells Plain District Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid (Code B/EB) driver's license. Completion of Fellowship of the College of Physicians of South Africa FCP Part 1 (SA). Competencies (knowledge/skills): Be able to manage common medical conditions presenting to the Department for admission. Be able to perform procedures such as IV lines, ICD, CVP insertion. Be able to perform resuscitation including cardioversion and ETT insertion. Be familiar with provincial and national treatment guidelines for common medical conditions. Basic computer literacy skills. Communicate well with colleagues including arranging referrals to the tertiary centre.
- DUTIES** : Manage acute medical admissions and follow-up care of inpatients in the form of consultant post intake and follow up ward rounds. Provide consultation service to other departments of patients assessed by Registrars and Medical Officers. Supervise Interns. Teach medical students rotating through the Department of Medicine in the form of bedside tutorials. Take consultant ward rounds for patients admitted by junior staff members. Liaise with family members of admitted patients. Financial awareness regarding the use of radiological and laboratory investigations.
- ENQUIRIES** : Dr T Crede Tel No: (021) 377-4391
- 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. 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 applications will be considered for vacancies within Mitchell's Plain 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."
- CLOSING DATE** : 12 September 2025

<u>POST 31/300</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (PAEDIATRICS)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum
<u>CENTRE REQUIREMENTS</u>	:	Worcester Regional Hospital Educational qualifications: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Officer. Registration with a Professional council: Registration with the HPCSA as a Medical Officer. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as a 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 a Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements 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. 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 Geographical Service area (GSA). 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 APPLICATIONS</u>	:	Dr S Camp Tel No: (023) 348 1100 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. 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. 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. The pool of applications will be considered for vacancies within Worcester Regional 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>	:	12 September 2025

<u>POST 31/301</u>	:	<u>CLINICAL PSYCHOLOGIST GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R872 709 per annum Grade 1: R1 014 705 per annum Grade 3: R1 174 848 per annum A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Lentegeur Hospital Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa as a Clinical Psychologist. Registration with Professional Council: Registration with the HPCSA as a Clinical Psychologist. Experience: Grade 1: None after registration as with the HPCSA as a Psychologist in respect of RSA qualified employees. 1 Year relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) drivers' licence. Will be required to perform after hour duties, including weekends and Public Holidays as operational needs so demand. Competencies (knowledge/skills): Appropriate experience with mental health care users in both in and outpatient clinical settings and management of such services. Ability to apply highly developed interpersonal and reflexive capacities in diverse settings in the workplace.
<u>DUTIES</u>	:	To assess, diagnose, and treat psychological disorders, communicate effectively, work ethically, think critically, and provide culturally sensitive care. To deliver and evaluate a comprehensive psychological service to mental health care users at Lentegeur Hospital, primary healthcare clinics and the community. To provide consultation to other health professionals, DSD and WCED. To provide and engage in training initiatives. To engage in ongoing professional development.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr M Lappeman Tel No: (021) 370-1326 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 practical test. 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 the 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."
<u>CLOSING DATE</u>	:	12 September 2025
<u>POST 31/302</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALTY): NIGHT DUTY</u>
<u>SALARY</u>	:	R755 355 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<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. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in one of the specialties: Medical and Surgical Nursing Science: Operating Theatre Nursing, Oncology, Critical Care Nursing:

General, Critical Care Nursing: Trauma and Emergency, Orthopaedic Nursing, Ophthalmological Nursing, Nephrology, Advanced Psychiatric Nursing Science or Advanced Midwifery and Neonatal Nursing Science. Registration with Professional council: Registration with SANC as Professional Nurse and Midwifery. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 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. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Competencies (knowledge/skills): In-depth knowledge and understanding of nursing legislation, related legal and ethical practices and guidelines, relevant public sector legislation, People Management and Finance policies and procedures. Excellent problem solving, conflict resolution and leadership skills. Ability to work independently and under pressure.

DUTIES : Provide innovative leadership, management and guidance in the provision of Services on Night Duty. Coordinate the provision of person-centered care by setting standards, as well as involvement in policy and guideline development. Monitor the standard of nursing care, as well as guidance and participation in improvement projects with regards to quality of care. Effective management of human and financial resources on Night Duty. Coordinate the provision of effective training and research to ensure professional growth and adhere to ethical standards.

ENQUIRIES : Ms L De Palo Tel No: (021) 404-2105
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 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. Short-listed candidates may be subjected to a compulsory competency test.

CLOSING DATE : 12 September 2025

POST 31/303 : **ARCHITECT PRODUCTION GRADE A TO C**
 Directorate: Tygerberg PPP Unit

SALARY : Grade A: R761 157 per annum
 Grade B: R866 304 per annum
 Grade C: R976 029 per annum
 (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Head Office, Cape Town (9 Lower Burg Street, Cape Town CBD)
REQUIREMENTS : Minimum educational qualification: Bachelor's degree in architecture or relevant qualification. Registration with a professional council: Registration as Professional Architect with the South African Council for the Architectural Professions (SACAP). Experience: **Grade A:** At least 3 years' appropriate/recognisable experience in this profession after qualification. **Grade B:** At least 14 years' appropriate/recognisable experience in this profession after registration with SACAP as a professional. **Grade C:** At least 26 years' appropriate/recognisable experience in this profession after registration with the SACAP as a professional. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (CAD Software, MS Office and MS Excel). Experience in and understanding of the design and construction of complex buildings with specific reference to hospitals. Experience in the preparation of reports, drawings, submissions and presentations in English. All different types and forms of construction contracts. Knowledge of the following legislation: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Specifically: Treasury Regulation 16 (TR16), issued under the Public Finance Management Act (PFMA) for national and provincial governments. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential

Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Architects Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. Construction Procurement Standard as Issued by CIDB.

DUTIES : Infrastructure Programme and Project Planning in line with PPP Regulations. Infrastructure Programme and Project Implementation and Monitoring Infrastructure Project Commissioning Infrastructure Programme and Project Evaluation Research/literature studies to keep up with new technologies, including interaction with relevant professional development boards/councils.

ENQUIRIES : Mr T Koort, email: Thorpe.koorts@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 12 September 2025

POST 31/304 : **ASSISTANT MANAGER NURSING (AREA: NIGHT DUTY)**
 Chief Directorate: Metro Health Services

SALARY : R693 096 per annum
CENTRE : Helderberg Hospital
REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Registration with a Professional council: Registration with the SANC as a Professional Nurse and Midwife. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Willingness to work shifts, public holidays, after-hours, standby and weekend cover for nursing and travel to attend official meetings and/or trainings. Deputising for the Deputy Manager Nursing: Head of Nursing and willingness to act for another member of the Nurse Management team. Competencies (knowledge/skills): Knowledgeable about relevant legislation pertaining to labour relations, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices. Demonstrates a clear understanding of Infection Prevention Control, Occupational Health and Safety and Risk Management – including Ideal Hospital Framework and the Office of Health Standard Compliance. Managerial and leadership skills and values: integrity, innovative visionary, catalyst for change, self-awareness and confidence, delegation, accountability, problem solving & decision making, conflict resolution, interpersonal and communication skills. Very knowledgeable and demonstrates a good understanding of People Management (Human Resource Management). Demonstrates a good understanding of financial policies and practices. Computer Literacy in MS Word, Excel, PowerPoint and Outlook.

DUTIES : Overall coordination, implementation and monitoring of the strategic objectives of nursing, the hospital and the Department of Health. Effective management and coordination of quality nursing care within set standards and within legal and professional frameworks. Manage and facilitate both human resources and financial aspects related to the hospital. Management of information through the collection and analysis of data, report writing and development and implementation of relevant interventions. Policy development and implementation. Ensure that clinical nursing practice are rendered by the nursing team and promote quality of nursing care as directed by scope of practice and standards.

ENQUIRIES : Mr. M Photo Tel No: (021) 850-4774
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 applicants will be considered for other vacant Assistant Manager Nursing post 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. Candidates will be subjected to a practical/written assessment. Candidates may be subjected to conduct a Competency Assessment.

CLOSING DATE : 12 September 2025

POST 31/305 : **OPERATIONAL MANAGER NURSING (SPECIALTY): TRAUMA AND EMERGENCY) (X2 POSTS)**

SALARY : R693 096 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : 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. A Post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with Professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specialty after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, leadership, problem solving, conflict resolution and interpersonal/communication skills. Knowledge of Nursing legislation related legal and ethical nursing practices and framework. Human Resources, Labour relations legislation and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). Knowledge of public sector policies and protocols.

DUTIES : Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery, including participation in and encouragement of nursing research.

ENQUIRIES : Ms R. Sutcliffe Tel No: (021) 404-2092

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 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. Short-listed candidates may be subjected to a compulsory competency test.

CLOSING DATE : 12 September 2025

POST 31/306 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Overberg District

SALARY : R693 096 per annum

CENTRE : Buffeljagsrivier Community Clinic

REQUIREMENTS : 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. Post-basic qualification with duration of at least one-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with Professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid code 8/EB/C1 driver's license. Competencies (knowledge/skills): Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Computer literacy (MS Word and Excel).
<u>DUTIES</u>	:	Responsible for the management and coordination of PHC services and delivery of person-centred quality nursing care in accordance with the scope of practice and nursing standards at the Primary Health Care Facility, inclusive of COVID – 19 screening, testing and management. Plan to practice a holistic health service on a short-/medium-/long term basis including the provision of effective mobile Primary Health Care services attached to the fixed facility. Manage Personnel matters including supervision and performance management, the utilisation and supervision of staff, finances and procuring as well as implementing of policies, pre-scripts and protocols regarding the mentioned facets. Manage Health Programmes (CBS, COPC, Comprehensive Health, HAST, School Health) and Quality assurance program of the facility. Manage control and act in facet of Health, Support, Data collection and timeous submission of accurate PHC, CBS and HAST data, including Security, Cleaning, Infection control and Ground services reports monthly. Organise a cost-effective service daily and participate in community involvement including attending community engagements as required.
<u>ENQUIRIES</u>	:	Ms G Van der Westhuizen Tel No: (028) 514 8400
<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. No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within the Overberg District, for a period of 3 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>	:	12 September 2025
<u>POST 31/307</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1</u> Cape Winelands Health
<u>SALARY</u>	:	Grade 1: R549 192 per annum
<u>CENTRE</u>	:	Breede Valley 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) or equivalent 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, willingness to travel and work overtime if and when required. Competencies (knowledge/skills): Knowledge of the departmental HAST programs and QA policies. Computer literacy (MS Word, Excel, power Point and Outlook). Good communication, facilitating, and interpersonal skills. Ability to work independently and in a multi-disciplinary team.
<u>DUTIES</u>	:	Co-ordination and implementation of the sub-district HIV/AIDS/STI/TB/VMMC/Mental Health Services, Integrated Management of Chronic conditions (Late life Course), 1st 1 000 days' strategy (Early life course approach), Adolescent, Women's and Men's Health Services. Support with community outreaches and projects to improve health outcomes. Assist with HAST program system strengthening and strategic partnership. Involvement with People Development component in skills development and training to support integrated health services provision and provide clinical expertise. To

strengthen and coordinate internal and external interface management with stakeholders, including NPOs, to enhance implementation of the COPC principles. Provide oversight, supervision and support to health facilities regarding the implementation of quality assurance policies, guidelines, protocols, norms and standards. Monitoring and Evaluation of Integrated Health services performance.

ENQUIRIES : Ms CW van Staden Tel No: (023) 348-1350
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. A practical test will form part of the selection process. The pool of applications will be considered for vacancies within Breede Valley 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 : 12 September 2025

POST 31/308 : **CLINICAL PROGRAMME CO-ORDINATOR (COMPREHENSIVE HEALTH) (CBS AND FBS)**
Chief Directorate: Metro Health Services

SALARY : R549 192 per annum
CENTRE : Klipfontein/Mitchell's Plain Sub-structure Office
REQUIREMENTS : 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 with basic Community Nursing Science. (This dispensation is only applicable for posts of Clinical Programme Co-ordinator 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 Midwife and Community Nursing Science. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy. Knowledge of all relevant public service regulations and policies. Understanding public/private partnerships. Understanding the District Health System. Project management skills. Experience in Health programmes (women's health, child health, mental health, chronic diseases, infectious diseases).

DUTIES : Facilitate, co-ordinate, monitor and ensure adequate integration of all Community Based Services within the PHC Programme in the delegated Sub-district of the Klipfontein/Mitchells Plain Sub-structure. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient Health Care to the communities of the delegated Sub-district. Facilitate/support and assist in training, motivation and development of delegated staff. Facilitate effective management and utilisation of resources in accordance with relevant directives and legislation. Assist with NPO contract management. Perform the operational management (Implementation support, Monitoring & Evaluation, integration, development and adjustment) of health programme technical support to the health facilities in a delegated sub-district. Provide mentorship, support and develop capacity (training) at facility level as relevant. Policy implementation and quality improvement initiatives as relevant in the delegated sub district. Manage all appropriate special projects. Assisting to ensure effective delivery of the Integrated Services incl HAST, VMMC in the health facilities and in the community by all the personnel and stakeholders concerned within the Sub district.

ENQUIRIES : Ms P Van Niekerk Tel No: (021) 370-5000
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.

CLOSING DATE : 12 September 2025

POST 31/309 : **CHIEF ARTISAN GRADE A**
Chief Directorate: Metro Health Services

SALARY : R480 261 per annum
CENTRE : Michells Plain District Hospital

- REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate. (Mechanical/Electrical/Air-conditioning and refrigeration. Experience: 10 years' appropriate post qualification experience as Artisan/Artisan Foreman. Appropriate practical experience in Mechanical, electrical, air-conditioning and refrigeration fields. Inherent requirements of the job: A valid (Code B/EB) driver's licence). Willing to perform standby duties when necessary and attend to emergency breakdowns after hours. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Appropriate knowledge to supervise the electrical, air-conditioning and refrigeration division. Computer literacy, Word & Excel spreadsheets. Knowledge of the public financial management act.
- DUTIES** : Supervise workshop staff. Responsible for the training, development and supervision of junior staff and assist with staff evaluation. Control over maintenance and repairs to plant, hospital services and equipment, autoclaves and steam reticulation plant. Attend to emergencies including after-hours repairs and standby duties @ MPH and EC Hub. Assist in project management and the compilation of minor specifications. Budgeting and expenditure control in respect of workshop.
- ENQUIRIES** : Ms. F. Johnson Tel No: (021) 377- 4307
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : Candidates may be subjected to a competency test. No payments of any kind are required when applying for this post. The pool of applications will be considered for vacancies within Michells Plain District 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."
- CLOSING DATE** : 12 September 2025
- POST 31/310** : **SOCIAL WORK SUPERVISOR GRADE 1**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R477 564 per annum
- CENTRE** : Alexandra Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification in Social Work that allows for registration with the South African Council for Social Service Professionals (SACSSP) as a Social Worker. Registration with Professional council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Experience: A minimum of 7 years' appropriate experience in social worker after registration as Social Worker with SACSSP. Inherent requirement of the job: Valid (Code B/EB) driver licence. Competencies (knowledge/skills): Appropriate experience in mental health and / or disability services. Strong understanding of psycho-social rehabilitation framework and mental health conditions. Appropriate supervisory experience and ability to provide effective supervision, guidance, and support to social work staff. Excellent communication, active listening, and interpersonal skills to work with diverse stakeholders. Ability to manage crisis situations, prioritize tasks, and ensure timely interventions. Understanding diverse cultural backgrounds, values, and beliefs. Familiarity with relevant laws, regulations, and policies governing mental health services. Understanding of hospital policies, procedures, and protocols. Skill in working collaboratively with multidisciplinary teams, patients, and families. Ability to maintain accurate, thorough, and timely records. Computer skills (Microsoft office). Ability to capture statistics on Clinicom.
- DUTIES** : Provide clinical social work interventions and facilitate rehabilitation of mental health users. The optimal utilization of available resources and networking with relevant stakeholders as part of advanced social work interventions. Professional supervision, mentoring, training and support to social worker staff and others to ensure an effective social work service. General supervision and line management of social work staff. Effective and efficient management of social work-related projects and events Support to supervisor.
- ENQUIRIES** : Dr N Morris Tel No: (021) 503 5006
- 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. Candidates will be subjected to a written/practical 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.

- CLOSING DATE** : 12 September 2025
- POST 31/311** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Cape Winelands Health District
- SALARY** : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum
(plus, a non-pensionable rural allowance of 8% of the basic annual salary)
- CENTRE** : Robertson Hospital
- REQUIREMENTS** : 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 a duration of at least 1 year in Curative Skills in Clinical Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with Professional council: Current registration with the South African Nursing Council as 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/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate /recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirements of the job: A valid driver's license. Willingness to work shifts, weekends public holidays and night duty, and overtime when necessary. Willingness to work in other wards inside hospital. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Power Point and Outlook.) Knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Hospital Centre Triage, Information Systems (HECTIS) and South African Triage System (Back knowledge and experience in human management, labour relations, financial and supply chain procurement processes. Experience in the use of clinical equipment and control of budget implementation and monitoring of standards. Effective communication, interpretation, leadership, execute discipline, decision-making and resolution skills.
- DUTIES** : Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Ms. SM Kortje Tel No: (023) 626-8519
- 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. "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 interview. The concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. "The pool of applications will be considered for vacancies within Robertson 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."
- CLOSING DATE** : 12 September 2025

<u>POST 31/312</u>	:	<u>ASSISTANT DIRECTOR: SUPPORT (PROCESS FACILITATION DESIGN)</u> Directorate: Strategy, Policy & Planning
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or degree in the social science or health science fields. Experience: Appropriate experience in facilitation. Inherent requirements of the job: Valid code B/EB driver's licence. Competencies (knowledge/skills): Working knowledge of facilitation tools and methods. Practical understanding of knowledge creation and learning theory, especially social learning practices. Practical understanding of stakeholder engagement. Exceptional interpersonal, organizational, and communication skills. Project/events management skills.
<u>DUTIES</u>	:	Assist with the design and facilitation of workshops as part of the policy and planning processes Assist with the design of workshop tools. Assist with managing a collaborative workspace. Perform the convening function for multi-stakeholder workshops. Managing team members.
<u>ENQUIRIES</u>	:	Ms K Ching, email: Karen.Ching@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>	:	12 September 2025
<u>POST 31/313</u>	:	<u>ASSISTANT DIRECTOR: FINANCE</u> Directorate: Financial Accounting
<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 in Accounting or equivalent with extensive experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience. Inherent requirement of the job: A Valid driver's licence (code B/BE). Competencies (knowledge/skills): Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions and the departmental delegations and procedures. Advanced computer literacy in Microsoft Office applications (Word, Excel, PowerPoint). Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills. Knowledge of asset and liability suspense accounts. Extensive knowledge of debt management and book closure procedures. Extensive knowledge of loss control procedures. Knowledge of BAS (Basic Accounting System), LOGIS and PERSAL. Extensive knowledge of departmental debt policies. Excellent project management skills. Presentation skills.
<u>DUTIES</u>	:	Manage the Department's Asset and Liability suspense accounts. Manage the Department's Loss control process. Maintain/develop and administration of the departmental debt policy. Analyse and manage the Departmental debt account, the reporting thereof and compilation of write-off submissions in respect of Head Office debt. Consolidate and provide inputs with regard to the Interim and Annual Financial Statements. Control of monthly IYM departmental reporting. Overall Human Resource Management of staff. Effective control to audit queries.
<u>ENQUIRIES</u>	:	Mr DA Hendricks Tel No: (021) 483-4398
<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>	:	12 September 2025
<u>POST 31/314</u>	:	<u>EMS STATION MANAGER GRADE 3 TO 6 (RESCUE)</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	Grade 3: R397 308 per annum Grade 4: R480 108 per annum Grade 5: R562 119 per annum Grade 6: R624 288 per annum
<u>CENTRE</u>	:	EMS, Garden Route District, Rescue Base
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 3: Successful completion of the Immediate Life Support (ILS) that allows registration with the HPCSA as

Ambulance Emergency Assistant (AEA). **Grade 4:** Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). **Grade 5:** Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. **Grade 6:** Successful completion of the B-Tech Degree that allows registration with the HPCSA as a Emergency Care Practitioner (ECP). Registration with Professional council: **Grade 3:** Registration with the Health Professions Council of South Africa as an AEA. **Grade 4:** Registration with the Health Professions Council of South Africa as an ECT. **Grade 5:** Registration with the Health Professions Council of South Africa as a Paramedic. **Grade 6:** Registration with the Health Professions Council of South Africa as an ECP. Experience: **Grade 3:** Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). **Grade 4:** Minimum of 3 years experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). **Grade 5:** Minimum of 3 years experience after registration with the Health Professions Council of South Africa as a Paramedic. **Grade 6:** Minimum of 3 years experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirement of the job: Valid code C1 driver's license. Current registration as an AEA, ECT, Paramedic or ECP. Valid Code 10 Professional driver's permit. 12 Metro Rescue Technician Modules. Physical and mental fitness as an Emergency Services practitioner. Competencies (knowledge/skills): Computer literacy in the MS Office package. Report writing skills. Good communication and interpersonal skills. Excellent knowledge of all 12 rescue modules and levels of emergency care rescue protocols.

DUTIES : Manage pre-hospital Emergency Medical Rescue Services within the geographic area and respond to incidents when required. Ensure that the maintenance of Emergency rescue vehicles and rescue equipment are managed effectively and efficiently. Maintain responsibility for the audit compliance with regards to Supply Chain Management and Human Resource matters, inclusive of the Station's budget allocation and facilitation of account payments for goods and services. Effectively manage and supervise staff in relation to the Human Resource and Labour Relations function. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing. Effective support to the District Manager and act in management capacity when required.

ENQUIRIES : Mr R. Botha Tel No: (044) 805-2500 for (George Rescue Base) post.
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. 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 Emergency Medical 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."

CLOSING DATE : 12 September 2025

POST 31/315 : **SPEECH THERAPIST GRADE 1 TO 3**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R397 233 per annum
 Grade 2: R463 941 per annum
 Grade 3: R543 099 per annum

CENTRE : Bellville South Community Day Centre
REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist or Speech Therapist and Audiologist. Registration with Professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist or Speech Therapist and Audiologist

Experience: **Grade 1:** None after registration as Speech Therapist with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Speech Therapist with the HPCSA 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 a Speech Therapist in respect of SA qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA as a Speech Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as a Speech Therapist in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as a Speech Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A Valid driver's licence. Willingness to work in the geographical area within Northern/Tygerberg Sub-structure and perform relief duties when needed. Competencies (knowledge/skills): Good interpersonal, planning and organisational skills, and computer literacy (MS Office). Knowledge of applicable health legislation, relevant acts and policies. Ability to adapt and work efficiently in a resource-constrained environment.

DUTIES : Effective and efficient clinical service delivery in the speech and language therapy services. Assistance in management of physical, human and financial resources in Speech & Language Clinic. Effective and efficient planning of speech and language therapy service. Admin duties – complete documentation of all services rendered. Maintain own professional development and support development of others.

ENQUIRIES : Ms. N Kassen Tel No: (021) 815-8798

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. 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 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. The pool of applicants 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. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 12 September 2025

POST 31/316 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**
Chief Directorate: Facilities and Infrastructure Management

SALARY : R397 116 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree in a financial field. Experience: Appropriate experience in public sector financial environment and relevant systems and on the Key Performance Areas (KRA's) of post. Inherent requirement of the job: Valid Code (EB/B) driver's licence. Ability to travel and work overtime if required. Competencies (knowledge/skills): Knowledge and experience of working within the built environment sector. Excellent interpersonal skills and the ability to interact with a broad range of users. Ability to work co-operatively with colleagues and stakeholders at all levels and working independently. Advanced computer literacy (MS Excel and Word). Sound knowledge and experience in Supply Chain Management processes. Sound knowledge of and experience of Basic Accounting System (BAS). Ability to analyse information. Sound understanding of accounting principles. Sound knowledge of the PFMA, National and Provincial Treasury Regulations.

DUTIES : Extract relevant data from BAS and other relevant systems and evaluate financial and SCM performance within the Chief Directorate. Manage Interim/Annual Financial Statement reporting and A and L Accounts. Controlling of accounting entries and reporting on erroneous transactions. Monitoring of

transfer payments, conditional grants and commitments. Manage the Supply Chain Function within the Chief Directorate. Ensure compliance with Accounting Officer System and Supply Chain Management Delegations. Assist with effective system implementation and Audit processes. Effective and Efficient document control systems. Rendering effective financial support and assistance to the Chief Directorate. Extensive experience in extracting information/reports from BAS and Vulindlela for analysis. Detection and correction of incorrect accounting entries, authorise payments/journals and ensure compliance. Application of accrual accounting principles to the extent required by accounting statements.

ENQUIRIES : Ms T September Tel No: (021)483-0890
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.
CLOSING DATE : 12 September 2025

POST 31/317 : **SENIOR FORENSIC OFFICER**
 Chief Directorate: Emergency and Clinical Services Support

SALARY : R325 101 per annum
CENTRE : Observatory Forensic Pathology Institute
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or Equivalent). Experience: Appropriate Forensic Pathology Service experience. Inherent requirement of the job: Valid Code B/EB driver's license. Be willing on travelling long distances and working shift duties/ overtime. Competencies (knowledge/skills): Good working knowledge of relevant legislation, Regulations and Policies governing Forensic Mortuary Procedures and Investigations. Ability to teach and train Forensic Pathology Officers and Forensic Pathology Assistants. Ability to communicate clearly and discreetly in person and in writing. Ability to achieve and maintain good interpersonal and working relations with staff and clients, with knowledge of Batho Pele. Above-average computer and software literacy in at least MS Excel and Word. Ability to work under pressure. Ability to interpret and apply policies. Ability to work with corpses, (mutilated, decomposed, infectious viruses, obese). Above-average knowledge and experience on ECM and FPS System. Ability to be trained in 4X4 Vehicle handling. Ability to be trained in photography. Will be required to deliver testimony in court proceedings.

DUTIES : An efficient support service to the Manager with regard to management of the Forensic Pathology Laboratory. Effective and efficient recovery, storage and processing of deceased. An effective Forensic Autopsy process rendered in accordance with set standards and guidelines. Optimal control of reports, statements, specimens and exhibits during and after the Forensic Mortuary process.

ENQUIRIES : Mr. AR White (Andrew.White@westerncape.gov.za)
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical test and interview. Shortlisted candidates will be subjected to a security clearance prior to appointment. The pool of applicants will be considered for vacancies within the Observatory Forensic Pathology Institute, 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 : 12 September 2025

POST 31/318 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (CORPORATE)**
 Chief Directorate: Metro Health Services

SALARY : R325 101 per annum
CENTRE : Bishop Lavis CDC
REQUIREMENTS : Minimum educational qualification: Senior Certificate Grade 12 (or equivalent). Experience: Appropriate administrative and supervisory experience in a health facility. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Willingness to work overtime. Willingness to rotate within the geographical PHC facilities within the NTSS when operationally required. Competencies (knowledge/skills): Knowledge of Supply Chain Management, Procurement policy of the Department and personnel procedures. Advance computer

- literacy (MS Word, Excel, Power Point and Outlook). Good interpersonal and communication skills. Knowledge and understanding of PERSAL, Logis, ESL, Bas, PHCIS, or any computerized accounting and logistic system as well as knowledge and experience of budgetary aspects.
- DUTIES** : Comprehensive support and assistance to the Facility Manager as Head of administration with regards to People Management functions PERMIS of your subordinates, (HRM,) Human Resource Development (HRD) and Labour Relations, Supply Chain Management (Logis) ESL, Finance, Information Management and General office administration. Interact and liaise with clinical staff and operational managers with regard to administration support, ensure compliance with Quality Assurance, IPC/ OHS and Ideal Clinic and OHSC. Assist with contract management, e.g., Security, Telephone systems, Garden Services and Waste Management, Sanitary Bins, Pest Control. Supervisor to Housekeeper and Cleaning staff, Logis Clerk, Information management and Admin Support. Ensure correct procedures with regard to asset management, GG vehicles (act as transport officer). Manage the allocated budget, assist with expenditure, administration, and revenue management. Liaise with workshop with regard to maintenance, reports of facility and grounds.
- ENQUIRIES** : Ms. B Piedade Tel No: (021) 508-4606
- 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 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.
- CLOSING DATE** : 12 September 2025
- POST 31/319** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X4 POSTS)**
Cape Winelands Health District
- SALARY** : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum
- CENTRE** : Franshoek CDC (X1 Post)
Kylemore CC (X1 Post)
Cloetesville CDC (X1 Post)
Franshoek Dorp Mobile (X1 Post)
- REQUIREMENTS** : 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. Registration with Professional council: Registration with the SANC as Professional Nurse and Midwife (i.e., annual licencing receipt of 2025. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing Inherent requirement of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Ability to effectively communicate (verbal and written). Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do and track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.
- DUTIES** : Provision of Primary Health Care in accordance with the guidelines and protocols of the Western Cape. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff and improving

- quality of health services. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Ms MM Muller Tel No: (021) 808-6109
- 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. Shortlisted candidates may be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Stellenbosch 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** : 12 September 2025
- POST 31/320** : **PROFESSIONAL NURSE GRADE 1 TO 3 GENERAL (PHC) (X3 POSTS)**
Overberg District
- SALARY** : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum
- CENTRE** : Bredasdorp CDC (X1 Post)
Swellendam PHC (X1 Post)
Swellendam/Cape Agulhas CDC (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwifery. Registration with Professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Valid (Code B/EB/C1) driver's licence. Willingness to work overtime when necessary. It will be expected of the candidate to perform clinical functions within the Primary Health Care setting and do relief work at the other clinics in the Sub-district when needed. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
- DUTIES** : 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.
- ENQUIRIES** : Ms GJ van der Westhuizen Tel No: (028) 514-8400
- 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. 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 c Arial Bold 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 the Overberg 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** : 12 September 2025
- POST 31/321** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)**
West Coast District
- SALARY** : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum
- CENTRE REQUIREMENTS** : Citrusdal Hospital, Cederberg Sub-district:
Minimum educational qualification: Basic R425 qualification (i.e., degree/diploma in nursing) that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. Registration with Professional council: Registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Experience: **Grade 1**: None after registration as Professional Nurse with SANC in General Nursing. **Grade 2**: A minimum of 10 years' appropriate / recognizable experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 3**: A minimum of 20 years' appropriate / recognizable experience after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays and night duty as well as overtime when necessary. Willingness to rotate within all wards/departments within the hospital according to operational needs. Willingness to undergo the required training as prescribed in terms of the Choice on Termination of Pregnancy Act, 1996. Competencies (knowledge/skills): Excellent communication with community and other stakeholders' engagement and facilitation skills, Knowledge of relevant legislation, policies including Health care 2030, Sustainable Development Goals, 1st 1000 days. Excellent planning and organisational skills in Community Health Care, programs and services. Computer literate in Microsoft office programs. Good verbal and written communication skills.
- DUTIES** : Provision of optimal, holistic nursing care with set standards and within a professional / legal framework. Effective utilization of resources: Human Resources, Material Resources and Services. Participation in training and research. Provision of support to Nursing Services. Maintain professional growth/ethical standards and self-development. Render a medical and surgical termination of pregnancy (MVA).
- ENQUIRIES APPLICATIONS** : Sr L Van Geems Tel No: (022) 921 2153
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. 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. The pool of applications will be considered for vacancies within the Cederberg 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** : 12 September 2025
- POST 31/322** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (TRAINING RELIEF)**
West Coast District
(Contract until 31 December 2025)
- SALARY** : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum
plus 37% in lieu of service benefits
- CENTRE** : PHC Clinics, Matzikama Sub-districts

<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 as Professional Nurse and Midwife. Registration with the Professions Council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel to and support all PHC Clinics in the Sub-district as needed. Competencies (knowledge/skills): Good interpersonal, planning, organisational skills, and computer literacy (MS Office). In-depth knowledge of appropriate legislation, regulations and Departmental Policies.
<u>DUTIES</u>	:	Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Utilise human- and material resources efficiently and effectively. Participation in training and research. Provision of support to nursing management services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Dr JE Eygelaar Tel No: (027) 2134070
<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 other similar vacant posts within the Matzikama Sub-district, for a period of 3 months from the date of advert.
<u>CLOSING DATE</u>	:	12 September 2025
<u>POST 31/323</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: PRIMAY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R324 384 (PNA2) per annum Grade 2: R396 132 (PNA3) per annum Grade 3: R476 637 (PNA4) per annum
<u>CENTRE</u>	:	Kuyasa CC, George 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 a Professional Nurse and Midwife. Experience: Grade1: 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 a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Planning and organisational Skills. Self- discipline and motivation. The ability to function independently under pressure. Good communication skills. Competencies (knowledge/skills): 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. Willingness to undergo the required training as prescribed in terms of the Choice on Termination of Pregnancy Act, 1996. Willingness to support in the STOP and MTOP program.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Support and Deliver STOP and MTOP care. 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 subordinates.
<u>ENQUIRIES</u>	:	Ms MFJ Marthinus Tel No: (044) 814 - 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. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from the date of advert.
<u>CLOSING DATE</u>	:	12 September 2025
<u>POST 31/324</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: GYNAECOLOGY) (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse and Midwife Registration with Professional council: Registration with SANC as 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. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Inherent requirement of the job: Willingness to rotate to other departments within the maternity Unit. Willingness to work shifts including weekends, public holidays and night duty. Competencies (knowledge/skills): Knowledge of Nursing Practices, Infection Prevention Control, control measures and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders Utilise human, material and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms T Wulff Tel No: (021) 404 2109
<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)". Short-listed candidates may be subjected to a compulsory competency 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>	:	12 September 2025

<u>POST 31/325</u>	:	<u>RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND) (5/8TH)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R307 035 per annum Grade 2: R359 532 per annum Grade 3: R422 949 per annum
<u>CENTRE REQUIREMENTS</u>	:	Stellenbosch Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with Professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Ultrasound. Experience: Grade 1: None after registration with the HPCSA in Ultrasound Radiography in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A valid (code B/EB) driver's licence and willingness to travel within the Sub-district. Competencies (knowledge/skills): Computer literacy in word processing, data management and analysis. Ability to use or learn to use systems eg clinicom, PHCIS. Ability to work independently and in a team with good interpersonal skills. Thorough knowledge of ante-natal-, ante-natal Doppler-, paediatric-, gynaecology- and abdominal- ultrasound studies. Completion of supplementary courses in diagnostic ultrasound and knowledge and interest in teaching in Obstetrics and Gynaecology at both undergraduate and post-graduate level.
<u>DUTIES</u>	:	Provide a comprehensive diagnostic ultrasound service at an advanced level with the main focus on Obstetrics and Gynaecology (O&G) imaging in Stellenbosch Hospital including abdominal and other studies. Outreach sonography services to clinics in the ecosystem and district as requested. General care of patients as part of a Multi-Disciplinary team. Effective administration within the ultrasound unit regarding patient service, appropriate referral as well as equipment management. Maintain case records and statistics. Supervise, train and assess colleagues eg midwives, doctors, radiographers. Actively take part in CPD- program, as learner as well as In-service training.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr ND Blanckenberg Tel No: (021) 808-6106 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). The pool of applications will be considered for vacancies within Stellenbosch 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>	:	12 September 2025
<u>POST 31/326</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (NURSING)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the provision of administrative duties. Competencies (knowledge/skills): Computer literacy in MS Word and Excel. Good organisational skills and the ability to function under pressure and as part of a team. Good interpersonal and communication skills. Knowledge of human resource management, labour legislation and the nursing agency tender process.
<u>DUTIES</u>	:	The candidate will be responsible for providing an effective nursing administrative service. Effective utilization of Human and financial resources to assist in achieving the objectives of the unit. Delivering effective support to the Nursing Department as well as the other departments/ modules on a relief basis.
<u>ENQUIRIES</u>	:	Ms V Dubase Tel No: (021) 938 4000
<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 assessment. 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."
<u>CLOSING DATE</u>	:	12 September 2025
<u>POST 31/327</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ECO SYSTEM SUPPORT)</u> Directorate: Supply Chain Management (5 Months Contract)
<u>SALARY</u>	:	R228 321 per annum, plus 37% in lieu of service benefits.
<u>CENTRE</u>	:	Head Office, Based at Belville Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Accounting or Mathematics as a passed subject or Senior Certificate (or equivalent) with experience that focuses on the Key Performance Area (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management practices or system management/implementation/asset verification. Inherent requirement of the job: Willing to travel with the Western Cape and stay in nurse homes where applicable. Competencies (knowledge/skills): Computer Literacy particularly in Word and Excel. Knowledge of asset verification scanning. Conversant with the Department's procurement prescripts. Excellent human relations abilities and telephone skills.
<u>DUTIES</u>	:	Ensure all assets (new and existing) are barcoded as well as barcoding Locations for identification process. Scan all assets per location using the scanning application. Using the BI tools identify assets not verified and investigate if the assets still exist. Capture all movements, balance adjustments additions, transfer and donations i.r.o assets. Perform thorough asset verification in each directorate as well as spot checks. Ensure that the assets/equipment is indeed unserviceable. Rollout and maintain asset application designed for the department. Perform an effective Helpdesk service.
<u>ENQUIRIES</u>	:	Mr J Ruiters, via email Jovan.Ruiters@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>	:	12 September 2025
<u>POST 31/328</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (ROVING) (X6 POSTS)</u> Chief Directorate: Metro District Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Delft CHC (X1 Post) Kraaifontein CHC (X1 Post) Symphony Way CDC (X2 Posts) Morning Star CDC (X1 Post) Fisantekraal CDC (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate or equivalent Experience: Appropriate experience in outpatient admissions and a help desk environment. Data capturing experience. Inherent requirement of the job: Valid

(Code B/EB) driver's licence. Willingness to work 12-hour shifts (i.e. night duty, weekends, public holidays) and work overtime on short notice. Willingness to rotate within and between health facilities due to operational needs. Competencies (knowledge/skills): Knowledge of Primary Health Care Information System/Clinicom, Hospital Emergency Centre Tracking Information System, Tier.net. Knowledge of the PFMA and responsibilities linked to finance management. Knowledge of filing, archiving and disposal process of records and records management.

DUTIES : Admissions of clients in different departments, open new folders, merging of folders, filing, archiving and disposal of folders. Accomplish key tasks in a competent and acceptable manner, adhere to sound professional behaviour and dress code. Ensure accurate and daily capturing on PHCIS/Tier.net/relevant electronics systems. Ensure clients are admitted according to the appointment system, assist with queue marshalling. Ensure good client relation strategies to minimize complaints. Ensure effective and efficient implementation of all applicable policies, procedures and instructions.

ENQUIRIES : Ms. R. Carelse Tel No: (021) 815-8866

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

CLOSING DATE : 12 September 2025

POST 31/329 : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**

SALARY : R228 321 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management. Appropriate experience regarding the PERSAL salary system. Competencies (knowledge/skills): Good communication skills. Computer literacy (MS Word, Excel, PowerPoint). Basic understanding of Human Resource Management. Knowledge and experience of PERSAL and their relevant functions.

DUTIES : Perform all administrative duties pertaining to personnel administration, e.g. appointments, resignations, transfers, pension administration, salary administration, leave, distribution of payslips, debt management and verify documents and qualifications. Responsible for capturing transactions on PERSAL. Audit personnel and leave records. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars. Assist with all other administrative functions in the Personnel component.

ENQUIRIES : Mrs. L Engelbrecht Tel No: (021) 938-4690

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. Candidates may be subjected to a practical assessment. 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.

CLOSING DATE : 12 September 2025

POST 31/330 : **ADMINISTRATION CLERK: SUPPORT (QUALITY ASSURANCE)**

Chief Directorate: Metro Health Services

SALARY : R228 321 per annum

CENTRE : Stikland Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a Quality Assurance in a health facility. Appropriate experience in administrative work outputs related to patient safety, staff safety, risk mitigation and quality Improvement. Appropriate experience in secretarial tasks. Competencies (knowledge/skills): Knowledge of applicable policies, legislation, guidelines, standards, procedures and applicable

practices in the Public Service. High sense of responsibility. Ability to work under pressure and to meet deadlines. Willingness to work overtime when necessary and assist in other departments when required. Exceptional typing skills must be able to type at a speed of at least 50 words per minute, high accuracy. Computer Literacy in MS Word, MS Excel and MS PowerPoint. Must be able to work independently and should be able to take initiative. Proven data capturing experience.

DUTIES : Maintain record keeping via integrated databases of various systems and processes, with an ability to make changes where needed as well as show innovation towards improving the process. Secretarial support. Support to the consumer services which includes complaints, compliments, and suggestions. Contribute to the planning and capturing of hospital compliance tasks inclusive of but not limited to hospital assessment, patient surveys, waiting time surveys. Ensure all patient compliance tasks are upheld through administrative support where necessary. Support quality Improvement and its monitoring and implementation throughout facility. Provide general administrative support throughout the institution as required.

ENQUIRIES : Dr R Jacobs Tel No: (021) 940 8909

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

CLOSING DATE : 12 September 2025

POST 31/331 : **ADMINISTRATION CLERK: FINANCE/ADMIN**
Chief Directorate: Metro Health Services

SALARY : R228 321 per annum
CENTRE : Valkenberg Hospital

REQUIREMENTS : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate patient administration experience in a health environment. Appropriate Clinicom experience. Inherent requirement of the job: Willingness to work overtime and provide relief in other departments as operationally required. Competencies (knowledge/skills): Computer skills in MS Office. Good interpersonal and communication skills, ability to work independently, and as part of a team, ability to maintain confidentiality and problem-solving and conflict management with good organisational skills. Official must have a good understanding of the daily running of a hospital admissions department, good understanding of the department & fees protocol, and hospital fees, policies and procedures – Chapter 18.

DUTIES : Provide support/relief to staff and supervisor as operationally required with regard to waiting list, OPD attendances and patient administration. Perform Patient administrative functions within the Ward which includes admissions, transfers, discharge of patients, transport bookings, patient queries, reviewing of patient information. Perform daily ward rounds and ensuring all patient movements are captured on Clinicom. Providing effective general administrative support to the Ward and Hospital including folder administration and adhoc ward duties. Ensure periodicals for long stay patients are captured on the Excel database, Doctors are informed timeously of periodicals due for the month and the completed and signed periodicals are sent to National Department of Health, and the periodicals are filed in the patient folder. Ensuring resources within the ward is managed effectively, replenishment of stock and managing stock.

ENQUIRIES : Ms E Van der Westhuizen Tel No: (021) 833 9445

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. 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.

CLOSING DATE : 12 September 2025

- POST 31/332** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES)**
Chief Directorate: Metro Health Services
- SALARY** : R228 321 per annum
- CENTRE** : Helderberg Hospital
- REQUIREMENTS** : Minimum educational qualifications: Senior Certificate (or equivalent), with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in stock handling. Appropriate work experience on the LOGIS system. Inherent requirements of the job: Physically fit and able to do physically demanding tasks. Competencies (knowledge/skills): Computer literacy in MS Word, Excel, Outlook and SharePoint. Good planning, organizational and time management skills. The ability to function independently, think creatively and apply ideas.
- DUTIES** : Completion and capturing of requisitions, receipt voucher and issue voucher on LOGIS. -Completion and capturing of requisitions, receipt voucher and issue voucher on LOGIS. Packing and removing stock from storage areas and shelves and delivering to end users. Ensure accurate stock and compliance controls i.e. applying FIFO principle, etc. Maintain stock levels and ordering stock i.e. completion of PA, etc. Regular reporting i.e. monthly Inventory reporting, stock takes, etc.
- ENQUIRIES** : Ms M Vermeulen Tel No: (021) 850 4766
- 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. Candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within Helderberg 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."
- CLOSING DATE** : 12 September 2025
- POST 31/333** : **STAFF NURSE GRADE 1 TO 3 (NURSING SERVICES)**
West Coast District
- SALARY** : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
Grade 3: R306 798 per annum
- CENTRE** : Citrusdal Hospital, Cederberg Sub-district
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with Professional council: Registration with the South African Nursing Council (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 a Staff Nurse. **Grade 3:** A minimum of 20 years' appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirement of the job: Willingness to work overtime, shifts, weekends and public holidays. Willingness to rotate within all wards/departments within the hospital according to operational needs. Work as part of a multidisciplinary team and support the managers to ensure quality nursing care. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Demonstrate good communication with patients, supervisors and colleagues. Good organizing skills.
- DUTIES** : 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. Effective functioning within the multi-disciplinary team.
- ENQUIRIES** : Sr L Van Geems-Wolmarans Tel No: (022) 921 2153
- 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. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are

submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the Cederberg 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** : 12 September 2025
- POST 31/334** : **STAFF NURSE GRADE 1 TO 3**
Cape Winelands Health District
- SALARY** : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
Grade 3: R306 798 per annum
- CENTRE REQUIREMENTS** : Nduli Clinic (Witzenberg Sub-district)
Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as a Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as a Staff Nurse. Registration with Professional council: Registration with the SANC as a Staff Nurse. Inherent requirement of the job: Willingness to work in mobile clinic when necessary. Be prepared to assist in other facilities other than facility were allocated according to operational needs. Valid (code B/EB) driver's license. Competencies (knowledge/skills): Good communication, planning and interpersonal skills. Ability to work in the multidisciplinary team. Abilities to identify patients that require higher levels of care and refer accordingly. Maintain ethical standards, professional growth and self-development. Enhance patient care through the implementation of SOP's, policies and guidelines. Skills to safely interpret vital signs and refer.
- DUTIES** : Development and implementation of basic patient care. Provide basic clinical care in a resource constrained PHC setting. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Ms. N Tyesi Tel No: (023) 316-9600
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. 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 Witzenberg 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** : 12 September 2025
- POST 31/335** : **STAFF NURSE GRADE 1 TO 3**
Cape Winelands Health District
- SALARY** : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
Grade 3: R306 798 per annum
- CENTRE REQUIREMENTS** : Montagu Mobile 1
Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Registration with Professional council: Registration with the SANC as Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the

SANC as Staff Nurse. Inherent requirement of the job: Prepared to work at different facilities within the Sub District including Mobiles and Clinics and when needed within the community (COPC concept). Valid (code B/EB) driver's licence essential. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results and capture data. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.

- DUTIES** : Development and implementation of basic patient care. Provide basic clinical care in a resource constrained PHC setting. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Ms. R Heyns Tel No: (023) 614- 8200
- 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. 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 Montagu CDC 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** : 12 September 2025
- POST 31/336** : **STAFF NURSE GRADE 1 TO 3 (X10 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
Grade 3: R306 798 per annum
- CENTRE** : Mitchells Plain District Hospital
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with SANC as Staff Nurse. Registration with a Professional council: Registration with the South African Nursing Council as an Enrolled Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years recognisable nursing experience as an enrolled nurse after registration with the SANC. **Grade 3:** A minimum of 20 years recognisable experience as an enrolled nurse after registration with the SANC. Inherent requirements of the job: Willingness to work shifts, night duty, weekends and public holidays as well as overtime. Willingness to rotate between departments. Competencies (knowledge/skills): Ability to interpret basic clinical signs and symptoms. Knowledge of Nursing Practices and IPC, control measures and practices. Ability to lift and turn patients, stand long hours and lift heavy equipment. Good communication skills. Basic Computer Literacy. Self-discipline.
- DUTIES** : Develop and implementation of basic patient care plans. Provide basic clinical nursing care. Effective health promotion and information to patient/client and community. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self- development.
- ENQUIRIES** : Mr R Geswindt Tel No: (021) 377- 4410
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications
- NOTE** : Shortlisted candidates will be subjected to a practical test. "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."
- CLOSING DATE** : 12 September 2025

<u>POST 31/337</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Klipfontein Mitchell's Plain Sub-structure (X2 Posts) Hanover Park CHC (X1 Post) Heideveld CDC (X2 Posts) Gugulethu CDC (X1 Post)
<u>REQUIREMENTS</u>	:	Educational qualifications: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional council: Registration with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the South African Nursing Council (SANC) as a Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognisable nursing experience after registration with the South African Nursing Council (SANC). Inherent requirements of the job: Willingness to work shifts, night shift and overtime when requested. Competencies (knowledge/skills): Appropriate experience in a Health environment.
<u>DUTIES</u>	:	Provide quality basic nursing care. Provide elementary clinical nursing care. Assist patients with activities of daily living which includes Patient Hygiene, Nutritional Status, mobility and elimination needs. Maintaining professional growth, Ethical Standards and Self-development. Record keeping. Support to supervisor and colleagues by team participation. Maintain a degree of professionalism in the execution of duties. Provision of Quality Nursing Care to health care users.
<u>ENQUIRIES</u>	:	Ms S Patel-Abrahams Tel No: (021) 370-5008
<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 with their job application/on appointment. This concession is only applicable on health professionals whom 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 Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	12 September 2025
<u>POST 31/338</u>	:	<u>STERILISATION OPERATOR</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Helderberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in a CSSD setting. Inherent requirement of the job: Work shifts on day duty, on weekends and public holidays. Competencies (knowledge/skills): Good interpersonal skills. Ability to work effectively as part of a team. Understanding of disinfection, decontamination and sterilisation processes. Adherence to standards and code of conduct.
<u>DUTIES</u>	:	Provide sterile instruments, packs, and decontaminated items to theatre and other clinical areas. Effectively utilise resources, care and safekeeping of equipment, instruments and consumables. Effective assembling and closing of CSSD packs for sterilisation and distributing to various clinical areas. Support the supervisor of CSSD. Provide relief duties as required.
<u>ENQUIRIES</u>	:	Ms L Pasquallie Tel No: (021) 850-4747
<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. The pool of applicants will be considered for other vacant Sterilisation Operator (CSSD) posts within the Chief

Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment 12 September 2025

CLOSING DATE :

POST 31/339 : **PORTER**
Chief Directorate: Rural Health Services

SALARY : R138 486 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate porter experience in hospital environment. Inherent requirement of the job: Must be able to work standby and overtime including weekends and on public holidays. Must be of sober habits, physically fit to lift patients and heavy equipment. Physically able to be on one's feet for long periods. Must be prepared to handle bodies (corpses). Competencies (knowledge/skills): Good interpersonal and communication skills. Knowledge of the safe infection prevention methods. Ability to work independently, under pressure, unsupervised and in a team context.

DUTIES : Efficient and safe handling and transportation of patients. Assist with the loading of patients in/out of ambulances/vehicles. Render assistance to nursing staff with the transfer of patients to beds/trolleys and vice versa. Effectively and efficiently managed Mortuary Services, including transportation of corpses from wards to the mortuary and entering detail in mortuary register. Efficiently and effectively controlled equipment and reporting any defects to trolleys/wheelchairs to supervisor. An effectively supported HR function.

ENQUIRIES : Mrs G Piet Tel No: (023) 348 1125
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. Shortlisted candidates will be subjected to a practical test. 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.

CLOSING DATE : 12 September 2025

POST 31/340 : **CLEANER (X2 POSTS)**
Chief Directorate: Metro District Health Services

SALARY : R138 486 per annum
CENTRE : Delft Community Health Centre
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a Health facility and Hospital environment. Inherent requirement of the job: Willingness to work 12- hour shifts and after hours (weekends, public holidays and night duty). Willingness to work overtime, on short notice when required. Competencies (knowledge/skills): Good interpersonal skills. Appropriate knowledge with the use of the cleaning equipment and cleaning materials.

DUTIES : Provide a clean and hygienic environment to prevent the spread of infection. General cleaning and maintenance (dusting, sweeping, vacuuming, polishing, scrubbing and mopping). Effective utilization of cleaning materials and equipment. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Responsible for general hygienic and safe environment in terms of standard and procedures. Optimal support to supervisor and colleagues.

ENQUIRIES : Ms. L Mrabalala Tel No: (021) 954-2237
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 applicants 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. Candidates will be subjected to a written/practical and oral assessment.

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<u>POST 31/341</u>	:	<u>GENERAL WORKER: STORES</u>
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in a stores environment. Competencies (knowledge/skills): Good Communication skills. Physically able to handle stock.
<u>DUTIES</u>	:	Answer telephone and handle internal queries. Receive and issue goods. Deliver store stock to end-users. Clean various stores and non-storage areas within the main stores. Assist in other stores when required. Rotate store stock (first in, first out) Assist the Admin Clerk with the handling of stock.
<u>ENQUIRIES</u>	:	Ms A Ismail Tel No: (021) 404 5181
<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>	:	12 September 2025
<u>POST 31/342</u>	:	<u>FOOD SERVICES AID</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 468 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Educational qualifications: Appropriate Basic literacy and numeracy skills. Experience: Appropriate experience in a large-scale industrial kitchen and in preparing patient meals in a hospital environment. Inherent requirements of the job: Be able to work shifts, weekends, and public holidays. Be healthy and strong able to lift heavy objects and be on their feet the entire day. Ability to function in a group as well work independently and to work under pressure. Dress according to departmental specifications and adhere to hospital policy. Interpret standardized recipes, use a scale and do basic sums. Competencies (knowledge/skills): Knowledge of mass production and cooking methods for both normal and therapeutic diets. Knowledge of hygiene, Occupation Health and Safety and HACCP principles. Knowledge of National food service guidelines Knowledge of basic cleaning and maintenance of industrial equipment Sound organizing, interpersonal and communication skills. Ability to work according to rules and policies to meet deadlines. Ability to work independently and under pressure. 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. Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.
<u>DUTIES</u>	:	Pre preparations and production of all normal and therapeutic diets. Weigh, dishing and distribution of patient's food and beverages. Assist in receipt and storage of all provisions and stock in the food service unit. Follow correct hygiene and safety procedures within the food service unit Follow and adhere to elementary control, measures and standard operational procedures. Cleaning of all work areas, storage areas, utensils, and equipment. Assist with informal in-service training of new employees.
<u>ENQUIRIES</u>	:	Ms L van Rhyn Tel No: (021) 799-1243
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	12 September 2025
<u>POST 31/343</u>	:	<u>MEDICAL SPECIALIST: GRADE 1 TO 3 (ORTHOPAEDIC SURGERY) (SESSIONAL) (9 HOURS PER WEEK)</u>
<u>SALARY</u>	:	Grade 1: R646 per hour Grade 2: R737 per hour Grade 3: R853 per hour
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital

- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedic Surgery. Registration with Professional council: Registration with the Health professional council of South Africa as Medical Specialist in Orthopaedic Surgery. Experience: **Grade 1:** None after registration with HPCSA as a Medical Specialist in Orthopaedic Surgery. **Grade 2:** A minimum of 5 years' appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedic Surgery. **Grade 3:** A minimum of 10 years' appropriate experience after registration with the HPCSA (Or as recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedic Surgery. Competencies (knowledge/skills): Appropriate experience in Orthopaedic Surgery. Knowledge of paediatric orthopaedic conditions and the management thereof. Surgical experience in the management of common paediatric orthopaedic condition. Capability in the clinical environment and able to manage people having good interpersonal skills. Ability to communicate effectively and compassionately with patients and their caregivers.
- DUTIES** : The person appointed to this position will be required to partake in in-patient and outpatient management of orthopaedic patients at RCWMCH. They will be required to participate in one half-day clinic and one half-day surgical list. The incumbent will be expected to teach under- and post-graduate students in the clinical environment. Ensure the rational and cost-effective use of resources (including laboratory investigations, medication, consumables and equipment).
- ENQUIRIES** : A/Prof A Horn; Email address: anria.horn@uct.ac.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. 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).
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