

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 36 OF 2025
DATE ISSUED 03 OCTOBER 2025

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT : **PROVINCIAL ADMINISTRATION: LIMPOPO: DEPARTMENT OF EDUCATION:** Kindly note that the position of Deputy Director-General: Curriculum Management & Delivery: Head Office (Polokwane) with Ref No: LDOE 01/09/2025 advertised in the Public Service Vacancy Circular 35 dated 26 September 2025 with the closing date of 17 October 2025 is amended. The amendment is as follows; the application should be forwarded to the following website: <https://erecruitment.limpopo.gov.za>

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

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| <u>APPLICATIONS</u> | : | To be sent to the following email addresses Tobeka.Gunuza@echealth.gov.za or Thembisa.Kakaza@echealth.gov.za |
| <u>CLOSING DATE</u> | : | 17 October 2025 |
| <u>NOTE</u> | : | Applications must be posted on the new Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document (certified within the past six months by South African Police Service), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three current reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas, or testimonials. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. Additional Note: The application must further confirm that the applicant has not worked on any legal matters for the Department of Health Eastern Cape for the past two years and should the applicant be successful they undertake not to take on any legal matters for or against the Department of Health. The Audit committee will report directly to the Head of Department and the Member of the Executive Council (MEC) of the Department of Health. The Department will hold a minimum of four (4) Audit Committee meetings per financial year and will be limited to a maximum of 12 hours per meeting (including preparation and actual meeting attendance); and Employees of National, Provincial, and Local government departments, or agencies and entities of government, serving as AC members will not be entitled to additional remuneration and will only be reimbursed for travelling and subsistence costs. Remuneration and appointment will be in accordance with the Provincial Treasury Instruction Note No.6 of 2014/15 – Framework for Appointment and Remuneration of Audit Committee Members. Note should the applicant be employed (even on a temporary basis) by an organ of state (any government form) the applicant will not be remunerated. |

OTHER POST

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| <u>POST 36/123</u> | : | <u>AUDIT COMMITTEE REF NO: ECHEALTH/AC/HO/01/10/2025</u> |
| <u>SALARY</u> | : | The appointed individual will be remunerated according to scales approved by the National Treasury |
| <u>CENTRE</u> | : | Head Office, Bhisho |
| <u>REQUIREMENTS</u> | : | The Eastern Cape Department of Health calls on all independent suitably qualified and interested people to apply for the vacancy related to Legal in the Audit Committee structure of the Department. The position is available immediately and the duration is for a period of three (3) years. Members must: A tertiary qualification in Law, with at least 10 years' experience in public sector audit committee membership and at least 15 years' experience as a practicing attorney. Confirmation from the Law Society that the applicant is registered with a professional body. Have a strong legal background, governance and risk management background and appropriate experience in the environment. Be independent, have personal qualities and abilities to engage in discussions. Demonstrate experience in participating in governance structures. Have the ability to dedicate time to the activities of the Department of Health Audit Committee. Have analytical reasoning abilities, good communication skills and thorough understanding of the regulatory framework within which the Provincial Department operates. Possess knowledge and understanding of the challenges facing the Department of Health. Knowledge and understanding of social and infrastructure environments in the public sector. Encourage effective communication with all stakeholders. Have extensive leadership skills and prior experience of serving on an Audit Committee of a large organization. Have the interests of the Eastern Department of Health at heart and display the highest levels of integrity and objectivity. |
| <u>DUTIES</u> | : | Fulfil the statutory roles of the audit committee in terms of the PFMA, Treasury Regulations and other applicable Regulatory Frameworks including monitoring department's sector specific risks and implementation of controls. The Audit committee will be required to: conduct its duties in accordance with an approved audit committee charter; must help to strengthen objectivity and credibility of financial and operational reporting; monitor the performance of the internal audit unit; monitor management's responses to reported weaknesses, control deficiencies and make recommendations for improvement. |
| <u>ENQUIRIES</u> | : | Ms T Gunuza Tel No: (040) 608 1063 |

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

- APPLICATIONS** : Please submit your application, quoting the relevant reference number on your Z83 application as well as on the envelope to: The Director: Human Resource Administration, Department of Education, Bloemfontein, 9300. (Old Saambou Building, Ground Floor, corner Charlotte Maxeke and Aliwal Street – Box at Security and or Private Bag X20565, Bloemfontein, 9300). or: e-mail to the email address linked to the post as stated below. Regarding e-mailed applications: Applications must be submitted as a single document/One Attachment To the e-mail address specified for each position. (kindly note that e-mailed applications and attachments should not exceed 15mb). It remains the candidate's responsibility to ensure that their application is successfully submitted. CV should not be more than 3 pages.
- CLOSING DATE** : 22 October 2025
- NOTE** : It is the intention to promote representativity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference. Applicants must apply using the NEW Z83 form which can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. From 1 January 2021 should an application be received using the incorrect application form for employment (Z83), it will not be considered. Please ensure to complete ALL fields on the new Z83 application form. A recent comprehensive, detailed Curriculum Vitae (CV) containing, inter alia, a complete chronological record of training, experience, competencies, and previous employment record as well as the names and telephone numbers of three persons willing to act as referees. Applicants are not required to submit copies of qualifications and other relevant documents on application but must only submit the Z83 and curriculum vitae (Only shortlisted candidates will be required to submit certified documents). All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship verification, financial records, qualification verification, sexual offenders register and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. Separate applications must be submitted for every vacancy. N.B: Please note that: Incomplete and late applications will not be considered (applications posted, couriered, and received after the closing date and those that do not comply with these instructions will not be considered). The onus is on the applicants to ensure that their applications are posted, e-mailed or hand delivered timeously. Failure to comply with the procedure outlined above, will lead to an application being rejected. Applicants are requested to complete the new Z83 form properly which must be authenticated by a signature and initialed on both pages and clearly quoting the relevant REF NO number for each post applied for. Applicants are informed that applications, copies of qualifications and CVs will not be returned; Applicants who terminated their services with voluntary severance packages may not apply; salary progression on the salary scales is subject to performance assessment; The FSDoE reserves the right not to fill advertised positions. It is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Non-RSA residents/permanent residents will submit proof only when shortlisted. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application has been unsuccessful. Please note it might be expected of short-listed applicants to complete a project/practical exercise. Successful candidates on level 13 and higher must undergo a Competency test and Pre-entry certificate for the Senior Management Services posts is compulsory. Introduction and general measures: NB: as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants.

OTHER POSTS

- POST 36/124** : **ADMINISTRATIVE SUPPORT OFFICER REF NO: PS7/2025/01**
MEC Administrative Support Sub Directorate
- SALARY** : R896 436 – R1 055 958 per annum (Level 11), (All-inclusive annual salary package) of which 30% may be structured according to the individual's needs. The department will determine the salary notch based on years' experience post professional registration.
- CENTRE** : Bloemfontein: Mec Office
- REQUIREMENTS** : A relevant B Degree or equivalent qualification as recognised by SAQA. (NQF Level 7). Minimum of 5 years' experience post qualification and a Valid Driver's license.
- DUTIES** : Manage the support service of the office. Manage Registry counter service. Attend to clients. Manage telephonic and other enquiries received. Manage the receiving and registering of delivered mail/files. Manage the incoming and outgoing correspondence. Manage the receiving, sorting, registering and dispatching of all mail. Manage the Distribution of notices on registry issues. Manage all the following tasks: Render an effective filing and record management service. Opening and closing files according to record classification system. Filing, storage, tracing (electronical and manual) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Update register on a daily basis. Process documents

for archiving and disposal. Be in charge of the Driver and manage all the tasks of the driver as mentioned here: Collect and deliver documents internal and external. Collect and deliver mail to and from the Post Office. Transport employees. Collect and deliver office equipment. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times. Complete all the required and prescribed records and logbook with regard to the vehicle and the goods handled. Manage the food aide service in the office of the MEC.

ENQUIRIES : MR Tseeke Tel No: (051) 404 8411
APPLICATIONS : erecruitment2@fseducation.gov.za

POST 36/125 : **REGISTRY CLERK REF NO: PS7/2025/02**
 MEC Administrative Support Sub Directorate

SALARY : R228 321 – R268 950 per annum (Level 05)
CENTRE : MEC: Head Office: Bloemfontein
REQUIREMENTS : Grade 12 or equivalent qualification.
DUTIES : Provide Registry counter service. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive, sort, register and dispatch all mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and closing files according to record classification system. Filing, storage, tracing (electronical and manual) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Update register on a daily basis. Process documents for archiving and disposal.

ENQUIRIES : MR Tseeke Tel No: (051) 404 8411
APPLICATIONS : erecruitment3@fseducation.gov.za

POST 36/126 : **DRIVER/MESSENGER REF NO: PS7/2024/03**
 MEC Administrative Support Sub Directorate

SALARY : R163 680 – R192 810 per annum (Level 03)
CENTRE : MEC: Head Office: Bloemfontein
REQUIREMENTS : Grade 12 or equivalent qualification. Valid Driver's license with PDP.
DUTIES : Collect and deliver documents internal and external. Collect and deliver mail to and from the Post Office. Transport employees. Collect and deliver office equipment. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times. Complete all the required and prescribed records and logbook with regard to the vehicle and the goods handled.

ENQUIRIES : MR Tseeke Tel No: (051) 404 8411
APPLICATIONS : erecruitment4@fseducation.gov.za

POST 36/127 : **FOOD SERVICE AID REF NO: PS7/2024/04**
 MEC Administrative Support Sub Directorate

SALARY : R138 486 – R163 131.per annum (Level 02)
CENTRE : MEC: Head Office: Bloemfontein
REQUIREMENTS : ABET or equivalent qualification.
DUTIES : Preparing and serving food, preparing snacks, meals and beverages, portioning and serving, maintaining a clean and organized workspace, adhering to hygiene and safety standards, assist with stock control.

ENQUIRIES : MR Tseeke Tel No: (051) 404 8411

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 : Submitted to Thabo Tsotetsi or Leanne Terblanche, Room 7, Ground floor, O.R Tambo House, Bloemfontein or e-mail to recruitment@fspmier.gov.za.

CLOSING DATE : 17 October 2025

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

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| <u>POST 36/128</u> | : | <u>DIRECTOR: PROVINCIAL COUNCIL ON AIDS REF NO: 10/2025</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</u> | : | Bloemfontein |
| <u>REQUIREMENTS</u> | : | Appropriate NQF Level 7 qualification as recognised by the South African Qualification Authority (SAQA) preferable in Public health and/or related disciplines. 5 years of experience at a middle/senior managerial level. Experience in social science, HIV, TB and STI related issues. Relevant experience working with Non-Governmental Organisations (NGO's) and Donor funded programmes. Experience in the monitoring and evaluation of policies/implementation strategies and the management of resources. Planning, organising analytical and problem solving skills. 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. |
| <u>DUTIES</u> | : | Provision of professional administrative and secretariat services to Free State PCA, including: Manage and coordinate Provincial Council on AIDs meetings; Develop annual schedule for the PCA sittings in collaboration with Executive Council support services; Prepare documentation for the sittings of the PCA and distribute the packs to members electronically; Prepare manual packs for Civil Society members and the chairperson; Record the proceedings of all sittings of the PCA and related governance structures i.e. Programme Review committee, Resource Mobilisation, Private Sector Forum and Technical Task Teams (TTTs); Manage and supervise implementation and monitor the PCA and Technical Committee resolutions/Directives; Quality assure reports and memorandum to be presented to the PCA; Supervise logistical arrangements for the sittings of the PCA and PCA Technical Committees; Manage the annual schedule for all PCA Technical Committee sittings; Draft the Agenda for the sittings of All PCA Technical Committees; and Supervise distribution of electronic packs to all members of PCA. Manage and provide oversight on the implementation of the integrated multi-sectoral Provincial Implementation Plan for HIV, TB &STIs, including: Manage and supervise the development of an integrated multisectoral Provincial strategy (i.e. Provincial Implementation Plan); Coordinate provincial stakeholders involvement on the implementation of the Provincial Implementation Plan (PIP); Provide technical support, advice to and supervise the development of Districts and Local Municipality to develop their own multisectoral District Implementation Plans based on the approved PIP; Collaborate with developmental partners on matters related to HIV, TB and STIs programme; Provide technical support and advice on the commemoration of the provincial World AIDS Day and world TB day and any campaigns and/or project approved by the Provincial AIDS Council; and Supervise key provincial campaigns aligned to the PCA and SANAC mandates. Manage the establishment of HIV, TB, and STI's related Programme Forums, monitor and oversee implementation of resolutions, including: Supervise the establishment of Resource Mobilisation Committee and sitting of meetings; Manage the establishment of Programme Review Committee and sitting of meetings; Manage the establishment of the provincial Private Sector Forum (PSF) in collaboration with the National PSF; Supervise and facilitate coordinated M&E and Programmes Technical working groups; and Provide Technical Support to Programmatic technical task teams aligned to the PIP. Monitor and evaluate the multi-sectoral response on HIV, TB and STI's in the province, including: Facilitated the approval of the provincial strategy on HIV, STIs and TB every 5 years; Manage the development of the mid-term and end term evaluation review report of the approved HIV, STIs and TB strategy; Manage and supervise monitoring of the implementation of the HIV, STIs and TB strategy; Assess the Provincial spending on HIV, STIs and TB related issues by all key stakeholders contributing to the response; Manage the development of the Monitoring and Evaluate (M&E) plan and tools to monitor the provincial integrated multi-sectoral response on HIV, STIs and TB; and Supervise the development of annual progress reports based on the implementation of the PIP 2017-2022. Supervise multistakeholder coordination including social mobilization (i.e. door to door) of HIV and TB programmes and provide strategic support to the Free State Provincial AIDS Council and all its structures i.e. District & Local AIDS Councils, including: Supervise planning and monitoring of social mobilization interventions aligned to the PCA implementation strategy; Supervise and provide oversight on multi-sectoral interventions implemented in the district using structures of the DAC and civil society sectors; Strengthen knowledge and Advice FSPCA on the mandate of AIDS Councils (PCA, DAC & LAC); Manage relations with Donors, Partners and private sector contributing to the HIV, TB and STI response for improved coordination and implementation of interventions; Manage the development of the integrated multi-sectoral research agenda related aligned to the PIP; and Support the AIDS council conferences, summits, campaigns and events. Manage resources (Human, physical and financial) in accordance with relevant directives and legislations, including: |

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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; Monitor and report on the utilization of physical resources; Ensure budget spending is maximized in line with strategic objective; Coordinate expenditure; and Manage human resources in the unit and maintain discipline.

: Mr. M Silwana, email: mzwandile.silwana@fspremier.gov.za

: 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.

**PROVINCIAL ADMINISTRATION: LIMPOPO
PROVINCIAL TREASURY**

The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer and is committed to the promotion of equity in terms of the race, gender and disability through filling of post(s) with candidates whose transfer / promotion / appointment will promote representativity in line with numerical targets as contained in the Employment Equity Plan.



- APPLICATIONS** : Applicants may apply through the following website: <https://erecruitment.limpopo.gov.za> or Applicants should be submitted to: Director: Human Resource Management, Private Bag X9486, Polokwane, 0700 OR Hand delivered to: ISMINI Towers Building, Office No. GOO2 (Ground Floor) Registry, 46 Hans van Ransburg Street, Polokwane, 0700.
- CLOSING DATE** : 24 October 2025 at 16H00. Late applications will not be considered.
- NOTE** : Failure to comply with the above requirements will result in the disqualification of the application. The advert will be posted on the following websites www.limtreasury.gov.za / www.limpopo.gov.za and www.dpsa.gov.za and Provincial Departments social media Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za or www.gov.za. The new Z83 form must be completed in manner that provides sufficient information about the candidate and the post he or she applies for by completing all relevant fields. The following must be considered in relation to the completion of the Z83 by applicants. All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?” then the answer to the next question “In the event that you are employed in the Public Service, you immediately relinquish such business interests?” can be left blank or indicated as not applicable. A “not applicable” or blank response will be allowed on the question “If your profession or occupation requires official registration, provide date and particulars of registration”; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. Applicants currently employed by the public service do not need to complete Part F as the section is intended for those seeking re-employment, as their prior employment can be verified through their CV. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. It must be noted that the CV is an extension of an application of an employment Z83 and applicants are accountable for the information that is provided therein. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will require shortlisted candidates to provide certified copies of their qualifications and any other relevant document, which must be submitted to HR on or before the interview date. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interview for verification purposes. The recommended candidate for appointment will be subjected to Personnel Suitability Checks, such as Disclosure her/his financial interests, social media checks, verification checks and certification of claimed qualifications. All shortlisted candidates including Senior Management Services (SMS), shall undertake two pre-entry assessments. One must be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Following the interview and technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Programme (Nyukela) as endorsed by the National School of Government with effect from 1st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link for the completion of the pre-entry certificate is as follows: www.thensg.gov.za/training-course/sms-pre-entry-

programme. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such. However, all short-listed candidates will be required to have completed the certificate and submit such upon appointment. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. The Department reserves the right not to make any appointment to the post advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

MANAGEMENT ECHELON

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| <u>POST 36/129</u> | : | <u>DEPUTY DIRECTOR GENERAL: FINANCIAL GOVERNANCE REF NO: LPT/379</u> Branch: Financial Governance |
| <u>SALARY</u> | : | R1 813 182 per annum (Level 15), All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts) |
| <u>CENTRE REQUIREMENTS</u> | : | Head Office - Polokwane A post graduate qualification (NQF level 8) in Financial Management / Accounting or related financial management field as recognized by SAQA. Eight (8) years of experience at a senior managerial level. SMS Pre-Entry (Nyukela) Certificate upon appointment. A Valid vehicle driver's license (with exception of persons with disabilities). Registration with the South African Institute of Chartered Accountants (SAICA) as a Chartered Accountant (CA)SA or registration with the Association of Chartered Certified Accountants (ACCA) as a Chartered Certified Accountant or with the Southern African Institute of Government Auditors (SAIGA) as a Registered Government Auditor (RGA) will be considered as an added advantage. Core & Processes Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Expert working knowledge of the financial reporting standards used in the South African Public sector such as the Modified Cash Standards (MCS), Generally Recognised Accounting Practice (GRAP) International Financial Reporting Standards (IFRS) and International Public Sector Accounting Standards (IPSAS). Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem-solving and Analysis. Client orientation and Customer focus. Communication. Computer Literacy. Ability to interpret and apply policy. Analytical and innovative thinking. Knowledge of Public Finance Management Act and related regulations. Knowledge of Public Service Act and related Regulations. DPSA directives. Research. Report writing. Workshop presentation and facilitation. Adaptability during changes to meet the goals. Change / diversity management. Planning, Staffing needs. |
| <u>DUTIES</u> | : | Oversee implementation of appropriate accounting practices and build financial management capacity in provincial departments and public entities. Monitor and provide support on the implementation of relevant accounting practices and reporting standards such as MCS, GRAP, IFRS in provincial departments and public entities. Ensure the effective implementation of accounting practices in preparation of annual financial statements by provincial departments and public entities Ensure the coordination of provincial departments and parastatals financial management training. Ensure preparation of Consolidated Annual Financial Statements for provincial departments and public entities. Ensure management of Traditional Leaders Levies bank accounts and investments. Oversee the implementation and provide support on provincial electronic financial and other related systems such as BAS, PERSAL and LOGIS. Coordinate the implementation of financial information management systems in provincial departments. Provide effective financial systems support in provincial departments. Manage financial systems development in provincial departments and where necessary in public entities. Ensure provision of systems user support function on provincial electronic financial systems such as PERSAL, BAS, LOGIS and any other financial systems in provincial Departments and public entities. Contribute to the development of existing and new financial systems. Oversee the implementation of transversal risk management in departments and public entities. Ensure the development and implementation of risk management framework, guidelines, and procedures. Ensure the facilitation of risk assessments and profiles for departments and public entities. Ensure the implementation of response strategies to risks. Monitor the implementation of transversal risk management in the department and public entities and consolidate and compile provincial risk management report. Maintain, update and review the provincial risk profile. Monitor and support compliance with the provisions of Public Finance Management Act (PFMA) and its regulations and related prescribed norms, standards, and Instruction Notes. Ensure the development and implementation to accounting norms, standards, policies, guidelines, and instruction note in provincial departments and public entities. Provide support to governance and oversight structures such as the shared audit committees. Support departments and public entities on the development of effective internal controls. Assess provincial treasury performance on its mandate in relation to S18 of PFMA (Act of 1999). Support departments and public entities to resolve Auditor General and Internal Audit findings and review the related action plans. Support departments and public entities to account for irregular expenditures incurred and review related action plans. |

ENQUIRIES

: All General enquiries should be directed to Mesdames, Kotze Elizba, Chaka Pearl, Kgadima Conny, Moremi Hilda & Mr. Nduli J.S. Tel No: (015) 298 7000.

**PROVINCIAL ADMINISTRATION: NORTH-WEST
OFFICE OF THE PREMIER**

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| <u>APPLICATIONS</u> | : | Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified. E-Mail: ooprecruitment01@nwpgg.gov.za / |
| <u>CLOSING DATE</u> | : | 17 October 2025 at 16H00(walk-in) and 00.00 mid-night(online) |
| <u>NOTE</u> | : | All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these post. Applications must be submitted on the approved Z83 form (81/971431) obtainable from any Public Service Department or on the DPSA website, www.dpsa.gov.za , which must be completed in such a manner that provide sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials in the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant with the notes, the application applicant/s will not be considered for selection purposes(disqualified). The Z83 must be accompanied by detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. Subject of relevant qualification/s should be mentioned in the CV. Part A must be fully completed. Part B, C and C questions of the Z83 may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for. Part E, F and G do not need to be completed if the CV has been attached and provides the required information, However, the question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants are not required to submit copies of qualifications and other relevant documents on application. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. |

OTHER POST

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| <u>POST 36/130</u> | : | <u>DEPUTY DIRECTOR: FORENSIC COORDINATION: CONTRACT WORKER REF NO: NWP/OOP/2025/50</u> (12 Months Period) Purpose: To provide and conduct forensic coordination in the Office of the Premier |
| <u>SALARY</u> | : | R896 436 per annum (Level 11), (all-inclusive package) |
| <u>CENTRE</u> | : | Mmabatho |
| <u>REQUIREMENTS</u> | : | Three- year Diploma/Degree in Commerce/Auditing/Forensics and/ or equivalent qualification at NQF level 7 (NQF level and Credits). 6 years' experience of which three (3) years must be at Assistant Director Level. A Valid driver's license. Knowledge, Skills and Competencies: Knowledge of national, provincial and departmental legislation, policies and procedures. Knowledge of fact-finding techniques and investigative procedures applicable to forensic auditors/Investigators. Knowledge of fraud risk assessment and forensic audit planning techniques. Knowledge of South African Legal System. Knowledge of Inter-governmental relations. Knowledge of HR and administrative systems and processes. Knowledge of financial management prescripts and processes. Research and legal writing skills, Good Forensic and interviewing skills, Excellent communication skills (verbal and written), Good Interpersonal relations skills, Good analytical and Problem-solving skills, Presentation skills, Planning organizing and people management skills, Conflict resolution skills, Good Reporting skills, Policy formulation skills and Computer literacy skills. |
| <u>DUTIES</u> | : | Conduct Forensic Coordination Methodology. Manage the successful investigation and prosecution of cases of fraud, theft and corruption. Conduct Coordination in the investigation of cases. Provide Reports and monitor progress in Forensic Coordination. Monitor Project Management in Forensic Investigation. Form liaison with other state law enforcement agencies in order to identify trends of fraud and corruption in the province. Coordinate prosecutions, misconduct enquiries and recovery in liaison with state law enforcement agencies. Monitor project management of forensic |

ENQUIRIES

investigations performed by appointed service providers. Perform where required certain pre-investigation reviews establishing determined facts before a full investigation process is initiated.
Mr. B Chuma Tel No: (018) 388 5600

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH AND WELLNESS**

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

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 36/131 : **MEDICAL SPECIALIST GRADE 1 TO 3 (GENERAL SURGERY)**
Chief Directorate: Metro Health Services

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

CENTRE REQUIREMENTS : Mitchell's Plain District Hospital
Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in General Surgery. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in General Surgery. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in General Surgery. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in General Surgery. Inherent requirements of the job: Commuted overtime is compulsory. Participate in the after-hours call system. Valid Driver's license. Competencies (knowledge/skills): Clinical and surgical competency in General Surgery. Ability to work in a high-volume clinic and surgical environment. Computer literacy, database knowledge, research experience, interest in data collection and analysis for service improvement. Insight into challenges of local health care delivery, diversity, transformation and equity. Experience in supervision and training of staff and students at under- and post graduate levels.

DUTIES : Oversight of the Acute Care Surgery and Trauma Unit. Supervision and training of junior surgical staff. Participation in under- and post- graduate academic activities. Clinical service delivery in accordance with the needs of the Division of General Surgery.

ENQUIRIES APPLICATIONS : Dr J Marszalek Tel No: (021) 377 4300
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 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 : 17 October 2025

POST 36/132 : **SENIOR REGISTRAR (NEUROPSYCHIATRY)**
(2-Year Contract)

SALARY : R1 341 855 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with the Professions Council: Registration with the HPCSA as Medical Specialist in Psychiatry. Inherent requirements of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Outreach to district and specialist hospitals. MMED and FCPsych (SA) qualifications. Facilitation of management system. Effective and efficient administration. Assessment, diagnosis and treatment of inpatients and outpatients with acute and chronic neuropsychiatric disorders, including conditions associated with neuroHIV, TBI, epilepsy and other related conditions. Communication including report generation, letter writing, consultation.

DUTIES : Clinical Governance and Administration. Clinical Service Provision. Completion of the logbook of neuropsychiatric cases, presentations and medicolegal aspects. Effective and efficient

administration of clinical records and patient reports. Participate in the teaching programmes of the Department at a level appropriate to training and experience. Presentations at conferences. Initiate and complete appropriate research project for MPhil in Neuropsychiatry. Teaching and Training/Supervision of Junior Staff. Undertake and complete College of Medicine examination for the Certificate Neuropsychiatry (SA).

ENQUIRIES : Prof J Joska Tel No: (021) 404-2164 or john.joska@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 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 with the relevant council (including individuals who must apply for change in registration status)". Appointment as Senior Registrar will be for a maximum contract period of 2 years. Senior Registrars will function across health facilities, as per an agreed programme. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. Please ensure that you attach an updated CV. 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 Plain District Hospital, Victoria Hospital and George Provincial Hospital. The pool of applicants will be considered for other similar posts 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 : 17 October 2025

POST 36/133 : **MEDICAL OFFICER GRADE 1 TO 3: SURGERY (ACUTE SURGERY)**
 (1-Year Contract)

SALARY : Grade 1: R1 001 349 per annum
 Grade 2: R1 142 553 per annum
 Grade 3: R1 322 352 per annum

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 the Professions Council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Basic knowledge, expertise and experience with regards to providing general and acute care surgical services. Administrative and IT skills. Ability to function in a team under pressure in a high volume, high stress environment. CMSA primary examinations. Previous experience in General Surgery. Research methodologies. Previous research involvement.

DUTIES : Leadership. Innovation and Research. Teaching. Clinical Governance. Clinical Service: Operative. Clinical Service: Patient Care.

ENQUIRIES : Ms M Mohamed Tel No: (021) 406-6475
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. 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. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

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 Plain District Hospital, Victoria Hospital and George Provincial Hospital.

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| <u>CLOSING DATE</u> | : | 17 October 2025 |
| <u>POST 36/134</u> | : | <u>MEDICAL OFFICER GRADE 1 TO 3 (SURGERY) (CARDIOTHORACIC TRANSPLANT SERVICE)</u> |
| <u>SALARY</u> | : | Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs.) |
| <u>CENTRE REQUIREMENTS</u> | : | Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirements of the job: Commuted overtime is compulsory. Participation in the after-hours call system, including involvement in organ donor referrals, urgent assessments of transplant candidates and recipients, and urgent transplant-related clinical management. Competencies (knowledge/skills): Proven clinical experience in the management of heart and lung transplant patients. Specific expertise in transplant immunosuppression, including initiation, monitoring, and adjustment of therapy. Competence in general medical management of pre- and post-transplant patients. Ability to monitor for and treat transplant-related complications such as rejection and infection. Familiarity with donor selection criteria and transplant coordination. Ability to contribute to donor referral management and multidisciplinary transplant decision-making. Computer literacy and an interest in data collection for service monitoring and improvement. Insight into the challenges of local healthcare delivery, diversity, transformation, and equity. Understanding the timing of and requirement for biopsies and interacting with cardiology and pulmonology. Management of immunosuppression and transplant-related complications including rejection and infection. Experience with bronchoscopy. Experience in transplant medicine, critical care, or cardiothoracic services, with knowledge of immunosuppression. Post community service experience in a clinical platform. |
| <u>DUTIES</u> | : | Participation in divisional academic and service activities in the Chris Barnard Division of Cardiothoracic Surgery and affiliated hospitals. Preparation and presentation of pre-transplant patients at regular transplant multidisciplinary meetings. Management of transplant patient database. Contribution to clinical teaching and support of under- and postgraduate staff. Coordinate timely admission and preparation of recipients for transplant surgery. Assist in evaluation and acceptance of donor organs, including reviewing donor information and liaising with retrieval teams. Active participation in donor referral management and recipient-donor matching processes. Respond to clinical emergencies involving transplant patients in coordination with senior staff and intensive care teams. Management of transplant-specific and general medical conditions, with emphasis on immunosuppressive therapy. Clinical assessment and follow-up of pre- and post-operative heart and lung transplant patients. Pre-transplant evaluations of heart and/or lung transplant candidates. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Prof T Pennel, Email: tim.pennel@uct.ac.za 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 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)". Please ensure that you attach an updated CV. The pool of applicants will be considered for other similar posts 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> | : | 17 October 2025 |

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| <u>POST 36/135</u> | : | <u>ASSISTANT MANAGER NURSING (HEAD OF NURSING SERVICES)</u> West Coast District |
| <u>SALARY</u> | : | R693 096 per annum |
| <u>CENTRE</u> | : | Vredendal Hospital, Matzikama Sub-district |
| <u>REQUIREMENTS</u> | : | 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. Registration with the Professions Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as 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. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel and to attend to community needs after hours. Ability to work in a high stress environment. 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, PowerPoint and Outlook. Extensive knowledge and understanding of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape as well as experience in office administration, human resource management, financial management, supply chain and procurement processes. |
| <u>DUTIES</u> | : | Provide leadership and co-ordinate the nursing service within designated levels of care. Manage and monitor the cost-effective utilisation of human, financial and physical resources. Manage nursing research, nursing practice development and training programmes. Clinical governance and realisation of strategic goals and objectives of the Nursing Division. Manage nursing quality assurance programme and develop nursing policies. |
| <u>ENQUIRIES</u> | : | Dr. ECT Ockhuis Tel No: (027) 213-2039 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates may be subjected a practical/competency test. The pool of applications will be considered for vacancies within the Matzikama Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. |
| <u>CLOSING DATE</u> | : | 17 October 2025 |
| <u>POST 36/136</u> | : | <u>HEALTH DATA SCIENTIST</u> Directorate: Health Intelligence (Provincial Health Data Centre) |
| <u>SALARY</u> | : | R582 444 per annum |
| <u>CENTRE</u> | : | Head Office, Cape Town |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: A postgraduate qualification in one or more of the following fields: Computer Science, Information Systems, Mathematics, Statistics, Demography, Biostatistics, Epidemiology. Experience: Appropriate experience in health information systems and health data interoperability. Appropriate SQL programming experience. Appropriate experience working with large datasets (hundreds of millions of records) and in programming and software development. Appropriate statistical expertise and broader software programming experience. Appropriate experience working with stored procedures and views. Appropriate experience working with a scripting language e.g. MATLAB, Python, SQL, Java, Ruby, R. Appropriate experience with technical communication and presentation of findings and ideas. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Competence in working in a swiftly changing environment and modifying plans accordingly. Advanced knowledge & proficiency with cloud technology including Azure SQL, and interactive data visualization software such as Power BI. Ability to apply data extraction, transformation and loading (ETL) techniques with appropriate automation as required. Analytic skills to conceptualize and execute data extraction and analysis tasks. Ability to conceptualise, design and implement efficient data-driven reports. Demonstrate strong verbal and written communication skills with the ability to effectively create, edit and review relevant reports and presentations. |
| <u>DUTIES</u> | : | Utilize domain expertise, analytical skills, and software knowledge to support the development and maintenance of data take-on processes and curation of routine health data. Be actively involved in data beneficiation, interpretation, inference, analysis and reporting. Analyze and present data in a clear and compelling way, using graphical representations and data visualizations. Process and deliver against data extraction requests of varying complexity. Provide supervision and mentorship to junior staff members. Develop and implement training programs, user guides, and other products that promote understanding of the Provincial Health Data Centre digital tools, reports and dashboards. |
| <u>ENQUIRIES</u> | : | Dr M Ismail, Email: Muzzammil.Ismail@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. A competency test may form part of the selection process. |
| <u>CLOSING DATE</u> | : | 17 October 2025 |

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| <u>POST 36/137</u> | : | <u>OPERATIONAL MANAGER NURSING (GENERAL UNIT: POST NATAL WARD)</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | R549 192 per annum |
| <u>CENTRE</u> | : | Mitchells Plain District Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Basic R425 qualification (i.e diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife/Accoucheur. Registration with the Professions Council: Current registration with the SANC as Professional Nurse and Midwife/ Accoucheur. Experience: Minimum of 7 years appropriate / recognizable experience in nursing after registration as Professional nurse in general nursing. Inherent requirements of the job: Ability and willingness to assist with after-hours hospital cover including weekends, public holidays and night duty relief and overtime should the need arises. Competencies (knowledge/skills): Ability to work under pressure and in a multi - disciplinary team context. Skilled nurse clinician able to lead and manage the nursing unit with conflict management, problem solving and decision-making skills; ability to facilitate training. In depth knowledge and understanding of legal and ethical legislations, Nursing and Child Act, Regulations and policies related to Nursing practices, Mother and Child Health, National Core Standards and the Public service code of conduct. Computer literacy (MS Word, Excel and PowerPoint). |
| <u>DUTIES</u> | : | Clinical governance - Provide leadership, supervision and direction for the provision of adequate and efficient comprehensive holistic nursing care. Quality Assurance – develop and implement practice standards, protocols and indicators for quality improvement; evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and Physical). Information management and utilization of information technology – data collection Analysis and interpretation. Service delivery – facilitate effective unit management to achieve client's healthcare needs and service delivery targets as per Department, institution and unit Annual Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders. |
| <u>ENQUIRIES</u> | : | Mr. R. Geswindt Tel No: (021) 377-4410 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. The pool of 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." |
| <u>CLOSING DATE</u> | : | 17 October 2025 |
| <u>POST 36/138</u> | : | <u>UNDERGRADUATE LECTURER NURSING GRADE 1 TO 2</u> |
| <u>SALARY</u> | : | Grade 1: R476 367 per annum Grade 2: R583 989 per annum |
| <u>CENTRE</u> | : | Western Cape College of Nursing; Boland/Overberg, Southern Cape Karoo and Metro Campus |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Basic R425 qualification accredited with the SANC (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 or Psychiatric (where applicable). Post-basic qualification in Nursing Education registered with SANC. Registration with the Professions Council: Registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife or Psychiatric Nurse (where applicable.). Experience: Grade 1: A minimum of 4 years appropriate/ recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in Nursing Education after obtaining the 1- year post-basic qualification in Nursing Education. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel. Competencies (knowledge/skills): Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring, and evaluation. Sound conflict management and decision making / problem solving skills. Possess good communication (written & verbal) and presentation skills. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy. |
| <u>DUTIES</u> | : | Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Conduct clinical accompaniment of students. Coordinate the teaching and learning of nursing programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Supervision of students. -Participate in the development and review of nursing curricula for Undergraduate Diploma Programmes. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the College. |
| <u>ENQUIRIES</u> | : | Dr Magerman Tel No: (021) 684-1202; Ms HM Wiese Tel No: (044) 813 -841 (Southern Cape/Karoo Campus); Ms L Strauss, tel. no. (023) 8140-0090 (Boland/Overberg Campus) |

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| <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 competency test. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific post-basic qualification with the South African Nursing Council (including individuals who must apply for change in registration status). |
| <u>CLOSING DATE</u> | : | 17 October 2025 |
| <u>POST 36/139</u> | : | <u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: MATERNITY) (CLINICAL NURSE TRAINING)</u> Chief Directorate: Rural Health Services |
| <u>SALARY</u> | : | Grade 1: R476 367 per annum Grade 2: R583 989 per annum |
| <u>CENTRE</u> | : | Worcester Regional Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife/Accoucheur. Post-basic qualification with duration of at least 1 year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with the Professions Council: Registration with the SANC as a Professional Nurse and Midwife/Accoucheur. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Advanced Midwifery & Neonatal Nursing Science. Inherent requirements of the job: Valid (Code B/EB) driver's license. Travel and attend formal trainings to be trained as a train-the-trainer in e.g. ESMOE, MBFI, BLS. Work after hours and/or overtime when needed. Render acting duties/functions in the absence and on behalf of the Clinical Program Coordinator. Competencies (knowledge/skills): Innovative, Responsive, Resilient and Inspiring. Outstanding theoretical and clinical knowledge in general nursing and more specifically in midwifery and neonatology. Knowledge of relevant legislation pertaining to nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols. Critical thinking and good problem-solving skill. Computer Literacy in MS Word, Excel, Outlook and PowerPoint. |
| <u>DUTIES</u> | : | Facilitate the development of learning opportunities for all nursing personnel and students. Facilitate the in-service training /updating of skills and competencies as well as the orientation programme for nurses and students. Evaluate and assess the competencies and skills of nursing personnel and students. Ensure the appropriate placement and accompaniment of nursing personnel and nursing students. Assist with effective management of resources, including information management. Deliver a support service to the Nursing Services and the institution. Maintain ethical standards and promote professional growth and self-development. |
| <u>ENQUIRIES</u> | : | Mr S Bruiners Tel No: (023) 348-1104 |
| <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 to candidates who apply for the first time for registration in the post basic qualification in: Advanced Midwifery and Neonatal Nursing Science with the South African Nursing Council. The pool of applicants will be considered for vacancies within Worcester Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. |
| <u>CLOSING DATE</u> | : | 17 October 2025 |
| <u>POST 36/140</u> | : | <u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: OPERATING THEATRE)</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | Grade 1: R476 367 per annum Grade 2: R583 989 per annum |
| <u>CENTRE</u> | : | Victoria Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science Operating Theatre. Registration with the Professions Council: Registration with the SANC as Professional Nurse and Midwife. |

Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre Nursing. Inherent requirements of the job: Willingness to work shifts, weekends and public holiday. Competencies (knowledge/skills): Basic computer literacy. Good written and verbal communication skills. Knowledge of relevant legislation and policy related to the nursing specialty. Strong leadership and interpersonal skills. Good organisational skills and the ability to function under pressure. Ability to lead towards realisation of strategic goals and objectives of the theatre with regards to emergency and non-emergency operating nursing, as well as day patient care.

DUTIES : Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in an Operating Theatre. Effective utilisation of Human and Material Resources. Participate in training, development and research. Supervise and assist Staff Nurses & Nursing Assistants. Deliver a support service to the Nursing Service and the institution. Practice Nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Order medication and stock control.

ENQUIRIES : Sr P Hawksworth Tel No: (021) 799-1127

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 the post-basic qualification: Medical and Surgical Nursing Science: Operating Theatre. 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.

CLOSING DATE : 17 October 2025

POST 36/141 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE)**

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

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Basic R425 (Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. A post basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC. **Grade 2:** A minimum of 14 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre. Inherent requirements of the job: To work shifts including weekends, public holidays and night duty. To rotate to other units within the Operating theatre. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to stand for long hours and lift heavy equipment.

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

ENQUIRIES : Ms J Watson Tel No: (021) 404-5161

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 the post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre. 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. Shortlisted candidates may be subjected to a practical test as part of the recruitment process.

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| <u>CLOSING DATE</u> | : | 17 October 2025 |
| <u>POST 36/142</u> | : | <u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> West Coast District |
| <u>SALARY</u> | : | Grade 1: R476 367 per annum Grade 2: R583 989 per annum |
| <u>CENTRE</u> | : | Malmesbury CDC, Swartland 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. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with the Professions Council: Registration with the SANC as a professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse 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 requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work at other clinics, satellites, mobiles within the sub-district, when required. Competencies (knowledge/skills): Knowledge of Nursing Act and relevant regulations. Knowledge of Medicines Control Act, Mental Health Care Act, Child Health Act and other relevant legislation. |
| <u>DUTIES</u> | : | Effective execution and assist with the management of relevant Curative Programmes within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective execution and assist with the management of relevant Child Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective execution and assist with the management of relevant Woman's Health Services within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective execution and assist with the management of relevant HAST programmes within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective provision of high-quality services measured by outcomes of all the quality assurance activities. |
| <u>ENQUIRIES</u> | : | Mr RA Christoffels Tel No: (022) 482-2729 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care with the South African Nursing Council. The pool of applications will be considered for vacancies within Swartland Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. |
| <u>CLOSING DATE</u> | : | 17 October 2025 |
| <u>POST 36/143</u> | : | <u>PHYSIOTHERAPIST GRADE 1 TO 3</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum |
| <u>CENTRE</u> | : | Wesfleur Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions council of South Africa (HPCSA) as a Physiotherapist. Registration with the Professions Council: Registration with the HPCSA as Physiotherapist. Experience: Grade 1: None after registration with the HPCSA in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as a Physiotherapist 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 physiotherapist in respect of RSA-qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA as a physiotherapist 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 physiotherapist in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as a physiotherapist 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: Willingness to work as a physiotherapist within the multidisciplinary team at Wesfleur Hospital. Competencies (knowledge/skills). Competencies (knowledge/skills): Good interpersonal skills, leadership and communication skills. Knowledge of applicable health legislation, relevant Acts and Public Service |

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| | | Policies and Procedures. Appropriate, clinical experience as a physiotherapist in an acute hospital environment. |
| <u>DUTIES</u> | : | Deliver a physiotherapy clinical service to patients at the Hospital. Perform administrative processes relating to smooth running of a physiotherapy department. Managing own time, materials, equipment and self at the level of service delivery stock control and other assets. Taking upon oneself the responsibility for the CME programs to meet the CPD strategy Demonstrating awareness of own developmental needs. To ensure quality training of students. |
| <u>ENQUIRIES</u> | : | Dr LB Murphy Tel No: (021) 816 8555, Email: Levern.Murphy@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. Short-listed candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). The pool of applications will be considered for vacancies within Wesfleur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. |
| <u>CLOSING DATE</u> | : | 17 October 2025 |
| <u>POST 36/144</u> | : | <u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCES AND LABOUR RELATIONS</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | R397 116 per annum |
| <u>CENTRE</u> | : | Alexandra Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Human Resource Administration and PERSAL. Appropriate experience in Labour Relations within the Public Service context. Appropriate supervisory experience. Inherent requirements of the job: Valid (code B/EB) driver's license. Competencies (knowledge/skills): Knowledge and implementation of Labour Relations standards and prescripts. Understanding of relevant legislation pertaining to Labor Relations. Sound practice, knowledge and experience of the PERSAL system. Knowledge of the Public Service Act and resolution, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance in the application of human resource policies and practices. Ability to analyze data to compile management reports, detailing relevant trend analysis. Proficient in MS Office (Word, Excel and PowerPoint). Good communication skills (verbal and written). Willingness to perform overtime when required. |
| <u>DUTIES</u> | : | Render sound labour relations practices at institutional level. Administer grievance and disciplinary cases and maintain a database to generate monthly reports for labor relations. Render a service to the Institutional Management and Labor Committee (IMLC). Consult and advise management and Line management on all labor relations policies, procedures and interventions. Manage and supervise the general staff office including the development of Human Resource Officials on all aspects (SPMS, Discipline, training of staff). Adhere and correct application to all transversal personnel practices, policies and procedures. including all employment practices. Ensure Human Resource compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as Human Resource Management compliance reports. Render a support and advisory service with regards to Personnel Administration and Human Resource Management as well as monitoring compliance to Human Resources policies. Ensure compliance with human resource practices, policies, resolutions and collective agreements. Responsible for HR related statistics and the effective usage of PERSAL system. |
| <u>ENQUIRIES</u> | : | Ms G Engelbrecht Tel No: (021) 503-5017 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written and oral assessment. 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 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. |
| <u>CLOSING DATE</u> | : | 17 October 2025 |
| <u>POST 36/145</u> | : | <u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (GOVERNANCE DEVELOPMENT)</u> Directorate: Supply Chain Management Governance |
| <u>SALARY</u> | : | R397 116 per annum |
| <u>CENTRE</u> | : | Head Office, Based at Bellville |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Appropriate 3-year Diploma/Degree (or equivalent). Experience: Appropriate knowledge and experience within a government SCM environment. Appropriate knowledge and experience of procurement prescripts related to Goods, Services. Appropriate training, facilitation or presentation skills experience. Inherent requirement of the job: Valid driver's |

license (Code B/EB) and able to travel to conduct training. Competencies (knowledge/skills): Computer Literacy in MS Office, particularly in MS Word, MS Excel and MS PowerPoint. Good communication skills. Accredited training, and or facilitation/presentation experience. Compilation of training material and good report writing skills. Effective communication and interpersonal skills. Possesses sound problem-solving skills. Appropriate knowledge of Supply Chain Management Legislation, Policy frameworks, the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations and Instructions, Knowledge and understanding of the Accounting Officers System and SCM delegations related to Goods, Services and General Conditions of Contract. Appropriate knowledge of LOGIS/BAS, ePS or similar Procurement Management Systems.

DUTIES : Develop, present and or facilitate training to SCM officials throughout the Western Cape, therefore required to travel. Conduct training needs assessments to determine training interventions. Develop and update an annual training plan. Course administration and coordination of course logistics. Liaison with various internal and external stakeholders for the coordination and facilitation of training programmes. Collation and review of feedback on various training interventions. Develop, present and facilitate Supply Chain Management learning programs related to Goods, Services, as per approved Departmental training plan. Develop training interventions on an ad-hoc basis as a result of urgent training needs identified by management. Facilitation of internal and external training as per approved Departmental training plan. Review of evaluation forms for training interventions. Identification of course objectives met with training interventions. Development and maintenance of training database. Quarterly and annual reporting on training provided. Management of human resources within the training unit, supervision of staff.

ENQUIRIES : Ms. L Martin Tel No: (021) 834-9047
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 required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments.

CLOSING DATE : 17 October 2025

POST 36/146 : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS (X2 POSTS)**
 Chief Directorate: Metro Health Services

SALARY : R397 116 per annum
CENTRE : New Somerset Hospital (X1 Post)
 Valkenberg Hospital (X1 Post)

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Labour Relations policies, procedures and practices in the Public Sector. Appropriate PERSAL experience. Inherent requirements of the job: Valid (code B/EB) driver's license. Introduction to PERSAL certificate. Competencies (knowledge/skills): Computer Literacy. Training skills. Appropriate Supervisory skills. Good communication skill. Knowledge of Labour Relations Act and Resolutions.

DUTIES : Providing advice and support on Departmental policies regarding Labour Relations to institutional management and assist with the handling of conflict. Advising representatives dealing with disputes and represent Department when appropriate. Facilitate and conduct training sessions at institutions. Monitor, co-ordinate and control function of Labour Relation matters at Institutional level. Management of HR function with regard to the recruitment & selection process. Capturing of labour relations statistics on PERSAL. Provide general support to managers.

ENQUIRIES : Ms N Wyngaard Tel No: (021) 402-6552 / Mr M Abrahams Tel No: (021) 826-5790
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 : 17 October 2025

POST 36/147 : **SENIOR PERSONNEL PRACTITIONER (HR PLANNING AND EMPLOYMENT PRACTICES)**
 Overberg District

SALARY : R397 116 per annum
CENTRE : Overberg District Office, Caledon

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Diploma/ Degree (or equivalent). Experience: Appropriate experience in HR Planning, Establishment Administration, Recruitment & Selection Administration and Performance Management. Appropriate previous experience in a supervisory or managerial position. Inherent requirements of the job: Valid (Code B/EB/C1) driver's license. Willingness to travel and essential skills to do after hour's work. Competencies (knowledge/skills): Ability to communicate effectively. Leadership capabilities, managerial and organisational skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Ability to manage conflict. The ability to analyse, interpret and apply legislation, policies and prescripts.

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| <u>DUTIES</u> | : | Responsible for HR Planning, Establishment Control, and Compensation management within the district and conduct training in this regard. Assist with Recruitment and Selection, Advertising of posts, DOTS Verifications, Pay Progressions, Grade Progressions, Salary Determination in respect of different OSD and non-OSD categories. Responsible for the Staff Performance Management System process in the District and Permis training in Sub Districts and acts as helpdesk for Permis. Assist the Pre-and Formal Moderating Committees with strategic overview of the performance management process. Give support and guidance to the institutions in the District regarding the HR Planning process. Responsible for the administration of staff establishment within the parameters of the approved post structure, i.e. the creation/ abolishment of posts, the Approved Post List and the HF2 process. Responsible for the investigation of grievances/disputes linked to recruitment and selection and performance management. |
| <u>ENQUIRIES</u> | : | Mr E Sass Tel No: (028) 214-5805 |
| <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 competency test. |
| <u>CLOSING DATE</u> | : | 17 October 2025 |
| <u>POST 36/148</u> | : | <u>SYSTEM CONTROLLER (X5 POSTS)</u> Directorate: Information Technology |
| <u>SALARY</u> | : | R397 116 per annum |
| <u>CENTRE</u> | : | Head Office, Application Support Centre, Tygerberg Hospital/ Metro Institutions/ Rural Institutions |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Appropriate three-year Diploma or Degree (or equivalent). Experience: Appropriate working experience in Health Information Technology and Health-IT Systems. Appropriate skills in IT service management, system administration, data quality assurance, and end-user support. Appropriate experience in training end-users and core trainers in system functionality. Appropriate experience in report writing and working with tools such as Microsoft Excel, Power BI, and helpdesk systems (e.g., BMC). Inherent requirements of the job: A valid (Code B/EB) driver's license. Willingness to travel to Department of Health and Wellness facilities and services across the Western Cape. Willingness to work overtime, with flexibility and adaptability in a changing Health-IT environment. Competencies (knowledge/skills): Broad knowledge of health service business processes. Appropriate experience in system support to manage the Integrated Health Solution (IHS) including modules such as Clinicom, AR Billing, Pharmacy Applications, PHCIS, Clinical Documentation, and ECM. Strong communication skills to manage change processes and engage constructively with colleagues and stakeholders. - Knowledge of system administration, user access management, and master file maintenance. Training and facilitation skills for both end-users and core trainers. Problem-solving and business process re-engineering capabilities. A high level of computer literacy (MS Word, Excel, PowerPoint, Teams, OneDrive, SharePoint). Ability to produce accurate system reports and conduct quality control testing of new releases. |
| <u>DUTIES</u> | : | Client services & support system: Provide end-user support across all health facilities and services in the Western Cape. Respond to and resolve helpdesk calls, investigate problems, and escalate where required. System maintenance & control: Maintain and update master files, manage change control processes, control system access and print management, and ensure effective system operation. Training & change management: Identify training needs, co-ordinate and deliver training to users and core trainers, and ensure knowledge transfer of new system changes. -Business process optimisation: Contribute to business process re-engineering across IHS modules, ensuring the solution is optimised for efficiency and effectiveness. Data quality assurance: Conduct quality control testing on new releases, generate reports, encourage correct system usage, and ensure dissemination of accurate information. -System development support: Assist with development, testing, and implementation of new or enhanced IHS modules and functionality. Documentation: Update and maintain system user manuals, guidelines, and procedures. Ad hoc support: Provide additional support to the supervisor and system managers as required. |
| <u>ENQUIRIES</u> | : | Mr J Maharaj Tel No: (021) 938-6513 |
| <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 required to undergo competency assessments/proficiency tests. |
| <u>CLOSING DATE</u> | : | 17 October 2025 |
| <u>POST 36/149</u> | : | <u>SENIOR ADMINISTRATIVE OFFICER: PATIENT ADMINISTRATION</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | R397 116 per annum |
| <u>CENTRE</u> | : | New Somerset Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Patient Administration and Revenue Collection in a Hospital environment. Inherent requirement of the job: A valid (code B/EB) driver's license. Competencies (knowledge/skills): In depth Knowledge of the PFMA, Hospital Fees Memorandum Chapter 18, including patient administrative related policies, Handling of state monies and receipts, procedures, practices and (UPFS) Uniform Patient Fee Schedule. Computer literacy in MS Package. Practical |

workable knowledge of ARS (Accounts Receivable System), BAS (Basic Accounting System) and Hospital Information Systems. Excellent interpersonal and communication skills with a strong sense of responsibility. Excellent Leadership skills and the ability to manage and coordinate a large component. The ability to interpret and analyse management reports as well as excellent report writing skills.

DUTIES : Manage the overall performance of the Patient Administration and Revenue Components. Responsible to implement and maintain internal controls and improvement plans in the various components to ensure compliance with the relevant Finance Instructions, Prescripts and Revenue Notices. Ensuring daily operational activities are managed to decrease financial risk and increase revenue collection for the Hospital. Ensuring quality monthly reporting is completed and submitted timeously for the various components. Ensuring effective Human Resource Management practices and processes are in place: Disciplinary Procedures, Supervision Structures, Leave Management, Performance Evaluations and Monitoring of the staff within various components.

ENQUIRIES : Mr R Cajada Tel No: (021) 402-6594
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 : 17 October 2025

POST 36/150 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
 Chief Directorate: Metro Health Services

SALARY : R325 101 per annum
CENTRE : Klipfontein / Mitchell's Plain Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Senior Certificate with Mathematics or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in support services, supply chain management, reporting, transport management, reprographic service, cleaning service and contract management. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Computer literacy and thorough knowledge of computer systems (LOGIS and MS Office). Knowledge of the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Departmental delegations, AO System and financial reporting. The ability to interpret and apply financial policies, procedures and prescripts. Knowledge of GMT prescripts and policies. Knowledge of Contracts. Knowledge of Occupational Health and Safety Act.

DUTIES : Oversee all building maintenance and repairs within the sub-structure, ensuring compliance with health and safety standards. Administer and monitor service contracts (e.g. security, waste, gardening, pest control), ensuring compliance and applying penalties for non-performance. Manage GG vehicles, monitor usage and maintenance, ensure compliance with transport regulations, and liaise with service providers. Ensure efficient handling of incoming and outgoing calls, message routing and maintenance of internal communication systems. Supervise document reproduction processes, ensuring accuracy, confidentiality, and timely delivery. Ensure hygiene standards are met across facilities, including waste disposal and compliance with infection control protocols. Supervise support staff, manage leave and performance, and ensure compliance with HR policies and disciplinary procedures. Provide general administrative support, attend meetings, conduct site visits, and respond to internal and external queries. Ensure adherence to departmental policies, Batho Pele principles, and National Core Standards. Compile and submit required reports.

ENQUIRIES : Ms S Mc Quire Tel No: (021) 370-5071
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 Administrative Officer: Support Services (Transport Management / Reprographic Service/ Cleaning Service/ Switchboard/ Contract Management) 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.

CLOSING DATE : 17 October 2025

POST 36/151 : **ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
 Garden Route District

SALARY : R325 101 per annum
CENTRE : Alan Blyth Hospital, Kannaland Sub-district, Ladismith
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate health information management experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel. Competencies (knowledge/skills): A thorough working knowledge of current computer software systems utilised by the Department of Health (Sinjani, Clinicom, Etr.Net and PHCIS); understanding of the Ditcom process and IT Helpdesk procedure. Advanced computer literacy (MS Word, Excel, PowerPoint, and Access) and knowledge with regard

to hospital and primary health care operational and management data. Excellent verbal and written communication skills. Effective training, presentation, interpretation of Information, communication, interpersonal, leadership and conflict resolution skills. Logical thinker, with eye for detail and ability to produce accurate and reliable outputs within a deadline-driven environment.

DUTIES : Co-ordinate, collect, collate, capture, and verify all relevant health data according to the provincial policies and SOP's. Assist with data quality monitoring, verification, and submission to and from Sub-district/s Information Office in prescribed format and according to the Information Management Policy. Assist in monitoring of data trends in the Sub-district/s health facilities. Participate in Sub-district/s health information co-ordinating activities. Monitor data trends for Sub-districts and provide regular reports/feedback to management. Co-ordinate health information activities and support management, supervisor, and colleagues. Maintain information systems: hard/software. Conduct and assist with audits.

ENQUIRIES : Mr LY Manewil Tel No: (044) 203-7293
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 could be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.

CLOSING DATE : 17 October 2025

POST 36/152 : **ADMINISTRATIVE OFFICER: HUMAN RESOURCES MANAGEMENT**
 Garden Route District

SALARY : R325 101 per annum
CENTRE : Harry Comay Hospital, George Sub District, and Uniondale Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resources (i.e. Salary Administration, Service Conditions, Personnel Management, PERSAL and Recruitment and Selection). Appropriate experience in Supervision. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of all HRM aspects (i.e. commuted overtime system, and Circulars prescripts regulating and applicable to professional ranks in the OSD in the Health Sector). Ability to interpret and apply legislation, policies, directives and collective agreements. Computer skills (i.e. Microsoft Outlook, Teams, Excel, MS Word, PowerPoint, and PERSAL).

DUTIES : Administer and ensure effective and efficient implementation of HRM policies, prescripts, approval of PERSAL transactions with regards to Personnel provisioning, Personnel and Salary administration. Handle as well as oversee application of prescripts with regards to pension, leave, allowances, pay sheets, Pilir, Rwoee, resettlement and auditing of files. Maintain an effective and efficient Recruitment and Selection service. Provide an effective support function to manager and personnel. Supervise Administration Clerks to ensure effective functioning of the Personnel administration Section and ensure compliance in the HR Office with regards to registers and exit interviews. Keep record of training and Labour stats and report to District Office.

ENQUIRIES : Mr E Thom Tel No: (044) 814-1099
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 could be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.

CLOSING DATE : 17 October 2025

POST 36/153 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
 Chief Directorate: Metro Health Services

SALARY : R325 101 per annum
CENTRE : Vanguard CHC, Southern Western Sub-structure
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a patient reception area. Appropriate hands-on experience and knowledge of Health Information Management processes. Appropriate experience with data capturing in Sinjani. Inherent requirements of the job: Valid code B/EB driver's license. Competencies (knowledge/skills): A working knowledge of PHCIS, SINJANI, Tier.net, EDR web or other systems dealing with information management. Advanced computer literacy (MS Word, Excel, Power point,) & Presentation skills. Multitasking (you will be required at times to assist facilities within the geographic area with specific tasks).

DUTIES : Provide operational oversight in reception and information management and can perform the function when required. Ensure effective leadership and human resources management for reception and information management personnel in a geographical area. Geographic support to managers wrt contract management, procurement and equipment planning, risk management as well as achievement of the maintenance & repairs plan objectives for the designated facilities. Effective support and supervision in a geographical area relevant to quality management processes in the reception (folder hygiene, archiving processes, patient flow processes & relevant surveys). Support and supervise health information management objectives in a geographical area, assist with AG audits and improvement plans.

ENQUIRIES : Dr L Johnson Tel No: (021) 695-8242

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| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | It will be expected of shortlisted candidates to do a practical test. No payment of any kind is required when applying for this post. |
| <u>CLOSING DATE</u> | : | 17 October 2025 |
| <u>POST 36/154</u> | : | <u>ADMINISTRATIVE OFFICER: SUPPORT (OBSTETRICS AND GYNAECOLOGY)</u> |
| <u>SALARY</u> | : | R325 101 per annum |
| <u>CENTRE</u> | : | Tygerberg Hospital, Parow Valley |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in rendering secretarial support to the Heads of Department as well as managing their offices and supervision of admin clerks. Competencies (knowledge/skills): Courses in MS Excel and MS Word. Junior Management course or similar. Computer literacy (at least intermediate or advanced level) in MS Word, MS PowerPoint, MS Excel; MS Teams, and MS Outlook (email as well as calendars) and the ability to use Internet forms (e.g. JotForm, RedCap) and computer databases e.g. the PPIP program. Knowledge of Human Resources including leave policies. Good communication, interpersonal and organising skills, ability to manage and supervise multiple teams and ability to work under pressure. Professional telephone and email etiquette. The ability to adapt to a changing environment and cope with a high volume of work and be able to follow instructions and procedures. The ability to deal with information in a confidential manner as part of a team and independently. Adhering to legislation ensuring protection of personal and patient data. Function in a team, able to perform duties accurately, thoroughly and timeously. Must be pro-active. |
| <u>DUTIES</u> | : | Provide secretarial and administrative support. Manage diaries and coordinate appointments. Arrange and support meetings, including minute-taking and follow-up actions. Maintain accurate filing systems and document management. Perform copy typing and Dictaphone transcription. Compile reports and assist with departmental correspondence. Office Management. Ensure efficient day-to-day running of the office. Provide proactive support to departmental managers. Monitor and maintain office supplies and resources. Supervise administrative staff within the department. Conduct performance assessments using the PERMIS system. Foster a collaborative and professional working environment. Effectively manage sensitive situations involving staff and patients. Maintain discretion and professionalism in all interactions. Ability to work with voice to text software. |
| <u>ENQUIRIES</u> | : | Ms J Bannister Tel No: (021) 938-4638 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | Shortlisted candidates may be subjected to a practical assessment. No payment of any kind will be required when applying for the post. |
| <u>CLOSING DATE</u> | : | 17 October 2025 |
| <u>POST 36/155</u> | : | <u>PROFESSIONAL NURSE GRADE 1 TO 3: GENERAL (INTERNAL MEDICINE)</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum |
| <u>CENTRE</u> | : | New Somerset Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Registration with the Professions Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to rotate and assist in all departments according to operational requirements. Competencies (knowledge/skills): Ability to function and make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Knowledge of grievance procedure and disciplinary legislation. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice. Computer literate in MS Office package. |
| <u>DUTIES</u> | : | Provide optimal, holistic nursing care with set standards within professional/ legal framework. Provision of effective control and management of equipment and stock. Administrative responsibilities and information management. Accurate record keeping for statistical and legal purposes. Effective utilization of human, material and physical resources. Participate in training and research. Provide support to Nursing Services. Assist with coordination and implementation of the Ideal Hospital Programme in the institution for better quality patient care. Maintain professional growth/ethical standards and self- development. |
| <u>ENQUIRIES</u> | : | Ms S Basardien Tel No: (021) 402-6485 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |

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| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates may be subjected to a competency/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 a change in registration status)". The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. |
| <u>CLOSING DATE</u> | : | 17 October 2025 |
| <u>POST 36/156</u> | : | <u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum |
| <u>CENTRE</u> | : | Mitchells Plain District Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with the Professions Council: Registration with the SANC as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Ability and willingness to work shifts, weekends, public holidays and night duty relief and overtime should the need arises. Ability to work under pressure and in a multi - disciplinary team context. Willingness to rotate between EC hub and Overnight ward. Willingness to assist at Mitchell's Plain District Hospital when need arises. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care. Conflict management, problem solving and decision-making skills. Ability to facilitate training. |
| <u>DUTIES</u> | : | Provide direction and supervision for the implementation of quality comprehensive nursing care in a hospital setting. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates. |
| <u>ENQUIRIES</u> | : | Mr. R. Geswindt Tel No: (021) 377 4410 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in 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." |
| <u>CLOSING DATE</u> | : | 17 October 2025 |
| <u>POST 36/157</u> | : | <u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (X2 POSTS)</u> West Coast District |
| <u>SALARY</u> | : | Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum |
| <u>CENTRE</u> | : | Lapa Munnik Hospital, Bergriver 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 SANC as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Willingness to travel, work extra hours and be on standby. Competencies (knowledge/skills): Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines. |

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| <u>DUTIES</u> | : | Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional growth/ethical standards and self-development. |
| <u>ENQUIRIES</u> | : | Ms. TJ Fredericks Tel No: (022) 814-0462/ 022 913-1180 |
| <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 applications will be considered for vacancies within the Bergriver Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. |
| <u>CLOSING DATE</u> | : | 17 October 2025 |
| <u>POST 36/158</u> | : | <u>ARTISAN PRODUCTION GRADE A TO C (PLUMBING)</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | Grade A: R243 597 per annum Grade B: R285 816 per annum Grade C: R332 061 per annum |
| <u>CENTRE</u> | : | Victoria Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Appropriate SAQA-recognized Trade Test Certificate (Plumbing). Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB/C1) driver's license. Must be willing to work over a spectrum of trades and skills, not limited to plumbing work. Must be prepared to work overtime and perform standby duties, after hours, including weekends and Public Holidays. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Computer literacy (MS Word, Excel and Outlook). Supervisory skills, strong administrative skills. Ability to work independently and as part of a team. |
| <u>DUTIES</u> | : | Manage the workshop and its functions, and perform repairs, maintenance and installations for the facility, including carpentry, electrical and mechanical (not limited to plumbing), and assist with managing all emergencies as per the emergency maintenance protocol. Compiling of minor specifications, attend site meetings and manage outsourced contractors. Responsible for the necessary administrative functions of the workshop, compiling reports, maintaining registers, and assist with the control of the workshop budget. Exercise control over tools, equipment and materials, and ordering of tools and materials. Management of the performance and supervision of staff, implement the disciplinary code when required and provide support to managers, supervisor and colleagues. |
| <u>ENQUIRIES</u> | : | Mr J Williams at (078) 378-9742 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. The pool of 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. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment. |
| <u>CLOSING DATE</u> | : | 17 October 2025 |
| <u>POST 36/159</u> | : | <u>ARTISAN ASSISTANT GRADE A TO C (PLUMBING)</u> Directorate: Engineering and Technical Support Services |
| <u>SALARY</u> | : | Grade A: R243 597 per annum Grade B: R285 816 per annum Grade C: R332 061 per annum |
| <u>CENTRE</u> | : | Head Office, Based at Metro East District Hub, Lentegeur |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required after obtaining the relevant Trade Test Certificate. Grade B: At least 18 years' appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years' appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's license (Code B/EB) and willingness to travel throughout the Western Cape Willingness to perform standby duties |

and overtime. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Perform necessary administrative functions Knowledge of UPVC, PPR, MEPLA pipes, solar geysers, heat pumps and Macerators will be an advantage.

DUTIES : Assist Artisan Foremen/Chief Artisan with their duties. Assistance with the execution of engineering projects at health institutions within the Metro. Supervision and Training of subordinates. Maintenance repairs of all plumbing equipment and installations. Control over tools, materials, high pressure jetting machines, drainage and sewage pumps. Maintenance on GIBERIT cisterns, Low level, Close Couple, Wall hung, and Anti-vandalism toilets and urinals.

ENQUIRIES : Mr M Vister Tel No: (021) 370-1118

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 : 17 October 2025

POST 36/160 : **ADMINISTRATION CLERK: SUPPORT (GENERIC)**
Garden Route District

SALARY : R228 312 per annum

CENTRE : Amalienstein Clinic (Zoar), Oudtshoorn/Kannaland Sub-district

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a Health Facility. Inherent requirements of the job: Appropriate experience in PHCIS and computer literacy. Valid driver's license (manual) and willingness to travel. Competencies (knowledge/skills): Good verbal and written communication skills. Excellent filing and recordkeeping skills. Ability to work independently and in a multi-disciplinary team.

DUTIES : Admit, register patient on PHCIS and ensure availability of patient folders with patient centred approach. Registry documents, file patient folders, documents on a daily basis and handle all general administration duties. Keep record, retrieve patient folders, trace old folders, and compile new folders – manage general admin and record management. Support to supervisor and staff members. Assist with ordering consumables on LOG 1 monitoring, and stock control. Act responsible with regard to service ethics, norms, and standards. Responsible for handling of patient enquiries in an effective manner.

ENQUIRIES : Ms S Labuschagne Tel No: (028) 551-1010

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 could be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.

CLOSING DATE : 17 October 2025

POST 36/161 : **ADMINISTRATION CLERK: ADMISSIONS (X4 POSTS)**

SALARY : R228 312 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Reception Services. Inherent requirements of the job: Must be willing to work 12-hour shifts. Comply with internal rotation schedules within the component to ensure continued development and growth for future opportunities and also performing relief duties as required. Competencies (knowledge/skills): Computer literacy in terms of collating, interpreting and inserting data into a spreadsheet. Computer Literacy (Microsoft Word, Microsoft Excel, CLINICOM). Good communication skills (written and verbal). Ability to work under pressure with set deadlines. Excellent interpersonal skills / Client care skills. Ability to execute duties accurately and thoroughly. Must be able to work independently or in a team and under supervision. Working knowledge of CLINICOM.

DUTIES : Handling of state monies and the safeguarding thereof. Perform all duties associated with collating data onto CLINICOM and rendering of an invoice. Ensure correctness of patient invoices and estimations. All reception, clinic, ward duties as well as special offices. Collection of valid documents in order to classify patients into correct tariff category. Ensuring all appointments are captured and admitted daily. Maintaining correct filing system for patient reception services.

ENQUIRIES : Mr RE Domingo Tel No: (021) 938-4550

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 the post. All shortlisted candidates will be subjected to a practical assessment.

CLOSING DATE : 17 October 2025

POST 36/162 : **ADMINISTRATION CLERK: SUPPORT (RECORDS MANAGEMENT) (MEDICAL RECORDS)**
West Coast District

SALARY : R228 321 per annum

CENTRE : Vredendal Hospital, Matzikama Sub-district

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| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in medical records and patient administration, including the Clinicom System. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Willingness to travel within the Sub-district. Physically fit and able to perform tasks (must be able to lift heavy boxes). Competencies (knowledge/skills): Computer literacy (MS Word, Excel) Good verbal and written communication skills. Good interpersonal and numerical skills and ability to accept accountability, responsibility and work independently. Knowledge of the guidelines for filing, archiving and disposal of patient records. |
| <u>DUTIES</u> | : | Responsible for effective admission of patients. Responsible for revenue control which includes receipt of money, issue of accounts and safekeeping of patient's valuables. Maintain an effective registry administration function including the repair of patient files. Responsible for archiving patient folders/ documentation according to regulations and policies. |
| <u>ENQUIRIES</u> | : | Ms CA Davids Tel No: (027) 213-2038 |
| <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. |
| <u>CLOSING DATE</u> | : | 17 October 2025 |
| <u>POST 36/163</u> | : | <u>ADMINISTRATION CLERK: ADMISSIONS</u> West Coast District |
| <u>SALARY</u> | : | R228 321 per annum |
| <u>CENTRE</u> | : | Citrusdal Hospital, Cederberg Sub-district |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of Patient Admissions, including the Clinicom System. Inherent requirements of the job: Prepared to work 12 hour shifts (which include night duty, weekends and public holidays) and work overtime on short notice. Valid driver's license (code EB). Competencies (knowledge/skills): Computer literacy. Good interpersonal and communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised. |
| <u>DUTIES</u> | : | Registration and capturing patient information on Clinicom. Assessing patients according to the mean test (income). Recordkeeping, filling, retrieving tracing of folders, destruction and opening folders. Cash management and switchboard and patient enquiries. |
| <u>ENQUIRIES</u> | : | Mr GG Syster Tel No: (022) 921-2153 |
| <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. All shortlisted candidates will be subjected to a practical assessment. |
| <u>CLOSING DATE</u> | : | 17 October 2025 |
| <u>POST 36/164</u> | : | <u>STAFF NURSE GRADE 1 TO 3 (X8 POSTS)</u> |
| <u>SALARY</u> | : | Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum |
| <u>CENTRE</u> | : | Groote Schuur Hospital, Observatory |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with a professional council: Registration with the SANC as Enrolled Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse. Inherent requirement of the job: To work shifts and after-hours including weekends, public holidays and night duty. To rotate to other departments. Competencies (knowledge/skills): Ability to lift and turn patients, stand for long hours and lift heavy equipment. Knowledge of Nursing Practices, Infection Prevention Control, control measures and practices. Ability to interpret basic clinical signs and symptoms. Basic computer literacy |
| <u>DUTIES</u> | : | Provide implementation of the nursing plan (clinical practice or quality patient care) under direct/indirect supervision of a Professional Nurse. Provide basic clinical nursing care. Practice nursing in accordance with the laws and regulations relevant to nursing. Maintain professional growth, ethical standards and self-development. 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)". 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. -Shortlisted candidates may be subjected to a practical test as part of the recruitment process.

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| <u>CLOSING DATE</u> | : | 17 October 2025 |
| <u>POST 36/165</u> | : | <u>STAFF NURSE GRADE 1 TO 3 (PAEDIATRICS)</u> Chief Directorate: Rural Health Services |
| <u>SALARY</u> | : | Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum |
| <u>CENTRE</u> | : | Paarl Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Qualification that allows registration with South African Nursing Council as Enrolled Nurse. Registration with the Professions Council: Registration with the SANC as an Enrolled Nurse. Experience: Grade 1: None Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Grade 3: A minimum of 20 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willingness to rotate within the hospital in different wards. Ability to work under pressure. Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Ability to work in a multidisciplinary team-context. Enhance patient care through the implementation of SOP's, policies and guidelines. Good communication, planning and interpersonal skills. |
| <u>DUTIES</u> | : | Provide basic clinical nursing care. Development and implementation of basic patient care plans. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. |
| <u>ENQUIRIES</u> | : | Ms AL Solomons, tel.no. (021) 860-2504 or email: anthea.solomons@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. The pool of applications will be considered for vacancies within (Paarl 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. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). |
| <u>CLOSING DATE</u> | : | 17 October 2025 |
| <u>POST 36/166</u> | : | <u>ARTISAN ASSISTANT</u> Cape Winelands District |
| <u>SALARY</u> | : | R193 359 per annum |
| <u>CENTRE</u> | : | Stellenbosch Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Grade 10 (equivalent to Standard 8). Experience: Appropriate experience in building, air-conditioning, refrigeration, plumbing, painting, electrical, carpentry, maintenance and repairs. Appropriate experience in workshop related tasks. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to assist in all facilities in the sub district within the workshop set-up. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to operate industrial machinery and welding tasks. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to handle heavy equipment, heights and narrow spaces. Ability to do stand-by duties. |
| <u>DUTIES</u> | : | Assist with the execution of engineering/projects/repairs and internal maintenance in regard of plumbing, carpentry, electrical, glazing and building works. Maintain, repair and cleaning of drains on a regular basis Maintain and repair general kitchen and laundry equipment. Strict adherence to the Occupational health and Safety Act. Assist Artisans in the performance of their duties. Control over tools, equipment and material. |
| <u>ENQUIRIES</u> | : | Mr. R Rooi Tel No: (021) 816-5817 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical test. 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> | : | 17 October 2025 |

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| <u>POST 36/167</u> | : | <u>TELKOM OPERATOR</u> West Coast District |
| <u>SALARY</u> | : | R193 359 per annum |
| <u>CENTRE</u> | : | Vredenburg Hospital, Saldanha Sub-district |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9(Std 7). Experience: Appropriate experience in operating an electronic switchboard/PABX, messaging and paging system. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work shifts, night shifts, weekends, public holidays and overtime when required. Physically able to hear and speak clearly. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook). |
| <u>DUTIES</u> | : | Handling all outgoing and incoming calls as well as emergency enquiries. Ensure effective and efficient communication, both internal and externally between staff, clients and the public. Manage the switchboard, fire alarms, medical gas alarms, elevator alarms, access control system and the PA system. Ensure internal telephone lists are maintained and effectively communicated. Send and receive calls via 2-way radio, monitor the CCTV system and report any faults and incidents to the supervisor. Support supervisor with administration duties and relieve in other departments when needed. |
| <u>ENQUIRIES</u> | : | Mr A Van Vuuren Tel No: (022) 709-5096 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, and previous employment. |
| <u>CLOSING DATE</u> | : | 17 October 2025 |
| <u>POST 36/168</u> | : | <u>NURSING ASSISTANT GRADE 1 TO 3 (ANTENATAL CLINIC AND NEONATAL ICU) (X2 POSTS)</u> |
| <u>SALARY</u> | : | Grade 1: R174 261 per annum Grade 2: R 203 271 per annum Grade 3: R 239 559 per annum |
| <u>CENTRE</u> | : | Groote Schuur Hospital, Observatory |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with Professional council: Registration with the SANC as Enrolled Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant. Inherent requirements of the job: To work shifts and after-hours including weekends, public holidays and night duty. To rotate to other departments. Competencies (knowledge/skills): Knowledge of Nursing Practices. Infection Prevention Control, control measures and practices. Ability to interpret basic clinical signs and symptoms. Basic computer literacy. Ability to lift and turn patients, stand for long hours and lift heavy equipment. |
| <u>DUTIES</u> | : | Assist patients with activities of daily living (physical care) Provide quality basic nursing care Practice nursing in accordance with the laws and regulations relevant to nursing. Maintain professional growth, ethical standards and self-development. Provide elementary clinical nursing care. 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)". 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. Shortlisted candidates may be subjected to a practical test as part of the recruitment process. |
| <u>CLOSING DATE</u> | : | 17 October 2025 |
| <u>POST 36/169</u> | : | <u>NURSING ASSISTANT GRADE 1 TO 3 (TRAUMA AND EMERGENCY & DAY WARD) (X2 POSTS)</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | Grade 1: R174 261 per annum |

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| | Grade 2: R203 271 per annum |
| | Grade 3: R239 559 per annum |
| <u>CENTRE REQUIREMENTS</u> | <p>New Somerset Hospital</p> <p>Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with a Professional Council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years appropriate/ recognisable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays and night duty as well as overtime when necessary. Ability to work in a high stress environment. Willingness to rotate between Wards when required. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.</p> |
| <u>DUTIES</u> | Provide elementary clinical nursing care. Assist patients with activities of daily living which includes patient hygiene, provide nutrition, assist with mobility, and elimination processes. Maintaining professional growth, ethical standards and self-development. Provide ongoing health education to patients and next of kin. Record Keeping. Effective utilisation of physical and financial resources. |
| <u>ENQUIRIES APPLICATIONS</u> | <p>Ms S Basardien Tel No: (021) 402-6485</p> <p>Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").</p> |
| <u>NOTE</u> | No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written and oral assessment. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applications will be considered for vacancies within 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> | 17 October 2025 |
| <u>POST 36/170</u> | <p><u>SECURITY OFFICER (X4 POSTS)</u></p> <p>Chief Directorate: Metro Health Services</p> |
| <u>SALARY CENTRE REQUIREMENTS</u> | <p>R163 680 per annum</p> <p>Lentegeur Hospital</p> <p>Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Registration with Professional council: Candidates must be registered as a Security Officer Grade C or higher with the Security Board in terms of the Security Industry Regulatory Authority Act PSIRA. Experience: Appropriate experience as a Security Officer in a Psychiatric environment. Inherent requirements of the job: Willingness to work shifts, public holidays, weekends, and to be rotated. Willingness to perform delegated duties in all units on a rotation basis. Competencies (knowledge/skills): A genuine interest to work in Psychiatric and Forensic units. A strong sense of responsibility and the ability to function independently in challenging situations. Knowledge of Management of aggression and violence. Self-discipline, self-motivated and the ability to work under pressure. Good listening, writing reports, conflict and group handling skills.</p> |
| <u>DUTIES</u> | Access/Egress control also escorting of patients on/off hospital premises. Assistance to personnel with the handling of aggressive/violent and uncontrolled patients. Delivery of a supportive security service to allocated areas with the aim to prevent injuries, abscondment of patients, litigation and adverse incidents. Effective application of service delivery and efficient support to the Operational Manager. Control/monitor surveillance cameras to identify and prevent any unlawful entry, suspicious, dangerous objects and adverse incidents. Reporting and recording of all incidents/patient movements/ patient related activities. |
| <u>ENQUIRIES APPLICATIONS</u> | <p>Mr Z Gayiya / ST. Mndende Tel No: (021) 370-1400/1404</p> <p>Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").</p> |
| <u>NOTE</u> | No payment of any kind is required when applying for this post. Shortlisted 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. |
| <u>CLOSING DATE</u> | 17 October 2025 |
| <u>POST 36/171</u> | <p><u>CLEANER</u></p> <p>Chief Directorate: Metro Health Services</p> |
| <u>SALARY CENTRE</u> | <p>R138 486 per annum</p> <p>Nyanga CDC</p> |

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| <u>REQUIREMENTS</u> | : | Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience. Inherent requirements of the job: Must be physically fit to lift heavy objects. Competencies (knowledge/skills): Good communication skills. Ability to operate machinery and equipment. |
| <u>DUTIES</u> | : | Maintain a high standard of neatness and hygiene in the facility. Implement infection control policy standards. Effective cleaning and maintenance of equipment. Cost effective use of cleaning consumables. Provision of cleaning support services to nursing management. Effective Waste Management. Render support services to Housekeeping supervisor. Adhere to loyal service ethics. |
| <u>ENQUIRIES</u> | : | Ms P Mgqaliso Tel No: (021) 831-0882 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant cleaner 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. |
| <u>CLOSING DATE</u> | : | 17 October 2025 |
| <u>POST 36/172</u> | : | <u>HOUSEHOLD AID</u> |
| <u>SALARY</u> | : | R138 486 per annum |
| <u>CENTRE</u> | : | Groote Schuur Hospital, Observatory |
| <u>REQUIREMENTS</u> | : | Minimum requirement: Basic reading and writing skills. Experience: Appropriate experience in waste management, elementary stock control and cleaning within a hospital environment. Inherent requirements of the job: Render a shift duty and rotate in different departments. Competencies (knowledge/skills): Extensive knowledge of routine cleaning processes, terminal cleaning, and handling cleaning equipment. The ability to do physical tasks and operate heavy duty cleaning and household equipment. |
| <u>DUTIES</u> | : | Responsible for cleaning duties i.e. sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, waste management and maintenance of general neatness and hygiene in the area. Effectively execute terminal cleaning in isolated areas, ICU, etc. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care, and control of linen and Waste Management. Ensure that cleaning equipment is clean after usage and securely stored. Effective use of cleaning agents as well as elementary stock control. |
| <u>ENQUIRIES</u> | : | Ms M Wehr Tel No: (021) 404-4052 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. The pool of 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. Shortlisted candidates may be subjected to a practical test as part of the recruitment process. |
| <u>CLOSING DATE</u> | : | 17 October 2025 |
| <u>POST 36/173</u> | : | <u>CLEANER 5/8TH (X2 POSTS)</u> Overberg District |
| <u>SALARY</u> | : | R86 553 per annum |
| <u>CENTRE</u> | : | Elim Clinic and Struisbaai Waenhuiskrans Clinic, Cape Agulhas Sub-district |
| <u>REQUIREMENTS</u> | : | Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Willingness to rotate to other clinics. Ability to lift/move heavy equipment and supplies. Experience: Appropriate experience in a Health Environment. Appropriate experience with the use of cleaning equipment, cleaning materials and cleaning detergents. Competencies (knowledge/skills): Good interpersonal relations and organisational skills. Good communication skills. |
| <u>DUTIES</u> | : | General cleaning and maintenance of cleaning equipment. Dust, sweep, polish, scrub and mop floors, passages furniture, emptying of dustbins and sorting of soiled linen according to correct cleaning procedures. Effective use of cleaning agents and stock. Responsible for general hygiene and safe environment. Handle cleaning equipment. Handle elementary stock control. |
| <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. |
| <u>CLOSING DATE</u> | : | 17 October 2025 |
| <u>POST 36/174</u> | : | <u>MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHESIOLOGY) (18 SESSIONS)</u> Chief Directorate: Metro Health Services (Contract until 31 March 2026) |
| <u>SALARY</u> | : | Grade 1: R646 per hour Grade 2: R737 per hour Grade 3: R853 per hour |
| <u>CENTRE</u> | : | Victoria Hospital |

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| <u>REQUIREMENTS</u> | : | Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Anaesthesiology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Anaesthesiology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Anaesthesiology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Anaesthesiology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Anaesthesiology. Inherent requirements of the job: A Valid driver's licence. Willingness to shifts as required by the institution. Competencies (knowledge/skills): Ability to work in a team and with all levels of staff and interest in developing an academic career. |
| <u>DUTIES</u> | : | To deliver comprehensive anaesthesia and critical care services to patients in theatre and in the intensive care unit at Victoria Hospital. This would include the following roles: Pre-operative, intraoperative and post-operative anaesthetic management of surgical patients from ASA1-5. Supervising junior MOs and interns. Delivering critical care to surgical ICU patients. Teaching and training. Management duties such as statistics, presentations and research. |
| <u>ENQUIRIES</u> | : | Dr Z Fullerton Tel No: (021) 799-1170, or email: zahnne.fullerton@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 the post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration as Medical Specialist in Anaesthesiology with the relevant council (including individuals who must apply for a change in registration status). "The pool of applications will be considered for vacancies within department, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post." |
| <u>CLOSING DATE</u> | : | 17 October 2025 |