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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 38 OF 2025

DATE ISSUED 17 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.

AMENDMENTS

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT: Kindly note that the post Blended Finance "REF NO: O: BF was advertised in Public Service Vacancy Circular 37 of 2025 dated 10 October 2025. The correct post name is Officer: Blended Finance "REF NO: O: BF The closing date is amended from 24 October 2025 to 31 October 2025.

PROVINCIAL ADMINISTRATION: NORTHERN CAPE: DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM: Kindly note that the position of Director: Trade & Investment Promotion, Kimberley Office with Ref No: NCDEDAT/2025/05 advertised in the Public Service Vacancy Circular 37 dated 10 October 2025 with the closing date of 27 October 2025 is amended. The amendment is as follows: closing date has been extended to 03 November 2025.

PROVINCIAL ADMINISTRATION: NORTH WEST: DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT: Kindly note that the positions of Assistant Director: Change Management and Assistant Director: Operator Licence & Permits:

Reference numbers: 54/2025/2026 and 58/2022/2023 respectively, advertised in the Public Service Vacancy Circular 37 dated 10 October 2025 with the closing date of 24 October 2025 are amended, as follows: Assistant Director: Change Management: The posts will be re-advertised and Assistant Director: Operator Licence & Permits: The correct Reference number is 58/2025/26. Candidates who have already submitted applications with the initial reference number will not be disqualified. Closing Date: 31 October 2025.

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

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

- APPLICATIONS** : Applications, Quoting the reference number, must be forwarded to Mrs S Hlekiso, Private Bag X02, Bloemfontein, 9301 or delivered by Hand to Mrs S Hlekiso in Room 228, 2nd Floor, Admin Building, Glen. Email: cpswarts17@gmail.com
- CLOSING DATE** : 31 October 2025
- NOTE** : Nominations for candidates / Applications must be accompanied by a comprehensive curriculum vitae, accurately detailing the qualifications, copies of academic qualifications, professional membership (if applicable), relevant experience and the identity document. Applicants must clearly indicate the reference number of the Advisory Board that is being applied for on the covering letter of the application. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following an invitation from the Department to attend an interview, and such qualifications and other related document(s) should be in line with the requirements of the advertisement. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are emailed or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). Dual citizenship holder must provide the Police Clearance certificate from country of origin when shortlisted. All non-SA citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please consider your application as unsuccessful. The Department reserves the right not to make any appointment(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Glen College of Agriculture under the Free State Department of Agriculture and Rural Development is an institution of Higher Learning that facilitates and provides structured agricultural education and training in line with Agricultural Education and Training (AET) strategy. The Glen College executes its mandate within the prescripts of the Higher Education Act 101 of 1997, which requires that the institution should appoint members to serve on the Glen College Board.

OTHER POST

- POST 38/135** : **GLEN COLLEGE ADVISORY BOARD: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT REF NO: FSGCB 03/10/2025**
(Three years from 01 November 2025 until 31 October 2028)
The Glen College of Agriculture hereby invites nominations/applications for six (6) external advisory board members who will be serving on the Glen College Advisory Board on a part-time basis.
- SALARY** : Glen College Board sitting (inclusive of preparation) in accordance with Treasury Regulations Section 20.2.3. Subsistence and travelling allowances when attending College Board activities and meetings will be paid by the Department in accordance with the applicable guidelines.
- CENTRE** : Glen College of Agriculture
- REQUIREMENTS** : The nominee / applicant must have suitable experience or expertise. Diversity and demographics of South Africa shall be taken into consideration during the selection process. Moreover, the below criteria will be considered in order to cater for the three Advisory Board Committees i.e. Human Resources and

Ethics Committee, Finance and Audit Committee and a Senate Committee: Candidates must have at least holds a PhD Degree in Agriculture or in Education with a minimum of ten (10) years' working experience with academic programmes, curriculum development or quality assurance in Institutions of Higher Learning and currently working with Academic programmes, curriculum development or quality assurance in an Institution of Higher Learning. Individuals that holds at least a Degree in Accounting, Finance, Economics or Auditing. Individuals that have extensive farming experience (more than ten (10) years or an active role player in the agricultural sector, local municipality or Glen College alumni.

DUTIES

: The College Board will direct, guide and advise on the following: The implementation and revision of the Glen College of Agriculture strategy to ensure execution of strategic goals as approved by the MEC through Head of Department of Agriculture and Rural Development; Matters concerning the College but fall within the powers of the Executive Authority; Agricultural training and fundraising strategy of the College to the Department; Creation of conducive learning and teaching environment for the academic project of the College; Ensuring that the College operates within a national mandate and also reflect regional diversity by responding to unique agricultural production imperatives; Ensures that the College establishes Committees; Ensures involvement of students in the governance and operations of the College; Monitor and evaluate use of funds and resources to ensure prudent utilization in accordance with PFMA; Ensure development of strategic, operations, and risk management plans; Ensure monitoring and evaluation of strategic, operations, and risk management plans; Ensures the development and offering of academic programmes in line with standards set by different academic bodies; Ensures that the College keeps a database of all registered learners/beneficiaries; Ensures that the College register all qualified diplomats and graduates to the National Learners Register of SAQA; Ensure that the College keeps a traceability record of all learners registered or previously registered with the College; Advise the Department on appointment of Principal; Recommend approval of policies and strategic plan of the College to the Department; Report quarterly to the Chief Director and HOD; Advise on the development of business models for the College to be financially viable and self-sustainable; Advise on the development of a marketing strategy; Promotion of good governance and accountability; and Promotion of intergovernmental relationships.

ENQUIRIES

NOTE

: Mr C Swarts at 083 406 9787
: Members of the board will be appointed either (1) in their personal capacities (2) to represent their relevant organizations and must broadly represent South African Society. Confirmation of the availability of the nominee is also required. Preference will be given to candidates whose appointments will enhance representativity.

DEPARTMENT OF HEALTH

CLOSING DATE

NOTE

: 31 October 2025
: Directions to applicants: Applications must only be done via the online recruitment platform for the Department at: <https://ihealth.fshealth.gov.za/e-Recruitment/> Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The application must indicate the correct Job title, the office where the position is advertised and the Reference number as stated in the advert. Failure by the applicant to fully complete the application form will lead to disqualification of the application during the selection process. Applications filed by hand on the Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin when shortlisted. All non-SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of

this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or post. Failure to upload and submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. Applicants are informed that costs associated with the recruitment processes i.e. travelling and accommodation will be at the expense of the applicants not the Department.

OTHER POSTS

<u>POST 38/136</u>	:	<u>MEDICAL OFFICER GRADE 1 – 3</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 - R1 078 116 per annum Grade 2: R1 142 553 - R1 247 202 per annum Grade 3: R1 322 352 - R1 647 630 per annum (all-inclusive salary package excluding Commuted Overtime and Rural Allowance and consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional). (Applicants might be required to enter into a commuted overtime contract).
<u>CENTRE</u>	:	Dihlabeng Regional Hospital Ref No: H/M/1/2025 (X1 Post) Bongani Regional Hospital Ref No: H/M/2/2025 (X1 Post) Boitumelo Regional Hospital Ref No: H/M/3/025 (X1 Post) Mangaung Metro Office Ref No: H/M/4/2025 (X1 Post) Senorita Ntlabathi District Hospital Ref No: H/M/5/2025 (X1 Post) Dr JS Moroka District Hospital Ref No: H/M/6/2025 (X1 Post) National District Hospital Ref No: H/M/7/2025 (X1 Post) Nketoana/Phumelela Local Area Ref No: H/M/8/2025 (X1 Post) Phuthuloha District Hospital Ref No: H/M/9/2025 (X1 Post) Albert Nzula District Hospital Ref No: H/M/10/2025 (X2 Posts) Thusanong District Office Ref No: H/M/11/2025 (X1 Post) Mohau District Hospital Ref No: H/M/12/2025 (X1 Post) Katleho District Hospital Ref No: H/M/13/2025 (X1 Post) Tokollo District Hospital Ref No: H/M/14/2025 (X1 Post) Fezi Ngubentombi District Hospital Ref No: H/M/15/2025 (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate, 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. Matric. Appropriate qualification that allows for registration with the HPCSA as Medical Practitioner (Independent Practice). Registration with HPCSA as Medical Practitioner. Current annual registration with HPCSA (2025/2026). Experience: Grade 1: None after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. For foreign qualified Medical Practitioners, requirement is a one-year relevant experience after registration as Medical Practitioner with a

		recognized foreign health professional Council where Community Service is not a requirement, as required in South Africa. Candidates must meet the prescribed requirements of the post/s. Knowledge and Skills: ACLS ATLS, APLS.
<u>DUTIES</u>	:	Candidate will have to perform commuted overtime duties (Compulsory & non-negotiable) in line with the relevant policy. Render outreach and support services to other levels of care in our drainage areas (Free State Province). Reduce medical litigation by exercising good clinical ethos. Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Department/Head of Clinical unit/ Medical Specialist: Neurosurgery Department. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. D Ndaba Tel No: (051) 408 1864
	:	to be directed to: https://ihealth.fshealth.gov.za/e-Recruitment/
<u>POST 38/137</u>	:	<u>CHIEF SKILLS DEVELOPMENT OFFICER</u>
<u>SALARY</u>	:	R468 459 - R551 823 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Corporate Office, Bloemfontein
	:	Senior Certificate, plus Bachelor Degree or Advanced Diploma NQF 7 as recognized by SAQA. 3 years' experience in the Skills Development Environment at supervisory level. Driver's License, Advanced Computer Skills. Occupationally Directed Education, Training and Development Practitioner Certificate will be added as advantage. Knowledge And Skills: Skills Development Act, Public Services Regulations, Public Services Act, Labor Relations Act, Constitution, National Qualifications Framework Act, Relevant SETAs & PSETA, Public Service HR Development Strategic Framework, Skills Audit Methodology, Facilitation, Moderation, Report Writing, Analytical, Presentation, Research, Communication Skills (verbal & written), good interpersonal relations.
<u>DUTIES</u>	:	Develop, review, monitor policies and programs and provide inputs to HRD Strategies. Co-ordinate and Implement Learning and Development Programs within the department. Co-ordinate the planning and implementation of a skills audit. Manage resources to ensure that the objectives of the component are achieved.
<u>ENQUIRIES APPLICATIONS</u>	:	Me. M Voster Tel No: (051) 408 1733
	:	To be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 38/138</u>	:	<u>SKILLS DEVELOPMENT OFFICER</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Corporate Office, Bloemfontein
	:	Senior Certificate, plus Bachelor Degree NQF L7 as recognized by SAQA. 2 years' experience in the Skills Development Environment, Driver's License and Driving Skills, Computer Skills. Knowledge And Skills: Knowledge: Skills Development Act, Public Services Regulations, Public Services Act, Labour Relations Act, Constitution, Skills Audit Methodology Skills: Facilitation, Moderation, Report Writing, Analytical, Presentation, Research, Communication Skills (verbal & written), good interpersonal relations. Recommendation: Occupationally Directed Education, Training and Development Practitioner Certificate
<u>DUTIES</u>	:	Assist with the compilation of the Workplace Skills Plan, Annual Training Plan, Annual Training Report and Skills Audit. Assist in the implementation of the WSP, Planned Training Interventions and Compulsory Training Programs. Coordinate developmental programs. Monitor effectiveness of training interventions implemented.
<u>ENQUIRIES APPLICATIONS</u>	:	Me. M Voster Tel No: (051) 408 1733
	:	To be send to: https://ihealth.fshealth.gov.za/e-Recruitment

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

MANAGEMENT ECHELON

<u>POST 38/139</u>	:	<u>HEAD OF DEPARTMENT (HOD): GAUTENG DEPARTMENT OF ROADS AND TRANSPORT REF NO: REFS/GDRT/2025/03</u> (3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)
<u>SALARY</u>	:	R2 352 642 – R2 650 233 per annum, (all-inclusive remuneration package), plus a 10% non-pensionable allowance applicable to Heads of Department.
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A relevant post graduate qualification (NQF Level 8 in terms of SAQA standards) in Transport Planning, Urban and Regional Planning, Civil Engineering, Public Administration, Public Management, and a minimum of ten (10) year's relevant experience at senior management level. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level, with a multi-billion-rand budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership change management and project management. Capabilities should include service delivery innovation, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance, exceptional reporting skills and multi-tasking skills. Ability to work under pressure and willingness to work long and irregular hours and travel extensively.
<u>DUTIES</u>	:	Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Providing strategic leadership to the Department; Overseeing the development, implementation and monitoring of organisational programmes in line with organisational policies. Ensuring sound financial management and application of good corporate governance principles. Provide strategic leadership in the delivery of integrated, sustainable, and efficient transport and overall management of the Department's programmes by aligning all departmental plans with the National Development Plan (NDP), National and Provincial Government Strategic Objectives, Transformation, Modernisation and Reindustrialisation [TMR] Programme and GGT 2030. Ensure sound governance, ethical leadership, and effective performance management within the department. Strengthen intergovernmental relations and stakeholder engagement, including with municipalities, SOEs, and the private sector. Drive innovation in transport infrastructure.
<u>ENQUIRIES</u>	:	Ms Pange Radebe at (066) 315 6970
<u>APPLICATIONS</u>	:	should be sent through RecruitmentHOD.Premier@gauteng.gov.za quoting the relevant reference number to Human Resources Administration. No late applications will be considered.
<u>NOTE</u>	:	Applicants should please note the following: The successful candidate will be required to enter into an employment contract and conclude an annual performance agreement with the Premier of Gauteng within three (3) months of commencement of duty. The recommended/short-listed candidates will be subjected to security clearance. Qualifications will be verified (it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority, i.e. SAQA). The incumbent will be required to disclose his/her financial interest in accordance with the prescribed regulations. NB. Requirement for all senior management positions: Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme . The successful candidate will be required to provide proof of completion of the NSG

Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Qualifying applicants should submit their application on the, New Application Form (Z83), found on www.dpsa.gov.za. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The Z83 should be accompanied by a comprehensive CV (with detailed current and previous work experience including dates). The communication from the HR of the Department regarding the requirements of the certified qualifications, ID, Drivers licence etc. 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 the communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Due to the large number of applications, we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The Gauteng Office of the Premier reserves the right to cancel the filling/ not to fill any vacancy that was advertised during any stage of the recruitment process.

<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/140</u>	:	<u>HEAD OF DEPARTMENT (HOD): DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT REF NO: REFS/GDARD/2025/04</u> (3-year performance-based contract, renewable for a further period of 2 years, dependent on performance) This is a re-advertisement; applicants who applied previously are encouraged to apply.
<u>SALARY</u>	:	R2 352 642 – R2 650 233 per annum, (all-inclusive remuneration package), plus a 10% non-pensionable allowance applicable to Heads of Department.
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A relevant post graduate qualification (NQF Level 8 in terms of SAQA standards) in Agriculture, Public Administration, Public Management, Business Administration or any relevant field, and a minimum of ten (10) year's relevant experience at senior management level. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level, with a large complex entity budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance, and multi-tasking skills. Ability to work under pressure and willingness to work long and irregular hours and travel extensively.
<u>DUTIES</u>	:	Providing strategic leadership and driving the strategic planning and implementation processes of the Department; Complying with the Public Finance Management Act, Treasury Regulations and Human Resource Management framework of the Public Service, Managing the performance and service delivery of the Department, Implementing appropriate policies, strategies, structures, systems and processes to deliver on mandates, Making contribution to the broader strategic environment of Gauteng, Ensuring that the highest standard of corporate governance and ethics are upheld. Driving the implementation of the Growing Gauteng Together [GGT] 2030 Plan of Action and work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier's vision of a 'smart province. Over-seeing the development, implementation and monitoring of Departmental programmes and projects; structures, systems and processes to deliver on mandates and contributing to the broader strategic environment of Gauteng.

ENQUIRIES
APPLICATIONS

: Ms Pange Radebe at 066 315 6970
: should be sent through RecruitmentHOD.Premier@gauteng.gov.za quoting the relevant reference number to Human Resources Administration. No late applications will be considered.

NOTE

: Applicants should please note the following: The successful candidate will be required to enter into an employment contract and conclude an annual performance agreement with the Premier of Gauteng within three (3) months of commencement of duty. The recommended/short-listed candidates will be subjected to security clearance. Qualifications will be verified (it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority, i.e. SAQA). The incumbent will be required to disclose his/her financial interest in accordance with the prescribed regulations. NB. Requirement for all senior management positions: Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-rogramme>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Qualifying applicants should submit their application on the, New Application Form (Z83), found on www.dpsa.gov.za, Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The Z83 should be accompanied by a comprehensive CV (with detailed current and previous work experience including dates). The communication from the HR of the Department regarding the requirements of the certified qualifications, ID, Drivers licence etc. 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 the communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Due to the large number of applications, we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The Gauteng Office of the Premier reserves the right to cancel the filling/ not to fill any vacancy that was advertised during any stage of the recruitment process.

CLOSING DATE

: 31 October 2025

**PROVINCIAL ADMINISTRATION: KWA-ZULU NATAL
DEPARTMENT OF HEALTH**

- APPLICATIONS** : Applications forwarded to or Hand Delivery, 34 Wilson Street, Dundee, 3000. Umzinyathi Health District Office, Private Bag X2052, Dundee, 3000. Application may also be emailed to: Bongumusa.masondo@kznhealth.gov.za or Mbalenhle.Ngwenya@kznhealth.gov.za
- FOR ATTENTION** : Ms. M Ngwenya
- CLOSING DATE** : 31 October 2025 at 16h00
- NOTE** : NB: Please note that due to financial constraints, there will be no payment of S & T and resettlement claims

OTHER POST

- POST 38/141** : **MEDICAL OFFICER –NHI REQUIRED FOR PHC REF NO: NHI/02/2025 (X3 POSTS)**
Duration: Until 31 March 2026
- SALARY** : R639.00 rate per hour inclusive of rural allowance. Maximum 3hoursTime spent at the clinic Kilometers travelled Exclusion: Doctors working for the Department of Health will not be considered for NHI posts. NB: Travel claim capped at no more than 200km's return per day and 2.0cc engine capacity.
- CENTRE** : Umzinyathi Health District Office
- REQUIREMENTS** : Matric/ Senior Certificate (Grade 12) MBCHB Medical Degree plus. Registration with the HPCSA as an Independent Medical Practitioner plus current registration certificate with the HPCSA. Valid driver's license Knowledge, Skills And Competencies Required: Sound knowledge, experience and clinic skills in General Medicine, but especially in the following fields: Primary Health Care Antenatal care Child Health and IMCI HIV Medicine TB Medicine Non-communicable Diseases Emergency care Good communication and leadership skills Knowledge and understanding of Batho Pele Principles and Patients' Rights Charter Ability to work as part of the PHC Team Sound Medical ethics A diploma in HIV Care or Family Medicine would be an advantage.
- DUTIES** : Work as a consulting doctor in Primary Health Care Clinics in Umzinyathi Health District. Provision of good quality, patient-centered and community-orientated care for all patients. Promote and ensure good continuity of care Examine, investigate, diagnose and oversee the treatment of patients, including: Chronic ailments, TB, patients for ARVs, sick children, antenatal patients and mental health care users etc. Participate in and support CPD (Continuous Professional Development) and training of PHC doctors and nurses. Provide medical support to PHC clinical staff. Ensure that relevant patient's statics are maintained. Maintain accurate health records in accordance with Legal Ethical considerations. Provide preventive health interventions and measures to promote health. Handle disability grant assessments. Perform duties as delegated by supervisor. The incumbent will be accountable to the Clinic Operational Manager, Medical Manager and DCST Family Physician, where applicable.
- ENQUIRIES** : Ms.DLS Zulu Tel No: (034) 299 9100

DEPARTMENT OF TREASURY

The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

- APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road Pietermaritzburg 3200. Applications can also be submitted via the e-services system, please assess this site (eservices.gov.za)
- FOR ATTENTION** : Ms N Cele
- CLOSING DATE** : 31 October 2025
- NOTE** : The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies.The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only provisionally shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be

subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: Females and people with disabilities who meet the requirements.

OTHER POSTS

POST 38/142 : **ASSISTANT DIRECTOR: INFRASTRUCTURE AND SPATIAL PLANNING**
REF NO: KZNPT 25/31
 Re-advertise

SALARY : R468 459 per annum
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3-year NQF Level 7 qualification with Geographic Information Systems (GIS) as a major. A minimum of 3-years in a GIS environment within infrastructure planning and delivery. A valid driver's license. People with disabilities without valid Driver's license will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Extensive working knowledge of applicable national and provincial policies and legislation is required: Advanced Project Management. Contract Management. Public Finance Management Act (PFMA). Municipal Finance Management Act (MFMA). Division of Revenue Act. Construction Industry Development Board Act (CIDB). Treasury Regulations. Provincial Growth and Development Strategy (PGDS). Provincial Spatial and Economic Development (PSEDS). Public Finance Management Act – Best Practices. Provincial policy priorities. Political and socio-economic environment surrounding allocated departments. Organising. Planning. Facilitation and presentation. Problem solving. Research. Analytical. Computer literacy. Time management. Inter-personal relations. Verbal and written communication. Financial management. Project Planning and Management. Policy analysis and development. Self-disciplined and able to work under pressure with minimum supervision.

DUTIES : Support, Monitor and Oversee Infrastructure Delivery Management Improvement. Support, monitor and oversee Infrastructure Portfolio Planning. Conduct Infrastructure Spatial Planning. Support, monitor and oversee Infrastructure Project/Programme Review. Oversee and Monitor Operations, Maintenance and Services.

ENQUIRIES : Ms. F Mkhize Tel No: (033) 897 4441

POST 38/143 : **ASSISTANT DIRECTOR: FINANCIAL AUDITS REF NO: KZNPT 25/4**

SALARY : R468 459 per annum
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3-year NQF level 7 qualification or higher in Auditing and Accounting/Accounting/ Accounting Sciences in Financial Accounting/ Accounting Sciences in Internal Auditing/Financial Accounting/Internal Auditing. A Minimum of 3 years' experience in conducting or providing technical support in internal/ external auditing. Membership of Institute of Internal Auditors South Africa (IIA SA). A valid driver's license. People with disabilities without valid Driver's license will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Detailed knowledge of public sector, local government and public/private entities systems and relevant legislation/statutes, including Constitution. PFMA and Treasury Regulations. Municipal Finance Management Act (MFMA). PSRF (Public Service Regulatory Framework). Standards for the Professional Practice of Internal Auditing. General Recognised Accounting Principles. Generally Accepted Accounting Principles. Modified Cash Standards. MTEF budget compilation and analysis. Internal Auditing techniques. Enterprise Risk Management. Team Mate Audit system. Verbal and written communication abilities Problem-solving. Analytical and numeracy. Auditing and report writing. Analytical and quantitative method tools. Verbal communication and

presentation. Good interpersonal relations. Research and analysis. Report writing and general writing. Project planning and management. Change management. Time management. Policy development. Report writing. Statistical and quantitative analysis. Financial management. People management. Strategic planning and management. Organisational development and dispute resolution. Chairing of meetings. Excellent verbal and written communication abilities. Maintain high standard of honesty, objectivity, diligence and loyalty. due professional care. Computer skills: Spreadsheets (MS Excel), word processing (MS Word), PowerPoint (MS Office), internet and intranet.

DUTIES

: Contribute to the development and revision of policies, methodologies, and procedure manuals for Internal Audit services for the province. Contribute to the development and revision of the strategic and annual plans for Internal Audit services for the Provincial Departments based on the results for the Provincial or Departmental risk assessments. Supervise and implement the internal audit project, policies, methodologies and procedure manual. Provide value adding recommendations for improving the institutions governance, risks and controls and monitor the implementation thereof. Maintain relationships with client management, and any other internal and external stakeholders. Manage the resources of the unit.

ENQUIRIES

: Ms. N Ngcobo Tel No: (033) 897 4650

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SPORT, ARTS AND CULTURE**

Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets Women and People with Disabilities are encouraged to apply.

<u>APPLICATIONS</u>	:	Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and only shortlisted candidates will submit SAQA verification. Applicants will be assisted to apply through the E-recruitment system Applicants should apply using E-Recruitment system at https://erecruitment.limpopo.gov.za , at The Department of Sport, Arts and Culture, 21 Biccard Street, Polokwane, Olympic Towers Enquiries: Mr Musia N, Ms Langa LZ, Ms Mothupi PP, and Ms Makaulule MM @015 284 4143/ 4109/4032 / 4144.
<u>CLOSING DATE</u>	:	31 October 2025
<u>NOTE</u>	:	Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Applicants should apply using E-Recruitment system at https://erecruitment.limpopo.gov.za , click on browse jobs and select Department of Sport, Arts and Culture. Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) are only required to be presented on the day of the interview. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Pre-Entry Assessments All shortlisted candidates, including 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. Practical Exercise (a) All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. (b) The assessment must comprise a formal test to determine a candidate's proficiency in core functions and the technical dimensions specified in the job advertisement. https://www.dpsa.gov.za/dpsa2g/documents/ep/2024 The closing date for submission of applications is the 31 October 2025. Shortlisted candidates will be subjected to security clearance and pre-employment verifications. Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations The advert will be posted on the following websites www.sac.limpopo.gov.za / www.limpopo.gov.za , and www.dpsa.gov.za

MANAGEMENT ECHELON

<u>POST 38/144</u>	:	<u>DIRECTOR: LEGAL SERVICES REF NO: DSAC 2025/01</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive remuneration package) of which 30% may be structured according to the individual's needs
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) in Law as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior Management level in Legal services. SMS pre-entry (Nyukela) certificate upon appointment. A valid driver's license (except for persons with disabilities).Core And Process Competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation,

Research, Policy formulation and Analytic thinking. sound understanding of the functioning of Public Service system and good background in service delivery, turn around and change management strategy. Knowledge And Skills: and understanding of the legislative framework governing the public services, Knowledge of the South African Constitutional Law and comparative legal systems, administrative law, interpretation of statutes, public sector legislation and regulations (including the PFMA, Treasury Regulations, Public Service Act and Regulations, Municipal Systems/ Structures Act), commercial law, law of contract, legislative drafting, good Communication skills, report writing skills, facilitation skills, co-ordination skills, liaison skills, networking, interpersonal skills, leadership skills, analytical skills, change and knowledge management, planning and organising skills, people Management, financial Management, problem Solving, Legal interpretation, time Management, team player, strategic planning, policy analysis and development.

DUTIES

: Provide leadership and strategic direction in the directorate: Align the information management and information technology strategy with the strategic direction, management plans and business processes of the department, monitor and ensure the implementation of the strategic plans, align individual performance to the strategic business objectives of the sub-directorate. implement and report on strategic frameworks in functional responsibility, monitor the attainability & sustainability of performance standards as per departmental objectives and oversee the development of Operational Plans to give strategic direction to the sub-directorate by managing & coordinating the activities. Provide legal advice and assistance in the department: Ensure a well-coordinated labour litigation service, arbitration and labour court matters, conduct research on legal matters, consult with Executive Authorities to obtain relevant information for the purpose of legal assistance, interpret laws and policies on behalf of the Department, draft, edit ,amend legal documents and assist with the preparation of other documents with legal bearing e.g. tender documents, provide legal inputs concerning policy formulation and implementation and serve on task team s/working groups from a legal point of view. Draft and review legislation to ensure alignment with departmental and governmental outcomes and priorities. Drafting or editing international agreements and other legal contracts and documents: Manage legal instruction, ensure drafting and editing of labour contracts for the provincial administration, ensure consultation within the department and submission of well researched legal documents and ensure that the Department's interest is considered and protected when entering into contracts with national or international third parties and in policies and legislation. Manage resources (physical, human and finance): Ensure proper implementation of budget, ensure that preparations of budget are in line with strategic plans, & department objectives, monitor and report on the utilization of equipment, evaluate and monitor performance of employees, ensure capacity and development of staff, manage discipline in the workplace and enhance and maintain employee motivation and cultivate a culture of performance management

ENQUIRIES

: Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

OTHER POSTS

POST 38/145

: **DEPUTY DIRECTOR: CULTURE AND CREATIVE INDUSTRIES REF NO: DSAC 2025/02**

SALARY **CENTRE** **REQUIREMENTS**

: R1 059 105 per annum (Level 12)
: Head Office (Polokwane)
: An undergraduate qualification (NQF Level 6) in Arts and Cultural Studies or as recognized by SAQA. A minimum of three to three (3) – five (5) years of experience in Culture and Creative Industries environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Knowledge And Skills: Knowledge: Sound and in-depth knowledge of All Arts and Cultural legislative frameworks. In-depth knowledge of the legislative and regulatory frameworks governing the Public Service. Human Resource Management principles. Skills: Applied Strategic Thinking, Creative Thinking, Citizen Service Orientation, Decision Making, Communication and Information Management, Diversity Management, Citizenship focus and responsiveness, Continuous

	Improvement, Communication and information management, Problem Analysis and decision-making, Applying Technology, Budgeting and Financial Management, Networking and building bonds, Project Management, Team leadership, Planning and Organising, Developing Others, Self-Management, Team Membership, Report writing skills, Facilitation, Presentation and Stakeholders Engagement, Research/Analysing, Interpersonal Relationship skills, Analytical Thinking skills, Ability to self-motivate and work in a team environment. Advanced human resource management.
<u>DUTIES</u>	: Manage the provision of performing arts services: Develop and promote performing arts programmes, provide support to emerging artists and arts and culture structures, coordinate and promote performing arts events, festivals and other related initiatives, develop business and project plans for performing arts events and projects and manage the development, implementation and monitoring of performing arts policies. Manage the development of visual arts Industry in the province: Coordinate planning and executions of visual arts, craft, design programmes, exhibition and trade fairs, establish and maintain visual arts committees in the province, facilitate interaction and provide professional advice to all relevant stakeholders in the sector and research development initiatives in the sector, provide support and create income generating opportunities for emerging artists and crafters and develop and implement policies related to visual arts, craft and design. Manage the development and distribution of local film and video: Identify, nurture, and mentor emerging talent in film and video. Provide opportunities to previously disadvantaged communities, ensure identification and nurturing of talent in film and video, promote the use of local content on television, provide support to any person or organisation participating in film and video, manage the development and implementation of film and video policies and procedures and develop and implement a marketing plan for film and video. Manage and utilise human, physical and financial resources in accordance with relevant directives and legislation: Evaluate and monitor performance of employees, ensure capacity and development of staff, enhance and maintain employee motivation and cultivate a culture of performance management, develop a stimulating working environment for staff through leadership and sound management and development strategy and manage discipline.
<u>ENQUIRIES</u>	: Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 38/146</u>	: <u>DEPUTY DIRECTOR: MUSEUM AND HERITAGE REF NO: DSAC 2025/03</u>
<u>SALARY</u>	: R1 059 105 per annum (Level 12), (all-inclusive remuneration package) of which 30% may be Structured according to the individual's needs.
<u>CENTRE</u>	: Head Office (Polokwane)
<u>REQUIREMENTS</u>	: An undergraduate Qualification (NQF level 06) in Heritage Management / Museum studies, Arts/Cultural Studies as recognized by SAQA. A minimum of three to three (3) – five (5) years of experience in Museum and Heritage environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Knowledge And Skills: Knowledge: Sound and in-depth knowledge of All relevant n-depth knowledge of museum, heritage, and cultural legislative frameworks and all relevant legislative frameworks that govern the Public Service. Strong grounding in Human Resource Management, Financial Management, and governance principles. Skills: Applied Strategic Thinking, Creative Thinking, Citizen Service Orientation, Decision Making, Communication and Information Management, Diversity Management, Citizenship focus and responsiveness, Continuous Improvement, Communication and information management, Problem Analysis and decision-making, Applying Technology, Budgeting and Financial Management, Networking and building bonds, Project Management, Team leadership, Planning and Organising, Developing Others, Self-Management, Team Membership, Report writing skills, Facilitation, Presentation and Stakeholders Engagement, Research/Analysing, Interpersonal Relationship skills, Analytical Thinking skills, Ability to self-motivate and work in a team environment.
<u>DUTIES</u>	: Manage transformation and revitalisation of museums and heritage services: Develop, implement and monitor provincial museum, heritage, and cultural strategies. Coordinate the revitalisation of museums and heritage activities, lead the promotion of museum and heritage services to previously marginalised communities, promotion of material culture from previously

marginalised communities. Align Museum and heritage programs to address social concerns such as poverty alleviation, education, and awareness campaigns (e.g., HIV/AIDS). Bridge the information gap between government programs and communities. Ensure enhancement of collection and conservation: Capacity building to empower communities around local museums, coordinate and oversee that heritage objects of cultural significance are identified, graded, acquired, documented, and preserved, ensure rare and culturally significant objects are secured and maintained to professional standards. Manage provincial heritage sites that are associated with each museum and contribute towards the development of a working tool to guide museum functions. Manage promotion of education, research and tourism: Building of partnerships with academic institutions to enhance research initiatives, Collaborate with heritage-tourism clubs, government, and non-governmental organizations to promote heritage tourism and cultural experiences., Lead school outreach programs and community engagement initiatives to complement the curriculum in Limpopo Province, coordinate the celebration of important national and international days in the Museums and Heritage calendar and promotion of museums. Ensure contribution towards global initiative programmes: Build networks with heritage and museum institutions nationally and globally to facilitate intercultural exchange., Coordinate the E-Heritage documentary program and other digital initiatives, explore investment and development opportunities for heritage development in the province. identification, acquisition, and provide curatorship to museum or heritage objects of Limpopo origin that are either overseas and in other province and participate in the intercultural exchange programs with well-established heritage institutions in the world. Identify, acquire, and curate heritage objects of provincial origin. Supervise employees to ensure an effective museum and heritage service. This would, inter alia, entail the following: Coordinate and monitor the implementation of Museums operational plans to ensure alignment with provincial Outcomes and outputs, allocate duties and do quality control of the work delivered by supervisees, advice and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of supervisees, ensure that all supervisees are trained and developed to be able to deliver work of the required professional standards efficiently and effectively and develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 38/147</u>	:	<u>DEPUTY DIRECTOR: RECREATION AND PROMOTION REF NO: DSAC 2025/04</u>
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), (all-inclusive remuneration package) of which 30% may be Structured according to the individual's needs.
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate Qualification (NQF level 06) in Sport Management, Sport Sciences/ Management / Sport Administration qualification as recognized by SAQA. A minimum of three (3) – five (5) years of experience in Sport and Recreation environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Knowledge And Skills: Knowledge of sport and recreation in the South African context, Legislative Frameworks, strategic Frameworks , principles and procedures for management including best practices in this arena, in-depth appreciation of business ethics and the capability to maintain a high level of confidentiality and sensitivity regarding work issues, able to withstand the political pressures related to this job, good understanding of the hub system blueprint, ability to work under pressure and over weekend. Skills: Applied Strategic Thinking, Creative Thinking, Citizen Service Orientation, Decision Making, Communication and Information Management, Diversity Management, Citizenship focus and responsiveness, Continuous Improvement, Communication and information management, Problem Analysis and decision-making, Applying Technology, Budgeting and Financial Management, Networking and building bonds, Project Management, Team leadership, Planning and Organising, Developing Others, Self-Management, Team Membership, Report writing skills, Facilitation, Presentation and Stakeholders Engagement, Research/Analysing, Interpersonal Relationship skills, Analytical Thinking skills, Ability to self-motivate and work in a team

environment. Skill in planning and project management, workshops and presentation skills and in maintaining composure under pressure while meeting multiple deadlines. Good computer skills with word processing, spreadsheet, and other business software to prepare reports, memos, summaries, and analyses, verbal and written communications skills, active listening skills and skills in presenting reports and recommendations. Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment. Must be able to handle confrontational situations with diplomacy.

DUTIES

: Facilitate Implementation of Recreation Programs: Development recreation policy and plan and monitor Implementation of Recreation Plan. Coordinate, plan, and manage community-based recreation activities to increase participation and engagement. Promote Community Mass Participation: Encourage broad public involvement in recreational activities, targeting women, youth, persons with disabilities, the elderly, and rural communities. Facilitate Community Indigenous Sport: Support the preservation, promotion, and practice of indigenous sports within communities. Promote Access to Recreational Facilities. Develop and implement programs that encourage active living, wellness, and holistic community health. Operational Leadership and Community Hub Development: developing and implementing frameworks to involve targeted groups in sport and recreation activities. Establish, oversee, and manage community hubs, build and maintain partnerships with local organisations and recreation-related community structures to support hub development and foster community engagement., develop and implement interventions to enhance community hubs, including capacity-building programs for stakeholders to promote certified sport development initiatives. Provide Operational and tactical guidance for the operational activities within the sub directorate, ensuring operational and financial objectives are constituent with departmental objectives, allocate financial, human resources and related efforts. Manage the performance and impact of the Sub directorate: Planning and organizing the activities of the Sub-Directorate to ensure optimum service delivery, monitor own unit's expenditure, allocate work and give clear instructions and communicate expectation, perform quality control on the work delivered, manage performance, conduct and discipline of subordinates and ensure training and development of subordinates to be able to deliver work of the required standard efficiently and effectively active recreation events organised and implemented. Data base active recreation stakeholders' development and implement integrated programme of recreational events, strengthen partnerships with recreational agencies and Non-Governmental Organisations (NGOs) to deliver effective programmes to communities. Utilise parks and open spaces for recreation activities. Recreation facilities audit, communicate norms and standards for recreation facilities-monitor MIG recreation. Audit on Sport and Recreation clubs and membership, ensure recreation clubs affiliate to the relevant organisation, provide volunteer programme-database. Deliver programme and promote peace in sport transformation programmes to promote inclusivity: women, persons with a disability, youth, aged and rural communities. Encourage the corporate sector to offer active participation in sport and recreation. Link with private sector sport and recreation initiatives. Facilitate the establishment of community sport and recreation hubs and clubs. Design and implement programmes to promote active and healthy lifestyles amongst all age groups and abilities. Procure and develop a Geographical Information System (GIS) for hubs, clubs established and schools, Implement outreach programmes for vulnerable and previous marginalised groups through hubs. Convert hubs into self-sustainable entities like Community Based Organisations (CBOs), Non-Profit Organisations (NPOs) or NGOs. Assist to ensure that where clubs are non-existent, hubs will work jointly with NFs to support the creation of clubs. Ensure that Sports Councils act as interface to support the linking of hubs/clubs with federations, municipalities, civil society structures and NGOs to ensure integration of sports programmes and to avoid duplication of resources.

ENQUIRIES

: Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

<u>POST 38/148</u>	:	<u>DEPUTY DIRECTOR: INFRASTRUCTURE PLANNING AND MANAGEMENT REF NO: DSAC 2025/05</u>
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), (all-inclusive remuneration package) of which 30% may be Structured according to the individual's needs.
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate Qualification (NQF level 06) in Built Environment studies as recognised by SAQA. A minimum of three to three (3) – five (5) years of experience in infrastructure project management, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Knowledge And Skills: Knowledge of Built environment, government Infrastructure Planning and Delivery, Infrastructure Delivery Legislative Framework, construction contracts, Infrastructure Delivery Management System (IDMS) Programme Planning. Knowledge of public services policies and procedures. Microsoft office applications, financial management and project management. Skills: Applied Strategic Thinking, Creative Thinking, Citizen Service Orientation, Decision Making, Communication and Information Management, Diversity Management, Citizenship focus and responsiveness, Continuous Improvement, Communication and information management, Problem Analysis and decision-making, Applying Technology, Budgeting and Financial Management, Networking and building bonds, Project Management and spreadsheet skills, Team leadership, Planning and Organising, Developing Others, Self-Management, Team Membership, Report writing skills, Facilitation, Presentation and Stakeholders Engagement, Research/Analysing, Interpersonal Relationship skills, Analytical Thinking skills, Ability to self-motivate and work in a team environment
<u>DUTIES</u>	:	Facilitate the development of infrastructure plans: Develop, review and update infrastructure delivery frameworks and plans. Develop and implement infrastructure SOPs. Liaise with Programme leaders and understand the infrastructure needs, liaise across the different spheres of Government to understand the infrastructure development plans, participate in and contribute to the development and review of the Limpopo Integrated Infrastructure Plan (LIIMP), develop the infrastructure plan (UAMP) to achieve the overall strategic objectives and to align and leverage off other infrastructure investments and developments, conduct pre-feasibilities assessments to determine the priority of projects and to develop the project conceptual frameworks, develop the high level project timeframe for implementation, test the draft project plan with stakeholders and amend to include their feedback and priorities development of the APP and operational plan, develop the Infrastructure Programme Management Plan (IPMP) and manage service providers to provide information to support the planning process. Monitor and report on the implementation of infrastructure plans. Liaison with the implementing Agents. Manage the performance and impact of the Sub directorate. Planning and organising the activities of the Sub-Directorate to ensure optimum service delivery, monitor own unit's expenditure, allocate work and give clear instructions and communicate expectation, perform quality control on the work delivered, manage performance, conduct and discipline of subordinates and ensure training and development of subordinates to be able to deliver work of the required standard efficiently and effectively. Ensure infrastructure budget development and management: Consider the pre-feasibility assessments and the project plan and develop a draft infrastructure budget, identify budget and funding sources, prepare presentations and proposals to secure budget allocation and grant funding, develop the budget and test this with the relevant stakeholders, submit the budget for approval, develop and implement a budget tracking tool and track expenditure against planned budget and identify budget and expenditure anomalies and liaise with relevant parties to implement corrective action. Manage the procurement of infrastructure: Develop the departmental Construction Procurement Strategy, develop the infrastructure procurement plan, draft the relevant terms of reference and bill of quantities, provide technical input into the procurement review process, review and comment on proposals that are received, manage that the procurement process happens in line with this agreed timeframes and review the appointment of service providers in line with the agreed terms of reference and conditions of contract.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

<u>POST 38/149</u>	:	<u>DEPUTY DIRECTOR: ACADEMY OF SPORT REF NO: DSAC 2025/06</u> Sport (for a period of one (1) year contract)
<u>SALARY</u>	:	R1 059 105 per annum (Level 12)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate Qualification (NQF level 06) in Sport Science as recognized by SAQA. A minimum of three to three (3) – five (5) years of experience in Sport environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Knowledge And Skills: Sound and in-depth knowledge of the South African Sports Academies Strategic framework and policy guidelines, deep knowledge and understanding of the national sport and recreation plan, Skills: people Skills, teamwork, project Management, planning and organising, financial Management, communication skills, report writing skills, facilitation, budgeting and research.
<u>DUTIES</u>	:	Manage the activities of the provincial sport academy: monitor activities of all District Academies of Sport (DAS), manage, monitor and evaluate the database of all PAS and DAS athletes and coaches, evaluate and propose intervention strategies for betterment of Academies systems and programmes, implement, monitor and evaluate Academy systems and policies in line with the directives of Provincial Sports Confederation and SASCOC. Provide regular reports to SASCOC through the Provincial Sports Confederations. Provide sport science and medicine support: Manage sport specific testing through scientific protocols, facilitate physiotherapy services for athletes, facilitate the provision of medical services to athletes and facilitate the provision of rehabilitation programmes. Manage coaching services, ensure training of elite coaches, provide qualified elite coaches to nominated talented athletes, ensure deployment of head coaches during training camps and championships, conduct research on the latest trends relative to coaching, provide advice on matters related to coaching. Facilitate and coordinate scientific and medical support services for athletes and officials. Oversee sports technology support, aligned with national coaches and the High-Performance Department of SASCOC. Manage performance squad and events: Facilitate life skills workshops, liaise with clubs, federations and confederations, develop sport specific tactics and techniques programs. Ensure the nurturing and accelerated development of talented athletes through structured development pathways. Facilitate the provision of career counselling, life skills, and guidance programs, tailored to the needs of athletes and officials. Manage the accommodation of provincial athletes and officials in the PAS in accordance with the selection policy and availability of funding. Ensure PAS priority codes align with national priority codes, and accommodate other sports based on provincial demographics and funding availability. Coordinate exchange programs: Manage talent identification, ensure deployment of scouts, facilitate access to conducive sport facilities, monitor usage of the correct criteria for selection of talented athletes, develop and maintain a data base of elite athlete. Develop and implements the PAS Annual and Operational Planning and compile, submit and monitor the PAS budget and performance, and manage the physical assets of PAS. Allocate work and give clear instructions and communicate expectation, perform quality control on the work delivered, manage performance, conduct and discipline of subordinates and ensure training and development of employees to be able to deliver work of the required standard efficiently and effectively.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 38/150</u>	:	<u>LIBRARIAN (X4 POSTS)</u> Re-advertisement, applicants who applied before are encouraged to apply again.
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Ntsako Matsakali and Thulamela (Vhembe District), Bela-Bela town and Roedtan Library (Waterberg District): Ntsako Matsakali Library Ref No: DSAC 2025/07 Thulamela Library Ref No: DSAC 2025/08 Bela-Bela Town Library Ref No: DSAC 2025/09 Roedtan Library Ref No: DSAC 2025/10

<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 in Library & information Studies/Science as recognized by SAQA. A minimum of 2 years' experience of Experience in the library environment. A valid driver's license (except for persons with disabilities). Knowledge And Skills: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy. Organizing and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline.
<u>DUTIES</u>	:	Market and promote library services. Classify and catalogue library material. Render reference and information services. Develop a new established library. Render professional library and information service to the community. Assist with identifying maintenance needs for the building, equipment, library assets and material. Manage day to day library operations. Responsible for the marketing and advocacy of library services and within the library. Facilitate establishment and full participation of book clubs. Perform necessary library administrative tasks. Conduct library orientation to users regarding library usage and retrieval of information. Provide information service to library users. Monitor library user's statistics and compile reports as required. Assist the District Librarian to conduct asset verification. Liaise with stakeholders and district library on library matters. Compile monthly, quarterly, and annual reports. Supervise library staff.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 38/151</u>	:	<u>LIBRARIAN CPU REF NO: DSAC 2025/11</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 in Library & information Studies/Science as recognized by SAQA. A minimum of 2 years' experience of Experience in the library environment. A valid driver's license (except for persons with disabilities). Knowledge And Skills: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy. Organizing and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline.
<u>DUTIES</u>	:	Formulate the bibliographic data, consult the Dewey Decimal classification schedules (DDC23). Check the existence of a library material on the SLIMS database, analyse and determine the type, audience, language and subject content and use Sears List of Subject Headings to determine the subject headings. Scan ISBN or type in the CLOI number of an item to retrieve its bibliographic record on Resource Monitoring for Remote Application (REMORA), verify information, edit the necessary fields, i.e. Price, quantity, etc and print the catalogue cards. Search the library material by International Standard Book Number (ISBN), author and title, check the existence of a record on the database, catalogue if unavailable, print catalogue cards if already catalogues and confirm information on the cards and confirm the information on the cards.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 38/152</u>	:	<u>CULTURAL OFFICER REF NO: DSAC 2025/12</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification level 06 in Arts and Cultural Studies as recognized by SAQA. A minimum of 2 years' experience in Arts and Culture. A valid Driver's License (except for persons with disabilities). Knowledge And Skills: Sound and in-depth knowledge of All relevant Cultural and Creative prescripts and all relevant legislative frameworks that govern the Public Service. Project Management. computer skills. Planning and organising. Financial Management. Communication skills. Report writing skills.
<u>DUTIES</u>	:	Identify, develop and promote (emerging) artists and crafters as well as implementing projects related to performing and visual arts and craft: Facilitate transformation of performing and visual arts to impact on socio-economic development, promote and develop community/public based arts, culture and heritage programmes, establish and maintain partnerships with relevant

stakeholders, manage the implementation of youth development programmes and projects, promote socio-cultural development of vulnerable groups, identify and support the development of high impact job creation areas and skills development in arts, culture and heritage sector, promote the culture of reading and writing, SA craft, music sector and technical service industries and multimedia (audio-visual, design, visual arts) sector. Create awareness programmes for craft, performing and visual arts: Design and conduct awareness campaigns to promote arts and culture programmes, liaise with all relevant stakeholders, promote usage of Art Centres and integrated crafts hubs, promote and develop community/public based arts and culture programmes. Conduct needs analysis and provides professional advice on performing, visual arts and crafts: Conduct research on arts and culture programmes, coordinate the establishment and provide support to arts and culture structures, implement policies and strategies for art, culture and heritage sector, provide advice to all relevant stakeholders on arts and culture matters. Render administrative functions in relation to programmes that are implemented: Monitor and evaluate funded projects and programmes, develop and maintain database of arts, culture and heritage institutions, provide administrative and technical support regarding arts and culture programmes and monitoring the implementation.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

POST 38/153 : **PERSONAL ASSISTANT REF NO: DSAC 2025/13**

SALARY : R325 101 per annum (Level 07)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification level 06 in Office Management / Management Assistant as recognized by SAQA. A minimum of 2 years' experience as a Personal Assistant. A valid Driver's License (except for persons with disabilities). Knowledge And Skills: Word processing, managing files and records, obtaining and disseminating Information, managing requests or enquiries and providing customer and personal services. Good Telephone etiquette, computer literacy, sound organising skills, good people skills, basic Interpersonal relationship, communication skills, organising skill and client Liaison / Customer care.

DUTIES : Provide secretarial/ receptionist support service to the chief director: Handling phone calls, in addition to the call for the Chief Financial Officer, Discretion is required to decide to whom the calls should be forwarded. In the process the job incumbent should finalize some enquiries, performs advanced typing work, operates and ensures that office equipment, e.g. Fax machines and photocopies are in good working order, records the engagements of the Chief Financial Officer, utilizes discretion to decide whether to accept/ decline or refer other employees request for meetings, based on the assessed importance and urgency of the matter, co-ordinates with and sensitises/ Advises the Chief Director regarding engagements and compiles realistic schedules of appointment. Render administrative support services: Process all invoices that emanates from the activities of the Chief Financial Officer's work, records minutes of the meetings of the Chief Financial Officer where required, drafts routine correspondences and reports, filing of documents for the Chief Financial Officer, administers matters such as leave registers and telephone accounts, receive records and distributes all incoming and outgoing documents, handles the procurement of standard items like stationery, refreshments, etc, collect all relevant documents to assist the Chief Financial Officer to prepare for meetings. Remains up to date with prescripts/ policies and procedures applicable to his work terrain to ensure efficient and effective support: study the relevant Public Service and Departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly and remains abreast with the procedures and processes that apply in the office of the Chief Financial Officer.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

POST 38/154 : **ADMINISTRATION OFFICER REF NO: DSAC 2025/14**

SALARY : R325 101 per annum (Level 07)
CENTRE : Head Office (Polokwane)

<u>REQUIREMENTS</u>	:	An undergraduate qualification level 06 in Acquisition/ Logistic Management / Public Administration / Management / Supply Chain Management / Purchasing as recognized by SAQA. A minimum of 2 years' experience in Acquisition. A valid Driver's License (except for persons with disabilities). Knowledge And Skills: Knowledge of PFMA, treasury regulations, prescripts and PPPFA, demand management skills, successful completion of SCM course, knowledge of bas and LOGIS systems, communication skills (verbal and written), Computer literacy (MS word, excel, power point), Project planning and report writing. Problem solving skills. Good interpersonal relationship. Ability to work under pressure, skills, information management skills, good organisational skills, negotiation skills, people management skills and financial management skills
<u>DUTIES</u>	:	Invitation of price quotations: Facilitate procurement of goods and services, acquire quotations from suppliers on a daily basis, enforce best practice of acquisition of goods and services through adherence to procurement strategies and procedures. Invitation of bid price quotations: Implement policies, guideline, systems and practice in line with national and provincial ensure that goods and services are procured economically and efficiently, assists in the identification and development of internal procurement policies and systems (procurement procedures), and capturing of orders on LOGIS: Orders captured on LOGIS System. Preparations of payment invoices: Register service provider on payment book, submit to finance, give them orders. Handling of queries: Ensure maximum complains are attended to and from internal clients (end –users) and external clients service providers.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 38/155</u>	:	<u>LIBRARIAN (X6 POSTS)</u> (For a period of one (1) Year Contract)
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07), plus 37 % of lieu of benefit
	:	Mulamula, Vleivontein, Tshaulu (Vhembe District), Mampane, Botshabelo and Moopetetse (Sekhukhune District)
		Mulamula Library Ref No: DSAC 2025/15
		Vleifontein Library Ref No: DSAC 2025/16
		Tshaulu Library Ref No: DSAC 2025/17
		Mampane Library Ref No: DSAC 2025/18
		Botshabelo Library Ref No: DSAC 2025/19
		Moopetse Library Ref No: DSAC 2025/20
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 in Library & information Studies/Science as recognized by SAQA. A minimum of 2 years' experience of Experience in the library environment. A valid driver's license (except for persons with disabilities). Knowledge And Skills: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy. Organizing and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline.
<u>DUTIES</u>	:	Market and promote library services. Classify and catalogue library material. Render reference and information services. Develop a new established library. Render professional library and information service to the community. Assist with identifying maintenance needs for the building, equipment, library assets and material. Manage day to day library operations. Responsible for the marketing and advocacy of library services and within the library. Facilitate establishment and full participation of book clubs. Perform necessary library administrative tasks. Conduct library orientation to users regarding library usage and retrieval of information. Provide information service to library users. Monitor library user's statistics and compile reports as required. Assist the District Librarian to conduct asset verification. Liaise with stakeholders and district library on library matters. Compile monthly, quarterly, and annual reports. Supervise library staff.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 38/156</u>	:	<u>RECORDS CLERK REF NO: DSAC 2025/21</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05)
	:	Head Office (Polokwane)

<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12 certificates from a recognized institution of Basic Education. An undergraduate qualification NQF 6 in Records Management / Archives or Human Resource Management or Public Management / Admin as recognised by SAQA will be an added advantage. Knowledge And Skills: Knowledge of registry duties, practices as well as the ability to capture data, operate computer. Working knowledge and understanding of legislative framework governing the Public Service. Knowledge of storage and retrieval procedures. Computer operating skills. Planning and organization. Good verbal and written communication skills. Computer operating skills.
<u>DUTIES</u>	:	Provide HR registry services: Attend to client, handle telephonic and other enquiries received, receive and register completed files from HR staff. Handle incoming and outgoing records: Process incoming human resource records, retrieve files from storage, issuance of documents and register the return of the record to maintain a clear audit trail, handle transfers of personnel files and provide support to the directorate during audit (maintenance and accessibility of HR records). Render an effective filing and record management service: Maintain electronic and physical personnel records, opening and close files according to record classification system, filing/storage, tracing (electronically/manually) and retrieval of human resource documents and files and complete index cards for all files. Process documents for archiving and/ disposal: Electronic scanning of files, sort and package files for archives and distribution, compile list of documents to be archived and submit to the supervisor and keep records for archived documents.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 38/157</u>	:	<u>LIBRARY ASSISTANT (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R193 359 per annum (Level 04)
	:	Tzaneen (Mopani District), Lephalale (Waterberg District) and Masisi (Vhembe District):
		Tzaneen Library Ref No: DSAC 2025/22
		Tzaneen District Library Ref No: DSAC 2025/23
		Lephalale Library Ref No: DSAC 2025/24
		Masisi Library Ref No: DSAC 2025/25
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12 certificate from a recognized institution of Basic Education. An undergraduate qualification NQF level 6 in Library and Information Studies/Library and Information Science as recognised by SAQA will be an added advantage. A valid driver's license (except for persons with disabilities). Knowledge And Skills: Knowledge and understanding of administration procedures relating to library environment including norms and standards. Must be computer and internet literate. Planning and organising skills, Basic interpersonal relationship and problem-solving skills. Ability to work under pressure.
<u>DUTIES</u>	:	Provision of clerical support services within the library. Provide support services for library administration. Computerisation of library material. Provide support services for awareness and collection development. Assist with processing library materials to be shelve ready. Assist the librarian in day-to-day management and operation of the library. Sorting, shelving and shelve reading of library materials according to their categorisation. Assist with executing library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related purposes. Assist library users when looking for reding, research materials and computer related information. Assist with counter, phone, and email enquiries from library users. Checking books in and out at the from desk. Register new customers and maintaining and updating customer profiles.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 38/158</u>	:	<u>LIBRARY ASSISTANT (X3 POSTS)</u>
		Re-advertisement, applicants who applied before are encouraged to apply again.
<u>SALARY CENTRE</u>	:	R193 359 per annum (Level 04)
	:	Rixile, Gravelote and Alldays:
		Rixile Library Ref No: DSAC 2025/26
		Gravelote Library Ref No: DSAC 2025/27

<u>REQUIREMENTS</u>	:	All days Library Ref No: DSAC 2025/28 NQF level 4/ Grade 12 certificate from a recognized institution of Basic Education. An undergraduate qualification NQF level 6 in Library and Information Studies/Library and Information Science as recognised by SAQA will be an added advantage. A valid driver's license (except for persons with disabilities). Knowledge And Skills: Knowledge and understanding of administration procedures relating to library environment including norms and standards. Must be computer and internet literate. Planning and organising skills, Basic interpersonal relationship and problem-solving skills. Ability to work under pressure.
<u>DUTIES</u>	:	Provision of clerical support services within the library. Provide support services for library administration. Computerisation of library material. Provide support services for awareness and collection development. Assist with processing library materials to be shelf ready. Assist the librarian in day-to-day management and operation of the library. Sorting, shelving and shelf reading of library materials according to their categorisation. Assist with executing library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related purposes. Assist library users when looking for reding, research materials and computer related information. Assist with counter, phone, and email enquiries from library users. Checking books in and out at the from desk. Register new customers and maintaining and updating customer profiles.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 38/159</u>		<u>LIBRARY ASSISTANT (X12 POSTS)</u> (One (1) Year Contract)
<u>SALARY CENTRE</u>	:	R193 359 per annum (Level 04), plus 37% of lieu benefit
	:	Mulamula, Vleivontein, Tshaulu (Vhembe District), Mampane, Botshabelo and Moopetsetse (Sekhukhune District): Mulamula Library Ref No: DSAC 2025/29 (X2 Posts) Vleifontein Library Ref No: DSAC 2025/30 (X2 Posts) Tshaulu Library Ref No: DSAC 2025/31 (X2 Posts) Mampane Library Ref No: DSAC 2025/32 (X2 Posts) Botshabelo Library Ref No: DSAC 2025/33 (X2 Posts) Moopetsetse Library Ref No: DSAC 2025/34 (X2 Posts)
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12 certificate from a recognized institution of Basic Education. An undergraduate qualification NQF level 6 in Library and Information Studies/Library and Information Science as recognised by SAQA will be an added advantage. A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge and understanding of administration procedures relating to library environment including norms and standards. Must be computer and internet literate. Planning and organising skills, Basic interpersonal relationship and problem-solving skills. Ability to work under pressure.
<u>DUTIES</u>	:	Provision of clerical support services within the library. Provide support services for library administration. Computerisation of library material. Provide support services for awareness and collection development. Assist with processing library materials to be shelf ready. Assist the librarian in day-to-day management and operation of the library. Sorting, shelving and shelf reading of library materials according to their categorisation. Assist with executing library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related purposes. Assist library users when looking for reding, research materials and computer related information. Assist with counter, phone, and email enquiries from library users. Checking books in and out at the from desk. Register new customers and maintaining and updating customer profiles.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 38/160</u>	:	<u>CLUB COORDINATOR DSAC 2025/35 (X2 POSTS)</u> For a Period of One (1) Year Contract)
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05), plus 37% of lieu benefit
	:	Head Office (Polokwane)

<u>REQUIREMENTS</u>	:	NQF level 4/Grade 12 certificate or from a recognized institution of Basic Education. An undergraduate qualification NQF level 6 in Sport Management / Administration/ Science as recognised by SAQA will be an added advantage. 1-2 years of experience in Sport environment and administration. A valid driver's license (except for persons with disabilities). Skills And Knowledge: Public Service Acts, Regulations, policies, and other legislative frameworks. Knowledge of Sport Administration Planning and organising, Computer literacy, Project planning, Problem solving Communication, Report writing.
<u>DUTIES</u>	:	Provide administrative support to local federations and confederations: Provide support services to federations, clubs and schools, render support to Provincial Sport academy and satellite, implement programmes to increase and improve relation between sport and recreation stakeholders and establish good governance structures of sport and recreation as dictated by relevant legislation. Coordinate and integrate stakeholder activities in communities: Collect, analyse, compile and update data in all sport and recreational activities, provide administrative support regarding sports and recreation facilities and infrastructure, administer the system for storage, maintenance, issues and return of sport and physical recreation equipment. Facilitate capacity building development plans: Facilitate capacity building activities, administer coach training in terms of different sporting codes, provide support for education and training events, promote sports and skills management, coordinate club development leagues, perform events management/coordination activities, liaise with hubs, sport federations, sport councils and academy to increase the number of participants in sports and recreation activities and implement programmes to increase and improve relations between sports and recreation stakeholders. Administer league related to sports programmes: Provide health and fitness activities in communities, provide support to local and district clubs, encourage all levels of communities to participate in different codes of sport and recreation activities, collate club needs, collect club profiles and coordinate club affiliation and promotion programmes
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 38/161</u>	:	<u>GENERAL WORKER (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 02)
	:	Muti Wa Va Tsonga Museum (Mopani District) and Sekhukhune: Muti Wa Va Tsonga Museum (Mopani District) Ref No: DSAC 2025/36 (X2 Posts)
	:	Sekhukhune District Ref No: DSAC 2025/37
<u>REQUIREMENTS</u>	:	QF level 1 or 2 (Grade 8 or 9) (AET/ABET level 2 certificate) from a recognized institution of basic Education. knowledge and skills: Good communication skills. Be physically fit and in good health and not allergic to grass and able to work under pressure and different working conditions or environment (outdoor environment). Knowledge of different buildings, maintenance and cleaning styles, (i.e. paving maintenance, bush clearing, creation of firebreaks, soil erosion control, etc.
<u>DUTIES</u>	:	Perform routine activities on the maintenance of the district. Ensure the cleaning and maintenance: cutting, collection and use of all raw materials for the restoration and renovations of the surroundings, etc. Cleaning of structures, care of the allocated working tools and equipment. Landscaping such as controlling water streams in the site to avoid soil erosion. Ensure de-bushing and weed clearing around the premises and the surroundings. Creation and maintenance of fire breaks around the district and surroundings. Render any manual labour necessary for effective care and maintenance.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 38/162</u>	:	<u>GENERAL WORKER REF NO: DSAC 2025/38</u>
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 02)
	:	Mopani District
<u>REQUIREMENTS</u>	:	NQF level 1 or 2 (Grade 8 or 9) (AET/ABET level 2 certificate) from a recognized institution of Basic Education. Knowledge And Skills: Ability to operate equipments, basic literacy and good communication skills. Knowledge

DUTIES

of repetitive work procedures such as cleaning\ equipments /gardening and Health and Safety measures.

: Perform General Duties: Load and off-load furniture, equipment, archivalia and any other goods to the relevant destination, safe keeping of records and archivalia. Cleaning inside and outside of the building: clean relevant workstations and maintenance of the external areas of the archive building: Distribute and collect documents, ensure proper movements of documents: Ensure proper movements of documents and record in the register. Operate elementary machines: Vacuums and photocopier.

ENQUIRIES

: Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

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

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

<u>APPLICATIONS</u>	:	Fully completed and signed Z83 employment application form, quoting reference number should be addressed to the Head: Economic Development and Tourism. Applications can be hand delivered to Nokuthula Simelane Building, 1st Floor, No 7 Government Boulevard, Riverside Park, Extension 02 Mbombela 1201 or alternatively applications emailed to the respective email address provided for each post.
<u>CLOSING DATE</u>	:	31 October 2025 at 16h00
<u>NOTE</u>	:	It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.dpsa.gov.za/dpsa2g/vacancies.asp . Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names and contact numbers of referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The question related to conditions that prevent re-appointment under Part F must be answered by applicants who were previously appointed in the public service. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment.

OTHER POSTS

<u>POST 38/163</u>	:	<u>DEPUTY DIRECTOR: TOURISM REF NO: DEDT 2025/26/08</u>
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), all-inclusive salary package
<u>CENTRE</u>	:	Head Office: Mbombela
<u>REQUIREMENTS</u>	:	An appropriate SAQA recognized undergraduate NQF level seven (7) tertiary qualification in Tourism Development/Tourism Management/Tourism Marketing. A minimum (3) years of functional work experience in tourism environment and should be at an entry/junior managerial level (Assistant Director Level or equivalent). Experience in the MSME's environment. Understanding of project management and financial management. Ability to develop and apply policies. Ability to work under pressure and long hours.

Good knowledge of government processes and relevant legislation. Good interpersonal and presentation skills. Good communication skills (written & spoken). Good computer literacy and use of standard packages. Ability to work under pressure. Ability to work individually and in a team. Generic knowledge of the South African economic policies, priority economic sectors in Mpumalanga and regulated industries. Knowledge and understanding of the Public Service laws, government processes, regulations and procedures. Competencies: The preferable candidate must display these competencies at competent levels: Strategic Capability, Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication, Honesty and Integrity. Broad knowledge of Constitution of the Republic of South Africa, Mpumalanga Tourism and Parks Agency Act of 2005, The White Paper on Development and Promotion of Tourism in South Africa, Mpumalanga Tourism Development Strategy, National Tourism Sector Strategy, Provincial Spatial Economic Development Strategy, Domestic Tourism Growth Strategy, National Strategy on Heritage and Cultural Tourism, Service Delivery (Batho Pele principles), Broad Based Empowerment Act, and other relevant Provincial and National strategies. Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act; Provincial Finance Management Act (PFMA), Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Act, Strategic plan, Occupational Health and Safety Act, HR Matters and relevant statutory provisions and knowledge of Public Service reporting procedures and work environment. Ability to communicate at all levels: Provincial and National Departments, Senior Management, Private Sector Organizations, Small Businesses and General Public. An ability to adapt to a dynamic work environment. Basic knowledge on Financial Administration and Budgeting, Government priorities and mandates, Management Principles and legislative processes. The candidates should demonstrate excellent skills in: Analytical and innovation thinking, research and policy analysis skills, Facilitation and Co-ordination skills, Community development facilitation skills, Excellent Communication and interpersonal skills, Internal/external stakeholder coordination and stakeholder relations, Ability to interpret and apply policies, Presentation skills, Negotiation skills, Report writing skills, Time management, Administrative management, Financial Management, Project.

DUTIES

: Initiate and facilitate capacity-building programmes of the tourism sector through business processes, information and training. Support and participate in all relevant provincial and national structures. Develop strategies and programmes in line with the national and provincial plans. Establish and support tourism structures, give guidance to tourism structures, stakeholders and municipalities. Facilitate and coordinate the implementation of the Provincial Tourism Master plan, and engage all relevant stakeholders in the Tourism Sector. Identify and develop Tourism Planning Frameworks to ensure tourism development within the province in line with national imperatives. Manage the human resources and financial resources within the Sub-directorate.

ENQUIRIES APPLICATIONS

: Mr SJ Xaba Tel No: (013) 766 4164
: Email application to: recruitmentdedt2@mpg.gov.za

POST 38/164

: **ASSISTANT DIRECTOR IN THE OFFICE OF THE HEAD: ECONOMIC
DEVELOPMENT AND TOURISM REF NO: DEDT/2025/26/15**

SALARY CENTRE REQUIREMENTS

: R582 444 per annum (Level 10)
: Head Office, Mbombela
: An appropriate SAQA recognized NQF level 6 tertiary qualification in Office Management/ Administration / Business Administration/Public Administration with three (03) years relevant work experience in the office management environment. Knowledge of structure and functioning of the Department, Departmental standards and regulations, Parliamentary protocol processes, linkages with government clusters and Secretariat responsibilities. Language proficiency and ability to communicate at all levels, write accurate minutes, report writing, financial administration, organizing and planning, computer literacy, project management, time management, problem solving skills, decision making skills. Personal Attributes: Analytical thinking, innovative, creative, resourceful, ability to work under stressful situations, ability to

DUTIES

communicate at all levels, able to establish and maintain personal networks, trustworthy, assertive, ability to work independently.

: Provide secretarial and administrative support to all technical and structured committees within the Department. Manage logistical arrangements of meetings, minutes and ensure quality control on developed, agendas, minutes and related documentation; ensure follow-up and assist with the implementation on decisions taken during meeting. Ensure the liaison with internal and external stakeholders in relation to scheduled meetings, ensure management of proper archiving system regarding documentation for meetings, ensure a proper coordination of dates for meetings and incorporate into the Departmental Year Planner. Maintain professional standards in relation to services rendered and resource requirements. Monitor the financial management of the Office and co-ordinate the budget, where necessary make recommendations regarding the utilisation thereof; manage the resource requirements of the Office. Manage, sort, analyse and schedule the information flow thereof through the Office. Manage the security profile of the Office. Co-ordinate and administrate logistical arrangements: travel and accommodation during meetings, co-ordinate and manage administrative aspects relevant to the sub-directorate.

ENQUIRIES
APPLICATIONS

: Ms LP Mabaso Tel No: (013) 766 4424

: Email application to: recruitmentdedt3@mpg.gov.za

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF PUBLIC WORKS AND ROADS**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured and African, in terms of equity plan preference will be given to Disabilities, Youth, Females in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representatively will receive preference.

- APPLICATIONS** : **Bojanala District:** All Posting Applications must be submitted online or hand delivered to: Registry Office, Old Industrial Site, Waterfall Avenue, Rustenburg, 0300. The District Manager, Department of Public Works and Roads, Private Bag X82063, Rustenburg, 0300. Please Note: On the Subject Line of your E-mail, Indicate the Correct Job Title and the Reference number of the post. All attachments for online submission must include the Z83 Form and Updated Curriculum Vitae only be in one PDF document, Use the correct E-mail per post. Failure to do so, your application will be disqualified. For Attention: The HRM Manager: Ms. P.J Selekolo
- Head Office:** All Applications must be submitted online, Or Hand delivered to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road, Mmabatho, or addressed to: Human Resource Manager, Public Works and Roads, Private Bag x2080, Mmabatho, 2735. Please Note: On the Subject Line of your E-mail, Indicate the Correct Job Title and the Reference number of the post. All attachments for online submission must include the Z83 Form and Updated Curriculum Vitae only be in one PDF document, Use the correct E-mail per post. Failure to do so, your application will be disqualified. For Attention: HRM Recruitment Unit - Mr. M.E Khauoe.
- CLOSING DATE** : 31 October 2025 (posted/handed, e-mailed applications must have reached the Department by 16h30 pm Walk-in and 00h00 Mid-night online will, as a rule not be accepted).
- NOTE** : Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, is obtainable from any Public Service, Departments or on the DPSA Website, www.dpsa.gov.za. Part A must be fully completed by the applicant's indicate correct advertised Post name and Reference number, Centre, Notice period on the z83 form. Z83 form part of declaration must be signed, dated and initialled only on the first page. The Z83 Form must be accompanied by a recently updated/ detailed Curriculum Vitae and include three (3) names contactable referees. The personal details and the subjects of relevant qualification, should be mentioned on the CV, also clearly indicating current positions held in sequence dates. Outline or provide the sufficient information about related experience and key responsibilities with respective dates. Part B, C and D must be fully completed, however B, C, E on the space that indicate date of birth, work permit, in the event of employment will immediately relinquish such business, preferred language, current study, may be left blank if not relevant to you. Part E, F and G do not need to be completed if the CV has provided the updated information. Part F is compulsory to be completed for applicants seeking re- employment into Public Service. Please note: It is a responsibility of a Person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) only when shortlisted. Only shortlisted candidate(s) for post will be required to submit certified documents on or before the day of the interview. NB: Senior Management Pre-entry Programme Certificate: No SMS applicant shall be recommended for appointment without producing a Certificate of completion (Nyukela) as a mandatory requirement is obtainable via this link: <https://www.thensg.gov.za>, offered by the National School of Government. Failure to submit the requested information will result in your application not being considered. The e-mailed applications will be accepted. Applications received after the closing date will, as a rule not be accepted. It will be expected of candidates to be available for interview process on a date, time and place as determined by the Department. Applicant's previous information as background/reference checks will be verified through contactable referees. Shortlisted candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits, asset records, qualifications verification and vetting. The Department reserves the right not to make any appointments to the advertised posts. The successful

candidate will enter into an annual performance agreement, and annually disclose his/her financial interest. NB: Salary Level 1-12, all shortlisted candidates will be subjected to practical exercise and integrity assessment test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job. Recommend candidate(s) will be required to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicant requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. NB: Communication and Correspondence will be limited to short-listed candidates only. If you do not receive any response from us within three months after closing date, please accept that your application was unsuccessful.

OTHER POSTS

<u>POST 38/165</u>	:	<u>CONTROL ENGINEERING TECHNOLOGIST GRADE A-CIVIL/STRUCTURAL REF NO: H/O 69/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R921 900 per annum, (OSD)
<u>CENTRE</u>	:	Head Office – Mahikeng (Integrated Infrastructure Planning)
<u>REQUIREMENTS</u>	:	Qualifications: National Senior Certificate plus Bachelor of Technology in Engineering (B Tech) or relevant qualification. Compulsory registration with ECSA as an Engineering Technologist. Six years post qualification Engineering Technologist experience required. A Valid driver's license. Knowledge: Project management. Technical design and analysis knowledge. Research and development. Computer aided engineering applications. Knowledge of legal compliance Technical report writing. Networking. Professional judgment. Skills: Problem solving and analysis. Decision making. Team leadership. Creativity. Self-management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing. People Management.
<u>DUTIES</u>	:	Plan technologist support to Engineers and associate Professionals in the field. Ensure the adherence and promotion of safety standards in line with statutory and regulatory requirements. Solve broadly, defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies. Evaluate and monitor existing technical manuals, standard manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specification and make recommendations for approval by the relevant authority. Identify and optimize technical solutions by applying engineering principles. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technological/engineering operational plan. Ensure the development, implementation and maintenance database. Manage and supervise technological and related personnel and assets. Continuous professional development to keep up with the new technologies and procedures. Research/literature studies on engineering technology to improve expertise. To liaise with relevant bodies/councils on engineering related matters.
<u>ENQUIRIES</u>	:	Mr. M. Sepotokele/Mr. T. Chanda Tel No: (018) 388 4199/4516
<u>APPLICATIONS</u>	:	Use the correct E-mail: DPWRHOREcruit4@nwpq.gov.za
<u>POST 38/166</u>	:	<u>ARCHITECT PRODUCTION GRADE A REF NO: H/O 70/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R761 157 per annum, (OSD)
<u>CENTRE</u>	:	Head Office – Mahikeng (Integrated Infrastructure Planning)
<u>REQUIREMENTS</u>	:	Qualifications: National Senior Certificate plus National Diploma/ Bachelor's degree in Architecture or relevant qualification. Experience: Three years post qualification architectural experience required. A valid driver's license. Compulsory registration with SACAP as professional Architect. Knowledge: Programme and project management. Architectural design and analysis knowledge. Computer aided engineering applications. Research and development. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Networking. Professional Judgement. Skills: Problem solving and analysis. Decision making. Team leadership. Creativity. Change management. Financial Management. Customer focus and responsiveness. Communication. Computer Literacy. Planning and organizing. People Management. Analytical skills. Planning and organizing Conflict Management and Innovation.

DUTIES : Perform architectural activities on state owned or leased buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding architecture. Ensure adherence and compliance to legal, safety and health requirements. Provide architectural advice and technical support in the evaluation of solutions. Ensure the adoption of technical and quality strategies. Develop architectural related policies, methods and practices. Provide solution on non-compliance and failure of designs. Review plans, drawings, specifications and estimates accomplished by building designers and/or sub-professional personnel and Ensure adherence to the requirements of professional registration. Human capital development. Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice. Supervise architectural work and process. Administer Performance management and development. Ensure proper budget planning. Manage resources, prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement SCM and Human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. Research and development. Continuous professional development to keep up new technologies and procedures. Research/literature studies on architecture to improve expertise. Liaise with relevant bodies/councils on architectural related matters. Supervise personnel.

ENQUIRIES : Mr. P. Buzuzi Tel No: (018) 388 3818
APPLICATIONS : Use the correct E-mail: DPWRHOREcruit4@nwpg.gov.za

POST 38/167 : **QUANTITY SURVEYOR PRODUCTION GRADE A REF NO: H/O 71/2025 (X2 POSTS)**

SALARY : R761 157 per annum, (OSD)
CENTRE : Head Office – Mahikeng (Construction Project Management)
REQUIREMENTS : Qualifications: National Senior Certificate plus an appropriate Degree in Quantity Survey or relevant qualification. Compulsory registration with SACQSP as a professional Quantity Surveyor. Three years Quantity Survey experience required. A Valid driver's license. Knowledge: Programme and project management. Quantity Survey principles and methodologies. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Creating high performance culture. Networking. Professional judgment. Knowledge of Public Service Regulations. Skills: Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Effective communication skills (Verbal and written). Computer literacy. Planning and organizing. Conflict management. Problem solving and analysis. People management. Change management. Innovation. Presentation skills. Report writing skills. Ability to work under pressure.

DUTIES : Perform quantity survey activities on buildings, structures or facilities. Co-ordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity survey related policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel. Ensure adherence to the requirements of professional registration. Mentor, train and develop candidate quantity survey and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice. Supervise quantity survey work and processes. Administer performance management and development. Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. Continuous professional development according to council guidelines. Research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity survey-related matters. Supervise personnel.

ENQUIRIES : Ms. E. Mati Tel No: (018) 388 4496
APPLICATIONS : Use the correct E-mail: DPWRHOREcruit4@nwpg.gov.za

<u>POST 38/168</u>	:	<u>CONTROL WORKS INSPECTOR REF NO: BOJ 07/2025 (X1 POST)</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	District Office – Electrical/Mechanical (Bojanala District)
<u>REQUIREMENTS</u>	:	Qualifications: National Senior Certificate plus an appropriate National Diploma (T/N/S Streams) or N 3 and passed trade test in Electrical/Mechanical. Experience: More than 6 year's appropriate experience. Registration as an Engineering Technician. A valid driver's license. Knowledge: Knowledge of the Public Service Regulatory Framework. Knowledge of the Procurement Policy & Procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations, Financial Delegations, OHSA, National Building Regulations & Risk Management. Knowledge of Project Management, Planning & Organising, People Management and Conflict Resolution. Skills: Computer Literacy (MS Word, Excel, PowerPoint). Numeracy skills. Communication skills (verbal and written). Interpersonal relations. Analytical and problem solving abilities. Negotiation and conflict resolution skills. Creative and innovative. Report writing skills. Presentation skills. Ability to work independently. Ability to work under pressure. Ability to interact with stakeholders on various levels.
<u>DUTIES</u>	:	Ensure that inspectorate services are provided through the investigation of customer complaints, identification of new services, needs and requirements of new work and repairs and the management of the inspectorate component in line with relevant legislation, regulations and standards. Manage the process for the identification of needs, new services and requirements for minor new and repairs to existing work by ensuring work by ensuring that customer complaints are investigated and followed-up. Allocate tasks & projects in relation to the maintenance of existing and new works. Monitor the progress & expenditure on current maintenance and minor new works projects. Attend monthly project progress meetings with relevant stakeholders. Provide reports, estimates, recommend and monitor expenditure and payments. Ensure accuracy of tender documents, specifications and bills of quantities. Ensure effective contract administration through the resolution of disputes. Promote and assist SMMEs, BBBEE, PPPs and the initiatives of the EPWP. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Put systems and procedures in place to ensure contractors & consultants adhere to legislations, regulations and procedures. Verify invoices & certifies progress of payments. Check and process variation orders and requests for extension of deadlines. Ensure quality control, effective and efficient workflow of work done by Inspectors and report all work allocated.
<u>ENQUIRIES</u>	:	Mr. G.S Matau at 087 086 6131
<u>APPLICATIONS</u>	:	Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za
<u>POST 38/169</u>	:	<u>CONTROL WORKS INSPECTOR REF NO: BOJ 08/2025 (X1 POST)</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Moretele Service Point (Bojanala District)
<u>REQUIREMENTS</u>	:	Qualifications: National Senior Certificate plus an appropriate National Diploma (T/N/S Streams) or N 3 and passed trade test in the building environment. Experience: More than 6 year's appropriate experience. Registration as an Engineering Technician. A valid driver's license. Knowledge: Knowledge of the Public Service Regulatory Framework. Knowledge of the Procurement Policy & Procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations, Financial Delegations, OHSA, National Building Regulations & Risk Management. Knowledge of Project Management, Planning & Organising, People Management and Conflict Resolution. Skills: Computer Literacy (MS Word, Excel, PowerPoint). Numeracy skills. Communication skills (verbal and written). Interpersonal relations. Analytical and problem-solving abilities. Negotiation and conflict resolution skills. Creative and innovative. Report writing skills. Presentation skills. Ability to work independently. Ability to work under pressure. Ability to interact with stakeholders on various levels.
<u>DUTIES</u>	:	Ensure that inspectorate services are provided through the investigation of customer complaints, identification of new services, needs and requirements of new work and repairs and the management of the inspectorate component in line with relevant legislation, regulations and standards. Manage the process for the identification of needs, new services and requirements for minor new

and repairs to existing work by ensuring work by ensuring that customer complaints are investigated and followed up. Allocate tasks & projects in relation to the maintenance of existing and new works. Monitor the progress & expenditure on current maintenance and minor new works projects. Attend monthly project progress meetings with relevant stakeholders. Provide reports, estimates, recommend and monitor expenditure and payments. Ensure accuracy of tender documents, specifications and bills of quantities. Ensure effective contract administration through the resolution of disputes. Promote and assist SMMEs, BBBEE, PPPs and the initiatives of the EPWP. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Put systems and procedures in place to ensure contractors & consultants adhere to legislations, regulations and procedures. Verify invoices & certifies progress of payments. Check and process variation orders and requests for extension of deadlines. Ensure quality control, effective and efficient workflow of work done by Inspectors and report all work allocated.

**ENQUIRIES
APPLICATIONS**

: Mr. G.S Matau at 087 086 6131
: Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za

POST 38/170

: **CONTROL ENGINEERING TECHNICIAN GRADE A-
ELECTRICAL/MECHANICAL REF NO: H/O 72/2025 (X1 POST)**

**SALARY
CENTRE
REQUIREMENTS**

: R551 493 per annum, (OSD)
: Head Office – Mahikeng (Construction Projects Management)
: Qualifications: National Senior Certificate plus National Diploma in Engineering or relevant qualification. Compulsory registration with ECSA as a Professional Engineering Technician. Six years post qualification technical experience required. A Valid driver's license. Knowledge: Project management. Technical design and analysis knowledge. Research and development. Computer aided engineering applications. Knowledge of legal compliance Technical report writing. Technical consulting. Skills: Problem solving and analysis. Decision making. Team work. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing. People Management.

DUTIES

: Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance databases. Manage, supervise and control technical and related personnel and assets. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.

**ENQUIRIES
APPLICATIONS**

: Mr. T. Mabeta Tel No: (018) 388 4618
: Use the correct E-mail: DPWRHORecruit4@nwpg.gov.za

POST 38/171

: **CONTROL ENGINEERING TECHNICIAN GRADE A-ROAD MAINTENANCE
REF NO: BOJ 09/2025 (X1 POST)**

**SALARY
CENTRE
REQUIREMENTS**

: R551 493 per annum, (OSD/sl5)
: District Office (Bojanala District)
: Qualifications: Grade 12 certificate plus National Diploma in Engineering or relevant qualification. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. Experience: 6 years post qualification technical experience. A valid driver's license. Knowledge: Project management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Knowledge of Public Service Regulations. General Conditions of Contract. Knowledge of construction regulations. Skills: Computer Literacy (MS Word, Excel, Power Point). Problem solving and analysis. Decision making. Team work. Creativity. Financial Management. Customer focus and responsiveness. Effective communication skills (verbal and written). Planning and organizing.

		Interpersonal skills. Presentation skills. Report writing skills. Ability to work under pressure. People management.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Engineers, technologist and associates in the field, workshop, and technical office activities. Ensure promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage district contracts such as reseal surface roads and road markings. Ensure the development, implementation and maintenance databases. Assess pavements and prioritize of rehab and reseal projects. Continuous professional development to keep up with new technologies. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/ councils on engineering-related matter. Provide inputs into the budgeting process. Technical/ engineering operational plan. Manage road building material functions including laboratory services. Provide inputs into budgeting process. Compile and submit reports as required. Manage, supervise and control technical and related personnel and assets.
<u>ENQUIRIES</u>	:	Ms. M.M Mthombeni at 087 086 5927
<u>APPLICATIONS</u>	:	Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za
<u>POST 38/172</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A-ROAD NETWORK MANAGEMENT REF NO: BOJ 10/2025 (X1 POST)</u>
<u>SALARY</u>	:	R551 493 per annum, (OSD/sl5)
<u>CENTRE</u>	:	District Office (Bojanala District)
<u>REQUIREMENTS</u>	:	Qualifications: Qualifications: Grade 12 certificate plus National Diploma in Engineering or relevant qualification. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. Experience: 6 years post qualification technical experience. A valid driver's license. Knowledge: Project management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Knowledge of Public Service Regulations. General Conditions of Contract. Knowledge of construction regulations. Skills: Computer Literacy (MS Word, Excel, Power Point). Problem solving and analysis. Decision making. Team work. Creativity. Financial Management. Customer focus and responsiveness. Effective communication skills (verbal and written). Planning and organizing. Interpersonal skills. Presentation skills. Report writing skills. Ability to work under pressure. People management.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Engineers, technologist and associates in the field, workshop, and technical office activities. Ensure promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage district contracts such as reseal surface roads and road markings. Ensure the development, implementation and maintenance databases. Assess pavements and prioritize of rehab and reseal projects. Continuous professional development to keep up with new technologies. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/ councils on engineering-related matter. Provide inputs into the budgeting process. Technical/ engineering operational plan. Manage road building material functions including laboratory services. Provide inputs into budgeting process. Compile and submit reports as required. Manage, supervise and control technical and related personnel and assets.
<u>ENQUIRY</u>	:	Ms. M.M Mthombeni at 087 086 5927
<u>APPLICATIONS</u>	:	Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za
<u>POST 38/173</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A-CONTRACTS, PAVEMENT MANAGEMENT, MATERIAL SERVICES REF NO: BOJ 11/2025 (X1 POST)</u>
<u>SALARY</u>	:	R551 493 per annum, (OSD/sl5)
<u>CENTRE</u>	:	District Office (Bojanala District)

<u>REQUIREMENTS</u>	:	Qualifications: Grade 12 certificate plus National Diploma in Engineering or relevant qualification. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. Experience: 6 years post qualification technical experience. A valid driver's license. Knowledge: Project management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Knowledge of Public Service Regulations. General Conditions of Contract. Knowledge of construction regulations. Skills: Computer Literacy (MS Word, Excel, Power Point). Problem solving and analysis. Decision making. Teamwork. Creativity. Financial Management. Customer focus and responsiveness. Effective communication skills (verbal and written). Planning and organizing. Interpersonal skills. Presentation skills. Report writing skills. Ability to work under pressure. People management.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Engineers, technologist and associates in the field, workshop, and technical office activities. Ensure promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage district contracts such as reseal surface roads and road markings. Ensure the development, implementation and maintenance databases. Assess pavements and prioritize of rehab and reseal projects. Continuous professional development to keep up with new technologies. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/ councils on engineering-related matter. Provide inputs into the budgeting process. Technical/ engineering operational plan. Manage road building material functions including laboratory services. Provide inputs into budgeting process. Compile and submit reports as required. Manage, supervise and control technical and related personnel and assets.
<u>ENQUIRY APPLICATIONS</u>	:	Ms. M.M Mthombeni at 087 086 5927
	:	Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za
<u>POST 38/174</u>	:	<u>CHIEF ARTISAN GRADE A – MECHANICAL REF NO: BOJ 12/2025 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R480 261 per annum, (OSD/sl9)
	:	District Office (Bojanala District)
	:	Qualifications: A recognized Trade certificate as a Diesel Mechanic. 10 years post qualification experience as an Artisan/Artisan Foreman. A valid driver's license. Experience: Experience on earthmoving equipment will be an added advantage. Knowledge and Skills: Knowledge of legal compliance. Technical design and analysis knowledge. Computer-aided technical applications. Technical report writing and consulting. Production, process knowledge and skills. Leadership skills. Ability to plan, organize, control and lead. Customer focus and responsiveness. Financial Management. Change management. Communication. Teamwork. Conflict management.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology and ensure quality assurance in line with specifications. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases and manage artisans and related personnel and assets. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline-related activities and services. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advice expertise for continuous individual development to keep up with new technologies and procedures. Research/literature studies on

		technical/ engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.
<u>ENQUIRIES</u>	:	Ms. M.M Mthombeni at 087 086 5927
<u>APPLICATIONS</u>	:	Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za
<u>POST 38/175</u>	:	<u>ROADS SUPERINTENDENT REF NO: BOJ 13/2025 (X1 POST)</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Rustenburg Roads Service Point (Bojanala District)
<u>REQUIREMENTS</u>	:	Qualifications: Grade 12 plus National Diploma or equivalent qualification (NQF level 6) in Civil Engineering or Construction Management. Experience: 6 years' work experience in roads maintenance/construction environment. A valid driver's license. Knowledge: Knowledge and understanding of record keeping and documents management, Public Service Act, Cat B, PFMA, OHS materials standards, Roads and bridges specifications and other HR related matters. Skills: Computer literacy with applications of (MS Microsoft Suite, Power Point, Access and Excel). Planning and Organising. Good verbal and written communication skills. Interpersonal Relations. Flexibility. Teamwork. Accuracy. Aptitude of figures.
<u>DUTIES</u>	:	Monitor the maintenance and repair of road surfaced such as resurfacing interval, culvert/bridge replacement, line painting, and replacement of signs, grade and resurface gravel on loose top roads. Develop maintenance schedules for assets (roads, plant, equipment etc.). Plan and prepare a weekly and monthly site programme. Manage contracted services, project management and final inspection for capital projects. Provide technical advice on claims against the department. Monitor and check the quality of work done by contractors/maintenance team. Manage and develop staff.
<u>ENQUIRIES</u>	:	Ms. M.M Mthombeni at 087 086 5927
<u>APPLICATIONS</u>	:	Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za
<u>POST 38/176</u>	:	<u>ENGINEERING TECHNICIAN-ROADS REGRAVELLING REF NO: BOJ 14/2025 (X1 POST)</u>
<u>SALARY</u>	:	R391 671 per annum, (OSD/sl2)
<u>CENTRE</u>	:	District Office (Bojanala District)
<u>REQUIREMENTS</u>	:	Qualifications: Senior Certificate (Grade 12) plus a National Diploma in Engineering or relevant qualification. Experience: 3 years post qualification technical experience. A valid driver's license. A compulsory registration with ECSA as a Professional Engineering Technician. Knowledge: All roads-related acts, ordinances, policies, standards and norms. Project management, technical design and analysis knowledge, advertising on Roads and Ribbon Development Act, 1940. Contract management. Public Service Act. Public Service Regulations. Labour Relations Act. Public Finance Management Act. Construction Manual. Road Sign. Roads Act. Road Traffic Act. Occupational Health and Safety Act. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Skills: Change management skills, planning and organizing skills, project and financial management skills, problem solving and decision making abilities, creativity. Technical consulting. Technical report writing. Computer skills. Customer focus and responsiveness. People management.
<u>DUTIES</u>	:	Assist Engineers, Technologists and associates in the field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Adherence to existing technical manuals standard drawings and procedures to incorporate new technology. Produce technical design with specifications and submit for evaluation and approval by the applicable authority. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases and supervise and control technical and related personnel and assets. Ensure continuous professional development to keep up with new technologies and procedures. Research/literate studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Populate the Infrastructure Reporting Model (IRM) and other reporting systems.
<u>ENQUIRIES</u>	:	Ms. M.M Mthombeni at 087 086 5927
<u>APPLICATIONS</u>	:	Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za

POST 38/177 : **ENGINEERING TECHNICIAN - ROAD MAINTENANCE REF NO: BOJ 15/2025 (X1 POST)**

SALARY : R391 671 per annum, (OSD/sl2)
CENTRE : District Office (Bojanala District)
REQUIREMENTS : Qualifications: Senior Certificate (Grade 12) plus a National Diploma in Engineering or relevant qualification. Experience: 3 years post qualification technical experience. A valid driver's license. A compulsory registration with ECSA as a Professional Engineering Technician. Knowledge: All roads-related acts, ordinances, policies, standards and norms. Project management, technical design and analysis knowledge, advertising on Roads and Ribbon Development Act, 1940. Contract management. Public Service Act. Public Service Regulations. Labour Relations Act. Public Finance Management Act. Construction Manual. Road Sign. Roads Act. Road Traffic Act. Occupational Health and Safety Act. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Skills: Change management skills, planning and organizing skills, project and financial management skills, problem solving and decision making abilities, creativity. Technical consulting. Technical report writing. Computer skills. Customer focus and responsiveness. People management.

DUTIES : Assist Engineers, Technologists and associates in the field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Adherence to existing technical manuals standard drawings and procedures to incorporate new technology. Produce technical design with specifications and submit for evaluation and approval by the applicable authority. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases and supervise and control technical and related personnel and assets. Ensure continuous professional development to keep up with new technologies and procedures. Research/literate studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Populate the Infrastructure Reporting Model (IRM) and other reporting systems.

ENQUIRIES : Ms. M.M Mthombeni at 087 086 5927
APPLICATIONS : Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za

POST 38/178 : **ENGINEERING TECHNICIAN-CONTRACTS, PAVEMENT MANAGEMENT, MATERIAL SERVICES REF NO: BOJ 16/2025 (X1 POST)**

SALARY : R391 671 per annum, (OSD/sl2)
CENTRE : District Office (Bojanala District)
REQUIREMENTS : Qualifications: Senior Certificate (Grade 12) plus a National Diploma in Engineering or relevant qualification. Experience: 3 years post qualification technical experience. A valid driver's license. A compulsory registration with ECSA as a Professional Engineering Technician. Knowledge: All roads-related acts, ordinances, policies, standards and norms. Project management, technical design and analysis knowledge, advertising on Roads and Ribbon Development Act, 1940. Contract management. Public Service Act. Public Service Regulations. Labour Relations Act. Public Finance Management Act. Construction Manual. Road Sign. Roads Act. Road Traffic Act. Occupational Health and Safety Act. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Skills: Change management skills, planning and organizing skills, project and financial management skills, problem solving and decision making abilities, creativity. Technical consulting. Technical report writing. Computer skills. Customer focus and responsiveness. People management.

DUTIES : Assist Engineers, Technologists and associates in the field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Adherence to existing technical manuals standard drawings and procedures to incorporate new technology. Produce technical design with specifications and submit for evaluation and approval by the applicable authority. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases and supervise and control technical and related personnel and assets. Ensure continuous professional development to keep up with new

		technologies and procedures. Research/literate studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Populate the Infrastructure Reporting Model (IRM) and other reporting systems.
<u>ENQUIRIES</u>	:	Ms. M.M Mthombeni at 087 086 5927
<u>APPLICATIONS</u>	:	Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za
<u>POST 38/179</u>	:	<u>ENGINEERING TECHNICIAN GRADE A-CIVIL/STRUCTURAL REF NO: H/O 73/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R391 671 per annum, (OSD)
<u>CENTRE</u>	:	Head Office – Mahikeng (Infrastructure Construction Maintenance)
<u>REQUIREMENTS</u>	:	Qualifications: National Senior Certificate plus National Diploma in Engineering or relevant qualification. Compulsory registration with ECSA as a Professional Engineering Technician. Three years post qualification technical experience required. A Valid driver's license. Knowledge: Project management. Technical design and analysis knowledge. Research and development. Computer aided engineering applications. Knowledge of legal compliance Technical report writing. Technical report writing. Technical consulting. Skills: Problem solving and analysis. Decision making. Team work. Creativity. Customer focus and responsiveness. Communication. Computer skills. People Management. Planning and organizing. Change Management.
<u>DUTIES</u>	:	Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Adherence to existing technical manuals, standards drawings and procedures to incorporate new technology. Compile and submit reports as required. Provide inputs to the technical/engineering operational plan. Develop, implement and maintain database. Keep up with new technologies and procedures. Research/Literature studies on technical engineering technology to improve expertise. To liaise with relevant bodies/councils on engineering-related matters. Follow approved programme of development for registration processes.
<u>ENQUIRIES</u>	:	Mr. M. Sepotokele/Mr. T. Chanda Tel No: (018) 388 4199/4516
<u>APPLICATIONS</u>	:	Use the correct E-mail: DPWRHOREcruit4@nwpg.gov.za

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE**

CLOSING DATE : 10 November 2025
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 38/180 : **CIVIL ENGINEERING TECHNICIAN (PRODUCTION LEVEL): LANDCARE (WELLINGTON) REF NO: AGR 05/2025 R1**

SALARY : Grade A: R391 671 per annum
 Grade C: R586 665 per annum
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Civil Engineering; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician; A minimum of 3years relevant post qualification technical (engineering)experience. Competencies: Project Management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Skills needed: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer; People Management; Planning and organising; Change Management; Good analytical, problem solving, interpersonal and organisational; Self-motivated, Ability to work under pressure; It will be advantageous to have a valid driving license (Code B or higher).

DUTIES : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.

ENQUIRIES : Mr R Roscher Tel No: (021) 808 7801 /(083) 675 1315
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 38/181 : **ANIMAL HEALTH TECHNICIAN: ANIMAL HEALTH (BOLAND-KHAYELITSHA) REF NO: AGR 74/2025**

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate National Diploma/B-Degree in Animal Health; A minimum of 1 year appropriate post-qualification experience; Compulsory registration as an Animal Health Technician with the South African Veterinary Council (SAVC) in

		the appropriate field; A valid driving licence (Code EB or higher). Competencies: Communication skills (written and verbal); Good planning and organizational skills; Good interpersonal skills, analytical, and problem-solving skills; Computer literacy (MS Word, MS Excel, MS PowerPoint, MS Outlook); Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Animal Disease Control; Import and Export Policy Control Perform Epidemiology investigations; Veterinary Public Health; Animal welfare.
<u>ENQUIRIES</u>	:	Mr. MB Cupido Tel No: (021) 808 5027
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 38/182</u>	:	<u>VETERINARY PUBLIC HEALTH OFFICER: VETERINARY INTERNATIONAL TRADE REF NO: AGR 76/2025</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher) qualification in Environmental Health; A minimum of 1 year relevant experience in an abattoir environment; A valid code B (or higher) driving licence. Competencies: Good administrative skills and knowledge of administrative procedures; Sound organisational and planning skills; Computer literacy; A sense of responsibility; Good interpersonal / communication skills.
<u>DUTIES</u>	:	Practical experience of meat safety risk management and export controls; Practical knowledge of hygiene management systems and food safety risk assessment applicable to food processing establishments, including abattoirs; Working knowledge of the Meat Safety Act, 2000 (Act no. 40 of 2000) and Regulations. A valid registration with the Health Professions Council of South Africa is recommended.
<u>ENQUIRIES</u>	:	Mr V Twala Tel No: (021) 808 7631
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 38/183</u>	:	<u>FARM FOREMAN: POMOLOGY (ELSENBURG) REF NO: AGR 73/2025</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior certificate/Grade 12 (or equivalent qualification); A minimum of 1 year relevant experience in Pome, Stone, and/or Citrus production or similar; A valid (Code 8) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Pruning methods; Tractor driving and spraying with a spray car; Basic computer literacy; Forklift driving; Written and verbal communication skills.
<u>DUTIES</u>	:	Oversee the execution of routine activities in respect of fruit production; Oversee the execution of general routine activities; Oversee the execution of general routine activities in respect of infrastructure; Perform all administrative and related functions; The following will be advantageous: Proven working knowledge of all fruit crops produced in the Western Cape; Working knowledge of alternative crops produced in the western Cape.
<u>ENQUIRIES</u>	:	Mr EL Moiler Tel No: (021) 808 5456
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 38/184</u>	:	<u>HANDYMAN: GENERAL SUPPORT SERVICES (ELSENBURG) REF NO: AGR 75/2025</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum (Level 03)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	Basic literacy and numeracy (ABET Level 4/Grade 9); A minimum of 6 months appropriate experience; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Good understanding of the following: Proven building maintenance skills; Ability to work with building materials, carpentry and plumbing tools (power tools); Ability to work under

		pressure and meet deadlines; Good interpersonal relations; Attitude towards service delivery; Basic communication skills; Ability to work shifts when required.
<u>DUTIES</u>	:	Responsible for the following: Maintenance work at the facility; Operating mechanical machinery; Maintaining equipment; Responsible for cleaning of equipment; Inspect and report on buildings and equipment to supervisor; Report any shortages/breakages of material and equipment.
<u>ENQUIRIES</u>	:	Ms LB Smith Tel No: (021) 808 5470
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
<u>POST 38/185</u>	:	<u>FARM AID: FARM SERVICES: OUTENIQUA REF NO: AGR 20/2025 R1</u>
<u>SALARY</u>	:	R138 486 - R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	Basic literacy and numeracy (ABET level 3/Grade 7). Competencies: Knowledge and skills of general farm work and maintenance; Knowledge and skills of working with Research farm animals and pasture; Ability to handle and carry weights of up to 50kg; Basic communication skills; It will be advantageous to have a valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply
<u>DUTIES</u>	:	Perform routine activities of crop production e.g. planting, harvesting, irrigation; Perform routine activities of livestock e.g. caring, dipping and dosing; Performing general farm activities e.g. cleaning, loading and maintain water supply systems; Perform general routine activities in respect of infrastructure e.g. maintain fences roads and pipelines. The following will be advantageous: Senior Certificate (Grade 12); Proven experience in the following: General farm work; Working with farm animals; Farm infrastructure construction and maintenance e.g. fencing, building and water pipe systems.
<u>ENQUIRIES</u>	:	Mr. H.S Gerber Tel No: (044) 803 3727
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

<u>CLOSING DATE</u>	:	10 November 2025
<u>NOTE</u>	:	All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of

the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. 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. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 38/186</u>	:	<u>DIRECTOR: SKILLS PROGRAMMES AND PROJECTS REF NO: DEDAT 54/2025</u>
<u>SALARY</u>	:	R1266 714 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in commerce or economics in relation to a discipline recognised by SAQA; 5 years' middle and/or senior management experience; and 3 years' experience in or giving effect to priorities in the skills, education, or economic development ecosystems. Competencies: Strategic Capability and Leadership; Programme and Project Management; Change Management; Financial Management; People Management and Empowerment.
<u>DUTIES</u>	:	Strategic management, advice and guidance in respect of the following functional areas: Develop and manage workplace skills projects, Partner with higher education institutions to develop curriculum, Facilitate placement of learners with host companies, Develop and facilitate skills development; Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate, Drive the Directorate's strategic planning process; Drive the development and management of the strategic and business plans for the Directorate; Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards; People Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan, Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery, Actively manage the performance, evaluation and rewarding of employees within the Directorate, Monitor information capacity building within the Directorate, Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Directorate, Promote sound labour relations within the Directorate, Actively manage and promote the maintenance of discipline within the Directorate; Financial Management: Manage participation in the budgeting process at Directorate level, Ensure the preparation of the Annual and Adjustment Budgets for the Directorate, Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure, Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate, Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Directorate, Ensure that all spending is aligned with the strategic objectives of the Directorate and

ENQUIRIES
APPLICATIONS

Department, Report to the Chief Director and relevant oversight role players/committees on all aspects of the Directorate's finances, Assume overall accountability for the management, maintenance and safekeeping of the Directorate's assets, Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to for the Directorate.

Mr Nezaam Joseph Tel No: (021) 483 9011

Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POST

POST 38/187 : **ASSISTANT DIRECTOR: BUSINESS REGULATION AND GOVERNANCE (TRIBUNAL SUPPORT) REF NO: DEDAT 53/2025**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year Bachelors Degree (equivalent or higher qualification) in the legal field; A minimum of 3 years experience working in a legal and/or regulatory environment. Competencies: Knowledge of the following: Overall understanding of the legal environment related to consumer protection and/or the court process; Labour processes; Financial management including the Public Finance Management Act; Project management; Public service procedures; Applicable policies and procedures; Relationship management; ECM (My Content); Skills needed: Proven computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Project Management; Accounting finance and audit; Information technology formal training; Legal administration; Strategic planning; Ability to work independently and as part of a team; It will be advantageous to have a valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.

DUTIES : Administrative and operational services provided to the Western Cape Consumer Affairs Tribunal (WCCAT); Render a prosecution service to WCCAT; Project implementation and administration; Operational plan development and implementation of counterfeit goods operations; The following will be advantageous: Admission as an attorney or Advocate; Working knowledge of legal processes.

ENQUIRIES : Mr B Nopote Tel No: (021) 483 9411 or Buyile.Nopote@westerncape.gov.za
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF HEALTH AND WELLNESS

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

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

MANAGEMENT ECHELON

POST 38/188 : **CHIEF EXECUTIVE OFFICER**
Chief Directorate: Metro Health Services

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

CENTRE : Khayelitsha District Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in a Health/Social Science or related field or 4-year degree in an appropriate management field as recognized by SAQA with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services is a requirement (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it as no appointment can be made in the absence thereof.

The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS" and the full details can be sourced from the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated herewith are the responsibility of the applicant). Experience: Appropriate experience and a proven track record in all major aspects of management within a healthcare environment. Inherent requirements of the job: Valid driver's licence. Willingness to travel across the province as required. Competencies (knowledge/skills): Strong corporate management skills within a health service environment. Policy implementation and guidelines development. Strong business orientation with the proven skills and ability in the financial management of health services. Open-minded and the ability to accommodate diverse views. Innovative, creative and lateral thinker. Ability to think fast, decisively and appropriately to rapidly changing situations. Adaptive leadership capabilities. High level of computer literacy, with proficiency in MS Word, Excel, Access, PowerPoint, internet-based applications, and email communication.

<u>DUTIES</u>	:	Exercise leadership and overall governance of institution with departmental strategic priorities and framework. Overall responsibility for Clinical Governance of the hospital ensuring effective and efficient management of all aspects of patient care, ensuring the highest standard of care possible within the available resource framework. Overall responsible for corporate governance, including all aspects of People Management and Development, Financial Management and management of Support Services. Incumbent will be required to manage the health facility efficiently and effectively in terms of the management of the public service in accordance with the strategic direction of the National/Provincial Health department. Represent the institution appropriately in relevant internal and external governance interactions. Provide leadership support to the specific hospital to deliver quality, efficient, equitable and effective health system management within prevailing legal and statutory frameworks to the Sub-district.
<u>ENQUIRIES</u>	:	Dr G Perez Tel No: (021) 815-8668
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	31 October 2025

OTHER POSTS

<u>POST 38/189</u>	:	<u>MANAGER: MEDICAL SERVICES GRADE 1</u>
<u>SALARY</u>	:	Grade 1: R1 422 810 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Professions Council: Registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): A post-graduate qualification in Public Health Medicine. Capacity to function within senior clinical management & executive management teams. Exceptional skills in leadership, strategy, public health, risk management, quality improvement, and project management. Competency in strategy development, strategy implementation, stakeholder engagement, and policy development. Competency in occupational health and safety, clinical service improvement, risk management and quality. Exceptional interpersonal skills, including leadership, culture change, relationship building, listening and communication skills. Advanced information technology skills and ability to acquire new skills as required.
<u>DUTIES</u>	:	Assist the CEO in strategy development and implementation. Organizational culture transformation and hospital brand advancement. Planning, target setting, monitoring and evaluation. Service redesign and ecosystem governance. Risk management, quality management, Occupational Health and Safety Management and medico-legal management. Management of special projects. Stakeholder and community engagements.
<u>ENQUIRIES</u>	:	Dr M Mukosi Tel No: (021) 938-4136

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/190</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3: GENERAL SURGERY (TRANSPLANT UNIT)</u>
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in General Surgery. Registration with the Professions Council: Registration with the HPCSA as 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 requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Clinical and surgical competency in General and Transplant Surgery. Ability to work in a high-volume clinic and surgical environment. Computer literacy and interest in data collection for service improvement. Insight into challenges of local health care delivery, diversity, transformation and equity. Clinical experience in abdominal transplant surgery with significant experience in liver and renal transplantation at the level of independent surgical competence in these fields. Experience in supervision and training of staff and students at under- and post-graduate levels. A post general surgery qualification fellowship in transplant surgery and published research.
<u>DUTIES</u>	:	Adult and Paediatric Transplant Surgery specialist support to other facilities in keeping with the Western Cape Department of Health and Wellness Ecosystem framework. General and Transplant surgery specialist clinical service provision in the Groote Schuur Hospital Division of General Surgery (Transplant Unit). General Surgery and Transplant Surgery specialist clinical services in the Division of General Surgery at the hospitals on the platform serviced by the division. Supervision and training of junior surgical staff. Participation in under- and post-graduate divisional activities.
<u>ENQUIRIES</u>	:	Prof L Cairncross Tel No: (021) 406-6229
<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. 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>	:	31 October 2025

<u>POST 38/191</u>	:	<u>MANAGER: NURSING EDUCATION AND TRAINING (HEAD OFFICE)</u> Directorate: People Development
<u>SALARY</u>	:	Grade 1: R1 155 099 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Head Office, Cape Town (Stationed at Western Cape College of Nursing, Central Admin, Stikland)
<u>REQUIREMENTS</u>	:	Minimum education qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. A management qualification. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Extensive knowledge of procedures and processes related to Nursing Education and Training. Thorough knowledge and understanding of Nursing Education Standards, Scope of Practice, Code of ethics etc. Thorough knowledge and understanding of health-related Acts, Regulations, Guidelines and other related policies such as Nursing Act and Regulations, Health Act, etc. Sound interpersonal skills and communication skills both written and verbal as well as the ability to use all relevant computer applications effectively, independently and with ease. Ability to perform a statistical analysis of quantitative and qualitative data with the aim of producing relevant graphic summaries and displays. Relevant knowledge in People, Financial, Project Management and Strategic Planning.
<u>DUTIES</u>	:	Develop, manage and implement strategic and operational plans to guide implementation strategies for nurse training in support of the Directorate's objectives. Develop and implement policies pertaining to nurse education and training. Coordinate nursing related research and development. Develop, operationalise and monitor education and training practices within the Department. Provide support and advice to management in matters related to nursing education and training. Manage and utilize resources in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Dr T Mabuda at (073) 698-3579
<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>	:	31 October 2025
<u>POST 38/192</u>	:	<u>MANAGER: NURSING (CLINICAL PRACTICE)</u> Directorate: People Management
<u>SALARY</u>	:	Grade 1: R1 155 099 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Head Office (Stationed at Western Cape College of Nursing)
<u>REQUIREMENTS</u>	:	Minimum education qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A management qualification. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid Driver's Licence. Competencies (knowledge/skills): Extensive knowledge of procedures and processes related to Nursing Practice. Thorough knowledge and understanding of Nursing Standards of Practice, Scope of Practice, Code of ethics etc. Thorough knowledge and understanding of health-related Acts, Regulations, Guidelines and other related policies such as Nursing Act and Regulation, Health Act, etc. Sound interpersonal skills and communication skills both written and verbal as well as the ability to use all relevant computer applications effectively, independently and with ease. Ability to perform a statistical analysis of quantitative and qualitative data with the aim of producing

	relevant graphic summaries and displays. Relevant knowledge in People, Financial, Project Management and Strategic Planning.
<u>DUTIES</u>	: Develop, manage and implement strategic and operational plans to guide implementation strategies for clinical nursing practice in support of the Department and Directorate's objectives. Oversee the Development and execution of nursing policies with specific reference to clinical nursing practice. Manage and direct corporate nursing planning. Monitor nursing services within the Department. Provide support and advice to management as a clinical nursing practice specialist advisor. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork to promote efficient and effective health care. Manage and utilize human resources in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	: Dr V Makie Tel No: (021) 831-5835
<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>	: 31 October 2025
<u>POST 38/193</u>	: <u>MEDICAL OFFICER GRADE 1 TO 3: EMERGENCY MEDICINE (X6 POSTS)</u> (1-Year Contract)
<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</u>	: Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with 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 requirements of the job: Commuted overtime is compulsory. Advanced Trauma Life Support (ATLS) certified. Advanced Cardiac Life Support (ACLS) certified. Competencies (knowledge/skills): Completion of Community Service and prior Emergency Centre experience. Ability to work as part of a multidisciplinary team. Ability to communicate effectively (verbal and written). -Appropriate and sufficient clinical experience in the emergency environment seeing trauma and non-trauma patients. Desire to conduct research. Additional course, ultrasound.
<u>DUTIES</u>	: Contribute to the teaching sessions for the department. Involvement in innovative projects and research activities within the department. Partake in the clinical governance for the department including medicolegal matters. Provision of quality clinical and non-clinical patient care in the trauma and non-trauma environment.
<u>ENQUIRIES</u>	: Ms S Ndwebe Tel No: (021) 404-4157 or email: sinazo.ndwebe@westerncape.gov.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates 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). Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all Medical Officer 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 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. Please ensure that you attach an updated CV.

<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/194</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3: INTERNAL MEDICINE</u> (1-Year Contract)
<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 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 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. Emergency and after hour call cover. Valid ACLS Certificate. Competencies (knowledge/skills): Knowledge and clinical skills required of a Medical Officer (e.g. Assessment, diagnosis and treatment in inpatient, outpatient, and acute medical/emergency contexts). Practical clinical skills appropriate for diagnostic investigations and those required for resuscitation and stabilisation of acutely unwell patients according to ACLS principles. Effective and efficient administration. Communication including clinical summary/report generation, consultation as well as patient counselling. Effective leadership & interpersonal skills. Completion of FCP Part 1.
<u>DUTIES</u>	:	Provision of safe medical care to patients in the Acute Medical Admissions and Emergency Unit, High Care Unit, Inpatient medical wards and Medical Outpatients department at Groote Schuur Hospital and satellite hospitals. Perform onsite after-hours duties as per call roster. Supervise and support medical students, interns and community service medical officers providing medical care. Involvement in research/audits relating to Internal Medicine.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr D Maughan, Tel No: (021) 406-6422 or email: deborah.maughan@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 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). 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. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all Medical Officer appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/195</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Michael Mapongwana CDC, Khayelitsha Eastern Sub-structure
<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. A post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with the Professions Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in obtaining the 1-year post-basic qualification in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Inherent requirement of the job: Code (B/EB) driver's licence. Willingness to work after hours. Competencies (knowledge/skills): The ability to manage operations in a Primary Health Care Facility. Computer literacy (MS office). Proven transformation leadership abilities. Good interpersonal, people and change management skills. Knowledge of Public Sector legislation. The ability to function independently as well as in a multi-disciplinary team and make decisions. Ability to formulate collaborative relationship with various stake holders across the primary health care platform.
<u>DUTIES</u>	:	Leadership, Guidance and Support to overall management to achieve operational goals and objectives. Support to Manager using information to enhance service delivery and priority programs as co-ordination of higher education students, NPO's and relevant stake holders. Ensure that prescribed policies and procedures are implemented and contribute to quality assurance and quality improvement. Assist with the Monitoring of Facilities Management, Maintenance and Infrastructure implementation plans. Co-ordinate and evaluate Community Orientated Primary Health Care Services. Support to Facility Manger with community governance structures and processes.
<u>ENQUIRIES</u>	:	Ms K Jacobs Tel No: (021) 361-3353
<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 Chief Directorate: Metro Health Services for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	31 October 2025

<u>POST 38/196</u>	:	<u>QUALITY ASSURANCE MANAGER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Northern Tygerberg Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in supporting or implementation of quality assurance initiatives in a health-related environment. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literate in MS Office (Excel, Word and Powerpoint) and MS Outlook. Leadership, interpersonal, good communication and organizational skills. Knowledge of Quality Management, Occupational Health and Safety and Infection Prevention and Control in the health sector. Knowledge and understanding of relevant policies and legislation related to Health in the public sector and health systems delivery. Experience in customer care and complaints management.
<u>DUTIES</u>	:	Effective co-ordination, monitoring and evaluation of quality management, risk Management, health and safety and infection control initiatives. Collect, analyze data and provide technical reports and presentations, including quality improvement plans for internal and external stakeholders. Manage compliance and improvement in terms of: Ideal Facility, Adverse Patient Incidents, Complaints and Suggestions, Patient Experience of Care and PAIA. Contribute to quality improvement through staff wellness and development, information sharing, training and SOP development.
<u>ENQUIRIES</u>	:	Ms. MK Williams Tel No: (021) 815-8882
<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 vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/197</u>	:	<u>CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1 (RADIOLOGY)</u>
<u>SALARY</u>	:	R575 250 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with the Professions Council: Registration with the HPCSA as Diagnostic Radiographer. Experience: A minimum of 3 years' appropriate experience as a Diagnostic Radiographer after registration with the HPCSA. Inherent Requirement of the job: Must be willing to work shifts when required. Competencies (knowledge/skills): Computerised Tomography and PACS experience. Ability to manage and supervise a sub-section of the department with knowledge, experience and skills in general, trauma, emergency, theatre and mobile radiography and Fluoroscopy. Computer literacy. Extensive radiographic experience and knowledge of radiography protocols. Good communication skills (verbal and written). Thorough knowledge of radiation protection, quality assurance and equipment safety pertaining to radiography.
<u>DUTIES</u>	:	Be responsible for the control, supervision, delegation and co-ordination of activities in a sub-section of the department and the delivery of a professional service to patients. Ensure quality assurance, maintenance of equipment and the purchase, use and care of suitable radiation protection equipment. Manage radiography and support personnel, including performance appraisals. Participate in middle management and delegated management tasks, including statistic collation and provide support to the Assistant Director. Participate in the management of the cost centre. Produce diagnostic images of high quality and be responsible for staff and student training in your area.
<u>ENQUIRIES</u>	:	Ms N Behardien-Peters Tel No: (021) 404-4187
<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. 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.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/198</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) (OUTPATIENTS DEPARTMENT) (X2 POSTS)</u>
<u>SALARY</u>	:	R549 192 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with the Professions Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Assist with after-hour, night duty and weekend duties as per Nursing Management allocations in the hospital, when required. Competencies (knowledge/skills): Principles of Management: Supervisory, leadership, problem solving decision making, public speaking, conflict resolution and interpersonal/communication skills, the ability to function independently as well as part of the multi-disciplinary team and have Good organisational skills and the ability to function under pressure. Knowledge of Nursing legislation related legal and ethical nursing practices and framework. Human Resources, Labour relations legislation and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	Responsible for the co-ordination and delivery of within the relevant departments, participation and implementation of audits and planned improvement initiatives. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support, perform nightshift duties as required, management of human, material and financial resources, as well as the Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery, including participation in and encouragement of nursing research. Maintain ethical standards and promote professional development.
<u>ENQUIRIES</u>	:	Ms A Moodley Tel No: (021) 404-2115
<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 as part of the recruitment process. 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>	:	31 October 2025
<u>POST 38/199</u>	:	<u>OPERATIONAL MANAGER NURSING (GENERAL UNIT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R549 192 per annum
<u>CENTRE</u>	:	Carnation Ward: (based at 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 Registered Professional Nurse. Registration with the Professions Council: Registration with the SANC as Professional Nurse. Experience: Minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional nurse in general nursing. Inherent requirements of the job: Ability and willingness to assist with afterhours hospital cover including 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. Competencies (knowledge/skills): 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 Health Act, Regulations and policies related to Nursing practices, National Core Standards and the Public service code of conduct. Basic computer literacy (MS Word, Excel and PowerPoint).

DUTIES : 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.

ENQUIRIES : Mr. R. Geswindt Tel No: (021) 377-4410
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : 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."

CLOSING DATE : 31 October 2025

POST 38/200 : **CLINICAL PROGRAMME COORDINATOR (COMPREHENSIVE HEALTH SERVICES)**
 West Coast District

SALARY : R549 192 per annum
CENTRE : West Coast District Office, Malmesbury
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with the Professions Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the jobs: Valid (Code B/EB) driver's licence. Willingness to work overtime when required and travel in the district or province as may be required. Competencies (knowledge/skills): Ability to think strategically and analytically, work independently, as well as the ability to interpret and implement policies and guidelines. Computer literacy (i.e. MS Word, PowerPoint and Excel) and good report writing. Ability to work on health information systems, ie Sinjani, SPV, SharePoint.

DUTIES : Overall planning, coordination, policy implementation and services monitoring of mental health, chronic diseases of lifestyle, rehabilitation services, palliative care, maternal health as part of the late-life course approach. Provide oversight, supervision and support to health facilities regarding quality assurance policies and procedures Support to community outreaches and specific projects with NPOs and health facilities to improve health outcomes. Monitoring and evaluation of integrated health services performance linked to specific data elements, indicators in the district health and annual performance plans. Interface management with all stakeholders, internal and external structures to enhance implementation of COPC principles and wellness.

ENQUIRIES : Ms A Kogana Tel No: (022) 814-0348/9
APPLICATIONS : 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. The pool of applications will be considered for vacancies within the West Coast District Office, 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>	:	31 October 2025
<u>POST 38/201</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Greenpoint CDC (X1 Post) Lady Michaelis CDC (X1 Post) District Six CDC (X1 Post)
<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. A post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-district. Competencies (knowledge/skills): Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Communication skills (written and verbal).
<u>DUTIES</u>	:	Assist with the provision of Comprehensive PHC clinical service to surrounding communities. Plan and implement Health Promotion and Prevention activities in facility and community as part of COPC. Liaise with internal and external stakeholders as part of the multi-disciplinary team. Clinical governance as part of quality assurance. Information Management and timeous submission of reports and participation in facility audits. Assist with management of human resources and the development of staff.
<u>ENQUIRIES</u>	:	Ms N Tshongweni Tel No: (021) 421-0288 (Greenpoint CDC); Ms L Van Wyk: Tel No: (021) 797-8171 (Lady Michaelis CDC); Ms N Diedericks Tel No: (021) 833-5400 (District Six CDC)
<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 Southern Western Sub-structure, 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>	:	31 October 2025
<u>POST 38/202</u>	:	<u>CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> Cape Winelands District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	TC Newman CDC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited

with the SANC (R48). Registration with Professional council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years' appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be an appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). A valid driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Ability to effectively communicate (written and verbal). Computer literacy (MS Word and Excel).

DUTIES : Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms J Bosch Tel No: (021) 862-4520
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: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applications will be considered for vacancies within Drakenstein Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

CLOSING DATE : 31 October 2025

POST 38/203 : **CLINICAL NURSE PACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
 Cape Winelands District

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

CENTRE : Gouda Clinic
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with Professional council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). A valid driver's licence. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Ability to effectively communicate (written and verbal). Computer literacy (MS Word and Excel).

<u>DUTIES</u>	:	Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms EJ Williams Tel No: (021) 862-4520
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applications will be considered for vacancies within Drakenstein 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>	:	31 October 2025
<u>POST 38/204</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE: EC OPD OVERNIGHT)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Hermanus Hospital, Overstrand 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 as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with the Professions Council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. Grade 2: A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirements of the job: A valid driver's license. Willing to work shifts include weekends and public holidays. Act as shift leader. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Effective communication skills. Computer literacy (MS Word and Excel).
<u>DUTIES</u>	:	Rendering a comprehensive primary health care service within the emergency room within standards and a professional/legal framework. Rendering acute emergency care to all patients. Effective utilization and supervision of human and financial resources and participation in training and development and research. Effective implementation of infection control policies and occupational and health legislation. Provide effective support to nursing services and hospital management.
<u>ENQUIRIES</u>	:	Ms AE Klaasen Tel No: (028) 312-1166
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are

submitted with their job application/on appointment. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applications will be considered for vacancies within Overberg District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/205</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 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) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification, with duration of at least one year, accredited with SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Science in Critical Care Nursing: General. Registration with the Professions Council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Trauma/Emergency Care after obtaining the one-year post-basic qualification in the relevant specialty as mentioned above. 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 in a resource-limited rural setting. 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, and Outlook. Sound knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<u>DUTIES</u>	:	Provide direction/supervision for the implementation of the nursing plan to ensure optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of human-, material- and physical resources. Participation in training and research. Provision of support to nursing services and nursing management. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms CJW Basson Tel No: (027) 213-2038/6
<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: Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Science in Critical Care Nursing: General. -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>	:	31 October 2025

<u>POST 38/206</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree in Human Resources related field. Experience: Appropriate experience in all aspects of human resource management. Appropriate knowledge of Labour relations and Human Resources Development. Appropriate supervisory experience. Appropriate PERSAL experience. Inherent requirement of the job: Valid Code B driver's licence. Competencies (knowledge/skills): Sound knowledge of Human Resource policies, procedures, prescripts, HR audit, compliance prescripts, management of the Approved Post Lists (APL), establishment, control, Human Resource Development and Labour Relations. Good communication skills (written and verbal). Strong managerial and supervisory skills. Excellent computer skills in MS Office packages.
<u>DUTIES</u>	:	Facilitate, co-ordinate and manage HR Planning, Recruitment and Selection, Establishment Control, Staff Performance Management System and Human Resource Administration. Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource Department. Facilitate compliance with the Auditor-General's requirements and HR audit reports and ensure that sample testing is performed and reported on that is in line with the HR Compliance Monitoring Instrument (HR CMI) and HR Audit Action Plan (HR AAP). Manage Human Resource Development and the implementation of HRD policies, prescripts and Institutional Workplace Skills Plans. Manage sound Labour Relations and provide expert advice and guidance to Management and staff. Management and development of staff in the Human Resource Component.
<u>ENQUIRIES</u>	:	Mr T Kau Tel No: (044) 802-4533
<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. Suitable candidates may be subjected to a competency assessment. The pool of applicants will be considered for similar vacant posts within Rural Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/207</u>	:	<u>ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in a financial management and/or accounting field as well as supply chain management. Appropriate managerial and/or supervisory experience. Competencies (knowledge/skills): Knowledge and understanding of the treasury regulations, Public Finance Management Act requirements and the Accounting Officers Systems. High level of computer literacy (Microsoft Office package, Integrated Procurement System, Basic Accounting System and LOGIS) Strong people management skills, analytical thinking, problem-solving, decision-making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report-writing.
<u>DUTIES</u>	:	Manage overall performance of Finance and Supply Chain Management. Coordinate processes to ensure compliance with supply chain policies, the PFMA and regulations, as well as Treasury Instructions to achieve effective and efficient corporate governance. Analyse, interpret and report on relevant financial and performance data on Finance and SCM for various FBUs, including management. Accurate and timeous preparation of reports and compilation of Annual and Interim Financial statements. Monitor overall hospital budget and expenditure patterns and projections. Manage all People Management related functions within the component.
<u>ENQUIRIES</u>	:	Mr T Kau Tel No: (044) 802-4533
<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 and/or competency test.

<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/208</u>	:	<u>ASSISTANT DIRECTOR: SUPPORT SERVICES</u> Directorate: People Development Sub-directorate: Generic People Development & Training
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum education qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Nursing Information Management System (NIMS). Inherent requirement of the job: Valid Driver's Licence. Competencies (knowledge/skills): Extensive knowledge of procedures and processes related to Nursing Information Management System. Appropriate knowledge of Treasury Regulations and Contract Management and PFMA. Appropriate knowledge of drawing up various documents, reports pertaining to nursing information management. Relevant knowledge in People & Financial Management. Sound interpersonal and communication skills, both written and verbal. Computer skills (MS Office, Excel and Word). Training in NIMS and desktop support.
<u>DUTIES</u>	:	Implement operational plans for Nursing Information Management System (NIMS) to support nursing practice. Oversee the development and execution of nursing policies with specific reference to Nursing. Information Management System. Manage and Coordinate Nursing Information Management System (NIMS). Provide support and advice to management as NIMS advisor. Identify, coordinate and monitor resources (People and Financial) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Dr V Makie Tel No: (021) 831-5835
<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>	:	31 October 2025
<u>POST 38/209</u>	:	<u>INDUSTRIAL TECHNICIAN: UNIT HEAD – CLINICAL ENGINEERING (OPTICS WORKSHOPS)</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: National Diploma in Electrical Engineering (T; S or N stream), or registration as an Engineering Technician in terms of the Engineering Profession of South Africa Act (Act 46 of 2000). Experience: Appropriate experience after qualification on optical medical equipment repairs, especially surgical and laboratory microscopes. Appropriate experience with the following equipment: light sources, laser, ENT and various types of scopes (gastro-, colono-, cysto and bronchoscopes, etc. Competencies (knowledge/skills): Knowledge of health technology principles and Excellent ability to do fault finding on medical equipment. Computer literacy (i.e. MS Word, Excel). Ability to compile technical specifications for medical equipment and assist with the tender process.
<u>DUTIES</u>	:	Carry out advanced maintenance, repairs, calibration, modifications and installations of medical (Optical) equipment and train junior technicians and users on equipment. Ensuring that the equipment meets legal and safety requirements of the manufacturers and statutory bodies. Liaise with hospital and private sector staff and reports to the Head of Clinical engineering. Perform all administrative functions as required by the Clinical Engineering Department, managers and health Technology prescripts while ensuring compliance with the Occupational Health and Safety Act of 1993.
<u>ENQUIRIES</u>	:	Mr LV Niekerk Tel No: (021) 404-4040
<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 on day of interview. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025

<u>POST 38/210</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 TO 3</u> Overberg District
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Caledon Hospital, Theewaterskloof Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with the Professions Council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: Grade 1: None after registration as Occupational Therapist with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Occupational Therapist with the HPCSA in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of SA qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district/ district to consult clients and attend meetings and training sessions. Competencies (knowledge/skills): Good interpersonal, planning and organisational skills, and computer literacy (MS Office). Knowledge of applicable health legislation, relevant acts and policies. Ability to adapt and work efficiently in a resource-constrained environment and as part of a multi-disciplinary team.
<u>DUTIES</u>	:	Clinical Occupational therapy services at health facility level, district hospital and PHC facilities. Training of self and other staff members. Render community-based occupational therapy service. Administrative duties, complete documentation of all services rendered. Provide health promotion/training and community service interventions. Render mobility assistive device service.
<u>ENQUIRIES</u>	:	Dr RJ Liebenberg Tel No: (028) 212-1070
<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 required to undergo a competency assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applications will be considered for vacancies within the Overberg District, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/211</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u> West Coast District
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Vredendal Hospital, Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three years National Diploma / Degree. Experience: Appropriate experience in the field of Human Resource Management. Appropriate experience in the PERSAL system. Inherent

		requirements of the job: Valid (Code B/EB) driver's licence. Willingness to drive between the various PHC Clinics in the sub district if required. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, GroupWise and PERSAL). Ability to provide training. Good interpersonal, communication, presentation and writing skills.
<u>DUTIES</u>	:	Responsible for co-ordination, supervision and control of components as well as support to supervisor. Assist with all transversal personnel practices, including all employment practices, conditions of service and terminations, SPMS and establishment within the Sub-district. Responsible for the Human Resource Development function within the Sub-district which includes the compiling of the workplace skills plan, training statistics and relevant administrative duties regarding Human Resource Development. Render support, training and advisory service with regard to personnel administration and human resource management, as well as monitoring of compliance. Handle Labour Relation issues which include grievances, dispute resolutions, IMLC matters and the capturing of Labour Relation information on PERSAL with regard to human resource matters. Coordinate the recruitment and selection process.
<u>ENQUIRIES</u>	:	Mr WA Phillipus Tel No: (023) 316-9601
<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>	:	31 October 2025
<u>POST 38/212</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE</u> West Coast District
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Vredendal Hospital, Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year Diploma/Degree in Financial Management. Experience: Appropriate and proven experience in Finance/Revenue and Supply Chain Management with sound knowledge of all financial systems: BAS, LOGIS. Appropriate supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Sound knowledge of relevant financial prescripts, departmental policies, delegations and procedures. An aptitude for working with financial figures and good organisational and leadership skills with good interpersonal relations. Extensive knowledge and practical experience in Basic Accounting System (BAS), LOGIS and Electronic Procurement Solutions (EPS) as well as Microsoft Office.
<u>DUTIES</u>	:	Manage all requirements in respect of Financial Administration for the Hospital and Sub-district. Responsible for overall management for all Supply Chain Management functions and Asset administration. Effective management of the Revenue and Admissions Sections. Support to Supervisor. Manage all People Management related functions allocated to the post of SAO within the SCM and Finance components.
<u>ENQUIRIES</u>	:	Ms CA Davids Tel No: (027) 213-2038/6
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/213</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: PEOPLE MANAGEMENT (PAYROLL AND SERVICE BENEFITS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate Human Resource Administration, in all aspects of personnel and salary administration. Appropriate experience in the PERSAL system. Appropriate supervisory experience. Competencies (knowledge/skills): Knowledge of relevant Legislation. Working knowledge of all aspects regarding Human Resources. -Good interpersonal and conflict resolution skills. Ability to function independently and within a team context. Leadership, organization, creative problem-solving and decision-making skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and PERSAL).

<u>DUTIES</u>	:	Coordinate, implement and monitor the relevant policies, procedures, prescripts regarding personnel, salary, commuted overtime, leave and administration in general as applicable in a staff office. Management of PERSAL functions. Ensure efficient and effective quality and risk management in HR, including audit compliance, databases and reports. Interpret and implement policies, regulations and procedures and provide effective and efficient assistance and support to clients, personnel, management and supervisors. Provide in-service training of personnel within the relevant section. Manage and supervise the general staff office with a very high workload, which are responsible for all personnel and related matters. Provide support in the administration processes of E-Disclosure, ORW Declarations. Application of the OSD regulations and prescripts.
<u>ENQUIRIES</u>	:	Mr CD Wehr Tel No: (021) 404-2306
<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. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/214</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE (PATIENT ADMINISTRATION)</u> Chief Directorate: Metro Health Service
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Mowbray Maternity Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Information Management, Patient Administration Reception and Medical Records Management. Appropriate supervision experience. Competencies (knowledge/skills): Appropriate knowledge and experience of information systems such as HIS, CLINICOM, SINJANI, JAC, including the Uniform Patient Fee Schedule (UPFS), Hospital Fees Memorandum Chapter 18. Computer literacy. Good interpersonal relations and communication skills. Leadership skills.
<u>DUTIES</u>	:	Overall management and supervision of Information Management, Patient Administration Reception and Medical Records Components. Monitor, control, analyse, interpret and report monthly statistics of the hospital. Maintain patient information systems and data quality. Ensure training and competency for all relevant hospital staff on Information and Patient Administration systems. Maintain effective Medical Records and Registry. Ensure compliance to audit requirements.
<u>ENQUIRIES</u>	:	Mr E Swanepoel Tel No: (021) 659-5567
<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 will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other posts 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>	:	31 October 2025
<u>POST 38/215</u>	:	<u>SOCIAL WORKER GRADE 1 TO 4 (SOCIAL SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R325 200 per annum Grade 2: R397 119 per annum Grade 3: R477 564 per annum Grade 4: R585 441 per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with the Professions Council: Registration with the South African Council for Social Service Professions

		(SACSSP) as Social Worker. Experience: Grade 1: None after registration. Grade 2: A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP. Grade 3: A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP. Grade 4: A minimum of 30 years appropriate experience in social work after registration as a social worker with the SACSSP. Inherent requirement of the job: Valid (Code B/EB) driver licence. Competencies (knowledge/skills): Computer literacy (Microsoft Office, Clinicom). Appropriate social work experience in psychiatry, Intellectual Disability, inpatient and outpatient social work services.
<u>DUTIES</u>	:	Conduct psycho-social assessments of mental health care users. Provide users and family members with psycho-educational services with regards to mental health diagnosis, recovery principles, addiction and dual diagnosis. Address social issues that might impede the user's ability to recover timeously with the MDT. Contribute to well-developed exit plans for users. Linking of high-risk users and families to relevant support structures in the community. Recording of user information in accordance with relevant professional, and legal guidelines. Information management: Collecting statistical and operational data. Quality service outputs through participation in continued professional development.
<u>ENQUIRIES</u>	:	Ms N Mfiki Tel No: (021) 370-1403
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment. "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". The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/216</u>	:	<u>INDUSTRIAL TECHNICIAN (CLINICAL ENGINEERING: ELECTRONICS WORKSHOP)</u> Directorate: Health Technology
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office, Cape Town (Clinical Engineering, Goodwood)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: National Diploma in Electrical (LC) Engineering (T; S or N stream), or National Diploma in Mechatronics, or registration as an Engineering Technician in terms of the Engineering Profession of South Africa Act (Act 46 of 2000). Experience: Appropriate experience after qualification with repairs, maintenance and installation of electronic or related medical equipment. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Proven knowledge of health technology principles. Ability to compile technical specifications for medical equipment. Excellent ability to do fault finding on equipment. Good written and verbal skills. Proven experience computer literacy (i.e. MS Word, Excel). Product specific technical training.
<u>DUTIES</u>	:	Carry out advanced maintenance, repairs, calibration, modifications and installations of medical (electronic) equipment. Train junior technicians and users on equipment. Ensuring that the equipment meets legal and safety requirements of the manufacturers and statutory bodies. Perform all administrative functions as required by the Clinical Engineering Department, managers and health. Technology prescripts while ensuring compliance with the Occupational Health and Safety Act of 1993. Liaison with hospital and private sector staff while reporting to the manager of the relevant workshop. Manage the workshop in the absence of supervisor in charge of relevant workshop and be willing to work within all Clinical Engineering disciplines.

		Advanced knowledge of managing, planning and organizing maintenance schedules.
<u>ENQUIRIES</u>	:	Mr W Padayachee Tel No: (021) 590-5008
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test on day of interview and will also need to sign a form allowing background, criminal, qualification, credit and driver's license verification.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/217</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Metro TB Hospital Complex (Brooklyn Chest Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in supply chain management (warehouse and procurement) Appropriate supervisory experience. Appropriate working experience on Logis system. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Sound knowledge of the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Accounting Officer's System of the Department of Health. Computer literacy (MS Office)
<u>DUTIES</u>	:	Effective and efficient warehouse management including management of the interim and annual financial stock take. Demand and acquisition management of goods related to the warehouse. Ensure audit compliance, prepare, provide feedback and initiate actions plans of the monthly compliance audits related to stock management. Monthly warehouse reporting and assistance to supervisor. Overall supervision and human resource management of the warehouse.
<u>ENQUIRIES</u>	:	Mr B Silwanyana Tel No: (021) 508-7451
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a written and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/218</u>	:	<u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u> West Coast District
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Vredendal Hospital, Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in Human Resources (i.e. Salary Administration, Service Conditions, Personnel Management, PERSAL). Inherent requirement of the job: Valid driver's license. Competencies (knowledge/skills): Appropriate knowledge of Recruitment and Selection. Appropriate knowledge of People Management related policies and procedures in the Public Service. Strong analytical and strategic thinking abilities. Computer skills in MS Office (i.e. Word, Excel, PowerPoint and Outlook). Good verbal and written communication skills.
<u>DUTIES</u>	:	Payroll Administration: Personnel Provisioning and Service Terminations, i.e. processing of appointments and ensuring the correct administration process for service terminations. Ensuring the correct processing of Service Benefits i.e. Housing benefit, leave administration, general service benefits and ensuring effective human resource management systems and practices are in place. Provide an effective general and transversal employment practices

		service. Monitoring, evaluation and correction of audit reports. Manage and control of subordinates and support to supervisor.
<u>ENQUIRIES</u>	:	Mr WA Phillipus 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. Shortlisted candidates will be subjected to a practical test.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/219</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES (TRANSPORT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital (Northern/Tygerberg Sub-structure Office)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the procedures and prescripts in Government Transport and Contract Management. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work overtime. Willingness to travel within the Sub-structure. Competencies (knowledge/skills): Good computer skills (MS Office, Excel and PowerPoint). Knowledge of Human Resource Management, Labour legislation and sound knowledge of Transport Circular 4 of 2020 and Government Motor Transport Handbook. Good interpersonal communication skills, organizational skills and the ability to function under pressure and as part of a team.
<u>DUTIES</u>	:	Coordinate and supervise the operations and administrative service of the Transport Section. Provide a support function to the supervisor regarding prevention and misuse of Government Motor Transport and fraud investigation, ensure that vehicles are maintained (roadworthy), clean, regularly serviced and inspected). Compiling and submitting monthly reports for GG-vehicles and verifying GG-leases for Metro institutions, analyzing tracking reports to identify, confirm report possible fraud and misuse cases. Administer and monitor service contracts (e.g., security, waste, gardening, pest control), ensuring compliance and applying penalties for non-performance. Provide general administrative support, attend meetings, conduct site visits, and respond to internal and external queries. Supervision of staff, training of staff, manage leave and performance, and ensure compliance with HR policies and disciplinary procedures.
<u>ENQUIRIES</u>	:	Mr R Zoutman Tel No: (021) 815-8874
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/220</u>	:	<u>FOOD SERVICES MANAGER</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: A three-year diploma/degree or equivalent in Food Service or Hospitality Management. Experience: Appropriate experience in a Food Services or Hospitality environment. Appropriate supervisory experience. Inherent requirements of the job: The Food Services Component renders a 7- day week function. The successful candidate will be required to work shifts and weekends. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Conversant with the Labour Relations Act, Food Services Policies and the Occupational Health and Safety Act. Manage and empowering a very large staff team, drawing up and implementing training schedules.
<u>DUTIES</u>	:	Operationally manage the food preparation, distribution and serving of meals in the Food Services Department. Responsible for hygiene and safety standards. Effective utilisation of the Food Service team including equipment and utensils. Ordering of food consumables and Vendor Contract Management. Enact Human Resource Management when required, inclusive of leave, disciplinary code of conduct, time keeping, filling of vacant posts in the Department etc. Manage financial resources inclusive of the food costing and weekly statistics.
<u>ENQUIRIES</u>	:	Mr R de Jager Tel No: (021) 404-2263

<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>	:	31 October 2025
<u>POST 38/221</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 REQUIREMENTS</u>	:	Carnation Ward (based at Mitchells Plain District Hospital) Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. 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/recognizable 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 APPLICATIONS</u>	:	Mr R Geswindt Tel No: (021) 377-4410
<u>NOTE</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). 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>	:	31 October 2025
<u>POST 38/222</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (PALLIATIVE CARE)</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 REQUIREMENTS</u>	:	Vredendal Hospital, Matzikama Sub-district Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration

		with the Professions Council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel across the Sub-district. Willingness to complete the online course in Palliative Care once appointed. Competencies (knowledge/skills): Good interpersonal, planning, and organisational skills. Computer literacy (MS Office).
<u>DUTIES</u>	:	Direct client care through provision of optimal, holistic nursing care. Stakeholder engagement. Education and training. Administration and Service delivery design and support. Monitoring and Evaluation.
<u>ENQUIRIES</u>	:	Mr LK Wagenaar 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. 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 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>	:	31 October 2025
<u>POST 38/223</u>	:	<u>ADMINISTRATION CLERK: REGISTRY (MEDICAL RECORDS)</u> West Coast District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Swartland Hospital, Swartland Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in medical records and Admissions department within a hospital environment. Inherent requirements of the job: Willingness to work shift and overtime when required. Must be willing to relief personnel. Ability to do physical hard work. Competencies (knowledge/skills): Good interpersonal communication. Ability to function in a group. Computer literacy (Word and excel and outlook).
<u>DUTIES</u>	:	Responsible for folder management: Daily filling of folders, ensure to merge duplicate folders. Medical records tracking. Handle request for folders from various sections. Archiving inactive folders. Folder disposal according to relevant acts prescripts. Register patients and asses' patients according to Hospital Memorandum 18 and UPFS manual. Maintain patient appointment system.
<u>ENQUIRIES</u>	:	Ms V Ratshana Tel No: (022) 487-9341
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/224</u>	:	<u>ADMINISTRATION CLERK: FINANCE (BUDGET AND EXPENDITURE)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject 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 a Finance Department. Competencies (knowledge/skills): Knowledge of Assets and Liabilities accounts. Knowledge of Public Finance Management Act.

		Knowledge of BAS and knowledge of PERSAL. Good communication skills (verbal and written). Computer literacy (MS Word and Excel).
<u>DUTIES</u>	:	Filing of documentation. Render clerical assistance to the Senior Admin Officer in the Finance Control section. Control, manage and clear various Assets and Liabilities accounts. Allocate Cash Receipts. Capture BAS payments, Journal entries and Debt take on's.
<u>ENQUIRIES</u>	:	Ms C Munnik Tel No: (021) 404-2214
<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 assessment. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/225</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (WARDS)</u> West Coast District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Vredendal Hospital, Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in administration in a health-related environment. Inherent requirement of the job: Willingness to relieve other Ward Clerks. Competencies (knowledge/skills): Good interpersonal and organisational skills. Computer literacy (MS Office). Procurement experience to facilitate and maintain adequate stock and equipment levels. Excellent verbal and written communication skills. Working knowledge of the Clinicom and LOGIS systems.
<u>DUTIES</u>	:	Administrative functions within the Ward. Duties regarding the availability of adequate stock (consumables) in the nursing unit. Data collection. Support to the supervisor.
<u>ENQUIRIES</u>	:	Mr LK Wagenaar 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. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/226</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competencies that focus on the key performance areas of the post. Experience: Appropriate experience in stock handling. Appropriate work experience on the LOGIS system. Appropriate experience in a Supply Chain management environment and/or within Health Sector Commodities. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively (verbal and written). Ability to work independently and in a team. Computer literacy (i.e. MS Word, Excel, Power point and Outlook). Sound communication, organizational and interpersonal skills. Appropriate Knowledge of Supply Chain Management processes, PFMA and the Accounting Officers System. Appropriate Knowledge of LOGIS, EPS and ESL.
<u>DUTIES</u>	:	Receiving, packing, unpacking, storage and issuing stock according to standards. Safe keeping of equipment and stock (consumables and inventory) in the stores. Ensure effective Stock Control procedures are maintained and enforced. Keep the store neat, tidy and clean to comply with safety regulations. Completion and capturing of requisitions, receipt voucher, issue voucher on LOGIS and file for audit purposes. Ensure accurate stock and compliance controls i.e. applying FIFO principle, etc. Maintain stock levels and ordering stock i.e. completion of PA, etc. Ensure Inventory stock takes and regular spot

		checks. Demand and acquisition management of goods and services. Advertising requests on the EPS and conducting SCM evaluations according to SCM prescripts. Prepare procurement batches for the Quotation committee. Placing orders with suppliers and maintaining accurate filing systems. Emergency procurement process. Infrastructure related (16B) procurement. Address supplier and user queries.
<u>ENQUIRIES</u>	:	Ms B Morrie Tel No: (021) 860 2760 or email: Bjorly.Morrie@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/227</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN (FINANCE INCOME/ADMISSIONS)</u> West Coast District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Vredendal Hospital, Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a hospital and patient fees environment. Inherent requirement of the job: Willingness to work overtime and as reliever for the Admissions section. Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Good interpersonal and organisational skills, and computer literacy (MS Office). Good verbal and written communication skills. Knowledge of Uniform Patient Fees Schedule (UPFS), Hospital Memorandum 18 and Public Finance Management Act (PFMA). Knowledge of Clinicom and AR systems.
<u>DUTIES</u>	:	Rendering of billing services to in-patients - control the correctness of the hospital patient bills, medical aids, road accident fund and privately funded patients. Rendering of billing services to out-patients. Follow-up procedures and release of invoices. Patient administration support services, including the printing of reports to identify all State Departments, WCA, RAF, H2, H3, Medical Aid and Private Doctor out-patients admitted and discharged. Liaise with relevant role players in matters relating to Patient Administration, Hospital Fees, and Case Management.
<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>	:	31 October 2025
<u>POST 38/228</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate PERSAL experience. Appropriate Human Resource Management experience. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and PowerPoint). Good communication and interpersonal skills. Ability to function as a team player, with and without supervision. Exercise good judgment in safeguarding confidential or sensitive information. Ability to function in a stressful environment, cope with a heavy workload and meet deadlines. Appropriate planning, prioritization, organization and administrative skills. Knowledge of People Management Legislation and Policies in the Public Service.
<u>DUTIES</u>	:	Responsible for appointments, service terminations, promotions, translations in rank and transfers of personnel on the PERSAL System. Handle all aspects pertaining to Human Resource Management, i.e. salary matters, leave, housing allowances and pension matters. Handle all personnel queries and correspondence. Audit personnel and leave folders. File all personnel related documents.

<u>ENQUIRIES</u>	:	Ms N Wyngaard Tel No: (021) 402-6521
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/229</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X2 POSTS)</u> Wes Coast District
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE</u>	:	Klawer Clinic (1 post) Doringbaai Satellite Clinic, Lutzville (1 post) Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with SANC as a Staff Nurse. Registration with the Professions Council: Registration with the South African Nursing Council as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: Willingness to travel to and support other Clinics in the Sub-district when needed and willing to work on the mobile health clinic bus. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication skills and interpersonal relationships. Basic computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<u>DUTIES</u>	:	Development and implementation of basic patient care to all patients on PHC level. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development. Effective functioning within the multi-disciplinary team.
<u>ENQUIRIES</u>	:	Dr JE Eygelaar Tel No: (027) 213-4070
<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 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>	:	31 October 2025
<u>POST 38/230</u>	:	<u>FOREMAN: GROUND SERVICES</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education & Training Certificate (GETC) / Grade 9 (Std 7). Experience: Appropriate experience in grounds. Inherent requirement of the job: Performing strenuous tasks, including heavy lifting and being on foot for extended periods. Ability to work in extreme weather conditions. A valid driver's licence (B/EB). Competencies (knowledge/skills): Knowledge of petrol- and diesel-powered equipment, as well as a broad range

		of gardening tools. Proficient in the operation of irrigation systems and skilled in routine maintenance of gardening equipment. Understanding of Health & Safety regulations relevant to groundskeeping. Good organisational and planning skills. Demonstrated commitment to service excellence. Computer literacy (MS Office: Word & Excel & Outlook).
<u>DUTIES</u>	:	Plan, coordinate and oversee all ground-related tasks, ensuring efficient and high quality service delivery. Supervise and manage grounds personnel, including performance management, conflict management and disciplinary processes. Training of staff in proper procedures using gardening and other related tools and equipment. Provide support to Supervisor and assist with operational needs as required.
<u>ENQUIRIES</u>	:	Ms GP Storm Tel No: (021) 860-2844
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/231</u>	:	<u>HOUSEKEEPING SUPERVISOR (SUPPORT SERVICES)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate experience as a supervisor. Appropriate experience in a Linen Bank environment. Appropriate experience in the management of a Residence. Inherent requirement of the job: Valid (Code B/EB) drivers' licence with PDP. Competencies (knowledge/skills): Applied knowledge of the linen management process (clean, soiled, mending, condemning of linen). Applied knowledge of the operational management of a Residence. Applied knowledge of the issuing and condemning of uniforms for staff. Computer literacy (MS Office: Word, Excel, Outlook).
<u>DUTIES</u>	:	Effective management of linen services (soiled, clean, infected, infested). Effective management of condemned and mending of linen. Effective management of stock control and issuing of uniforms to staff. Effective management of a Residence. Effective supervision of staff in the Linen Bank and Residence.
<u>ENQUIRIES</u>	:	Ms A van Blerk Tel No: (044) 802-4497
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within George 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>	:	31 October 2025
<u>POST 38/232</u>	:	<u>HOUSEKEEPING SUPERVISOR</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Michael Mapongwana CDC, Khayelitsha Eastern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9/Std 7. Experience: Appropriate experience as a cleaner in a Health Facility. Experience with the use of cleaning equipment, cleaning materials and cleaning detergents. Inherent requirement of the job: Must be willing to work night shift and extended hours. Competencies (knowledge/skills): Sound interpersonal and organising skills. Knowledge of the disciplinary code and procedure for the Public Service. Appropriate recognisable supervisory housekeeping experience in rendering a support function to management. Good verbal and written communication skills. Good counselling, decision-making and problem-solving skills. Knowledge of infection control, occupational health and safety.
<u>DUTIES</u>	:	Perform effective supervision of routine cleaning in and around the building, offices and dissection areas by utilising the available resources. Effectively manage and utilise physical and financial resources. Effectively support the supervisor by establishing a hygienic environment.

<u>ENQUIRIES</u>	:	Ms K Jacobs Tel No: (021) 363-2814
<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 will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/233</u>	:	<u>HOUSEKEEPING SUPERVISOR</u> West Coast District
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Vredendal Hospital, Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Educational and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate cleaning, linen and housekeeping experience in a hospital environment. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. Overtime and relief work in other wards to ensure effective provision of services. Physically fit and able to lift items. Competencies (knowledge/skills): Proper working knowledge of all cleaning and housekeeping policies, protocols, procedures and good work ethics. Good interpersonal, organising and decision-making skills. Knowledge of safety and hygiene standards. Knowledge of inventory/stock control. Ability to work in a team and independently. Computer literacy (Microsoft Word and Excel).
<u>DUTIES</u>	:	Maintain a high standard of cleanliness and hygiene within the hospital ward/department. Effective management and utilization of physical and financial resources. Support, guide and direct personnel under his/her supervision. Effective communication, using the correct channels of communication.
<u>ENQUIRIES</u>	:	Mr L Wagenaar Tel No: (027) 213-2035
<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>	:	31 October 2025
<u>POST 38/234</u>	:	<u>LAUNDRY SUPERVISOR</u> West Coast District
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Vredendal Hospital, Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Educational and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in laundry services in a hospital environment. Inherent requirements of the job: Willingness to do manual labor (heavy linen bags) and assist in other departments when required. Able to handle heavily soiled linen containing human excretions and blood. Physically fit and able to lift heavy items. Competencies (knowledge/skills): Proper working knowledge of all laundry/linen policies, protocols, procedures and good work ethics. Good interpersonal, organising and decision-making skills. Knowledge of inventory/stock control. Ability to work in a team and independently. Computer literacy (Microsoft Word and Excel). Good communication skills.
<u>DUTIES</u>	:	Supervise and evaluate laundry staff, ensure staff perform optimally and perform routine inspections to ensure staff adheres to procedures. Compile and submit monthly statistics and schedule maintenance of equipment. Perform stock taking and record keeping of linen/clothing. Responsible for record-keeping and compilation of reports. Coordination of the provision of effective training appropriate to service delivery. Effectively manage the utilisation and supervision of resources as well as related HR matters.
<u>ENQUIRIES</u>	:	Mr D Snell Tel No: (027) 213-2035
<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>	:	31 October 2025
<u>POST 38/235</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Nelspoort Hospital
<u>REQUIREMENT</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with the Professions 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 as Nursing Assistant with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirements of the job: Willing to work shifts, day and night duty and overtime. Willingness to rotate to other wards in the facility and to work at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication skills. Self-discipline and motivation.
<u>DUTIES</u>	:	Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Effective utilization of resources. Maintain professional growth, ethical standards and self-development. Record keeping.
<u>ENQUIRIES</u>	:	Ms S Frieslaar Tel No: (023) 416-1600
<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 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 change in registration status). The pool of applications will be considered for vacancies within Central Karoo 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>	:	31 October 2025
<u>POST 38/236</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (X4 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Competencies (knowledge/skills): Effective communication and Interpersonal skills. Appropriate knowledge and experience of basic nursing care in a hospital setting.
<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 patient and next of kin. Record Keeping.
<u>ENQUIRIES</u>	:	Ms B Wiener Tel No: (021) 503 5000 ext. 5030
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written and oral assessment. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of 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>	:	31 October 2025
<u>POST 38/237</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (BRACKENGATE TCF NURSING SERVICES) (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Brackengate Transitional Care Facility
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with the Professions Council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC as a Nursing Assistant. 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 assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills. Practical knowledge and experience of basic nursing care in a hospital setting. Interpersonal skills. Ability to work in a multi-disciplinary team. Enhance patient care through the implementation of SOPs, policies and guidelines. Appropriate experience in a hospital setting.
<u>DUTIES</u>	:	Provide quality basic nursing care. Provide elementary clinical nursing care. Assist patients with activities of daily living which include Patient Hygiene, Nutritional Status, mobility, and elimination needs. Maintaining professional growth, Ethical standards, and self-development. Provide ongoing health education to patients and next of kin. Record Keeping. -Effective utilization of physical and financial resources.
<u>ENQUIRIES</u>	:	Ms D Booysen Tel No: (021) 834-5832
<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 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 applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/238</u>	:	<u>PRINCIPAL PORTER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC) / Grade 9 / STD7. Experience: Appropriate supervisory experience of staff and mortuary administration. Inherent requirements of the job: A Valid (Code B/EB) driver's licence. Willingness to work night shifts, public holidays, weekends, overtime and be on standby. Competencies (knowledge/ skills): Computer skills (MS Office, Excel and Word). Knowledge of applicable death administration legislations and relevant policies. Knowledge of infection prevention and control.
<u>DUTIES</u>	:	Responsible for overall supervision and management of Porters. Management of mortuary equipment, assets and consumables. Ensure effective and efficient mortuary administration and handling of bodies. To provide an effective and efficient support to Support Services Managers.
<u>ENQUIRIES</u>	:	Mr A Basson Tel No: (021) 918-1335
<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 will be subjected to a practical/ written and oral assessment. The pool of applications will be considered for vacancies within the Chief Director 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>	:	31 October 2025
<u>POST 38/239</u>	:	<u>SECURITY OFFICER (X6 POSTS)</u>
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std 7). Registration with the Professions Council: Candidates have to 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. Inherent requirements of the job: To work shifts including weekends, public holidays. Perform Standby duties. Must have a valid driver's license. Competencies (knowledge/skills): Good interpersonal and communication skills. Be responsible and diligent and ability to work under pressure and the ability to work in a team as well as independently and change to any shift when required. Must be physically fit Knowledge of security related prescripts, regulations and procedures as well as Basic knowledge of the Occupational Health & Safety Act.
<u>DUTIES</u>	:	Ensure access/egress control, patrolling of buildings, parking areas and perimeter fencing. Investigation of crimes, incidents and security breaches and taking and writing of statements and reports. Controlling of all hospital keys. Supervise outsource security officers.
<u>ENQUIRIES</u>	:	Mr S Ndzuzo Tel No: (021) 404-3111
<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>	:	31 October 2025
<u>POST 38/240</u>	:	<u>FOOD SERVICES AID (SUPPORT SERVICES)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	George Regional Hospital

<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large-scale food service unit, which includes the operating of large-scale kitchen equipment as well as the preparation of normal and therapeutic diets. Inherent requirements of the job: Ability to do physical tasks and operate heavy-duty kitchen and cleaning equipment. Ability to work with cleaning materials, do high-dusting and lifting of heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Willingness to work shifts during the day, weekends, public holidays and overtime if requested. Competencies (knowledge/skills): The ability to prepare meals according to standardized recipes, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Conflict management.
<u>DUTIES</u>	:	Perform all tasks emanating from the pre-preparation and production of all full and therapeutic diets. Perform all tasks emanating from the dishing, distribution and serving food to patients at various wards. Clean and maintain all areas, utensils and equipment in the food service unit and maintain safety and hygiene standards. Assist with the receipt, safe storage and issuing of food provisions and other products. Assist with the informal in-service training of new employees.
<u>ENQUIRIES</u>	:	Ms M Greyling Tel No: (044) 802-4423
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test. The pool of applicants will be considered for similar vacant posts within George 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>	:	31 October 2025
<u>POST 38/241</u>	:	<u>DRIVER (LIGHT DUTY VEHICLE)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience as a driver using GG vehicles. Inherent requirements of the job: Valid (Code B/EB) drivers' licence with PDP. Willingness to perform standby and overtime to meet the operational requirements. Competencies (knowledge/skills): Applied knowledge of the Transport Handbook 1 of 2019. Computer literacy (MS Office: Word, Excel, Outlook).
<u>DUTIES</u>	:	Effective transport of official passengers, post, packages, equipment and specimens. Effective transport of blood to and from the blood bank. Maintenance of GG vehicles. Support to supervisor.
<u>ENQUIRIES</u>	:	Ms A Van Blerk Tel No: (044) 802-4497
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within George 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>	:	31 October 2025
<u>POST 38/242</u>	:	<u>DRIVER (LIGHT DUTY VEHICLE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Gustrouw/Rusthof CHC, Khayelitsha Eastern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience. Inherent requirements of the job: Valid code (B/EB) driver's license. Valid Public Driving Permit (PDP). Willingness to work overtime and perform relief duties. Competencies (knowledge/skills): Good verbal and written and communication skills. The ability to accept accountability, responsibility to work independently and good interpersonal skills. Knowledge of Transport Regulations and Circular no 4 of 2000.

		Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills. Sober habits and physical fit to lift and load heavy items. Ability to read and comprehend road directions and traffic signs.
<u>DUTIES</u>	:	Ensure an efficient and effective transport service. Ensuring the accurate completion of logbooks. Adhere to departmental codes and procedures. Conduct routine maintenance, inspecting GG vehicles and timely reporting of defects. Ensure an effective daily transport administration and support to Supervisor. Ensure vehicles and garage areas are kept clean and tidy. Perform administrative and relieve duties when required or necessary.
<u>ENQUIRIES</u>	:	Ms A Salie Tel No: (021) 845-8384
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of the advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/243</u>	:	<u>DRIVER (LIGHT DUTY VEHICLE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate driving experience. Inherent requirement of the job: A valid (Code B/EB) driver's license. A valid PDP. Will be expected to perform after hours standby duties. Competencies (knowledge/skills): Communication skills. Knowledge of Transport Regulations. The ability to accept accountability and responsibility and to work independently.
<u>DUTIES</u>	:	Transport official passengers, post, packages and equipment. Effective delivery and collection of all blood products. Maintenance PA safety and cleaning of Government Vehicles. Delivery of medication, goods and equipment within the PGWC. Routine inspection of vehicles and reporting of defects. Routine administration. Relieve duties and standby duties
<u>ENQUIRIES</u>	:	Ms J van der Riel Tel No: (021) 799-1270
<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 practical assessment. The pool of applications will be considered for vacancies within the department, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/244</u>	:	<u>MESSENGER</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate messenger and registry experience. Inherent requirement of the job: Ability to pick up heavy bags filled with post and goods. Competencies (knowledge/skills): Must be a dedicated, a team player, innovative, self-motivated and have good memory skills. Good verbal and written communication skills. Planning, organising and client orientation skills.
<u>DUTIES</u>	:	Collecting, delivering and distributing all files, posts and correspondence to and from various departments and wards. Making photocopies for all departments in bulk. Maintain a high standard of cleanliness, hygiene and safe environment. Provide a supporting service to the supervisor and assist with operational needs as required. Handle all documentation confidentially. Effective and efficiently manage postal services.
<u>ENQUIRIES</u>	:	Ms GP Storm Tel No: (021) 860-2844
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	31 October 2025

DEPARTMENT OF INFRASTRUCTURE

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your Application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>CLOSING DATE</u>	:	10 November 2025
<u>NOTE</u>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

<u>POST 38/245</u>	:	<u>DEPUTY DIRECTOR: MOVABLE ASSET MANAGEMENT 2 REF NO: DOI 136/2025</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3 year B-Degree/Advance Diploma (equivalent or higher qualification); A minimum of 3 years related financial/asset management experience at supervisory/management level. Competencies: Knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Knowledge and understanding of policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis.
<u>DUTIES</u>	:	Maintenance of movable assets; Facilitate and manage the safeguarding of assets; Handle disposals of movable assets; Plan and manage the work of and account for the overall performance of the Sub directorate; People Management; Financial Management.
<u>ENQUIRIES</u>	:	Pauline van der Merwe Tel No: (021) 483 8915
<u>POST 38/246</u>	:	<u>ENGINEERING TECHNICIAN (PRODUCTION LEVEL): ROAD SYSTEM DEVELOPMENT REF NO: DOI 28/2025 R1 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade A: R391 671 per annum Grade C: R586 665 per annum
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma in Civil Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (Civil engineering) experience; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Geotechnical and pavement design of roads; Road infrastructure material; Technical support service knowledge in respect of material quality control and management for road and bridge construction; Legal compliance; As-built and

standard specifications; Ability to solve broadly defined technological challenges through application of proven techniques and procedures; Communication (written and verbal); Interpersonal skills; People Management; Planning and organising; Record keeping; Problem solving; Change management.

DUTIES

: Render technical services in line with qualification; Assist engineers, technologists and associates in the field; Provide and consolidate inputs to the technical / engineering operational plan; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Compile and submit reports as required; Develop, implement and maintain system databases; Liaise with relevant stakeholders on engineering related matters; The following will be advantageous: Working knowledge or experience in the condition assessments of surfaced and gravel roads; Efficient skills in report writing and presenting; Willing to travel to sites and work away from home; Efficient computer literacy and good working knowledge of MS Office suite.

ENQUIRIES

: Mr NJ van Gass Tel No: (021) 483 5160

DEPARTMENT OF LOCAL GOVERNMENT

APPLICATIONS

: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE **NOTE**

: 10 November 2025
: Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 38/247

: **ASSISTANT DIRECTOR: THUSONG PROGRAMME MANAGEMENT (REGION B) REF NO: LG 32/2025 (X2 POSTS)**

SALARY **CENTRE** **REQUIREMENTS**

: R468 459 - R561 894 per annum (Level 09)
: Department of Local Government, Western Cape Government
: An appropriate 3 years National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3-years relevant experience. Competencies: Knowledge and understanding of the following: Working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.

DUTIES : Operational implementation of the Thusong Programme, Thusong Service Centres and Outreach Project; Monitor, evaluate and report on progress of the Thusong Programme; To assist with strategic management in terms of inputs and support to the sub-directorate; Managerial functions; Training and experience in Community Development will be advantageous.

ENQUIRIES : Abigail Robinson Tel No: (021) 483 5106 or Ntombentsha Mbadlanyana Tel No: (021) 483 9016

POST 38/248 : **PERSONAL ASSISTANT: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 30/2025**

SALARY : R325 101 – R 382 959 per annum (Level 07)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years experience in rendering a support service to management/ senior management. Competencies: Knowledge of the following: Relevant legislation/policies/prescripts and procedures; Basic knowledge of financial administration. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team Language and communication skills (written and verbal); Good telephone etiquette; Sound organisational skills; Do research and analyse documents and situations; Willingness to work irregular hours when required; It will be advantageous to have a valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.

DUTIES : Provide a secretarial/receptionist support service to the Director; Renders administrative support services; Provide support to the Director regarding meetings; Support the Director with the administration of the Directorate's budget; Studies the relevant public service and departmental prescripts/policies and other documents and ensures that the application thereof is understood.

ENQUIRIES : Mr R van Vuren Tel No: (021) 483 9077

POST 38/249 : **ADMINISTRATION CLERK: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 31/2025**

SALARY : R228 321 - R268 950 per annum (Level 05)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge and understanding of the following: Relevant legislation/policies/prescripts and procedures; Financial administration. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Communication skills (written and verbal); Good telephone etiquette; Sound organisational skills; It will be advantageous to have a valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.

DUTIES : Provide administrative support to integrated development planning with regard to administrative, financial, human resource management and communication needs; Provide administrative support to IDP support actions to municipalities on integrated development planning; Provide administrative support to the Director and middle managers regarding meetings; Support middle managers with the administration; Studies the relevant public service and departmental prescripts/policies and other documents and ensures that the application thereof is understood.

ENQUIRIES : Mr I Mckenzie Tel No: (021) 483 3683

WESTERN CAPE MOBILITY DEPARTMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 10 November 2025

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a

practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 38/250 : **DEPUTY DIRECTOR: GOVERNANCE AND DEMAND MANAGEMENT REF NO: WCMD 114/2025**

SALARY : R896 436 per annum (Level 11), (all-inclusive salary package)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Management or Supply Chain Management; A minimum of 3 years relevant supply chain management experience in a governance and demand management working environment at supervisory level/management level (ASD); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Procurement and provisioning services; Procurement and tendering processes; Broad Based Black Economic Empowerment Act; Preferential Procurement Policy Framework Act and its associated regulations, practice notes, circulars; Public Service Ant-corruption Strategy; Supply Chain Management Guide to Accounting Officers and Authorities; Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, financial delegations and best practice in the Public Service; Relevant delegation frameworks, service level agreements, supplier management, contract management, strategic sourcing, departmental policies and procedures, Government financial systems; Public sector supply chain management models and processes; Strategic sourcing process across broad range of commodities in a Goods and Services environment; Mobility procurement market; Contract management, including legal aspects in supply chain management and ability to draft heads of terms and input to SLA negotiations; Supply chain management AOS, Delegations. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Planning; Organising; Analytical; Report-writing; Presentation; Inter-personal; Problem-solving; Supervisory.

DUTIES : Render a service with regard to compliance and performance management; Render a demand management service; Plan and manage the work of and account for the overall performance of the Sub-Directorate; People Management; Financial Management.

ENQUIRIES : Ms S Moodley Tel No: (021) 483 8970

POST 38/251 : **ASSISTANT DIRECTOR: ROAD SAFETY MANAGEMENT REF NO: WCMD 107/2025**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Education, Communication, Public Relations, Project Management and Social Science; A minimum of 3 years experience at supervisory level in a road safety management working environment or related fields; A valid driving licence (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Provisioning of traffic safety education; Planning and execution of road safety interventions; Creation of awareness and inform road users of traffic safety projects and road safety issues; Marketing of heavy-duty driver training assistance; Monitoring of services rendered by driver training schools; Project management; Operational management practices; Procurement and tendering processes; Public service

		procedures, processes and systems; Public finance, human resources and discourse management processes; Skills needed: Proven computer literacy; Written and verbal communication; Accounting, Finance and Audit; Planning; Organising; Analytical; Report-writing; Presentation; Inter-personal; Problem-solving; Supervisory; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from office.
<u>DUTIES</u>	:	Oversee the planning of road safety education and awareness interventions in the Metro Region; Ensure that the road safety targets are reached in the Metro Region to enhance road safety and service delivery; Accounting for progress and performance; Competent asset stewardship; Managerial functions.
<u>ENQUIRIES</u>	:	Ms. NAN September Tel No: (021) 483 6971
<u>POST 38/252</u>	:	<u>ASSISTANT DIRECTOR: LAND TRANSPORT DEVELOPMENT REF NO: WCMD 108/2025</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (or higher qualification) in information systems, business analysis/management or project management; A minimum of 3 years supervisory level experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Public Finance Management Act (PFMA), 1999, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; Transport related regulatory, legislation policies and frameworks; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Public service procedures, processes and systems.
<u>DUTIES</u>	:	Provide ITH data and technology management; Assist with data integration and management; Participate with stakeholder engagement and collaboration; Ensure adherence to risk management and compliance; Managerial Functions; It will be advantageous to have experience in Land transport systems and/or ICT systems.
<u>ENQUIRIES</u>	:	Ms SE Rautenbach Tel No: (021) 483 6904
<u>POST 38/253</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: WCMD 03/2024 R1</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-Degree (equivalent or higher) in Financial Accounting or related; A minimum of 3 years supervisory level experience in a financial accounting or similar environment. Competencies: Knowledge of the following: Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Treasury Instructions; Public Service Act, 1994, as amended; Basic Conditions of Employment Act; Relevant systems (Basic Accounting System and Logistical Information System).
<u>DUTIES</u>	:	Collection and recording of revenue; Reporting; Clearance of balances in the assets and liabilities accounts; Supervise employees to ensure an effective financial accounting service; It will be advantageous to have experience in a financial accounting and/or management accounting environment.
<u>ENQUIRIES</u>	:	Ms L Mars Tel No: (021) 483 4209
<u>POST 38/254</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL (INSPECTIONS) REF NO: WCMD 36/2024 R1</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3 year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in an internal control or governance working environment; A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to

transport, may also apply. Competencies: Knowledge and understanding of the following: Public Audit Act, 2004; Public Finance Management Act, 1999, National Treasury Regulations, Provincial Instructions and guidelines (promote the objective of good financial management in order to maximise service delivery through the effective and efficient use of limited resources); Prevention and Combating of Corrupt Activities Act, 2004 (provides for measures to prevent and combat corrupt activities); Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures; Protected Disclosure Act, 2000 (promotes disclosure of unethical conduct that could potentially lead to corruption); Government Accounting Standards; (Generally Recognised Accounting Practice (GRAP); Internal control tools and techniques; Government financial systems; Departmental policies and procedures; Preferential Procurement Policy Framework Act, 2000 and Regulations. Skills in the following: Numeracy; Computer Literacy; Language; Project Management; Accounting, Finance and Audit; Planning; Analytical; Report-writing; Communication; Presentation; Inter-personal; Problem solving; Supervisory.

DUTIES : Ensure proper governance with regard to internal control; Ensure the rendering of assurance services; Ensure the implementation of internal control inspection measures to ensure compliance to financial administration; Managerial functions.

ENQUIRIES : Ms L Mars Tel No: (021) 483 4209

POST 38/255 : **ASSISTANT DIRECTOR: VEHICLE REGULATION AND STANDARD REF NO: WCMD 97/2025 R1**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Registration, suspension and cancellation of vehicle testing stations (VTS's); Regarding the management of the registration, suspension and cancellation of manufacturers of number plates (MNP's); Management of the registration, suspension and cancellation of manufacturers, importers and builders (MIB's); Management of the registration, suspension and cancellation of authorised officers; Management of the memorandums of agreement with vehicle testing stations; Project management; Public service procedures, processes and systems. Skills needed: Numeracy; Literacy; Computer Literacy; Project Management; Accounting, Finance and Audit; Planning; Organising; Analytical; Report-writing; Written and verbal communication; Presentation; Inter-personal; Problem-solving; Supervisory; Ability to work under pressure; Willingness to travel frequently and work irregular hours to meet tight deadlines.

DUTIES : Develop and regularly revisit policy documents and standard operating procedures, in line with legislative and financial requirements, regarding the following Vehicle Regulation and Standard aspects: Registration, suspension and cancellation of: Vehicle testing stations (VTS's); Manufacturers of number plates (MNP's); Manufacturers, importers and builders (MIB's); Authorised officers; Advise management and compile submissions to management regarding: - Registration, suspension and cancellation of: Vehicle testing stations (VTS's); Manufacturers of number plates (MNP's); Manufacturers, importers and builders (MIB's); Authorised officers; Liaison and communication with various clients / stakeholders; Managerial functions.

ENQUIRIES : Mr CC Majiedt Tel No: (021) 483 4204

POST 38/256 : **PRINCIPAL ROAD SAFETY OFFICER REF NO: WCMD 104/2025**

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Education, Communication, Public Relations, Project Management and Social Science; A minimum of 1 year experience in a road safety management working environment or related fields.; A Valid (code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies:

		Knowledge in the following: Provisioning of traffic safety education; Planning and execution of road safety interventions; Creation of awareness and inform road users of traffic safety projects and road safety issues; Marketing of products and services to a variety of target groups; Planning of: Strategy planning process; Project management process; Strategic thinking process; Performance management process; General support systems; Skills needed: Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Organising; Problem-solving; Report-writing; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from office.
<u>DUTIES</u>	:	Render support with the planning and execution of road safety interventions in the Metro: East/North Region; Accounting for progress and performance; Render support to achieve road safety targets in the Metro: East/North Region in accordance with set standards to enhance service delivery; Competent stewardship.
<u>ENQUIRIES</u>	:	Ms NAN September Tel No: (021) 483 6971
<u>POST 38/257</u>	:	<u>PRINCIPAL ROAD SAFETY OFFICER (GEORGE) REF NO: WCMD 105/2025</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Education, Communication, Public Relations, Project Management and Social Science; A minimum of 1 year experience in a road safety management working environment or related fields.; A Valid (code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge in the following: Provisioning of traffic safety education; Planning and execution of road safety interventions; Creation of awareness and inform road users of traffic safety projects and road safety issues; Marketing of products and services to a variety of target groups; Planning of: Strategy planning process; Project management process; Strategic thinking process; Performance management process; General support systems; Skills needed: Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Organising; Problem-solving; Report-writing; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from office.
<u>DUTIES</u>	:	Render support with the planning and execution of road safety intel Knowledge in the following: Provisioning of traffic safety education; Planning and execution of road safety interventions; Creation of awareness and inform road users of traffic safety projects and road safety issues; Marketing of products and services to a variety of target groups; Planning of: Strategy planning process; Project management process; Strategic thinking process; Performance management process; General support systems; Skills needed: Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Organising; Problem-solving; Report-writing; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from office. Interventions in the Metro: East/North Region; Accounting for progress and performance; Render support to achieve road safety targets in the Metro: East/North Region in accordance with set standards to enhance service delivery; Competent stewardship.
<u>ENQUIRIES</u>	:	Ms NAN September Tel No: (021) 483 6971
<u>POST 38/258</u>	:	<u>PRINCIPAL PROVINCIAL INSPECTOR: QUALITY MANAGEMENT AND EVALUATION (BRACKENFELL) REF NO: WCMD 106/2025</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior certificate or equivalent qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6 years experience in the field; A valid code A and EC driving licence; No Criminal record. Competencies: Knowledge of the following: Traffic law enforcement practices and principles and applicable policies and procedures; Facilitating assessments and outcome-based

		education; Collation of information and compilation of reports; Evaluation of the quality of training and administrative processes; Conduct impact evaluations of training and administrative information; Conduct impact assessment of training programmes; Relevant legislation and procedures regarding administrative processes and project management; Departmental policies; General support systems.
<u>DUTIES</u>	:	Conduct impact, process evaluations of training programmes and all administrative processes; Evaluate the quality of the training and administrative processes; Disseminate relevant training and administrative information; Conduct impact assessments of traffic law enforcement programmes provided by external providers; Performing ad-hoc task as required by chief directorate.
<u>ENQUIRIES</u>	:	Mr HP Arendse Tel No: (021) 983 1526.
<u>POST 38/259</u>	:	<u>AUDIT ADMINISTRATOR: TRAFFIC LAW ADMINISTRATION: METRO REF NO: WCMD 30/2024 R1 (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification; A minimum of 3 years relevant eNaTIS and administrative experience; A valid Code B or higher driving licence or alternative mode of transport for people with disabilities. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National and Provincial eNaTIS Security Policy; National Traffic Information System (eNaTIS).Skills in the following: Numeracy; Literacy; Computer Literacy; Communication; Language; Project Management; Planning; Organising; Research; Analytical thinking; Problem-solving; Decision-making; Accounting; Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Analysis and processing of information.
<u>DUTIES</u>	:	Plan audit activities in line with Annual Performance Plan targets; Audit eNaTIS transactions performed at Registering Authorities; Compile and issue audit reports; Administrative duties in respect of audits performed.
<u>ENQUIRIES</u>	:	Mr CC Majiedt Tel No: (021) 483 2073
<u>POST 38/260</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: WCMD 103/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification; A minimum of 3 years relevant experience; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Transport related regulatory, legislation policies and frameworks; Public Finance Management Act (PFMA), 1999 ,National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; Project management; Operational management practices; Procurement and tendering processes; Public service procedures, processes and systems; Relevant software packages and sound application of relevant computer programmes; General office administration and database management; General support systems; Information and Record Management/Administration. Skills needed: Numeracy, Literacy, Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Basic Research; Analytical; Organising; Planning; Time Management; Problem—solving.
<u>DUTIES</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification; A minimum of 3 years relevant experience; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply.
<u>ENQUIRIES</u>	:	Mr BB Ngcebetsha Tel No: (021) 483 7844
<u>POST 38/261</u>	:	<u>ADMINISTRATIVE OFFICER: ADMINISTRATIVE SUPPORT (PAROW) REF NO: WCMD 109/2025</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government

<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year relevant administrative support experience in a Road Safety Management working environment. Competencies: Knowledge of the following: Organisational and management practices, policies and operational functioning of the Chief Directorate; Financial management, monitoring and reporting procedures and systems related to budget monitoring instruments, approved post lists, expenditure commitment reports; Chief Directorate's strategic planning and monitoring and evaluation processes; General office administration and database management; General support systems; Information and Record Management/Administration; Administrative procedures and processes; Procurement processes; Computer-based information systems. Skills needed: Numeracy; Literacy; Computer Literacy; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Written and verbal communication; Organising; Planning; Problem—solving.
<u>DUTIES</u>	:	Render administrative support services; Coordinate monitoring and evaluation; Activities and maintain the relevant systems; Provide support to the Directorate for supply chain management activities; Render advice and liaise with regard to administrative matters; Supervisory functions.
<u>ENQUIRIES</u>	:	Ms NAN September Tel No: (021) 483 6971
<u>POST 38/262</u>	:	<u>ADMINISTRATIVE OFFICER: STRATEGIC SUPPORT REF NO: WCMD 110/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 - R382 959 per annum (Level 07)
	:	Western Cape Mobility Department, Western Cape Government
	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 years relevant administrative support experience in a Strategic Management Support working environment. Competencies: Knowledge of the following: Government strategic planning processes, practices and policies; Financial management, monitoring and reporting procedures and systems; General office administration and database management; Procurement processes; Computer-based information systems. Skills needed: Strategic Thinking and Planning; Analytical and Problem-solving; Project Management; Computer Literacy; Accounting, Finance and Audit; Economic and Statistical Analysis; Ability to interpret data and trends for strategic decision-making; Ability to conduct research and synthesise findings for reports and planning; Written and verbal communication; Organising; Planning; Ability to interpret data and trends for strategic decision-making; Ability to conduct research synthesise findings for reports and planning.
<u>DUTIES</u>	:	Render strategic planning and coordination of administrative support services; Coordinate monitoring and evaluation activities and maintain the relevant systems; Provide support to the Sub-Directorate for supply chain management activities; Render governance and compliance with regard to strategic planning legislative frameworks; Render supervisory functions.
<u>ENQUIRIES</u>	:	Ms P Mndita Tel No: (021) 483 0972
<u>POST 38/263</u>	:	<u>ADMINISTRATIVE OFFICER: LAND TRANSPORT SAFETY OPERATIONS REF NO: WCMD 111/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 - R382 959 per annum (Level 07)
	:	Western Cape Mobility Department, Western Cape Government
	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year relevant administrative support experience in a Land Transport Safety working environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Transport related regulatory, legislation policies and frameworks; Public Finance Management Act (PFMA), 1999, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; Project management; Operational management practices; Administrative procedures and processes; Procurement and tendering processes; Public service procedures, processes and systems; General office administration and database management; General support systems. Skills needed: Numeracy; Literacy; Computer Literacy; Project Management; Accounting, Finance and Audit; Economic,

<u>DUTIES</u>	:	Financial and Statistical Analysis; Legal Administration; Basic Research; Analytical; Organising; Planning; Time Management; Problem—solving.
	:	Render line administrative support services to the Sub-Directorate; Provide support services to meetings, planning sessions and workshops; Render research support services; Render financial support services.
<u>ENQUIRIES</u>	:	Mr G Spannenberg Tel No: (021) 483 6925
<u>POST 38/264</u>	:	<u>ADMINISTRATION CLERK: LAND TRANSPORT SAFETY PROMOTION, REF NO: WCMD 112/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	Western Cape Mobility Department, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collect statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills needed: Computer; Planning and organising; Verbal and Written Communication; Numeracy; Literacy; Interpersonal Relations; Flexibility; Teamwork; Customer care; Creative thinking; Decision making.
<u>DUTIES</u>	:	Render general clerical support services; Provide supply chain clerical support services within the Sub-Directorate; Provide personnel administration clerical support services within the Sub-Directorate; Provide financial administration support services in the Sub-Directorate; It will be advantageous to have administrative support experience.
<u>ENQUIRIES</u>	:	Ms BC Mboya Tel No: (021) 483 7853
<u>POST 38/265</u>	:	<u>ADMINISTRATION CLERK: LOGISTICS/REGISTRY (BRACKENFELL) REF NO: WCMD 113/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	Western Cape Mobility Department, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Legislative framework governing the public service; Clerical duties, practices as well as the ability to capture data, operate computer and collect statistics; Working procedures in terms of the working environment; Relevant legislation and procedures regarding logistics, procurement and asset management; Departmental practices, processes and procedures; LOGIS or similar system. Skills needed: Numeracy and literacy; Written and verbal communication; Proven computer literacy; Interpersonal relations; Planning and organising; Research; Interpretation; Decision making; Results and quality management; Problem solving; Writing and reporting; Teamwork; Flexibility; Analytical; Innovation.
<u>DUTIES</u>	:	Administer the following: Logistical processes; Asset register/inventories for the Gene Louw Traffic College; Provisioning processes; Loss control register of the Gene Louw Traffic College; It will be advantageous to have administrative experience covering the relevant areas of logistics, procurement and asset management; It would be advantageous to have administrative experience; The successful candidate must be physically fit and need to carry heavy equipment and boxes.
<u>ENQUIRIES</u>	:	Ms L Phillips Tel No: (021) 983 1505/1500
<u>POST 38/266</u>	:	<u>ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: WCMD 22/2025 R1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	Western Cape Mobility Department, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification) with Accounting or Mathematics as passed subjects. Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public Service financial legislations, procedures and processes, National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act (PFMA), 1999, (DORA, PSA, PSR, PPPFA, Financial Manual); Financial operating systems (PERSAL, BAS, LOGIS); Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills

needed: Written and verbal communication; Proven computer literacy; Planning and Organising; Interpersonal Relations; Flexibility; Teamwork; Accuracy; Aptitude of Figures; Ability to perform routine tasks; Ability to operate office equipment.

DUTIES : Financial Accounting: Render financial accounting transactions; Receive invoices (e.g. payment vouchers and PERSAL claims); Check invoices for correctness, verification and approval (internal control); Process invoices (e.g. capture payments); Filing of all documents; Perform Bookkeeping support services; Capture all financial transactions; Clear ledger accounts; Compile journals; Provide payment office clerical support services within the component; Render support with reporting responsibilities; Provide financial administration support services in the component; It would be advantageous to have experience in a financial accounting and/or management accounting working environment.

ENQUIRIES : Ms A Matthews Tel No: (021) 483 2931.

DEPARTMENT OF THE PREMIER

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 10 November 2025
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 38/267 : **PROJECT MANAGER: EDUCATION AND CULTURAL AFFAIRS AND SPORT (IT TRAINING UNIT)- GEORGE REF NO: DOTP 86/2025**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Project Management, Information Technology or Training/Human Resource Development (HRD); A minimum of 3 years Project Management experience in a training environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Project management methodologies and processes; Procurement and tendering processes; Financial budget and cashflow processes; Public service systems of governance and administration, procedures and processes; National, provincial and local political, economic and social affairs impacting on the Western Cape Government; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning and policies of the Western Cape Government; Labour Relations legislation and regulations; Performance management in general; Project Management best practices, theory and methodology (PMBOK, Prince 2; Agile); Training and learning methodologies. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Financial Management and Audit strategic planning; Risk management and Monitoring and Evaluation; Procurement and supply chain processes; Budgeting, reporting, stakeholder engagement; Facilitation and problem-solving.

<u>DUTIES</u>	:	Facilitate project planning and allocation; Manage and coordinate project execution; Monitor, evaluate and report on projects; Oversee financial management for specific projects; Facilitate stakeholder engagement advocacy and communication; Ensure project-specific governance, compliance, and risk management; Manage a Learning Management System.
<u>ENQUIRIES</u>	:	Ms R Rhoda Tel No: (021) 900 7111
<u>POST 38/268</u>	:	<u>PROJECT MANAGER: HEALTH AND SOCIAL DEVELOPMENT REF NO: DOTP 87/2025</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Project Management or Information Technology; A minimum of 3 years Project Management experience in training projects; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Project management methodologies and processes; Procurement and tendering processes; Financial budget and cashflow processes; Public service systems of governance and administration, procedures and processes; National, provincial and local political, economic and social affairs impacting on the Western Cape Government; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning and policies of the Western Cape Government; Labour Relations legislation and regulations; Performance management in general; Project Management best practices, theory and methodology (PMBOK, Prince 2; Agile); Training and learning methodologies. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Financial Management and Audit strategic planning; Risk management and Monitoring and Evaluation; Procurement and supply chain processes; Budgeting, reporting, stakeholder engagement; Facilitation and problem-solving.
<u>DUTIES</u>	:	Facilitate project planning and allocation; Manage and coordinate project execution; Monitor, evaluate and report on projects; Oversee financial management for specific projects; Facilitate stakeholder engagement and communication; Ensure project-specific governance, compliance, and risk management; Manage a Learning Management System.
<u>ENQUIRIES</u>	:	Ms F Mhlongo at Feziwe.mhlongo@westerncape.gov.za
<u>POST 38/269</u>	:	<u>ADMINISTRATION CLERK: TRANSPORT REF NO: DOTP 82/2025</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills needed: Written and verbal communication; Computer literacy in MS Office Package; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Booking vehicles on request; Processing and administering applications for the use of vehicles; Daily vehicles inspections for the CBD fleet and management of regional; Vehicle Inspections; Administering traffic violations; It will be advantageous to have a valid (Code B or higher) driving licence.
<u>ENQUIRIES</u>	:	Mr B Dodgen Tel No: (021) 483 2740
<u>POST 38/270</u>	:	<u>REGISTRY CLERK: RECORDS MANAGEMENT REF NO: DOTP 83/2025</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Registry duties and practices; Legislative framework governing the Public Service; Storage and retrieval procedures in

terms of the working environment. Skills needed: Written and verbal communication; Interpersonal relations; Flexibility; Teamwork; Ability to capture data and operate computer.

- DUTIES** : Provide registry counter services; Handle incoming and outgoing correspondence; Render an effective filing and record management service; Operate office machines in relation to the registry function; Process documents for archiving and/ disposal; It will be advantageous to have a valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.
- ENQUIRIES** : Ms D Beukes Tel No: (021) 483 9663

DEPARTMENT OF PROVINCIAL TREASURY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 10 November 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 38/271** : **ASSISTANT DIRECTOR (SYSTEM CONTROLLER): SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 13/2025 R1**
- SALARY** : R468 459 - R561 894 per annum (Level 09)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' experience of financial system administration and user support; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Local government sphere legislation; MFMA Treasury Regulations Accounting Principles; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives, and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills needed: BI Data analytical skills; Cloud-based Data Warehouse development skills; Dataflows development skills; Proven computer literacy; Communication (Written and verbal) skills; Ability to deal with enquiries on financial system matters.
- DUTIES** : Render transversal support and maintenance of the financial systems and system access security and controls; Provide support in the management of the reporting processes of the financial systems; Provide capacity building in Provincial Departments to enhance the effective utilization of the financial system; Implementation of applications and financial systems; Monitor compliance and enforcement of prescribed legislation, policies and guidelines

relating to all financial system processes; Operational and financial management; It will be advantageous to have experience in the following: Fabric or Azure Designing, building, and maintaining scalable ETL pipelines and data models; Power BI analysis, dashboard development, and data management; Data warehousing skills, including experience in cloud environments (e.g., Azure, Fabric); Automating reporting processes and business workflows.

ENQUIRIES : Mr Xolani Spelete Tel No: (021) 483 5650

POST 38/272 : **STATE ACCOUNTANT: INTERNAL CONTROL REF NO: PT 34/2025 (X2 POSTS)**

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Auditing or Financial Management field; A minimum of 1 year relevant experience in an Internal Control or Governance environment. Competencies: Knowledge in the following: Financial norms and standards (Public Financial management Act, National Treasury Regulations, Provincial Treasury directives/ instructions); Internal control tool and techniques; Legislation, policies, prescripts, etc. e.g., PFMA, Treasury Regulations and Prescripts, Departmental Delegations. Skills needed: Analytical; Ability to analyse, conceptualise and implement policy; Problem solving; Written and verbal communication.

DUTIES : Ensure proper governance; Provide fraud and losses management services; Render Assurance Services; Monitoring of compliance; Maintain financial information and knowledge management.

ENQUIRIES : Mr R Cassiem Tel No: (021) 483 8203

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 10 November 2025
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 38/273 : **OPERATIONAL MANAGER NURSING: PROFESSIONAL SERVICES (SIVUYILE) REF NO: DSD 87/2025**

SALARY : Grade 1: R549 192 –R629 121 per annum, (OSD as prescribed)
 Grade 2: R636 126 – R723 954 per annum, (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A Basic R425 qualification (i.e. Diploma/ Degree in Nursing, Midwifery, Community Nursing Science, Psychiatry) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Registration with the South African Nursing Council (SANC) as a Professional Nurse; A minimum of 7 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies: Knowledge of the following: Residential care medical and psychiatric services; Modern systems of governance and administration; Relevant acts, policies and prescripts; Constitutional, legal and institutional arrangements governing the South African public sector; Project Management processes; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Outstanding planning, organising and people management skills; Problem

<u>DUTIES</u>	:	solving and decision making; Strategic planning skills; Work as part of the multidisciplinary team; A valid code B driving licence will have advantageous.
	:	Monitor and ensure the provision of effective and efficient health and care services to residents throughout adequate nursing care: Networking with all relevant stakeholders within the Health Care sector and the implementation of the MOU with the Department of Health; Ensure availability and access to sufficient resources (human, financial and physical resources); Quality assure services through monitoring and evaluation, auditing of records, analysing data, confidential complaint's procedures and resident satisfactory surveys; Coordinate and quality assure monthly reports and statistics of health care practitioners and the CYCC's; Coordinate and monitor the implementation of care plans and evaluation thereof: Create and enabling environment that is therapeutic and meet the resident(s) need for privacy, well-being and dignity; Monitor and evaluate interventions and progress of resident(s) receiving health care treatment; Bi-weekly discussions of complicated cases (case studies) to ensure effective interventions and development of staff; Ensure and monitor the right of residents to health care information as part of their overall empowerment and development; Maintain a constructive working relationship with nursing MDT members and other stakeholders; Previous experience in youth facility based nursing will be advantageous.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr E Buys Tel No: (021) 986 9100
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 38/274</u>	:	<u>SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS REF NO: DSD 86/2025 (X2 POSTS AVAILABLE IN KHAYELITSHA)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1: R477 564 – R561 378 per annum, (OSD Prescribed)
	:	Department of Social Development, Western Cape Government
	:	Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics. Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psychosocial intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus; A valid code B driving licence will be advantageous.
<u>DUTIES</u>	:	Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Q Arendse Tel No: (021) 763 6206
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 38/275</u>	:	<u>COMMUNITY DEVELOPMENT POLICY DEVELOPER: INSTITUTIONAL CAPACITY BUILDING (ICB) REF NO: DSD 88/2025</u>
<u>SALARY</u>	:	Grade 1: R388 110 – R436 110 per annum, (OSD as prescribed).
	:	Grade 2: R453 201 – R514 470 per annum, (OSD as prescribed)
	:	Grade 3: R535 095 – R725 754 per annum, (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government
	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); Grade 1: A minimum of 8 years recognisable experience in Community Development after obtaining the required qualification; Grade 2: A minimum of 18 years recognisable experience in Community Development

		after obtaining the required qualification; Grade 3: A minimum of 28 years recognisable experience in Community Development after obtaining the required qualification. Competencies: Knowledge and understanding of the following: Policy formulation and implementation; Public Service Management Framework Theories and Systems; Skills, attitudes and values in community development; Extensive knowledge of the NPO Act, General Laws Amendment Act, the NPO Capacity Building Framework; NPO Fundraising, policy development and sustainability models; Familiar with the Independent Code, Tax Exemption/18a and legal structures for NPO's; Technical knowledge of NPO Registration and Compliance; Skills in the following: Problem Solving; Facilitation Skills and development of Power Point Presentations; Financial Management; Project Management; Computer Literacy; Communication (Written and Verbal); Management of Databases; Ability to undertake complex research; Manage community development structures and projects; Influence individuals and groups to participate in their own self-empowerment ventures; A valid code B (or higher) driving licence will have advantageous.
<u>DUTIES</u>	:	Develop, implement and maintain community development policies; Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements; Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the policies; Develop, implement and monitor youth development programmes; Manage social relief projects. Keep up to date with new developments in the community development field. This would, inter alia, entail the following: Study relevant journals and publications to ensure that cognisance is taken of new developments; Monitor and study the social services legal and policy framework continuously; Liase/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognisance of the latest developments in the relevant fields; Engage in continuous development activities; Research and development related to social relief programmes; Perform the administrative functions required in the unit; Stakeholder engagements; The facilitation and developing of provincial NPO Capacity Building focussing on Registration and Compliance, Good Governance, Fundraising and Policies; Identify capacity building needs and facilitate capacity building training for government officials.
<u>ENQUIRIES</u>	:	Ms D Dreyers Tel No: (021) 483 4013
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 38/276</u>	:	<u>ADMINISTRATION CLERK: YOUTH DEVELOPMENT REF NO: DSD 89/2025</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Relevant job knowledge; Skills needed: Literacy; Numeracy; Presentation; Decision-making; Computer literacy; Interpersonal Skills; Flexibility; Planning and organising; Written and verbal communication.
<u>DUTIES</u>	:	Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Mr J Albanie Tel No: (021) 483 8997
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 38/277</u>	:	<u>STAFF NURSE: PROFESSIONAL SERVICES (SIVUYILE SECURE CARE CENTRE) REF NO: DSD 85/2025</u>
<u>SALARY</u>	:	Grade 1: R220 614 – R250 500 per annum Grade 2: R262 287 – R298 932 per annum
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 1: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse. Grade 2: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC

		as Enrolled Nurse; A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Grade 3: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Competencies: Knowledge of the following: Nursing care processes and procedures, Nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act. Skills needed: Written and verbal communication skills; Elementary facilitation skills; Responsiveness; Ability to function as part of a team.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans: Ensure maintenance of patient hygiene; Sustain nutritional status of patients; Facilitate the mobility of patients; Facilitate the elimination processes; Provide basic clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of intramuscular injections); Preparation of patients for diagnostic and surgical procedures; Effective utilisation of resources: Order stock and equipment in a cost-effective manner; Report loss or damage immediately; Maintain professional growth/ethical standards and self-development: To maintain the code of conduct as required in the Public Service and by the Professional Body; Seek learning opportunities, i.e. in-service training, courses.
<u>ENQUIRIES</u>	:	Ms C Benting Tel No: (021) 986 9100
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 38/278</u>	:	<u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 33/2024 R1 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R192 972 per annum, (as prescribed by OSD) Grade 3: R339 438 per annum, (as prescribed by OSD)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
<u>ENQUIRIES</u>	:	Dr J du Toit Tel No: (022) 713 2272
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co