



PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 05 OF 2026
DATE ISSUED 13 FEBRUARY 2026

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 : **NATIONAL DEPARTMENT OF CORRECTIONAL SERVICES:** Kindly take note that the department has withdrawn the complete advertisement for Mangaung Maximum Correctional Centre in the Free State/ Northern Cape Region, as it appears in PSVC 04 dated 06 February 2026 with a closing date of 20 February 2026.

PROVINCIAL ADMINISTRATION: GAUTENG: DEPARTMENT OF ROADS AND TRANSPORT: Kindly note that the following post of Internship Programme - Policy, Legislation, Research And Knowledge Management with Ref No: Refs/035213, advertised in Public Service Vacancy Circular 04 dated 06 February 2026, the reference has been amended to REFS/035437 and extend the closing date to 27 February 2026.

PROVINCIAL ADMINISTRATION: NORTHERN CAPE: PROVINCIAL TREASURY: Kindly note that the following post was advertised in the Public Service Vacancy Circular 04 dated 06 February 2026, The post have been amended as follows: (1) Deputy Director: Persal Support and Administration with Ref No: 2026/10; A minimum of 3-5 years middle management experience in PERSAL environment. The wording middle management has been changed to junior management.

PROVINCIAL ADMINISTRATION: NORTH WEST: DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT: Kindly note that the position of Administration Officer: Crime Prevention: Provincial Secretariat for Police Service: with Ref No: 67/2025/2026, advertised in the Public Service Vacancy Circular 37 dated 10 October 2025 with the closing date of 24 October 2025 is corrected. The position was advertised with an incorrect notch of R294 321 per annum. The correct notch is R325 101 per annum.

PROVINCIAL ADMINISTRATION: NORTH WEST: DEPARTMENT OF HEALTH: Kindly be advised that the post of Chief Executive Officer with Ref No: 03/2026/01 for Witrand Hospital (Potchefstroom) advertised in the Public Service Vacancy Circular 02 dated 23 January 2026 with the closing date of 12 February 2026 is hereby withdrawn.

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PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF TRANSPORT

The Department of Transport in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS : Applications must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> (under Careers) and/or at <https://erecruitment.ecotp.gov.za> (Click: Jobs, to view vacancies without logging-in). The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: www.ectransport.gov.za. Do not submit any CVs to this email address; should you do so, your application will be regarded as lost and will not be considered. Hand-Delivered/ Emailed / Faxed / Posted applications will not be accepted.

CLOSING DATE : 27 February 2026. No Late applications will be accepted.

NOTE : Applications must be submitted on a Z83 form (an unsigned Z83 form will disqualify an application, however, the Z83 in the e-recruitment system is currently unsingable – applicants applied via the system must scan and upload the signed Z-83), obtainable from any Public Service Department or on the internet at <http://www.ectransport.gov.za/documents/Z83%20FORM.pdf> which must be signed and should be accompanied by a recently updated, comprehensive CV. The applicant must submit copies of qualifications, identity documents and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and women are encouraged to apply. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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 assessment. The department welcomes applications from all racial groups. However, in making appointments preference for these posts will be given to the designated groups in pursuit of departmental EE targets. Women and people with disabilities are encouraged to apply. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for recommended candidates, to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Enquiries can be directed to Ms. H. Magengelele / Ms. N.

OTHER POSTS

<u>POST 05/344</u>	<u>CHIEF PROVINCIAL INSPECTOR: DISTRICT TRANSPORT REGULATION (03 POSTS)</u>
<u>SALARY CENTRE</u>	R582 444 – R686 091 per annum (Level 10) Sarah Baartman (Struandale) (Ref.DOT 01/02/2026) Sarah Baartman (Graaf-Reinet) (Ref.DOT 02/02/2026) Sarah Baartman (District Office) (Ref.DOT 03/02/2026)
<u>REQUIREMENTS</u>	National Senior Certificate, National Diploma (NQF Level 6 as recognised by SAQA)/B. Degree (NQF Level 7 as recognised by SAQA) in Traffic Safety Management/Road Traffic and Municipal Police Management/Traffic Management/LLB/Public Management/Traffic Safety Management/Transport Management. 7 – 10 years' experience in Traffic Law Enforcement Field. 3 – 5 years' supervisory experience (SL7/8) in the environment. A valid driver's license minimum code B. No criminal record. Knowledge: Extensive knowledge of traffic management policies and Regulations. Public Service Regulations. National Road Traffic Act, Act 93 of 1996, National Land Transport Act, Act 5 of 2009 Traffic management systems (TRAFMAN, eNatis). Performance Management and Development System.
<u>DUTIES</u>	Manage and enforce Road Traffic Legislation and other relevant legislation: develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities, and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrests on traffic related matters, attend court proceedings and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage monitoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (cooperative governance): Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates: Develop and maintain a monitoring system and ensure that balance is achieved regarding Senior Provincial Inspectors (SPIs) and Provincial Inspectors (PIs) production, including statistics of production of SPIs and PIs. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation, and information sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risks. Identify relevant risks. Develop plan to address risk. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.
<u>ENQUIRIES</u>	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	In terms of departmental EE targets, preference will be given to coloured African Males/Females, Indian Males/ Females and People with disability.
<u>POST 05/345</u>	<u>CHIEF PROVINCIAL INSPECTOR: DISTRICT TRAFFIC LAW ENFORCEMENT (REF.DOT 04/02/2026)</u>
<u>SALARY</u>	R582 444 – R686 091 per annum (Level 10)

<u>CENTRE REQUIREMENTS</u>	: <p>Joe Gqabi (District Traffic Law Enforcement Services) National Senior Certificate, National Diploma (NQF Level 6 as recognised by SAQA)/B. Degree (NQF Level 7 as recognised by SAQA) in Traffic Safety Management/Road Traffic and Municipal Police Management/Traffic Management/LLB/Public Management/Traffic Safety Management/Transport Management. 7 - 10 years' experience in Traffic Law Enforcement Field. 3 - 5 years' supervisory experience (SL7/8) in the environment. A valid driver's license minimum code B. No criminal record. Knowledge: Extensive knowledge of traffic management policies and Regulations. Public Service Regulations. National Road Traffic Act, Act 93 of 1996, National Land Transport Act, Act 5 of 2009 Traffic management systems (TRAFMAN, eNatis). Performance Management and Development System.</p>
<u>DUTIES</u>	: <p>Manage and enforce Road Traffic Legislation and other relevant legislation: develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities, and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrests on traffic related matters, attend court proceedings and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage monitoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (cooperative governance): Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates: Develop and maintain a monitoring system and ensure that balance is achieved regarding Senior Provincial Inspectors (SPIs) and Provincial Inspectors (PIs) production, including statistics of production of SPIs and PIs. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation, and information sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risks. Identify relevant risks. Develop plan to address risk. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.</p>
<u>ENQUIRIES</u>	: <p>Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504 e-recruitment technical enquiries: www.ectransport.gov.za</p>
<u>NOTE</u>	: <p>In terms of departmental EE targets, preference will be given coloured African Males, Coloured Females, Indian Males/ Females and White Females and People with disability.</p>
<u>POST 05/346</u>	: <p><u>SCM CLERK (SUPERVISOR): ACQUISITION MANAGEMENT</u></p>
<u>SALARY CENTRE</u>	: <p>R325 101 – R382 959 per annum (Level 7) Head Office KWT (Ref.DOT 05/02/2026) (1 Post)</p>
<u>REQUIREMENTS</u>	: <p>National Senior Certificate, National Diploma (NQF Level 6)/B. Degree (NQF Level 7 as recognized by SAQA) in Supply Chain Operations & Management / Logistics Management/ Financial Management/Purchasing/Public Management/Public Administration/ Public Management/Administration/Commerce. 1 - 2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Basic knowledge of supply chain duties, practice as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework</p>

governing the Public Service. Basic knowledge of work procedures in terms of the working environment.	
<u>DUTIES</u>	: Advertising of bids Closing of bids Sourcing of quotations Publishing of all awarded bids on all relevant websites Compiling a database of approved suppliers Co-ordinate, review and compile the list of prospective bidders and sourcing Setting up committee evaluation for both Bids and quotations Evaluation of quotations Pré-evaluation of bids Secretarial duties for Bid Evaluation, Bid Adjudication Committee, and quotations. Preparing and compiling of Bid Reports Compiling of minutes, reports and memorandum for meetings Filling of documents Performing administration duties for SCM: Acquisition unit Compiling Reports Acquisition Project Plan and Consolidate awarded contracts from District and Head Office In terms of departmental.
<u>ENQUIRIES</u>	: Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504 e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	: In terms of departmental EE targets, preference will be given African Males, Coloured Males/Females, Indian Males/Indian Females and White Males/Females.
<u>POST 05/347</u>	: <u>HR CLERK (SUPERVISOR): HUMAN RESOURCE ADMINISTRATION (REF.DOT 07/02/2026) (02 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R325 101 – R382 959 per annum (Level 7) : Chris Hani : National Senior Certificate, National Diploma (NQF Level 6)/B. Degree (NQF Level 7 as recognized by SAQA) in Human Resource Management/Public Management/Public Administration/Industrial Psychology. 1- 2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Public Finance Management Act (PFMA). Constitution of the Republic of South Africa, Act No.108 of 1996. Employment Equity, Act No.55 of 1998. Labour Relations, Act No.75 of 1995. Public Service Regulations, 2001 as amended.
<u>DUTIES</u>	: Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, overtime, relocation, Pension, allowances etc.). Termination of service. Recommend (approve) transactions on PERSAL according to delegations. Performance Management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	: Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	: In terms of Departmental EE targets, preference should be given Coloured Females, Indian Males Females and White Males/ Females and People with disability
<u>POST 05/348</u>	: <u>FINANCE CLERK (SUPERVISOR): EXPENDITURE MANAGEMENT SERVICES</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R325 101 – R382 959 per annum (Level 7) : In House Construction Unit Makhanda (Ref.DOT 08/02/2026) : Head Office KWT (Ref.DOT 09/02/2026)
<u>DUTIES</u>	: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Financial Accounting/Cost and Management Accounting/Financial Management/Financial Planning/Accounting/Internal Auditing. BAS and LOGIS Certificate is compulsory. PERSAL Introduction Certificate will be an added advantage. 1-2 years relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures, and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.).
<u>ENQUIRIES</u>	: Process payments of Departmental liabilities in respect of suppliers and service providers. Ensure that all invoices received from the SCM Registry are captured and updated on the reconciliation spread sheet. Prepare monthly reconciliation report. Ensure that quarterly supplier confirmations are prepared. Pre-authorise payments on LOGIS. Check creditor's reconciliation and endorse signature as proof thereon. Supervise subordinates. Attend to all payment enquiries including municipalities. Assist to manage and document

compliance with PFMA in respect of reporting, performance expenditure. Assist in planning payment within 30 days, reporting. Authorise payments manually and on the transversal system of BAS and LOGIS. Analyse BAS Expenditure reports. Identify and process payments. Assist in preparation and implementation of the payment monitoring tool and creditor's reconciliation. Promote sound financial management in line with the PFMA. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Comply with the Public Service prescripts. Allocate and ensure quality of work. Personnel development. Assess staff performance.

<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given African females, Coloured Females, Indian Males and Females and White Males and People with Disability.
<u>POST 05/349</u>	:	<u>REGISTRY CLERK (SUPERVISOR): HUMAN RESOURCE ADMINISTRATION (REF.DOT 10/02/2026)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 7) Chris Hani
	:	National Senior Certificate, National Diploma (NQF Level 6)/B. Degree (NQF Level 7 as recognized by SAQA) in Human Resource Management/Public Management/Public Administration/Registry/Records Management. 1-2 years' experience in the environment. A valid driver's license minimum code B. Knowledge: National Archives Act. Teamwork. Knowledge of registry Duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment.
<u>DUTIES</u>	:	Supervise the handling of incoming and outgoing correspondence: Supervise the reception and receive all mail. Supervise and sort, register and dispatch mail. Distribute notices on registry issues. Supervise and render effective filing and record management services: Opening and close files according to the record classification system. Filing/ storage, tracing (electronically/ manually) and retrieval of documents and files. Ensure and complete index cards for all files. Supervise the operation and operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money, and update register daily. Do spot checks on post to ensure that no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in remittance register Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep record daily of the number of letters franked. Supervise the processing and 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. Keep records for archived documents. Supervise human resources/ staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Supervise human resources according to public service prescriptions. Maintain high ethical standards in own work environment and those of subordinates.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504 e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Females, Indian Males Females and White Males/ Females and People with disability.
<u>POST 05/350</u>	:	<u>ADMIN CLERK (SUPERVISOR): TRANSPORT INFRASTRUCTURE (REF.DOT 11/02/2026)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 7) Amathole
	:	National Senior Certificate, National Diploma (NQF Level 6)/ B. Degree (NQF Level 7) as recognised by SAQA in Public Administration/ Office administration/ Public Management. 1-2 years' relevant experience in the environment. A valid driver's licence minimum code B. Knowledge: Knowledge of clerical duties and practices. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.

<u>DUTIES</u>	Render general administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/ packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register to the component. Provide administrative support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component; maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	In terms of Departmental EE targets, preference will be given Coloured Females, Indian Males/Females and White Males/Females and people with disability.
<u>POST 05/351</u>	<u>SENIOR PROVINCIAL INSPECTOR: DISTRICT TRANSPORT REGULATIONS REF NO: DOT 12/02/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	R325 101 – R382 959 per annum (Level 7) Sarah Baartman National senior certificate. Basic traffic diploma from an accredited traffic college. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. No criminal record. Knowledge: Extensive experience in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and public transport. Vehicle inspections. Vehicle impoundment. Completion of Law Enforcement documents.
<u>DUTIES</u>	Manage and enforce road traffic, public passenger, transport legislation, and other relevant legislations. Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities, and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrest on traffic related matters, attend court proceedings, and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage motoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance). Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates. Develop and maintain a monitoring system and ensure that balance is achieved regarding Senior Provincial Inspectors and Provincial Inspectors production, including statistics of production Senior Provincial Inspectors and Provincial Inspectors. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation, and information sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risk. Identify relevant risks. Develop plan to address risks. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the

<u>ENQUIRIES</u>	:	province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.
<u>NOTE</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>POST 05/352</u>	:	In terms of Departmental EE targets, preference will be given coloured African Males/Females, Indian Females, and people with disability.
		<u>PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT (06 POSTS)</u>
<u>SALARY</u>	:	R269 499 – R317 463 per annum (Level 6)
		Centre: Joe Gqabi (Stenysburg) (Ref.DOT 13/02/2026) (3 Posts)
		Sarah Baartman (Graaf-Reinet Traffic Station) (Ref.DOT 14/02/2026)
		Chris Hani (Queenstown Sub-District) (Ref.DOT 15/02/2026) (2 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate, Basic Traffic Diploma from accredited institution. One-year practical experience in law enforcement. A valid driver's license minimum code B. No criminal record. Knowledge: Knowledge in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle Inspections. Vehicle Impoundment. Completion of law enforcement documents. Knowledge of Firearm & Ammunition Act. Knowledge of Dangerous goods. Guidelines from Director of Public Prosecutions.
<u>DUTIES</u>	:	Enforce Road Traffic, Public Passenger and Transport Legislation Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles. Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities. Assist in planning visible traffic policing by aiding with motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damaged roads surfaces, breakdown of vehicles). Perform all administrative activities and related duties. Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000 with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males Females, and White Males/ Females and People with disability.
<u>POST 05/353</u>	:	<u>PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT (REF.DOT 16/02/2026) (133 POSTS)</u> (12 Months contract)
<u>SALARY</u>	:	R269 499 – R317 463 per annum (Level 6)
<u>CENTRE</u>	:	Head Office KWT
<u>REQUIREMENTS</u>	:	National Senior Certificate, Basic Traffic Diploma from accredited institution. One-year practical experience in law enforcement. A valid driver's license minimum code B. No criminal record. Knowledge: Knowledge in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle Inspections. Vehicle Impoundment. Completion of law enforcement documents. Knowledge of Firearm & Ammunition Act. Knowledge of Dangerous goods. Guidelines from Director of Public Prosecutions.
<u>DUTIES</u>	:	Enforce Road Traffic, Public Passenger and Transport Legislation Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives

and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles. Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities. Assist in planning visible traffic policing by aiding with motorists and executing escort Duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damaged roads surfaces, breakdown of vehicles). Perform all administrative activities and related Duties. Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000 with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.

<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given African Males/Females, Coloured Males/Females, Indian Males/Females and White Males/Females.
<u>POST 05/354</u>	:	<u>SCM CLERK (PRODUCTION): LOGISTICS MANAGEMENT (08 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 – R268 950 per annum (Level 5) Chris Hani (Ref.DOT 17/02/2026) (2 Posts) Head Office KWT (Ref.DOT 18/02/2026) Amathole (Ref.DOT 19/02/2026) (3 Posts) OR Tambo (Ref.DOT 20/02/2026) Alfred Nzo (Ref.DOT 21/02/2026)
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: procurement procedures; administrative procedures; financial management. Ability to interpret and apply policies, strategies, and legislation. Ability to promote mutual trust.
<u>DUTIES</u>	:	Receive a requisition. Process requisition. Coordinate the safekeeping and distribution of goods. Coordinate the control of stock. Coordinate the disposal of stock inventory. Function as Secretariat in SCM Committees.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given African Females, Coloured Males/Females, Indian Males and White Males/ Females including people with disability.
<u>POST 05/355</u>	:	<u>ROAD WORKS FOREMAN: TRANSPORT INFRASTRUCTURE MAINTENANCE (REF.DOT 22/02/2026)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 5) Sarah Baartman
	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Road machinery, equipment, and material.
<u>DUTIES</u>	:	Facilitate Implementation of roads maintenance projects according to prescribed roads standards. Facilitate those repairs and maintenance of road surface and pavements is done. Supervise subordinates attached to the post.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given African Females, Coloured Males/ Females, Indian Males/ Indian Females and White Males/ Females and People with disability.
<u>POST 05/356</u>	:	<u>ADMIN CLERK (PRODUCTION): TRANSPORT INFRASTRUCTURE FLEET SERVICES (REF.DOT 23/02/2026)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 5) Sarah Baartman
	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of Clerical Duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework

<u>DUTIES</u>	: governing the Public Service. Knowledge of working procedures in terms of the working environment.
	: Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Manage routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	: Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	: In terms of Departmental EE targets, preference will be given African Females, Coloured Males/ Females, Indian Males/ Indian Females and White Males/ Females and People with disability.
<u>POST 05/357</u>	: <u>ADMIN CLERK (PRODUCTION): TRANSPORT INFRASTRUCTURE SERVICE (REF.DOT 24/02/2026)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R228 321 – R268 950 per annum (Level 5) mathole
	: A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computers and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	: Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Manage routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	: Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	: In terms of Departmental EE targets, preference will be given African Females, Coloured Males/Females, Indian Males and White Males/Females and People with disability.
<u>POST 05/358</u>	: <u>ADMIN CLERK (PRODUCTION): DISTRICT SCHOLAR TRANSPORT (02 POSTS)</u> (12 Months Contract)
<u>SALARY CENTRE</u>	: R228 321 – R268 950 per annum (Level 5) Amathole (Ref.DOT 25/02/2026)
	: OR Tambo (Ref.DOT 26/02/2026)
<u>REQUIREMENTS</u>	: A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Public Finance Management Act (PFMA). National Land Transport Act (NLTA). National Road Traffic Act. Public Service Act. Public Service Regulations.
<u>DUTIES</u>	: Assist in administrative support leading to the formalization of Public Transport Operations through registration: Validating the received documents for registration and or de- registration of public transport operators and their vehicles. Assist in the maintenance of registration data base: Request and

receive, per association, the lists of deceased and or In- Active members for de-registration purposes- annually and as per the need. Assist in the preparation of letters to these members/relatives notifying them of the request by their associations. Assist in the preparation of memorandum for approval and capturing/registration/de- registration. Assist in monitoring the compliance by registered operators and their associations with the prescribed minimum standards: Assist in the preparation of reminders to local associations leading to Voter Education, Nominations, Elections - to ensure the fairness of the process. Assist in the coordination of the Inauguration and Training of the newly elected Local Association Executive, and monitoring and assisting the newly elected executive in executing its duties. Assisting in Coordinating the Association Annual General Meetings

<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given African Females, Coloured Males/Females, Indian Males/ Females and White Males/Females and People with disability.
<u>POST 05/359</u>	:	<u>ADMIN CLERK (PRODUCTION): TRANSPORT SAFETY (REF.DOT 27/02/2026)</u>
<u>POST 05/</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 5) Alfred Nzo National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Public Finance Management Act (PFMA). National Land Transport Act (NLTA). National Road Traffic Act. Public Service Act. Public Service Regulations.
<u>DUTIES</u>	:	Render general clerical support services: Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Manage routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of pay slips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/360</u>	:	<u>REGISTRY CLERK (PRODUCTION): LOGISTICS MANAGEMENT (03 POSTS)</u>
<u>SALARY</u> <u>CENTRE</u>	:	R228 321 – R268 950 per annum (Level 5) Sarah Baartman (Ref.DOT 28/02/2026) (2 Posts)
<u>REQUIREMENTS</u>	:	Alfred Nzo (Ref.DOT 29/02/2026) A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of registry Duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service.
<u>DUTIES</u>	:	Provide registry services. Attend to clients. Manage telephonic and other enquiries received. Receive and register hand delivered mail/files. Manage incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance

	register. Record all valuable articles as prescribed in the remittance register. Hand delivers and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. 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. Keep records for archived documents.
<u>ENQUIRIES</u>	: Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	: In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/361</u>	: <u>REGISTRY CLERK (PRODUCTION): DEMAND MANAGEMENT (REF.DOT 30/02/2026)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R228 321 – R268 950 per annum (Level 5) : Amathole : A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of Registry Duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service.
<u>DUTIES</u>	: Provide registry services. Attend to clients. Manage telephonic and other enquiries received. Receive and register hand delivered mail/files. Manage incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. 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. Keep records for archived documents.
<u>ENQUIRIES</u>	: Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	: In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/362</u>	: <u>ADMIN CLERK (PRODUCTION): HUMAN RESOURCE DEVELOPMENT (REF.DOT 31/02/2026) (02 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R228 321 – R268 950 per annum (Level 5) : Head Office KWT : A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical Duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	: Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Manage routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the

<u>ENQUIRIES</u>	component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>NOTE</u>	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>POST 05/363</u>	<u>SCM CLERK (PRODUCTION): DEMAND MANAGEMENT SERVICES (REF.DOT 32/02/2026)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	R228 321 – R268 950 per annum (Level 5) OR Tambo A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Basic knowledge of supply chain Duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Problem-solving skills, Computer skills, Interpersonal relations, Communication skills (Verbal & written). Facilitate rotation of supplier Database (CSD), Advertise quotations, serve as secretariat to bid committees, ensure that all procurement done are in line with district procurement plan.
<u>DUTIES</u>	Render asset management clerical support: Compile and maintain records (e.g. databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support: Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Assist in the issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services: Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.
<u>ENQUIRIES</u>	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/364</u>	<u>ADMIN CLERK (PRODUCTION): DISTRICT TRAFFIC LAW ENFORCEMENT SERVICES (02 POSTS)</u>
<u>SALARY CENTRE</u>	R228 321 - R268 950 per annum (Level 5) OR TAMBO Traffic Station LTSC (Lusikisiki) Ref (DOT 33/02/2026) OR TAMBO KSD Mthatha Traffic Station Ref (DOT 34/02/2026)
<u>REQUIREMENTS</u>	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical Duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Manage routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange

<u>ENQUIRIES</u>	:	travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment. Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/365</u>	:	<u>ADMIN CLERK (PROD): EPWP COORDINATION & MONITORING (REF.DOT 35/022026)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 5) Sarah Baartman
	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical Duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/366</u>	:	<u>SECRETARY (04 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 – R268 950 per annum (Level 5) Head Office KWT Internal Audit Services (Ref.DOT 36/02/2026) Head Office KWT Logistics, Asset and Records Management (Ref.DOT 37/02/2026) Head Office KWT Transport Infra Maintenance (Ref.DOT 38/02/2026) In-House Construction Makanda (Ref.DOT 39/02/2026)
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Excellent language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy and being able to work with all Microsoft Applications and the related systems. Sound organisational skills. High level of reliability. Excellent written communication skills. Ability to act with tact and discretion. Good grooming and presentation.
<u>DUTIES</u>	:	Provide a secretarial support service to the office: Receive telephone calls and refer the calls to the correct persons. Receive visitors to the office. Co-ordinate appointments with the Appointments Secretary. Types documents for the staff within the office. Operate office equipment like fax machines and photocopiers. Provides a clerical support service to the office: Liaise with travel agencies to make travel arrangements for the staff of the office. Arrange meetings and events for the office. Identify venues, invite role players, and organise refreshments. Process the travel and subsistence claims of the staff of the office. Draft routine correspondence and reports. Administer matters like leaving registers and telephone accounts. Handle the procurement of standard items like stationery, refreshments etc. Remain up to date regarding prescripts/policies and procedures applicable to her/his work terrain: Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office.

<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/367</u>	:	<u>ADMIN CLERK (PRODUCTION): COMPLIANCE SUPPORT SERVICES (REF.DOT 40/02/2026)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 5)
	:	Head Office KWT
	:	A National Senior Certificate. No experience. However, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/368</u>	:	<u>ADMIN CLERK (PRODUCTION): TRANSPORT INFRASTRUCTURE MAINTENANCE (02 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 – R268 950 per annum (Level 5)
	:	Head Office KWT (Ref.DOT 41/02/2026)
	:	Alfred Nzo (Ref.DOT 42/02/2026)
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.

<u>POST 05/369</u>	<u>HR CLERK (PRODUCTION): HUMAN RESOURCE ADMINISTRATION (03 POSTS)</u>
<u>SALARY CENTRE</u>	: R228 321 – R268 950 per annum (Level 5) : Sarah Baartman (Ref.DOT 43/02/2026) (2 Posts) : Alfred Nzo (Ref.DOT 44/02/2026)
<u>REQUIREMENTS</u>	: A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. PERSAL knowledge will be an added advantage. Knowledge: Public Finance Management Act (PFMA). Constitution of the Republic of South Africa, Act No.108 of 1996. Employment Equity, Act No.55 of 1998. Labour Relations, Act No.75 of 1995. Public Service Regulations, 2001 as amended.
<u>DUTIES</u>	: Implementation of human resource administration practices concerning HR Provisioning. Implementation of appointments and transfers. Conduct verification of qualifications. Provide secretariat functions at interviews. Assist in the management of probationary periods for employees. Respond to human resource administration enquiries and inform supervisors accordingly. Maintain high ethical standards in own work environment. Implementation of service benefits: Verify records of all departmental employees who are the homeowners and those who are tenants. Process leaves gratuity and discounting applications. Process Z102 on-line withdrawal of fund application forms and overleaf timeously. Capture pension application forms for resigned, retired and deceased officials. Assist in the administration of leave matters. Assist in the implementation of PILIR in the district department. Maintain high ethical standards in own work environment.
<u>ENQUIRIES</u>	: Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	: In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/370</u>	<u>FINANCE CLERK (PRODUCTION): REVENUE & DEBTORS (02 POSTS)</u>
<u>SALARY CENTRE</u>	: R228 321 – R268 950 per annum (Level 5) : Sarah Baartman (Ref.DOT 45/02/2026) : Alfred Nzo (Ref.DOT 46/02/2026)
<u>REQUIREMENTS</u>	: A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations. Procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc).
<u>DUTIES</u>	: Conduct revenue collection services. Assist in the implementation of departmental revenue collection plan. Monitor the collection of revenue on the allocated revenue collection points. Coordinate payment of collected revenue to the departmental account by departmental revenue collection agents. Conduct revenue reconciliation services: Collect Disbursement Forms and deposit slips from revenue collection agents. Make a follow up on all outstanding returns. Make a follow up on all discrepancies with revenue collection agents (e.g.) South African Post Office. Coordinate updating of the reconciling spreadsheet. Coordinate reconciliation of Disbursements with NATIS report act on any differences. Coordinate reconciliation of reports with BAS and facilitate rectification of any errors. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required
<u>ENQUIRIES</u>	: Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	: In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/371</u>	<u>ADMIN CLERK (PRODUCTION): COMMUNITY DEVELOPMENT (REF.DOT 47/02/2026)</u>
<u>SALARY CENTRE</u>	: R228 321 – R268 950 per annum (Level 5) : Sarah Baartman
<u>REQUIREMENTS</u>	: A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical duties,

	practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/372</u>	<u>ADMIN CLERK (PRODUCTION): SECURITY INFORMATION & TECHNOLOGY SERVICES (REF.DOT 48/02/2026)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	R228 321 – R268 950 per annum (Level 5) Sarah Baartman A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Public Finance Management Act (PFMA). National Land Transport Act (NLTA). National Road Traffic Act. Public Service Act. Public Service Regulations. Skills: Computer skills. Public Service Act. Public Service Regulations. Microsoft Office packages (i.e. Outlook, PowerPoint; Excel; Word; SharePoint etc) IT Service Desk / Helpdesk; Assets Management
<u>DUTIES</u>	Assist in administrative/clerical support to IT Office; Operate office equipment i.e. Photocopiers and fax machines. Receive and direct telephone calls for the office Logging of Service requests / Calls on the IT Helpdesk and assigning them to technicians. Updating of calls daily; Drawing reports from the IT Helpdesk system.; Administration related to the IT section; Asset Transfer management; Updating of Information relating to the IT Section. Assist with procurement requests, record keeping and filing Assist in the preparation of memos and requests for approval for the Section. Coordinate appointments with Service Providers and IT Technician's within the District. Arrange meetings and events for the office. Process Travel and subsistence claim of the staff in the office. Draft routine correspondence and reports; Administer leave registers; Assist and manage with procurement of basic stationary Remain abreast with the procedures and processes that apply in the office. Study the relevant Public Service and Departmental prescripts/ Policies and other documents to ensure that the application thereof is understood correctly.
<u>ENQUIRIES</u>	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/373</u>	<u>ADMIN CLERK (PRODUCTION): PUBLIC TRANSPORT REGISTRATION, OPERATOR LICENCE & PERMITS (REF.DOT 49/02/2026)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	R228 321 – R268 950 per annum (Level 5) Alfred Nzo A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.

<u>DUTIES</u>	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/374</u>	<u>SCM CLERK (PRODUCTION): ASSET MANAGEMENT (REF.DOT 50/02/2026) (02 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	R228 321 – R268 950 per annum (Level 5) Sarah Baartman
<u>DUTIES</u>	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collect statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment
<u>ENQUIRIES</u>	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/375</u>	<u>FINANCE CLERK (PRODUCTION): EXPENDITURE MANAGEMENT SERVICES (REF.DOT 51/02/2026)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	R228 321 – R268 950 per annum (Level 5) Chris Hani
<u>DUTIES</u>	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures, and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.). Skills: Team, Communication, Interpersonal Relations, Flexibility, Computer skills, Accuracy, Aptitude of figures, Basic Numeracy skills.
<u>ENQUIRIES</u>	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.

<u>NOTE</u>	:	e-recruitment technical enquiries: www.ectransport.gov.za In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/376</u>	:	<u>ADMIN CLERK (PRODUCTION): PUBLIC TRANSPORT INSPECTORATE (REF.DOT 52/02/2026)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 5) Alfred Nzo
	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Public Finance Management Act (PFMA). National Land Transport Act (NLTA). National Road Traffic Act. Public Service Act. Public Service Regulations. Skills: Computer skills. Public Service Act. Public Service Regulations. Microsoft Office packages (i.e. Outlook, PowerPoint; Excel; Word; SharePoint etc) IT Service Desk / Helpdesk; Assets Management
<u>DUTIES</u>	:	Assist in administrative/clerical support to IT Office; Operate office equipment i.e. Photocopiers and fax machines. Receive and direct telephone calls for the office Logging of Service requests / Calls on the IT Helpdesk and assigning them to technicians. Updating of calls daily; Drawing reports from the IT Helpdesk system.; Administration related to the IT section; Asset Transfer management; Updating of Information relating to the IT Section. Assist with procurement requests, record keeping and filing Assist in the preparation of memos and requests for approval for the Section. Coordinate appointments with Service Providers and IT Technician's within the District. Arrange meetings and events for the office. Process Travel and subsistence claim of the staff in the office. Draft routine correspondence and reports; Administer leave registers; Assist and manage with procurement of basic stationary Remain abreast with the procedures and processes that apply in the office. Study the relevant Public Service and Departmental prescripts/ Policies and other documents to ensure that the application thereof is understood correctly.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/377</u>	:	<u>DATA CAPTURER (03 POSTS)</u>
<u>SALARY CENTRE</u>	:	R193 359 – R227 766 per annum (Level 4) Sarah Baartman Community Development (CBP) (Ref.DOT 54/02/2026) Sarah Baartman (Innovation & Empowerment) (Ref.DOT 53/02/2026)
<u>REQUIREMENTS</u>	:	Public Transport Registration Operator License & Permits – Alfred Nzo (Scholar) (Ref.DOT 54/02/2026)
	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical Duties, practices as well as the ability to capture data, operate computer and collect statistics will be an added advantage.
<u>DUTIES</u>	:	Provide data capturing services: Receive and record data. Capture data from available records into the required formats e.g., databases, table, and spreadsheet. Provide data verification services: Verify query missing data errors observe during data entry. Review and validate all data from the records. Submit data. Provide data management services: Make regular backups of data. Update registers and statistics. Provide record keeping services: Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/378</u>	:	<u>DATA CAPTURER: DISTRICT SCHOLAR TRANSPORT (09 POSTS)</u> (12 Months Contract)
<u>SALARY CENTRE</u>	:	R193 359 – R227 766 per annum (Level 4) Sarah Baartman (Scholar) (Ref. DOT 55/02/2026) Head Office KWT (Ref. DOT 56/02/2026) (6 Posts) Alfred Nzo (Scholar) (Ref.DOT 57/02/2026)

<u>REQUIREMENTS</u>	Chris Hani (Ref. DOT 58/02/2026) A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics will be an added advantage.
<u>DUTIES</u>	Provide data capturing services: Receive and record data. Capture data from available records into the required formats e.g., databases, table, and spreadsheet. Provide data verification services: Verify query missing data errors observe during data entry. Review and validate all data from the records. Submit data. Provide data management services: Make regular backups of data. Update registers and statistics. Provide record keeping services: Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components.
<u>ENQUIRIES</u>	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/379</u>	<u>ROAD WORKER: TRANSPORT INFRASTRUCTURE MAINTANANCE (06 POSTS)</u>
<u>SALARY CENTRE</u>	R163 680 – R192 810 per annum (Level 3)
<u>REQUIREMENTS</u>	Alfred Nzo Maintenance (Ref.DOT 59/02/2026) (3 Posts) Amathole Transport Infrastructure (Ref.DOT 60/02/2026) (3 Posts)
<u>DUTIES</u>	ABET Level 2, Valid Code 10 Driver's Licence. No experience, however, exposure to the environment will be an advantage. You must be healthy and physically fit. Prepared to work after hours. Knowledge: Good communication skills. Self-management ability. Ability to read and write.
<u>ENQUIRIES</u>	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/380</u>	<u>DRIVER MESSENGER SERVICES (REF.DOT 61/02/2026)</u>
<u>SALARY CENTRE</u>	R163 680 – R192 810 per annum (Level 3)
<u>REQUIREMENTS</u>	Chris Hani: Asset, Logistics & Disposal Management NQF level 3 (Grade 10 certificate or equivalent). Driving License. Professional Driving Permit. 12 months driving experience. Knowledge: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures.
<u>DUTIES</u>	Drive light and medium-sized motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Render a clerical support/ messenger service in the relevant office: Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry.
<u>ENQUIRIES</u>	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/381</u>	<u>GENERAL WORKER: MAINTENANCE (REF.DOT 62/02/2026)</u>
<u>SALARY CENTRE</u>	R138 486 – R163 131 per annum (Level 2)
<u>REQUIREMENTS</u>	Amathole Abet Level 2 or grade 8. No experience, however, exposure to the environment will be an advantage. You must be healthy and physically fit. Prepared to work

	after hours. Knowledge: Good communication skills. Self-management ability. Ability to read and write.
<u>DUTIES</u>	: Perform general work assistance: Load and off-load furniture and any other goods to relevant destination. Clean government vehicles. Clean relevant workstations.
<u>ENQUIRIES</u>	: Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	: In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/382</u>	: <u>GENERAL WORKER (ASSISTANT): LOGISTICS AND DISPOSAL MANAGEMENT SERVICES (REF.DOT 63/02/2026) (03 POSTS)</u>
<u>SALARY</u>	: R138 486 – R163 131 per annum (Level 2)
<u>Centre</u>	: Amathole
<u>REQUIREMENTS</u>	: Abet Level 2 or grade 8. No experience, however, exposure to the environment will be an advantage. You must be healthy and physically fit. Prepared to work after hours. Knowledge: Basic knowledge of work procedures in terms of the working environment. Interpersonal relations and communication skills.
<u>DUTIES</u>	: Perform general work assistance: Load and off-load furniture and any other goods to relevant destination. Clean government vehicles. Clean relevant workstations.
<u>ENQUIRIES</u>	: Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	: In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/383</u>	: <u>GENERAL WORKER: BIZANA TRAFFIC STATION (REF.DOT 64/02/2026) (3 POSTS)</u>
<u>SALARY</u>	: R138 486 – R163 131 per annum (Level 2)
<u>Centre</u>	: Alfred Nzo
<u>REQUIREMENTS</u>	: Abet Level 2 or grade 8. No experience, however, exposure to the environment will be an advantage. You must be healthy and physically fit. Prepared to work after hours. Knowledge: Basic knowledge of work procedures in terms of the working environment. Interpersonal relations and communication skills.
<u>DUTIES</u>	: Perform general work assistance: Load and off-load furniture and any other goods to relevant destination. Clean government vehicles. Clean relevant workstations.
<u>ENQUIRIES</u>	: Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	: In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.

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

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

<u>CLOSING DATE</u>	:	27 February 2026
<u>NOTES</u>	:	<p>In line with the Department's Employment Equity Plan, People With Disabilities are encouraged to apply. To apply for the below position, please apply online at https://jobs.gauteng.gov.za. Only online applications will be considered and for general enquiries please contact Human Resource on 076 521 4118. Applicants must complete the online Z83 and attach a comprehensive Curriculum Vitae (CV). All other documents are submitted by shortlisted candidates. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.</p>

OTHER POSTS

<u>POST 05/384</u>	:	<u>CHIEF ENGINEER: CIVIL/STRUCTURAL REF NO: REFS/035401</u> Directorate: Infrastructure Delivery Eastern/Central Cluster
<u>SALARY</u>	:	R1 266 450 - R2 388 657 per annum (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<u>CENTRE REQUIREMENTS</u>	:	<p>Head Office Johannesburg</p> <p>A Degree (NQF 7) in Structural/Civil Engineering (B Eng/ BSC Eng) in Civil/Structural Engineering or relevant qualification recognised by SAQA. A minimum of six years post qualification experience as a registered Professional Engineer. A valid Driver's License. Compulsory registration with ECSA as a Professional Engineer. Competencies: Knowledge of Public Service Act of 1994 and Regulations of 2016. Government Immovable Asset Management Act of 2007. Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. National Environmental Management Act, 1998 and related Protocols and Regulations. PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars. Knowledge of Provincial/Departmental Supply Chain Management Policies. Construction Industry Development Board Act of 2000 and Regulations. Hazardous Substances Act 15 of 1973. Broad Based Black Empowerment Act of 2003. Knowledge of Engineering Profession Act of 2000. Skills: Strategic capability and leadership. Problem solving and analysis. Creativity, Financial management, Customer focus and responsiveness. Communication, Computer skills, People management, Planning and organising, Conflict management, Negotiation skills and Change management. Attributes: Responsive, Credible, Flexible, Quality-oriented, Creative, Decision making and Team leadership.</p>
<u>DUTIES</u>	:	Perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Co-ordinate design efforts and integration across disciplines

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

<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto Tel: 076 942 4090/ 076 521 4118
<u>POST 05/385</u>	:	CHIEF ARCHITECT REF NO: REFS/035402 Directorate: Asset Management System and Plans
<u>SALARY</u>	:	R1 088 488 - R2 027 811 per annum per annum (All-inclusive Package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg (Head Office) B Degree in Architect or relevant qualification. Minimum of 6 years post qualification in Architecture experience required. Compulsory Registration with SACAP as a Professional Architect. A Valid Drivers' License. Competencies: Knowledge of applicable legislation in the built industry including National Building Standards Act of 1977, Construction Industry Development Board Act of 2000, Council for Built Environment Act of 2000, PFMA/DORA/Treasury Regulations and other relevant Legislations. Skills-strategic capability and leadership skills, problem solving and analyzing skills, planning and organizing, verbal and written communication, financial management skills and change management skills.
<u>DUTIES</u>	:	Perform final review and approvals or audits on architectural designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources. Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor and maintain efficiencies according to

organizational goals to direct or redirect architectural services for the attainment of organizational objectives. Ensure the availability and management of funds to meet the MTEF objectives within the architectural environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Allocate, monitor and control resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of architectural related matters to minimize possible architectural risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to 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. Ensure the availability and management of funds to meet the MTEF objectives within the architectural environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management.

<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto Tel: 076 942 4090/ 076 521 4118
<u>POST 05/386</u>	:	<u>LEGAL ADMIN OFFICER: CONTRACT ADMINISTRATION (MR 3-5) REF NO: REFS/035413</u> Directorate: Contract Administration
<u>SALARY</u>	:	R324 579 – R1 111 323 per annum (All-inclusive Package) Salary will be in accordance with OSD determination).The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining the relevant legal qualification.
<u>CENTRE REQUIREMENTS</u>	:	Head Office LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). A minimum of 2 years' appropriate post qualification legal experience in legal contracts administration. A valid driver's License. Competencies: GPG and DID policies and procedures, Relevant legislation and Public Service Regulations, understanding of expectations of customers, Understand and have a basic knowledge of legal research principles. Sound knowledge of the Public Service Act, Public Finance Management Act, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Protection of Personal Information Act Constitutional and Administrative Law, Contract Law and Interpretation of statutes and other relevant public sector legislation would be strongly recommended. The ability to negotiate and draft contracts and other legal documents. Sound knowledge of Property Law and Construction Law. Skills – Analytical and research skills, verbal and written communication skills. Legal drafting and Computer literacy. Attributes- Flexible/ change oriented, Proactive, and resourceful, Quality oriented, Innovative.
<u>DUTIES</u>	:	Assist in precontract negotiations, drafting, vetting and reviewing contracts, MOU's SLA, memorandum and letters on behalf of the Department. Assist Practitioners to draft and amend Procurement contracts. Assist in managing correspondence in the event of breaches of contract or legal disputes. Assist in providing key enabling support to business unit within the department.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto Tel: 076 942 4090/ 076 521 4118

<u>POST 05/387</u>	<u>ENGINEER PRODUCTION: ELECTRICAL GRADE A-C</u>
<u>SALARY</u>	R879 342 - R1 323 267.per annum (All-inclusive Package) The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).
<u>CENTRE</u>	Head Office (Johannesburg) Ref No: REFS/035405- Directorate: Infrastructure Delivery Northern Cluster Ref No: REFS/035406 - Directorate: Infrastructure Delivery Eastern/ Central Cluster Ref No: REFS/035409- Chief Directorate Health Ref No: REFS/035410- Chief Directorate: Engineering Services
<u>REQUIREMENTS</u>	An Engineering Degree in Electrical (B Eng / BSC (Eng) or equivalent qualification. A minimum of 3 years' post qualification experience in Engineering is required. Must be a registered as a Professional Engineer with ECSA. Must have a valid driver's license. Competencies: Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis Programme and project management. Computer-aided engineering applications. Knowledge of legal compliance. Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy Conflict management, Problem solving, Research, Technical report writing and Networking
<u>DUTIES</u>	Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to corporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering works according to norms and standards and code of practice and approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and process and administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor, control expenditure and service report on expenditure and service delivery.
<u>ENQUIRIES</u>	Ms. Sikelelwa Mboto Tel: 076 942 4090/ 076 521 4118
<u>POST 05/388</u>	<u>CONSTRUCTION PROJECT MANAGER GRADE A-C REF NO: REFS/035398 (3 POSTS)</u>
<u>SALARY</u>	R879 342 - R1 323 267.per annum. All-Inclusive Package Remuneration). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE</u>	Head Office
<u>REQUIREMENTS</u>	National Diploma (Built Environment field) with a minimum of 4 years and six months certified experience OR BTech (Build Environment field) with a minimum of 4 years certified managerial experience OR Honours degree in any Built Environment field with a minimum of 3 years' experience. Registered as a Professional Construction Project Manager with SACPCMP. A valid driver's licence. Competencies: Knowledge- Construction Industry Development Board Act of 2000 and Regulations. SANS 10403, 10396, 2001, 1921, 1914, 294 and ISO 9000. Government Immovable Asset Management

<p>Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Legislation, Regulations and Guidelines pertaining to Infrastructure matters. Project and Construction Project Management Profession Act, 2000. Council for Built Environment Act, 2000. National Building Standards Act of 1977 and Regulations. Council for Built Environment Act of 2000. PFMA/DORA/Treasury Regulations. Best Practice Guidelines of CIDB and Information Notes. Skills-Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Programme and project management. Project management legal and operational compliance. Project management operational communication. Process knowledge and skills. Maintenance skills and knowledge. Project management principles. Attributes- People centred. Professionalism. Collective responsibility. Self-management & motivation. Reliability. Honesty and integrity. Strong ethics.</p>	
<u>DUTIES</u>	:
	Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day to day operational aspects of a project and scope. Apply methodology and enforce project standards to minimise risk on projects. Report project progress to Chief Construction Project Manager. Manage project budget and resources. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Contribute to the human resources and related activities. Maintain the record management system and the architectural library. Utilise resources allocated effectively. Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.
<u>ENQUIRIES</u>	:
<u>POST 05/389</u>	:
	<u>CHIEF ARTISAN GRADE A: BUILDING/ELECTRICAL/MECHANICAL REFERE NO: REFS/035407</u>
	Chief Directorate: Maintenance
<u>SALARY CENTRE REQUIREMENTS</u>	:
	R480 261 - R769 920.per annum (plus benefits).
	Leratong Facility Maintenance Hub
	An appropriate Trade Test Certificate. Minimum of 10 years' experience post qualification as an Artisan/Artisan Foreman (Proof of recognized experience will be requested for shortlisted applicants). Computer literacy. A valid driver's license. Competencies: Knowledge of the National Building Regulation and Building Standards Act No 103 of 1977, Regulations and Municipal Regulations, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007 and Occupational Health and Safety Act of 1993 and Regulations Skills- Planning and organizing, verbal and written communication and computer literacy skills.
<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. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Undertake research and literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. 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 organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:
	Ms. Sikelelwa Mboto Tel: 076 942 4090/ 076 521 4118

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

APPLICATIONS : Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Director: Human Resource Management Department of Public Works, Private Bag x9142 Pietermaritzburg 3200, for attention Mrs ZJ Hlongwane. Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg or online via kznpw.jobs.headoffice@kznworks.gov.za. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants may also visit any one of our Designated Online Application Centre's (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centers (DOACS) at www.kznonline.gov.za/kznjobs."

CLOSING DATE : 27 February 2026

NOTE : Directions To Candidates Note to applicants: The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer and Women and people with disabilities are encouraged to apply. Applications must be submitted individually on the prescribed new approved Z83 form, the form is available from the website www.kznworks.gov.za or can be obtainable from any Public Service department, and must be accompanied by a comprehensive Curriculum Vitae (CV). Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted candidates only. Faxed or electronic copies will not be considered. Candidates are urged to view the guidelines available to all prospective candidates applying for vacant position on the departmental website before completing applications for posts. Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to Candidates are also advised not to send their applications through registered mail, as the Department will not take responsibility for non-collection thereof. It is the applicants' responsibility to have foreign qualifications assessment for equivalent by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instructions will be disqualified. Please note that the Department reserves the right not to fill the post. Recommended candidate's personal information will be subject to vetting prior to an offer of appointment being made. Candidates are expected to be available on the date set for the interviews or they may be disqualified. Should you not have been contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application being unsuccessful. Please note that further communication shall be restricted to those candidates who will have been shortlisted. The appointed candidate shall be required to sign a performance agreement. Please note that reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment to facilitate this. The filling of this post will be guided by the Department's Employment Equity targets. Please note that requests for higher salaries will not be entertained for the advertised posts, however it may only be considered for posts falling within the Occupational Specific Dispensation (OSD) subject to the existing provisions. Candidates applying for advertised posts in the Department, will be deemed to have granted consent to their personal information being used to determine suitability in terms of the POPIA Act, 4 of 2013. Please note that employment verifications shall be undertaken for all experience which has been recognized for shortlisting purposes, experience in the public service will need to be supported with a signed job description and personal service record history and experience from the private sector needs to be supported by a certificate of service confirming the name of company, position held, periods of employment and duties performed. Experience that cannot be verified will result in the applicant being disqualified.

MANAGEMENT ECHELON

POST 05/390 : **CHIEF FINANCIAL OFFICER REF NO: HO/CFO/022026**
 This are the re-advertisement; candidates are encouraged to re-apply.

SALARY : R1 494 900 per annum (Level 14) (all-inclusive), to be structured in accordance with the rules for Senior Management Services (SMS)

<u>CENTRE REQUIREMENTS</u>	:	Head Office: Pietermaritzburg An appropriate and recognised NQF level 7 post qualification in Financial or Business Management/ Administration plus 5 years relevant experience at a senior management level in commercial finance/ operational environment. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence and an appropriate and applicable SMS Pre-entry (Nyukela) Certificate to be submitted prior to appointment.
<u>DUTIES</u>	:	Key Performance Areas: Develop implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the Accounting Officer ensuring that the financial resources and assets of the Department are utilized effectively and economically to realise the objectives of the Annual Performance Plan. Manage the Supply Chain Management systems of the Department ensuring good governance arrangements and value for money for good and services. Manage construction procurement services and Internal Control. Manage the development and implementation of policies. Manage the resources.
<u>ENQUIRIES NOTE</u>	:	Dr V Govender (Acting Head of Department: Tel: 033 – 355 5533) NB. Recommended candidates will be subjected to a security clearance, competency assessment and will also be required to disclose their financial interests. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>POST 05/391</u>	:	<u>DIRECTOR: LEGAL SERVICES REF NO: DLS/HO/022026</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13) (all-inclusive package to be structured in accordance with the rules for SMS)
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Pietermaritzburg Grade 12 plus a Bachelor of Laws (LLB) Degree or a relevant Legal qualification at a NQF level 7 as recognized by SAQA. Admittance as an Attorney / Advocate. A Valid driver's license. A minimum of 5 years' middle/senior management experience in a legal environment. Computer literacy in the office software packages. A valid driver's licence. The recommended candidate will also be required to produce a SMS Pre-entry (Nyukela) certificate prior to appointment.
<u>DUTIES</u>	:	Key Performance Areas: Manage and facilitate civil litigations. Manage the drafting of legal documents, contracts and agreements. Manage the provision of legal opinions and advice within the Department. Manage the development and implementation of policies. Manage the resources of the Directorate.
<u>ENQUIRIES NOTE</u>	:	Ms A Khan – Chief Director: Corporate Services Tel No: 033 – 3555666 NB. Recommended candidates will be subjected to a security clearance, competency assessment and will also be required to disclose their financial interests. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

PROVINCIAL ADMINISTRATION: LIMPOPO PROVINCE
OFFICE OF THE PREMIER

<u>APPLICATIONS</u>	: <p>Applications are encouraged to be submitted through the Provincial Government e-Recruitment website at https://erecruitment.limpopo.gov.za, however, hand delivery applications are acceptable and must be submitted on the new Z83 application form obtainable from all Government Departments or can be downloaded from www.gov.za / www.dpsa.gov.za / www.labour.gov.za and be addressed to: Director: Human Resource Management Services, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand delivered to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.</p>
<u>CLOSING DATE</u> <u>NOTE</u>	: <p>27 February 2026 at 16h00.</p> <p>: <p>The Office of the Premier is an affirmative action employer. Preference will be given to qualifying candidates from designated groups in line with the Employment Equity Plan of the Office. The following must be considered in relation to the completion of the Z83 by applicants: Application form must be fully completed and signed by the applicant. All the fields in Part A, C and D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". If yes (provide detail)". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the Z83 application form for employment, and applicants are accountable for the information that is provided therein. NB: The questions related to conditions that prevent re-appointment under Part F of the Z83 application form must be answered with Yes or No, however, applicants currently employed by the public service do not need to complete the section. Applicants must quote the specific reference number indicated on the post applying for in the Column "Reference Number" on Z83 application form. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Governance with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. A Compulsory pre-entry into the Senior Management Services (SMS) certificate from National School of Governance (NSG) will be required from the recommended candidate before the assumption of duty. As per the DPSA directive on Human Resources Management & Development for Public Service Professionalization Volume 1, "All shortlisted candidates, including SMS, shall undertake two (2) pre-entry assessments. One (1) will be a practical exercise, and the other one (1) will be an Integrity (Ethical Conduct) Assessment. Following the interview process, the selection panel will recommend suitable SMS candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be expected to enter into a performance agreement and sign an oath of secrecy. All appointments are subject to the personnel suitability check and recommended candidates will be subjected to security clearance procedures. The Office reserves the right NOT to make any appointment to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office. The successful candidate falling within the designated categories will be required to disclose his/her financial interests in accordance with the applicable prescripts within 30 days of assumption of duty. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage receiving.</p> </p>

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

MANAGEMENT ECHELON

<u>POST 05/392</u>	:	<u>DIRECTOR: ORGANISATIONAL DEVELOPMENT COORDINATION REF. NO: OTP: 01/26/01 (1XPOST)</u>
		Directorate: Organisational Development Coordination (Re-advertisement, applicants who have previously applied, are kindly requested to re-apply if still interested)
<u>SALARY</u>	:	R1 266 714 – R1 492 122. per annum (all-inclusive remunerative package) per annum (Level 13)
<u>CENTRE REQUIREMENTS</u>	:	Polokwane A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 7) in Management Services / Organisational Development / Operations Management/ Production Management / Human Resources Management / Business Administration or equivalent qualification in the relevant field as recognized by the South African Qualifications Authority (SAQA). Training in Job Evaluation will be an added advantage. A minimum of five (05) years' experience at Middle /Senior Managerial level. SMS Pre-Entry (Nyukela) Certificate upon appointment. A valid driver's license except for people with disabilities.
<u>DUITES</u>	:	Responsibilities: Develop and review Provincial OD and JE policies, procedures and processes Ensure uniformity on the implementation of Work-study compliance issues within the Provincial Administration. Plan and manage the consultation process as determined in terms of the directive by the MPSA. Chair and Coordinate Provincial OD and JE Committee meetings. Provide technical support to the departmental heads of OD and JE units. Conduct full work-study investigations at macro level. Monitor the alignment of departmental organizational structures with the strategic positions of specific departments. Manage benchmarking process of generic posts in the province. Facilitate consolidation of job descriptions from provincial departments in respect of generic posts. Conduct impact study on the implementation of JE results on the organizational structures of departments. Represent the province at the Inter-Provincial and National OD and JE Forums. Monitor consistency in the implementation of job evaluation system in the province. Facilitate implementation of Organisational Functional Assessment (OFA) in all provincial departments. Provide advice (through workshop etc.) on the development and implementation of procedure manuals in line with applicable prescripts. Manage the facilitation on the submission of OMF reports to DPSA. should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.
<u>ENQUIRIES</u>	:	
<u>POST 05/393</u>	:	<u>DIRECTOR: INTEGRITY, SECURITY AND VETTING SERVICES REF NO: OTP: 01/26/02 (1XPOST)</u>
		Directorate: Integrity, Security and Vetting Services
<u>SALARY</u>	:	R1 266 714 – R1 492 122. per annum (all-inclusive remunerative package) (Level 13)

<u>CENTRE REQUIREMENTS</u>	:	Polokwane A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 7) in Security / Risk Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience at Middle / Senior Managerial level. SMS Pre-Entry (Nyukela) Certificate upon appointment. A valid driver's license except for people with disabilities.
<u>DUITES</u>	:	Responsibilities: Provide strategic direction in respect of Policy development within Provincial Administration. Coordinate, monitor and evaluate the anti-corruption programmes within Provincial Departments. Monitor the implementation of the whistle blowing mechanisms and manage the development of information management systems. Coordinate information security and vetting services. Coordinate physical and technical security.
<u>ENQUIRIES</u>	:	should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.
<u>POST 05/394</u>	:	<u>DIRECTOR: RESEARCH AND DEVELOPMENT REF NO: OTP: 01/26/03 (1XPOST)</u> Directorate: Research and Development
<u>SALARY</u>	:	R1 266 714 – R1 492 122.per annum (all-inclusive remunerative package) (Level 13)
<u>CENTRE REQUIREMENTS</u>	:	Polokwane A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 7) in Public Management / Administration or equivalent qualification in the relevant field / area as recognized by the South African Qualifications Authority (SAQA). A minimum of five (5) years' experience at Middle / Senior Managerial level. SMS Pre-Entry (Nyukela) Certificate upon appointment. A valid driver's license except for people with disabilities.
<u>DUITES</u>	:	Responsibilities: Coordinate the review and implementation of the Provincial Research & Development Framework. Coordinate the development and implementation of the Provincial Research & Innovation Agenda. Management and coordination of the Limpopo Research Ethics Committee (LPREC). Facilitation & Coordination of the Limpopo Research Forum. Management of the Limpopo Policy Research Repository. Management of the Directorate.
<u>ENQUIRIES</u>	:	should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.
OTHER POSTS		
<u>POST 05/395</u>	:	<u>DEPUTY DIRECTOR: INTERNATIONAL RELATIONS (IR) & AFRICAN PEER REVIEW MECHANISM (APRM) REF NO: OTP: 01/26/04 (1XPOST)</u> Directorate: International Relations and APRM
<u>SALARY</u>	:	R1 059 105 – R1 247 574.per annum (all-inclusive remunerative package) (Level 12)
<u>CENTRE REQUIREMENTS</u>	:	Polokwane A National Senior Certificate/equivalent plus an appropriate undergraduate qualification (NQF level 6) in International Relations/Political Science/Economics or an equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience within IR/APRM of which three (03) years' experience must have been at an Assistant Director / Junior Management level. A valid driver's license except for people with disabilities.
<u>DUITES</u>	:	Responsibilities: Consolidate and promote the African agenda by forging and maintain relations between Limpopo and Provinces in SADC countries and further optimizing opportunities presented in the continent of South Africa and further afield. Monitor implementation of the memorandum of understanding. Co-ordinate international visit and update the database of international missions.
<u>ENQUIRIES</u>	:	should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.

<u>POST 05/396</u>	:	<u>DEPUTY DIRECTOR: HUMAN CAPITAL INVESTMENT & RESEARCH REF NO: OTP: 01/26/05 (1XPOST)</u> Directorate: Human Capital Investment & Research
<u>SALARY</u>	:	R1 059 105 – R1 247 574.per annum (all-inclusive remunerative package) (Level 12)
<u>CENTRE REQUIREMENTS</u>	:	A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management or Development, Public Management or Administration / Business Management / Project Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Human Resource Development / Human Capital Investment & Research / SETA (Sector Education and Training Authority) of which three (03) years' experience must have been at an Assistant Director / Junior Management level. A valid driver's license except for people with disabilities.
<u>DUTIES</u>	:	Responsibilities: Manage the coordination and implementation of the apportioned Limpopo Human Capital Investment Strategy (LHCIS). Manage the coordination of skills development initiatives and partnerships in the province. Manage sectors coordination meeting/workshops. Manage the coordination of SETAS, Institution of Higher Learning and Industries.
<u>ENQUIRIES</u>	:	should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.
<u>POST 05/397</u>	:	<u>DEPUTY DIRECTOR: DEVELOPMENT PLANNING AND ANTI-POVERTY STRATEGY REF NO: OTP: 01/26/06 (2xPosts)</u> (Re-advertisement, applicants who have previously applied, are kindly requested to re-apply if still interested).
<u>SALARY</u>	:	R1 059 105 – R1 247 574.per annum (all-inclusive remunerative package) (Level 12)
<u>CENTRE REQUIREMENTS</u>	:	A National Senior certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Development Studies or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Development Planning of which three (03) years' experience must have been at an Assistant Director / Junior Management level. A valid driver's license except for people with disabilities.
<u>DUTIES</u>	:	Responsibilities: Coordinate policy development and analysis. Coordinate integrated development planning amongst the three spheres of government. Coordinate and implement the integrated Provincial Planning cycle. Coordinate assessment and consolidation of Provincial Strategic plans. Link intergovernmental Strategic plans with the Municipal IDPs.
<u>ENQUIRIES</u>	:	should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.
<u>POST 05/398</u>	:	<u>DEPUTY DIRECTOR: APPLICATIONS DEVELOPMENT AND MAINTENANCE REF NO: OTP: 01/26/07 (1XPOST)</u> Directorate: Departmental Government Information Technology Office (DGITO)
<u>SALARY</u>	:	R896 436 – R1 055 958.per annum (all-inclusive remunerative package) (Level 11)
<u>CENTRE REQUIREMENTS</u>	:	A National Senior Certificate/ equivalent plus an appropriate undergraduate qualification (NQF level 6) in Information Technology or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Systems Development or IT environment of which three (3) years' experience must have been at an Assistant Director / Junior Management level. A System Development Certificate will be an added advantage. A valid driver's license except for people with disabilities.
<u>DUTIES</u>	:	Responsibilities: Development and Maintenance of applications to be aligned with technological and user requirements. Establishment and implementation of a change management forms for user of existing systems. Management of SLA's and Licenses with SITA and suppliers of IT goods and services.

Development and implementation of applications and information systems, policies, standards, norms and guidelines. Establishment of a proper record management for applications and systems development & maintenance. Management of staff within the Unit. Provision of Applications and Information systems to employees in the Office.	
<u>ENQUIRIES</u>	: should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.
<u>POST 05/399</u>	: <u>DEPUTY DIRECTOR: ACCOUNTS REF. NO: OTP: 01/26/08 (1XPOST)</u> Directorate: Financial Management and Accounting Services
<u>SALARY</u>	: R896 436 – R1 055 958.per annum (all-inclusive remunerative package) (Level 11)
<u>CENTRE REQUIREMENTS</u>	: Polokwane A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 7) in Financial Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Financial Management of which three (03) years' experience must have been at an Assistant Director / Junior Management level. A valid driver's license except for people with disabilities.
<u>DUTIES</u>	: Responsibilities: Manage the expenditure control and capturing of payment. Liaise with Provincial Treasury, Internal Auditors, Office of the Auditor General and other Stakeholders. Reconcile payments transactions. Manage subordinates.
<u>ENQUIRIES</u>	: should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.
<u>POST 05/400</u>	: <u>GISC PROFESSIONAL PRODUCTION GRADE A-C REF NO: OTP: 01/26/09 (1XPOST)</u> Directorate: Geographic Information System (Re-advertisement, applicants who have previously applied, are kindly requested to re-apply if still interested).
<u>SALARY</u>	: Grade A: R761 157 – R816 852.per annum Grade B: R866 304 – R924 198.per annum Grade C: R976 029 – R1 144 008.per annum (all-inclusive remunerative
<u>CENTRE REQUIREMENTS</u>	: Polokwane A National Senior Certificate / equivalent plus an undergraduate qualification (NQF level 7) in Geographic Information System (GIS) / Geomatics/ Geo-Informatics / Geography or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). Registration with South African Geomatics Council (SAGC) / PLATO as a GISC Professional. Grade A (0-2 years appropriate experience), Grade B (14 years appropriate experience) and Grade C (26 years appropriate experience) in an area after registration with SAGC / PLATO as a Professional. A valid driver's license except for people with disability.
<u>DUTIES</u>	: Responsibilities: Provide GIS support to departments, municipalities and other stakeholders within the provincial administration. Develop and coordinate GIS projects in the province. Coordinate the establishment (design and develop) and maintenance of the Provincial Geo-database and Website. Render Mapping Services.
<u>ENQUIRIES</u>	: should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.
<u>POST 05/401</u>	: <u>ASSISTANT DIRECTOR: SERVICE DELIVERY INTERVENTION REF. NO: OTP: 01/26/10 (1XPOST)</u> Directorate: Service Delivery Intervention
<u>SALARY</u>	: R582 444 – R686 091.per annum (Level 10)
<u>CENTRE REQUIREMENTS</u>	: Polokwane A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Social Sciences / Public Administration or any equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (03) years' experience in Service Delivery Intervention / Improvement / Monitoring and

<u>DUTIES</u>	Evaluation at a Supervisory level A valid driver's license except for people with disabilities.
<u>ENQUIRIES</u>	Responsibilities: Coordinate the resolution of service delivery complaints. Coordinate and monitor the implementation of the Khaedu deployment programme in the province. Provide support in the coordination of evaluations through the Departmental Evaluation Plan and the Provincial Evaluation Plan. Monitor and ensure Implementation of commitments raised during EXCO Outreach Programmes. Provide support in the execution of the provincial customer surveys.
<u>POST 05/402</u>	should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063 / 6441 / 6665 / 6027 / 6293, respectively.
<u>SALARY CENTRE REQUIREMENTS</u>	<u>ASSISTANT DIRECTOR: GENERAL RISK REF NO: OTP: 01/26/11 (1XPOST)</u> Directorate: Organisational Risk, Integrity and Security Management
<u>DUTIES</u>	R468 459 – R551 823.per annum (Level 09)
<u>ENQUIRIES</u>	Polokwane
<u>POST 05/403</u>	A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Risk and/or Security Management/ Internal Audit qualification in as recognized by the South African Qualification Authority (SAQA). A minimum of three (03) years' experience in Risk Management at a Supervisory level. A valid driver's license except for people with disabilities.
<u>SALARY CENTRE REQUIREMENTS</u>	Responsibilities: Facilitate and advice on the risk management assessment process. Monitor and review the identified risk response activities. Conduct Education and awareness campaigns through workshops and one on one interviews. Provide Secretariat Services to the Risk Management Committee (RMC) and ensure that the RMC fulfils its mandates as outlined in the charter.
<u>DUTIES</u>	should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063 / 6441 / 6665 / 6027 / 6293, respectively.
<u>ENQUIRIES</u>	
<u>POST 05/404</u>	<u>SYSTEM ANALYST: APPLICATIONS DEVELOPMENT AND MAINTENANCE REF. NO: OTP: 01/26/12 (1XPOST)</u> Directorate: Departmental Government Information Office (DGITO)
<u>SALARY CENTRE REQUIREMENTS</u>	R468 459 – R551 823.per annum (Level 09)
<u>DUTIES</u>	Polokwane
<u>ENQUIRIES</u>	A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Information Technology or any equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of three (03) years' experience in supervising Application Systems within the ICT environment. ITIL certificate or COBIT certificate in ICT Governance will be an added advantage. A valid driver's license except for people with disabilities.
<u>POST 05/404</u>	Responsibilities: Determine Applications Requirements. Develop and maintain all IT Applications systems. Manage Systems Development projects. Provide support on IT application systems and user support.
<u>SALARY CENTRE REQUIREMENTS</u>	should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063 / 6441 / 6665 / 6027 / 6293, respectively.
<u>DUTIES</u>	
<u>ENQUIRIES</u>	
<u>POST 05/404</u>	<u>ASSISTANT DIRECTOR: RECRUITMENT & SELECTION AND HR PLANNING, INFORMATION & SYSTEMS REF NO: OTP:01/26/13 (1XPOST)</u> Directorate: Human Resource Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	R468 459 – R551 823. per annum (Level 09)
<u>DUTIES</u>	Polokwane
<u>ENQUIRIES</u>	A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management or development / Public Management / Public Administration or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (03) years' experience in Human Resource Management at a Supervisory level. PERSAL Certificate / Results. A valid driver's license except for people with disabilities.
<u>POST 05/404</u>	Responsibilities: Facilitate Recruitment & Selection, Appointments and Probation processes. Monitor the capturing/updating of PERSAL Structure, Staff Establishment, and personal information on the PERSAL system. Faciliate Transfers, Secondments, Grade progressions and Translations.

<u>ENQUIRIES</u>	Facilitate the development, implementation of the Human Resource and Employment Equity Plans as well as management of HR, Information and Systems.
<u>POST 05/405</u>	: should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.
<u>SALARY CENTRE REQUIREMENTS</u>	: <u>PROTOCOL OFFICER REF NO: OTP: 01/26/14 (1XPOST)</u> Directorate: Protocol and Events Management Services R397 116 – R467 790. per annum (Level 08) Polokwane A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in International Relations/ Public relations/ Events Management/Communications/ Marketing or equivalent qualification in the relevant field/area as recognized by South African Qualification Authority (SAQA).A minimum of two (02) years' experience in Communication / Protocol / Events Management/ Marketing field. A valid driver's license except for people with disabilities.
<u>DUTIES</u>	: Responsibilities: Manage Events. Render Protocol Services. Manage Corporate Gifts and Flag Bank.
<u>ENQUIRIES</u>	: should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.
<u>POST 05/406</u>	: <u>VETTING OFFICER REF NO: OTP: 01/26/15 (1XPOST)</u> Directorate: Integrity, Security and Vetting Services R397 116 – R467 790.per annum (Level 08) Polokwane A National Senior Certificate/equivalent plus an appropriate undergraduate qualification (NQF level 6) in Social Sciences/Security Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Security Management/Investigation environment. Security Vetting certificate offered by State Security Agency (SSA). A valid driver's license except for people with disabilities.
<u>DUTIES</u>	: Responsibilities: Conduct vetting field work investigations. Provide inputs for the development and implementation of policies, guidelines norms and standards. Liaison with clients (including networking).
<u>ENQUIRIES</u>	: should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.
<u>POST 05/407</u>	: <u>PERSONNEL PRACTITIONER: RECRUITMENT & SELECTION AND HR PLANNING, INFORMATION & SYSTEMS REF.NO: OTP: 01/26/16 (1XPOST)</u> Directorate: Human Resource Management Services R397 116 – R467 790.per annum (Level 08) Polokwane A National Senior Certificate/equivalent plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management or Development /Public Management/Public Administration or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Human Resource Management environment. PERSAL Certificate / Results.
<u>DUTIES</u>	: Responsibilities: Facilitate Recruitment & Selection, Appointments and Probation processes. Capture/update PERSAL establishment and personal information on the PERSAL system. Facilitate Transfers, Secondments, Grade progressions and Translations. Facilitate Human Resource Planning, Information and Systems.
<u>ENQUIRIES</u>	: should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.
<u>POST 05/408</u>	: <u>ADMINISTRATIVE OFFICER: ASSETS, DISPOSAL AND FINANCIAL SYSTEMS MANAGEMENT REF. NO: OTP: 01/26/17 (1XPOST)</u> Directorate: Financial Management and Accounting Services R325 101 – R382 959per annum (Level 07)

<u>CENTRE REQUIREMENTS</u>	:	Polokwane A National Senior Certificate/equivalent plus an appropriate undergraduate qualification (NQF level 6) in Financial Management or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Asset Management environment. A valid driver's license except for people with disabilities.
<u>DUTIES</u>	:	Responsibilities: Administer Assets and Asset Register. Receive and distribute new Assets. Administer the disposal of Assets. Conduct verification on Assets.
<u>ENQUIRIES</u>	:	should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063 / 6441 / 6665 / 6027 / 6293, respectively.
<u>POST 05/409</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: OTP: 01/26/18 (1XPOST)</u> Directorate: Integrity, Security and Vetting Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959.per annum (Level 07)
	:	Polokwane
	:	A National Senior Certificate/equivalent plus an appropriate undergraduate qualification (NQF level 6) in Office Administration or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in rendering support services/ Administrative services. A valid driver's license except for people with disabilities.
<u>DUTIES</u>	:	Responsibilities: Provide administration of the filing system for all vetting documents within the Limpopo Provincial Administration. Render administrative support. Provides support to the Head of the Unit and other staff regarding vetting operational meetings.
<u>ENQUIRIES</u>	:	should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063 / 6441 / 6665 / 6027 / 6293, respectively.
<u>POST 05/410</u>	:	<u>ADMINISTRATIVE OFFICER: QUOTATION MANAGEMENT REF NO: OTP: 01/26/19 (1XPOST)</u> Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959.per annum (Level 07)
	:	Polokwane
	:	A National Senior Certificate/equivalent plus an appropriate undergraduate qualification (NQF level 6) in Supply Chain Management/Logistics/Purchasing Management or equivalent qualification in the relevant field/area as recognized by South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Supply Chain / Financial Management. A valid driver's license except for people with disabilities.
<u>DUTIES</u>	:	Responsibilities: Source Quotations. Liaise with Stakeholders. Process received quotations. Link of documents on LOGIS.
<u>ENQUIRIES</u>	:	should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063 / 6441 / 6665 / 6027 / 6293, respectively.
<u>POST 05/411</u>	:	<u>ADMINISTRATIVE OFFICER: SERVICE DELIVERY INTERVENTION REF NO: OTP: 01/26/20 (1XPOST)</u> Directorate: Service Delivery Intervention
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959.per annum (Level 07)
	:	Polokwane
	:	A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Public Administration / Management or equivalent qualification in the relevant field as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in administration or related field. A valid driver's license except for people with disabilities.
<u>DUTIES</u>	:	Responsibilities: Provide support in the coordination of service delivery complaints. Provide administrative support in the coordination of Khaedu deployment programme. Provide administrative support in the management and coordination of performance evaluations of government priorities and interventions. Provide administrative support in the implementation of the issues raised during EXCO Outreach programmes. Provide administrative support in the coordination of customer surveys. Provide administrative support in the management of the Directorate.

ENQUIRIES : should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.

POST 05/412 : **ADMINISTRATIVE OFFICER: INVENTORY MANAGEMENT REF NO: OTP: 01/26/21 (1XPOST)**
Directorate: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R325 101 – R382 959.per annum (Level 07)
: Polokwane
: A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Supply Chain Management/Logistics/Purchasing /Bcom in Accounting/Business Management/Economics/Cost and Management Accounting/Financial Management or equivalent Qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Inventory Management. LOGIS certificate / results. A valid driver's license except for people with disabilities.

DUTIES : Responsibilities: Order and receive inventory items. Issue inventory items. Conduct monthly spot-checks and assist with quarterly stock-taking. Safeguarding of stores.

ENQUIRIES : should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.

PROVINCIAL ADMINISTRATION: NORTH WEST

DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

<u>APPLICATIONS</u>	:	The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, MMABATHO, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Kegomoditswe Makaota Office NO. 0182008258 OR email to the relevant e-mail address associated with the post applied for.
<u>CLOSING DATE</u>	:	27 February 2026
<u>NOTE</u>	:	(Posted, Handed and E-mailed Applications must have reached the Department by 15h30 pm Walk-in and 00h00 Mid-night online). Please Note: On the subject line of your E-mail, Indicate the Correct Job Title and the Reference number of the post. All applications must be emailed to the correct indicated email address. All attachments for Online Submission must include Only Z83 Form and an Updated Curriculum Vitae in PDF Format and be emailed to the correct email address, as one document. Failure to do so, your application will be disqualified. Compliance Note: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant to the notes, the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Completion of the Z83 form: Part A: All fields must be fully completed. Part B: Date of birth and ID number are compulsory and other fields may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information. Part C, D, E, F and G may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information, however question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants do not have to submit copies/proof/certificates/attachments/drivers licence/qualifications on application. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, www.dpsa.gov.za Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. Qualifications of shortlisted candidates will be verified with SAQA. Applicants are only submitting Z83 and CV only, all other documents are submitted by shortlisted candidates. Positions requiring tertiary qualification/s must be accompanied by copies of academic record/transcript(s) only when shortlisted. Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments, and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be conducted. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualification's verification as well as security clearance. SMS appointments are also subjected to SMS competency

assessment as a DPSA requirement. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National School of government, information can be accessed via this link: <https://www.thensg.gov.za>. The appointee to SMS post must be in possession of such, prior to taking up the post. The successful candidate will be required to enter into an employment contract and a performance agreement.

MANAGEMENT ECHELON

<u>POST 05/413</u>	:	<u>DIRECTOR: TRANSPORT OPERATOR LICENCE AND PERMITS REF NO: 69/2025/26</u> Chief Directorate: Transport Regulations Directorate: Transport Operator Licence And Permits
<u>SALARY</u>	:	R1 266 741.per annum (level 13). The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Head Office- Mahikeng Grade 12 certificate. A relevant (NQF level 7) qualification in the Transport sector or Management/Administration recognised by SAQA. A minimum five (5) years' experience at middle/ senior management level within the transport management environment. Valid Drivers' License Knowledge: Knowledge of national land transport Act, Act 05 of 2009. Knowledge of white paper on national transport policy 1996. Knowledge of public service Act, Rules and Regulations. Knowledge of public transport operations in the Northwest Province. Skills: Financial management services delivery innovation. Analytical skill, ability to work independently and/or with little supervision and under pressure. Verbal and written communication skills at high level. Must have good interpersonal skills and be able to maintain positive interpersonal relations and be able to work as part of team as an individual. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery innovation, Problem Solving and analysis, Client orientation, Customer Focus and Communication. Monitor compliance on operation licence conditions. Ensure proper administration support services to licensing processes and committees. Manage public transport related conflicts in the provincial and municipal transport plans. Oversee the proper establishment and functioning of Provincial Regulatory Bodies in line with the National Land Transport Act. Manage personnel of the Directorate and provide effective guidance on implementation of government policies and regulations. Manage the implementation of National Transport Policy and Land Transport Acts. Provide Strategic Leadership
<u>DUTIES</u>	:	Mr M Morule Tel No. 018 381 9103 E-Mail address: CSTMrecruitment02@nwpq.gov.za
<u>ENQUIRIES APPLICATIONS</u>	:	
<u>POST 05/414</u>	:	<u>DIRECTOR: STRATEGIC PLANNING, MONITORING AND EVALUATION REF NO: 70/2025/26</u> Chief Directorate: Corporate Services Directorate: Strategic Planning, Monitoring And Evaluation
<u>SALARY</u>	:	R1 266 741.per annum (level 13). The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Head Office- Mahikeng Grade 12 certificate. A relevant (NQF level 7) qualification in Public Management/Administration/Monitoring and Evaluation recognised by SAQA. A minimum five (5) years' experience at middle/senior managerial level within Strategic Planning, Monitoring and Evaluation environment. Valid Drivers' License. Knowledge: Extensive appropriate strategic management, Public

policies and strategies. Public Finance Management Act (PFMA). Knowledge of public services Act, public services regulations and frameworks. Ability Conceptualise policy and apply it successfully. Knowledge of Research and policy coordination. Skills: High level of written and verbal communication with ability to make presentations. Services delivery innovative and management skills. Leadership and administrative skills. High level of proficiency in financial management as well as ability to hold himself/herself accountable. Proven computer literacy. Ability to interact professionally and effectively with diverse Stakeholders. Analytic skill and problem-solving skills. Have the ability to generate new idea and improve where circumstances require. Personal Attributes: Must have good interpersonal skills and be able to maintain positive interpersonal relations. Ability to work independently and as part of the team. Must be willing to travel and be able to work under pressure. Must be able to manage and empower staff. High level of reliability, ability to act with tact and discretion. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery innovation, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

DUTIES

: Develop and manage the implementation of Departmental policies, strategic guidelines, directives and procedures with regards to performance information. Facilitate and coordinate operational and strategic planning processes. Manage the monitoring processes. Formulate and manage the component budget against its strategic objective. Ensure effective people management and empowerment in the Directorate. Manage the evaluation processes. Manage Departmental Research and evaluation plan. Commission research and evaluation studies in the Department. Oversee the Conducting of research in the Department. Manage personnel of the Directorate and provide effective guidance on implementation of Government policies and regulations.

ENQUIRIES
APPLICATIONS

: Dr. H Kekana: Tel No. 018 200 8001/9
: E-Mail address: CSTMrecruitment03@nwpq.gov.za

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH AND WELLNESS

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

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

<u>POST 05/415</u>	: <u>MEDICAL SPECIALIST GRADE 1 TO 3 (INTERNAL MEDICINE)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	: Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 1: R1 773 222 per annum
<u>CENTRE REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Internal Medicine. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Internal Medicine. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Internal Medicine. 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 Internal Medicine. 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 Internal Medicine. Inherent requirements of the job: Valid (Code B/EB) driver's licence, willingness and ability to travel. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime. Competencies (knowledge/skills): Ability to work as a specialist physician at a Large Regional Hospital attached to a teaching institution. Ability to work and make clinical decisions independently. Ability to manage a broad spectrum of medical cases competently. Proven leadership abilities and experience in supervision of staff and resources and proven experience in principles of planning, organizing and implementation. Ability to provide leadership and management within the Department of Medicine. Excellent individual coping and interpersonal skills and ability to perform well within a multidisciplinary team context. Enthusiasm to attend and present training and educational courses to broaden clinical and managerial skills and knowledge. Ability to communicate effectively. Knowledge and understanding of relevant legislation, hospital procedures and policies.
<u>DUTIES</u>	: (key result areas/outputs): Provide specialist clinical services and comprehensive medical care to in-patients and out-patients. Financial management by effective and efficient use of resources. Adhere to requirements for all people management matters. Create a learning environment for junior staff and students, both under-and postgraduate. Provide outreach and support services at primary care and district level. Coordination of relevant clinical governance and administrative requirements. Complete and submit required medical reports and documentation for legal and administrative purposes. Complete the required CPD activities to maintain registration with the HPCSA.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	: Dr E Marcos, email at Emmanuel.Marcos@westerncape.gov.za Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u> <u>NOTE</u>	: 27 February 2026, 17:00PM No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application to register with the relevant council and proof of

payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to 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 Chief Directorate: Rural 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>POST 05/416</u>	:	<u>ASSISTANT MANAGER: PHARMACEUTICAL SERVICES</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R1 093 611 per annum A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Worcester Regional Hospital Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Current registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to perform regular after-hours duties, including 24-hour standby and response, weekends and public holidays. Ability and willingness to register as the Responsible Pharmacist for Worcester Regional Hospital. Willingness to travel within the Rural Central Ecosystem to support service delivery, clinical governance and collaboration across sites. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Strong leadership skills in management, organisation and strategic planning; project management skills. Knowledge of legislation and policies applicable to pharmacy practice. Excellent interpersonal, organisational and communication skills.
<u>DUTIES</u>	:	(key result areas/outputs): Provide strategic and operational leadership for pharmaceutical services across Worcester Regional Hospital and the Rural Central Ecosystem, ensuring governance alignment and service transformation. Drive clinical governance and quality assurance by managing PTC activities, formulary oversight, rational medicine use, AMS, pharmacovigilance and GPP/SOP compliance. Steward pharmacy finances, supply chain and assets, ensuring PFMA-compliance, stock control, cold-chain integrity and minimisation of stock-outs and expiries. Comprehensive people management and development, including recruitment, performance management, mentoring, CPD, SAPC accreditation duties and readiness to serve as Responsible Pharmacist. Strengthen information management and digital systems through reliable data processes, monitoring and evaluation and support for automation and digital enhancements. Advance Values-Based leadership and stakeholder engagement by promoting collaboration across the Rural Central Ecosystem, supporting public health initiatives and maintaining effective communication.
<u>ENQUIRIES</u>	:	Ms S Jaftha, tel. no. (023) 348-1113
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	27 February 2026, 17:00 PM
<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 Worcester Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>POST 05/417</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3</u> Cape Winelands District
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs). (plus, a non-pensionable rural allowance of 18% of basic annual salary)
<u>CENTRE REQUIREMENTS</u>	:	Ceres Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with

the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **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 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 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A Code (B/EB) valid driver's licence and willingness to work after hours. Competencies (knowledge/skills): Ability to communicate (verbal and written). Good management, supervisory and decision-making skills. Knowledge and insight of legislation and policies, relevant to current medical practice within the Public Service, experience in working in a district level hospital and Primary Health Care (PHC) setting.

<u>DUTIES</u>	:	(key result areas/outputs): Provide effective and efficient patient management in Ceres Hospital & Witzenberg Sub-district Primary Healthcare facilities. Provide an Outreach and Support service to Ceres hospital and PHC facilities in the Witzenberg Sub-district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of hospital and Witzenberg Sub-district facilities as required. Acute care and emergencies, including theatre work.
<u>ENQUIRIES</u>	:	Dr. K Doubell, tel. no. (023) 316-9600
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	27 February 2026, 17:00PM
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). "The pool of applications will be considered for vacancies within Witzenberg Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>POST 05/418</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (2 POSTS)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Caledon Hospital, Theewaterskloof Sub-district Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical

Practitioner with a 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 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: Valid (code B/EB/C1) driver's license. Compulsory Commuted Overtime (COT) duties. Ability and willingness to do outreach services to clinics throughout the Theewaterskloof sub-district. Competencies (knowledge/skills): Sound knowledge of general medical and surgical conditions at district hospital and Primary Health Care level and knowledge applicable to the South African TB and HIV care guidelines. Comprehensive evidence-based, direct patient-centered. Clinical service provision in the sub-district Health Service. Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Competent in performing district level procedures including performance of caesarian sections, administration of spinal and general anesthesia, management of chronic conditions and HIV/TB care, maternal and child health as well as emergency medical care including adult and neonatal resuscitations. Ability to guide health care colleagues in managing difficult district-level cases.

<u>DUTIES</u>	:	(key result areas/outputs): Provide quality care to patients in the Theewaterskloof sub-district including Caledon Hospital and surrounding clinics and healthcare facilities. Provide Outreach and Support service to PHC facilities in the Theewaterskloof sub-district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Theewaterskloof sub-district facilities as required.
<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>CLOSING DATE</u>	:	27 February 2026, 17:00PM
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within 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>POST 05/419</u>	:	<u>DEPUTY DIRECTOR: FINANCE MANAGER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R896 436 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	New Somerset Hospital Minimum educational qualification: An appropriate 3-year National Diploma or Bachelor's degree in Finance, Accounting, Public Financial Management, Commerce or Supply Chain Management. Experience: Extensive experience (6-10 years) in Financial Management and Supply Chain Management, of which a minimum of three (3-5) years must be at a supervisory or managerial level. Appropriate financial management and expenditure control in terms of the PFMA and Treasury Instructions. Appropriate experience in Supply Chain Management, including demand, acquisition, contract management, asset management and stock management. Appropriate experience in End-to-end contract management, including drafting, monitoring, performance management and compliance. Appropriate experience in Patient administration, revenue management and medical records. Appropriate experience in Information management and the use of health information systems for reporting and decision-making. Appropriate supervisory and managerial experience with responsibility for multi-disciplinary teams. Appropriate experience in implementation and monitoring of financial systems, internal controls and compliance framework. Inherent requirement of the job: A

valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Demonstrated knowledge and competence in: Public Finance Management Act, Treasury Regulations and financial prescripts. Supply Chain Management prescripts and governance requirements. UPFS and patient administration or billing systems. BAS and LOGIS or equivalent financial and SCM systems. Development, monitoring and analysis of institutional budgets and FBUs. Revenue generation and management of irregular, fruitless and wasteful expenditure. Information management, statutory reporting and audit requirements. Additional skills required: Strong analytical and problem-solving ability Proven leadership and people-management ability Clear and confident written and verbal communication Ability to function in a high-pressure environment and meet strict deadlines Computer literacy in MS Office applications.

<u>DUTIES</u>	:	(key result areas/outputs): Overall leadership and management of the Finance Component. Management of Supply Chain Management, including demand, acquisition, contract and asset management. Budget planning, allocation, monitoring and expenditure control. Implementation and support of Functional Business Units (FBUs). Oversight of patient administration, billing, revenue management and medical records governance. Institutional information management, data quality and statutory reporting. Ensuring compliance with PFMA, Treasury Instructions and all applicable prescripts. Performance management, development and discipline of staff within the Finance Component. Serving as a member of the hospital management team and advising management on all finance and SCM matters.
<u>ENQUIRIES</u>	:	Mr DM Matthew, tel. no. (021) 402 6408
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	27 February 2026, 17:00 PM
<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 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>POST 05/420</u>	:	<u>DEPUTY DIRECTOR: PEOPLE MANAGEMENT (COMPLIANCE AND TRAINING)</u> Directorate: People Strategy
<u>SALARY</u>	:	R896 436 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Bellville Minimum educational qualification: Appropriate National Diploma or Degree in Human Resources/ People Management field. Experience: 3 -5 years middle management experience (supervisory and management functions at an ASD level). Extensive work experience (6-10 years) in people administration and people practices in the public sector. Experience working in audit and compliance work environment would be advantageous. Inherent requirements of the job: A valid Code B/EB driver's licence. Training and proficiency in PERSAL. Competencies (knowledge/skills): Behavioural: Analysing; Leading and Supervising; Persuading and Influencing; Planning and Organising; Deciding and Initiating Action; Working with People Delivery Results and Meeting Customer Expectations; Relating and Networking. Values: Integrity; Making a Difference; Appreciation of Diverse People; Continuous Growth Mindset; Caring; Respect Accountability; Person-Centred; Authenticity; Being of Service; Teamwork; Recognition; Collaboration. Skills: Analytical Thinking; Auditing Skills; Critical Reasoning; Attention to Detail; Excellent Written and Verbal Skills; Proficient in Report Writing; Numeracy; Literacy; Driving; Computer Literacy; Project Management; Interpersonal Skills and Conflict Management; Expert Consulting and Advisory Skills. Knowledge: Public Service Act; Public Service Regulations (as amended); PERSAL functions and training; DPSA and NDOH policies, prescripts and directives linked to all PM administration and practices (such as recruitment and selection, transfers, promotions, leave, pension, overtime, retirement benefits, appointments, pay progression, salary gratuities, death benefits, working hours, RWOEE); Employment Equity Act, 1998; Codes of Good Practice Guides linked to EEA; Labour Relations Act, 1995; Protection of Personal Information Act, 2021; Procedural Administration and Justice Act, 2000; Promotion of Access to Information Act, 2000.

<u>DUTIES</u>	: (key result areas/outputs): Ensure compliance of practices and processes with respect to People Management prescripts. Develop audit framework of key indicators for various PM practices areas. Provide tools, mechanisms and systems for reporting on areas of non-compliance. Provide quarterly PM compliance reports for Western Cape Audit Committee (e.g. HRAAP and CMI). Provide input to departmental reporting. Render PERSAL Helpdesk functions. Co-ordinate and oversee PM audit investigations conducted on identified risk areas in PM processes. Prepare an programme of audit investigations to be conducted in the Department of identified risk areas. Oversee and guide the implementation of PM audits investigations. Quality assure the PM audit reports and provide such to clients. Manage ad-hoc PM audit investigations. Compile trend analysis from PM audits completed to inform training, upskilling initiatives and ensure recommendations in internal audit reports are addressed. Provide functional training and tools on PM processes to line managers and PM components in the Department. Oversee the training and upskilling programme to address key PM risk areas. Ensure the delivery of effective training programme and monitor it for impact. Facilitate the development of user-friendly PM procedure manuals, guidelines and toolkits to improve PM compliance. Create and maintain a repository of standard operating procedures, policies, directives and guidelines for all PM practice areas. People Management. Financial Management.
<u>ENQUIRIES</u>	: Ms R Shade, tel. no. (021) 483-3717
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	: 27 February 2026, 17:00 PM
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Short-listed candidates will be required to complete a practical test and competency assessment, as part of the selection process.
<u>POST 05/421</u>	: PHARMACIST GRADE 1 TO 3 Garden Route District
<u>SALARY</u>	: Grade 1: R848 862 per annum Grade 2: R917 634 per annum Grade 3: R1 001 349 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	: Mossel Bay Sub-district Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience: Grade 1 : None after registration as a pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as pharmacist with a recognised foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. Grade 2 : A minimum of 5 years appropriate experience after registration as a pharmacist with the SAPC in respect of SA qualified employees. 6-years relevant experience after registration as pharmacist with a recognised foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. Grade 3 : A minimum of 13 years appropriate experience after registration as a pharmacist with the SAPC in respect of SA qualified employees. 14-years relevant experience after registration as pharmacist with a recognised foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to perform regular after-hours duties. Willingness to travel between facilities and provide relief as pharmacist in all facilities in Mossel Bay Sub-District as well as in Mossel Bay Hospital. Willingness to perform standby duties and call-out duties when required to do so. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team with excellent interpersonal and communication skills. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101 of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Appropriate clinical and pharmaceutical knowledge. Innovative analytical thinking and the ability to initiate, co-ordinate, manage and sustain programs.
<u>DUTIES</u>	: (key result areas/outputs): Pharmaceutical service delivery including improving continuity of care within the Rural East Ecosystem. Effective medicine supply

management (Procurement, storage, control and distribution of pharmaceuticals) including cold chain management in all areas where medications are kept. Quality assurance and clinical governance including rational medicine use. Assist with corporate governance functions including financial control, implementation and evaluation of budgetary control measures, human resource management and development and information management. Ensure compliance with policy and legislative requirements and Good Pharmacy Practice Guidelines. Assist with the management of the Chronic Dispensing Unit (CDU) and Private Provider processes. Ability to manage and supervise staff in the absence of the manager and to conduct all administrative functions required.

<u>ENQUIRIES</u>	:	Mr H Jacobs, tel. no. (044) 604-6132
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	27 February 2026, 17:00PM
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be requested to perform 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 relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Garden Route 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>POST 05/422</u>	:	<u>ASSISTANT MANAGER NURSING: (SPECIALTY AREAS: THEATRE)</u>
<u>SALARY</u>	:	R755 355 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<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. A post basic nursing qualification in Medical and Surgical Nursing Science: Operating Thea-tre Nursing with a duration of at least 1 year, accredited with the SANC. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse. Experience: A minimum of 10 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience in the specific- specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate recognisable experience at management level. Inherent requirements of the job: Will be required to perform after-hour duties including weekends, and public holidays. Competencies (knowledge/skills): Computer literacy in Word, and Excel. Excellent communication skills. Knowledge of quality assurance and National Core Standards. Knowledge of relevant legislation and policy related to this nursing specialty. Nursing Management qualification / skills. Strong leadership and good interpersonal communication skills. Good organisational skills and the ability to function in a team and under pressure.
<u>DUTIES</u>	:	(key result areas/outputs): The candidate will be responsible for management and co-ordination of clinical nursing care in a theatre setting. Effective management and utilization of Human and Financial Resources to ensure optimal clinical and operational function in the area. Manage training, orientation, learning, professional growth & development, and participation in research within the clinical theatre environment. Support/ deputise for the Head of Nursing and support the Nursing department and the institution.
<u>ENQUIRIES</u>	:	Mr V Dubase, tel. no. (021) 938-4000
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	27 February 2026, 17:00PM
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical/ competency assessment.

<u>POST 05/423</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY UNIT: ORTHOPAEDICS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R693 096 per annum Tygerberg Hospital, Parow Valley
	:	Minimum educational qualification: Basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Orthopaedic Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period above must be appropriate/ recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Inherent requirements of the job: Ability and willingness to assist with shifts and after-hours hospital cover including weekends, public holidays, night duty relief and overtime as the need arises. Competencies (knowledge/skills): Basic computer literacy. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.
<u>DUTIES</u>	:	(key result areas/outputs): The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialized Nursing service as an Operational Manager in an Orthopaedics setting. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the nursing service and the institution. To maintain ethical standards and promote professional growth and self-development.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms V Dubase, tel. no. (021) 938-4000 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE NOTE</u>	:	27 February 2026, 17:00 PM No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ competency assessment.
<u>POST 05/424</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY UNIT: THEATRE AND CSSD)</u>
		Garden Route District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R693 096 per annum Mossel Bay 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 and Midwife. Post-basic Nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years of appropriate/recognizable 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/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid (Code B/EB) driver's licence and willingness to travel. Computer literacy (MS Word, Excel, PowerPoint and Outlook) Willingness to perform after-hour and weekend standby duties for the hospital. Willingness to relieve the Deputy Manager Nursing and Operational Managers. Competencies (knowledge/skills): Knowledge of appropriate legislation, regulations and Departmental Policies. The ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, execute discipline, decision-making and conflict resolution skills.
<u>DUTIES</u>	:	(key result areas/outputs): Responsible for the coordination and delivery of quality nursing care within the Operating Theatre and Central Sterilization Unit. Participate in formulating, monitoring and implementation of policies,

guidelines, standards, procedures and regulations within the relevant department. Manage human resources, including staff performance, people development and disciplinary processes. Manage material and financial resources. Provide effective support and management of functional business unit management principles. Effective management of information to enhance service delivery.

ENQUIRIES
APPLICATIONS

CLOSING DATE
NOTE

: Ms JA Mahlangu, tel. no. (044) 604-6104
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

: 27 February 2026, 17:00PM
: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written and oral assessment. The pool of applicants will be considered for vacancies within the Garden Route District 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.

POST 05/425

CHIEF DIETICIAN GRADE 1

Chief Directorate: Rural Health Services

SALARY
CENTRE
REQUIREMENTS

: R575 250 per annum

: George Regional Hospital

Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. Registration with a professional council: Registration with Health Professions Council of South Africa (HPCSA) as a Dietician. Experience: A minimum of 3 years' appropriate experience as a Dietician after registration with the HPCSA. Inherent requirements of the job: A valid driver's licence (Code B/EB) and willing to assist with outreach and support in Rural East Ecosystem as the need arise. Willingness to work overtime if necessary. Willingness to work flexible hours if necessary. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, Outlook). Ability to prioritize and work under pressure and to function independently. Possess strong clinical knowledge and skills, particularly in TPN and managing disease-specific nutrition support for conditions like burns, prematurity in NICU, HIV/AIDS, TB, malnutrition, and maternal-child health. Work as part of the multi-disciplinary team in managing patients in a regional hospital environment. -Be proficient in therapeutic dietary interventions and nutrition counseling while effectively communicating with patients, families, and healthcare teams. Organizational competence is essential, as the role involves managing clinical, outreach, and administrative tasks, as well as training and mentoring junior and non- dietetic colleagues as the need may be. Adaptability, prioritization, and problem-solving skills are key to navigating resource-limited environments. Leadership abilities, especially in managing the clinical need in a regional hospital combined with a commitment to continuous professional development, round out the essential competencies for this role. Good verbal and written communication skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

DUTIES

: (key result areas/outputs): Provide therapeutic nutrition treatment plans and counseling for various medical conditions presenting and admitted to a regional hospital as part of the specific package of care. Promote breastfeeding, ensure compliance with MBFI/IYCF protocols. The role will involve coordinating all aspects of dietetic services within the regional hospital, collaborating with specialists and colleagues in the Rural East Ecosystem, and leading nutrition education and health promotion campaigns where applicable. You will ensure compliance with OHSC standards and support quality assurance where applicable. Additionally, you will support food service management, document patient care, complete administrative tasks, and actively participate in professional development. Assist the hospital management team in maintaining smooth operations including stock control and management, data collection, and patient redress.

ENQUIRIES
APPLICATIONS

: Dr T Koen, tel.no. (044) 802-4528
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE
NOTE

: 27 February 2026, 17:00PM
: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical. 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>POST 05/426</u>	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 FBS, CBS & HAST (COMPREHENSIVE HEALTH)</u> Garden Route District
<u>SALARY</u>	Grade 1: R549 192 per annum
<u>CENTRE</u>	PHC Support & Outreach, Mossel Bay 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. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to drive government vehicles and mobile clinic (for outreach purposes) and travel. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written). Computer literacy (MS Word, Excel and PowerPoint). Effective leadership, supervisory, planning, coordination, organising, facilitation, mentoring, problem solving, decision-making, as well as conflict resolution skills. Ability to interact, network and liaise with diverse stakeholders and health care users and providers and to function independently as well as part of a multi-disciplinary team in a pressured environment. Extensive knowledge of nursing care practice and procedures, nursing statutes and ethical standards, and other relevant legal frameworks such as: Nursing Act, SANC Education and Training Regulations and Qualifications Framework, Skills Development Act, Department of Health Training and Development Policies and Procedures.
<u>DUTIES</u>	(key result areas/outputs): Provide comprehensive support (CBS, FBS, HAST) for the Mossel Bay Sub-district Primary Health Care management teams to enable implementation and realization of Western Cape and Garden Route District Health plans. Support the implementation and integration of Community Orientated Primary Care (COPC). Link, monitor, evaluate and coordinate COPC partners including but not limited to, funded Non-Profit Organisations (NPOs) and Private Provider Partners Support Mossel Bay Sub-District to achieve programmatic deliverables including Maternal and Child-Women-Health, First 1000 days strategies, HIV/AIDS/STI/TB, Mental Health, Chronic Disease Management, and realisation of ideal clinic status. Monitor and evaluate programme goals and targets including the collection, validation, interpretation and analysis of statistical data.
<u>ENQUIRIES</u>	Ms A Lamprecht, tel. no. (044) 604-6106
<u>APPLICATIONS</u>	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	27 February 2026, 17:00PM
<u>NOTE</u>	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment. The pool of applications will be considered for vacancies within Garden Route 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>POST 05/427</u>	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY) (THERAPEUTIC LEARNING CENTRE)</u>
<u>SALARY</u>	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	Red Cross War Memorial Children's Hospital, Rondebosch
<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. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable

	experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one-year post-basic/ advanced qualification in the relevant specialty as mentioned above. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty, and weekend cover for nursing. Deputising for the Operational Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision-making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and management (ability to work collaboratively within FBUs).
<u>DUTIES</u>	(key result areas/outputs): Provide comprehensive specialized nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.
<u>ENQUIRIES</u>	Ms M Franken, tel. no. (021) 658-5187
<u>APPLICATIONS</u>	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	27 February 2026, 17:00PM
<u>NOTE</u>	No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Advanced Psychiatric Nursing Science.
<u>POST 05/428</u>	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ONCOLOGY) (ONCOLOGY WARD (2 POSTS) AND PAEDIATRIC ONCOLOGY (1 POST)</u>
<u>SALARY</u>	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE REQUIREMENTS</u>	Tygerberg Hospital, Parow Valley 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 a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Oncology. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1 : A Minimum of 4 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. Grade 2 : A minimum of 14 years appropriate/ recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the one-year post-basic qualification year in Medical & Surgical Nursing Science: Oncology. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays. Willingness to rotate between Oncology departments. Competencies (knowledge/skills): Basic computer literacy. Good written and verbal communication skills. Knowledge of relevant legislation and policy related to the nursing specialty. Strong leadership and interpersonal skills. Good organisational skills and the ability to function under pressure.
<u>DUTIES</u>	(key result areas/outputs): Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures

<u>ENQUIRIES</u>	within the specific clinical speciality unit. Utilize human, material and physical resources and development of self and others. Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service.
<u>APPLICATIONS</u>	: Mrs V Dubase, tel. no. (021) 938-4000 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	: 27 February 2026, 17:00PM
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical & Surgical Nursing Science: Oncology.
<u>POST 05/429</u>	: <u>ASSISTANT DIRECTOR FINANCE (DEBT MANAGEMENT)</u> Directorate: Management Accounting
<u>SALARY</u>	: R468 459 per annum
<u>CENTRE</u>	: Head Office, Cape Town
<u>REQUIREMENTS</u>	: Minimum educational qualification: An appropriate 3-year Diploma or Degree in Finance or related qualification. Experience: Appropriate experience in a hospital fees/finance environment. Appropriate experience with the compilation of AFS and application of General Recognised Accounting Practices. Appropriate working experience in debt write offs. Appropriate working experience on the HIS Accounts Receivable System. Appropriate working experience on the application of Microsoft Word and Excel. Appropriate working experience in the compilation of formal submissions. Appropriate supervisory experience in a financial environment. Inherent requirement of the job: Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and experience of the Hospital Fees policies and procedures. Knowledge and experience of UPFS tariff structures. Knowledge and experience of the HIS, Accounts Receivable System. Knowledge and experience in debt write off procedures and write off delegations. Knowledge and experience in claims administration-submission to third party funders. Knowledge and experience of the Western Cape Health Facility Board and Committees Act. Excellent verbal and written communication, people and interpersonal relationship skills. Analytical thinking abilities with mathematical and accounting literacy. Good organisational, planning and time management skills. Computer literacy in Microsoft Office applications (Word and Excel). Preparedness to work overtime, travel and overnight away when required.
<u>DUTIES</u>	: (key result areas/outputs): Debt management and implement debt recovery strategies. Manage, monitor performance and meeting with external services providers and other funders. Annual revision of UPFS/Sundry tariffs and updating of the procedure manuals and UPFS user guide. Manage the process of submitting claims to the RAF and COID, Oversee the payment of accounts and the allocation income received. Administration of Health Facility Boards financial matters, including the Annual Financial Statements and training. Supervision and development of staff.
<u>ENQUIRIES</u>	: Mr. AE van Driel, tel. no. (021) 483 3297
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	: 27 February 2026, 17:00 PM
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates would be expected to complete a competency test as part of the evaluation process.
<u>POST 05/430</u>	: <u>CASE MANAGER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R397 116 per annum
<u>CENTRE</u>	: Brackengate Transitional Care Facility
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate three-year health related National Diploma/Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in a Case Management/Medical Aid environment. Appropriate experience in ICD-10 Code assignment and the

	ability to link patient diagnosis with procedural codes. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to work with Excel spread sheets, Microsoft Word and web-based programs (medical aids). Good knowledge of the Uniform Patient Fees Schedule (UPFS), Managed Health Care or Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP).
<u>DUTIES</u>	(key result areas/outputs): Responsible for the management and implementation of Case Management policies, protocol and procedures in the hospital. Perform operational Case Management functions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments. Provide support to the hospital Fees Department in terms of follow-up of outstanding medical scheme and state department balances and account queries. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Provide quotations to H1, H2, H3 and Foreign patients.
<u>ENQUIRIES</u>	Mr A Kannemeyer, tel. no. (021) 370-2318
<u>APPLICATIONS</u>	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	27 February 2026, 17:00 PM
<u>NOTE</u>	No payment of any kind is required when applying for this post. This post will not be linked to any of the Occupational Specific Dispensations. Short listed candidates will be subjected to a written and oral assessment. 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>POST 05/431</u>	<p><u>SENIOR ADMINISTRATIVE OFFICER: SCM (ASSET & INVENTORY MANAGEMENT CONTROLLER)</u></p> <p>Directorate: SCM: Governance</p>
<u>SALARY</u>	R397 116 per annum
<u>CENTRE</u>	Head Office, Bellville
<u>REQUIREMENTS</u>	Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in supply chain management environment. Appropriate experience in asset and inventory management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel (overnight). Competencies (knowledge/skills): High level of computer literacy, including advanced application on Logis, MS Word, MS Excel, PowerPoint and Outlook. Extensive knowledge of Asset & Inventory Management. Knowledge of and exposure to the PFMA, Treasury Regulations and relevant Instructions. Good interpersonal and communication (verbal and written) skills, including numeracy and accuracy skills. Ability to train people in asset and inventory management.
<u>DUTIES</u>	(key result areas/outputs): Ensure asset and inventory management policies and procedures compliance at District/Institutional level. Provide on and off site support to end users. Identify and provide training needs to districts/institutions. Assist with financial procedures and reporting for Monthly, Annual and Interim Financial Statements. Handle Audit queries regarding assets & inventory management. Manage the implementation of SCM systems and ad-hoc asset & inventory management projects at districts/institutions. Maintenance of the departmental asset & inventory register. Report on Bas/Logis reconciliation on monthly basis. Ensure departmental asset & inventory counts.
<u>ENQUIRIES</u>	Mr L Quluba, tel. no. (021) 483-3460
<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>	27 February 2026, 17:00 PM
<u>POST 05/432</u>	<p><u>SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES (MENTAL HEALTH REVIEW BOARD)</u></p> <p>Directorate: Assurance</p>
<u>SALARY</u>	R397 116 per annum
<u>CENTRE</u>	Head Office, Cape Town (Specialised Hospital)
<u>REQUIREMENTS</u>	Minimum educational qualifications: Appropriate three-year National Diploma/Degree in administration/ procurement/ business/ health field (or

<p>equivalent). Experience: Appropriate experience in general office administration or business management environment. Appropriate experience in health administration. Inherent requirements of the job: A valid unendorsed (Code B/EB) driver's licence. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Excellent interpersonal, communication and organisation skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Ability to function independently and with confidence. Client and task orientated. Good team building skills within and outside the Mental Health Review Board. A sound knowledge of the functions and duties of Provincial Government Western Cape. A sound knowledge of the Mental Health Care Act 17 of 2002 and its Regulations. A sound knowledge of related prescripts and guiding documents, for example, PFMA, PAIA, POPIA, Public Service Act and Regulations, National Archives Act, Batho Pele Principles, Patients' Rights Charter. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, PowerPoint and Office365. Creating and maintaining databases.</p>	
<u>DUTIES</u>	: (key result areas/outputs): Provide technical and logistical support to MHRB by effective co-ordination of functions and services. Provide technical and logistical support to MHRB by effective co-ordination of functions and services. Effective communication, liaison and training to mental health care professionals, mental health care document coordinators and other organizations. Implementation, development and maintenance of effective information management systems for accurate data-capturing and reports. Management of allocated resources.
<u>ENQUIRIES</u>	: Mr L Nabe, tel. no. (021) 483-9259 / 081 0411 063
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	: 27 February 2026, 17:00PM
<u>NOTE</u>	: No payment of any kind is required when applying for this post
<u>POST 05/433</u>	: SENIOR ADMINISTRATIVE OFFICER: FINANCE (FINANCIAL ADMINISTRATION) Chief Directorate: Metro Health Services
<u>SALARY</u>	: R397 116 per annum
<u>CENTRE</u>	: Alexandra Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Financial and Expenditure management. Appropriate experience in Patient Administration and Medical Records Management. Appropriate experience in Revenue Management. Appropriate working experience on BAS, LOGIS, CLINICOM, AR. Appropriate supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate knowledge of the BAS, LOGIS, CLINICOM, AR system. Appropriate knowledge, skills and experience in financial management, processes, procedures, prescripts and legislative framework (PFMA, AO System, NTR's and HRM). Computer Literacy in MS Office. Good managerial, reporting and report writing skills. Sound knowledge of BAS, LOGIS, CLINICOM, AR. Knowledge of SCOA codes. Ability to work independently in a high-pressured environment, managing multiple projects while complying to due dates.
<u>DUTIES</u>	: (key result areas/outputs): Render an effective and efficient Sundry Creditors Service. Compliance monitoring including adherence to policies and feedback to departmental internal control unit on findings. Management of Asset and Liability accounts and processing of journals and Debt Management. Management of Patient Administration, Revenue, Petty Cash and Medical Records. Compilation of reporting including Annual Financial Statements, IYM, RAP, UPFS, Hospital Fees Memorandum Chapter 18, Leases and 30-Day payment reporting. Supervise sub-ordinates and management of all Human Resource related functions within the component including training and guidance to staff on Finance functions.
<u>ENQUIRIES</u>	: Ms EE Cupido, tel. no. (021) 503- 5005
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	: 27 February 2026, 17:00PM
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

<u>POST 05/434</u>	<u>ADMINISTRATIVE OFFICER: FINANCE (REVENUE)</u>
<u>SALARY</u>	R325 101 per annum
<u>CENTRE</u>	Red Cross War Memorial Children's Hospital, Rondebosch
<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 Debt and Revenue Management/Hospital accounting environment. Appropriate experience in AR and Clinicom. Inherent requirements of the job: Willingness to rotate within Finance Section and relieve colleagues. Willingness to work overtime when required. Competencies (knowledge/skills): Good communication skills (written and verbal). Ability to plan, organize and prioritize responsibilities. Ability to work under pressure, independently and meet timeframes. Good management skills with analytical abilities. Good interpersonal and labour relations abilities. Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, BAS, HIS, Clinicom, Accounts Receivable (AR) System, JAC and Finance instructions. Computer literacy (Microsoft Office). Strong sense of confidentiality and trustworthiness. Knowledge of Budgeting, PFMA, Treasury and Finance Instructions.
<u>DUTIES</u>	(key result areas/outputs): Manage the operational duties of the Hospital Fees Department (General, Medical Aid and Case Management). Manage the financial transactions (HIS, BAS, Cash Management, Credit Balance and JAC). Debt Manage Patient Fees (Irrecoverable Debt Relief Delegations). Revenue Manage Patient Fees (EDI, Follow-up medical aid and non-medical aid invoices, RAF, Foreign Patients, Research Patients and State Departments) in line with Hospital Fees Manual Chapter 18 and related Finance Instructions. Human Resource management. Client Liaison and Information Management: Interpretation, communication and implementation of Finance Instructions. File Management and destruction of State records. Attending meetings/forums.
<u>ENQUIRIES</u>	Mr AJR Mitchell, tel. no. (021) 658-5068
<u>APPLICATIONS</u>	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	27 February 2026, 17:00 PM
<u>NOTE</u>	No payment of any kind is required when applying for this post.
<u>POST 05/435</u>	<u>ADMINISTRATIVE OFFICER: FINANCE ADMIN (EXPENDITURE)</u>
	Chief Directorate: Metro Health Services
<u>SALARY</u>	R325 101 per annum
<u>CENTRE</u>	Western Cape Rehabilitation Centre
<u>REQUIREMENTS</u>	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as 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 Revenue (Patient Administration and medical records). Appropriate experience in a hospital administration environment. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Computer literacy in Microsoft Office (MS Word, Excel, Outlook, Access). Workable knowledge of AR System, Clinicom, BAS as well as knowledge of UPFS, Chapter 18, PFMA, handling of state money, patient records management and all circulars, instructions and policies related to the above. Good supervisory, interpersonal, leadership and communication skills and a strong sense of responsibility and willingness to travel and work after hours when required. Good organizational and administrative skills and the ability to function in a team and under pressure.
<u>DUTIES</u>	(key result areas/outputs): Manage Patient Administration Services and Medical Records with the aim of enhancing data quality and patient information and records according to Finance instruction, circulars, and policies. Manage the fees department and ensure implementation and compliance with relevant Finance Instructions, Revenue notices, SOP's and PFMA as well as conducting and attending meetings and forums. Effective management of Revenue debt and budget control. Ensure completion and submission of monthly reports and provide feedback to management. Ensure effective Human Resources Management, which includes the management of disciplinary procedures as well as supervision and evaluation of staff under your control. Support with security contract and telecommunication service request and repairs. Provide support to management and staff as service delivery needs arise.
<u>ENQUIRIES</u>	Mr BJ Mlambo, tel. no. (021) 531-5300

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
<u>CLOSING DATE</u>	:	27 February 2026, 17:00 PM
<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 the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>POST 05/436</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u> Cape Winelands Health District
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Brewelskloof Hospital, Breede Valley Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Matric / Senior Certificate (Grade 12). Experience: Appropriate supervisory experience. Appropriate experience in healthcare support services. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime if needed. Competencies (knowledge/skills): In depth knowledge of contract management Computer literacy in MS Package. Knowledge of departmental policies related to GG transport, waste management and mortuary management. The ability to interpret and analyse management reports as well as excellent report writing skills.
<u>DUTIES</u>	:	(key result areas/outputs): Supervise and maintain acceptable standards of quality of services delivered by the Support Services components (GG Transport, Porters, Residence, Mortuary). Efficient and cost-effective monitoring, evaluation and reporting of monthly expenditures against allocated budget. Effective and efficient contract management of security, gardening, cleaning and waste management. Supervise support staff, manage leave and performance, and ensure compliance with HR policies and disciplinary procedures. Effective and efficient support within Support Services Ensure relevant policy implementation and compliance.
<u>ENQUIRIES</u>	:	Dr D Theron, tel. no. (023) 348-1305
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
<u>CLOSING DATE</u>	:	27 February 2026, 17:00 PM
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test. “The pool of applications will be considered for vacancies within Breede Valley Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.”
<u>POST 05/437</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (2 POSTS)</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Emergency Medical Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate with experience/competencies that focus on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain. Inherent requirements of the job: A valid (code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Knowledge of LOGIS and/or SYSPRO, ESL and EPS system. Knowledge of and exposure to the Public Finance Management Act (PFMA) National Treasury Regulations and SCM instructions. Computer literacy (MS Office): Word, Excel, Outlook.
<u>DUTIES</u>	:	(key result areas/outputs): Ensure adequate demand planning. Responsible for relevant monthly and quarterly reporting. Maintaining procurement plan and issuance registers. Acquisition management of goods and service through EPS, transversal contracts, and other means as prescribed in the AOS and SCM delegations. Responsible for system approvals as per delegations. Manage the effective implementation of processes to prevent late payments. Effective and efficient record keeping pertaining to SCM activities and processes. Regular and credible feedback to management. Responsible for the management of staff in the relevant SCM component/s. Assist in other components within Supply Chain Management as and when required.
<u>ENQUIRIES</u>	:	Ms S Overmeyer, tel. no. (021) 830-1160

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
<u>CLOSING DATE</u>	:	27 February 2026, 17:00 PM
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo a practical assessment.
<u>POST 05/438</u>	:	<u>INDUSTRIAL TECHNICIAN PRODUCTION (ANESTHETICS AND RESPIRATORY UNIT)</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: B-Tech or National Diploma or equivalent (T- or N- or S- Stream) in Mechanical/ Mechatronic Engineering. Experience: Appropriate practical experience with the repair and maintenance of anaesthetic and respiratory life support equipment (preferred) or proven experience in medical equipment maintenance. Inherent requirements of the job: Valid driver's licence (Code B) and own reliable transport in order to handle call-out duty. Willing to work overtime. Willing to work within any Clinical Engineering discipline should it be necessary. Do standby duties and handle after hour calls. Competencies (knowledge/skills): Knowledge of medical equipment maintenance is essential. Ability to read circuit diagrams, fault-find and repair electronic medical equipment. Practical experience with the repair and maintenance of anaesthetic and respiratory life support medical equipment or have an interest in the maintenance of mentioned equipment. Good written and verbal communication skills. Ability to manage, plan and organize maintenance schedules. Good inter-personal relations. Possess accurate technical ability and insight in order to solve problems. Computer literacy. Understand the functions of Clinical engineering. Active interest in life support equipment in a hospital environment.
<u>DUTIES</u>	:	(key result areas/outputs): Carry out maintenance, repairs, calibrations, routine inspections and evaluation of anaesthetic and respiratory life support equipment and all equipment maintained by the Clinical Engineering Department and allocated to the workshop. General administrative duties as required by Clinical Engineering i.e. Write reports, specifications and record keeping of equipment and departmental activities. Liaise with hospital staff and private sector employees. Train various staff and hospital personnel. Ensure compliance with the Occupational Health and Safety Act. Adhere to all legal requirements, protocols and procedures.
<u>ENQUIRIES</u>	:	Ms M Rossouw, tel. no. (021) 938-4634
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
<u>CLOSING DATE</u>	:	27 February 2026, 17:00PM
<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.
<u>POST 05/439</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: PHC)</u>
		Cape Winelands District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Klapmuts CC, Stellenbosch Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. 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: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Ability to effectively communicate (verbal and written). Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do and track referrals on the different electronic systems. Ability to promote quality

<u>DUTIES</u>	patient care through the implementation of protocols, guidelines, and standards. (key result areas/outputs): Provision of Primary Health Care in accordance with the guidelines and protocols of the Western Cape. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff and improving quality of health services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	Ms MM Muller, tel. no (021) 808-6109
<u>APPLICATIONS</u>	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	27 February 2026, 17:00 PM
<u>NOTE</u>	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Stellenbosch 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>POST 05/440</u>	<u>EMERGENCY CALL CENTRE AGENT (12 POSTS)</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	R228 321 per annum
<u>CENTRE</u>	EMS, Cape Town Communication Centre (CTCC)
<u>REQUIREMENTS</u>	Minimum educational qualification: Matric (Grade 12). Experience: Appropriate Call Center experience. Inherent requirement of the job: Ability to work shifts and overtime, as needed. Competencies (knowledge/skills): Good communication skills. Ability to work well under pressure. Good typing skills. Good listening skills. Computer Literacy with MS Word.
<u>DUTIES</u>	(key result areas/outputs): Receiving and capturing incoming emergency calls on the CAD data system. Manage caller anxiety and stress. Interrogate the caller and assess the nature and priority of the case. Maintain order and hygiene in the control room.
<u>ENQUIRIES</u>	Ms. P Masitho tel. no. (021) 932-1966
<u>APPLICATIONS</u>	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>CLOSING DATE</u>	27 February 2026, 17:00 PM
<u>NOTE</u>	No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo a practical assessment.
<u>POST 05/441</u>	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	R228 321 per annum
<u>CENTRE</u>	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Knowledge and appropriate experience in Supply Chain Management and Asset Management. Competencies (knowledge/skills): Computer literacy essential (Ms Word, Excel and Outlook) organisational, planning and interpersonal skills. Sound knowledge of an Asset Management environment and financial systems of the Government. Knowledge on matters related to Financial Administration (including legislation and policy documents, i.e PFMA, National Treasury Regulations, and Provincial Instructions). Appropriate knowledge of relevant financial prescripts, departmental policies, delegations and procedures. Good communications and writing skills. Appropriate knowledge and practical experience in ESL and Electronic Procurement Solutions (EPS).
<u>DUTIES</u>	(key result areas/outputs): Prepare and capture documentation for Asset Management team. Effective control over all assets. Responsible for asset counts of various facilities within the drainage area. Assist in the preparations

<u>ENQUIRIES</u>	of the interim and Annual Financial Statements reconciliations with regards to assets and reporting files and follow up deliveries with regards to assets. Ensure that all transactions comply with legislative requirements and SCM prescripts.
<u>APPLICATIONS</u>	Ms Engelbrecht, tel. no. (021) 360-4273
<u>CLOSING DATE</u>	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	27 February 2026, 17:00PM
	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>POST 05/442</u>	<u>ADMINISTRATION CLERK: HRM (HUMAN RESOURCE ADMINISTRATION) (2 POSTS)</u>
<u>SALARY</u>	R228 321 per annum
<u>CENTRE</u>	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resources (i.e., Salary Administration, Service Conditions, Personnel Management, Exit Management and Recruitment and Selection). Appropriate PERSAL experience. Competencies (knowledge/skills): Knowledge of Human Resource legislation and policies. Ability to function effectively within a team environment with or without supervision. Ability to function effectively in a stressful environment with a heavy workload. Computer skills (i.e., MS Outlook, MS Excel, MS Word, MS PowerPoint and PERSAL). Aptitude for working with figures.
<u>DUTIES</u>	(key result areas/outputs): Perform all Human Resource related functions within the PM unit in conjunction with the AO: PM. Processing of appointments, service terminations, PILIR, RWOEE, WCA and general service conditions, auditing of leave and personnel files, debt management, management of pay sheets and commuted overtime. Salary administration (i.e. salary determination, overtime, periodical and sessional payments) Assist with all telephonic and written queries related to People Management. Assist with Recruitment and Selection. Grading, OSD and non-OSD.
<u>ENQUIRIES</u>	Ms. S Share, tel. no. (021) 658-5476
<u>APPLICATIONS</u>	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>CLOSING DATE</u>	27 February 2026, 17:00PM
<u>NOTE</u>	No payment of any kind if required when applying for this post.
<u>POST 05/443</u>	<u>ADMINISTRATION CLERK: FINANCE (REVENUE)</u>
<u>SALARY</u>	R228 321 per annum
<u>CENTRE</u>	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	Minimum educational qualification: 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 Fees-related environment. Inherent requirements of the job: Willingness to rotate within Finance Section and relieve colleagues. Willingness to work overtime when required. Competencies (knowledge/skills): Computer literacy (Microsoft Office). Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, BAS, HIS, CLINICOM, Accounts Receivable (AR) System, JAC and Finance instructions. Good communication skills (written and verbal). Strong sense of confidentiality and trustworthiness.
<u>DUTIES</u>	(key result areas/outputs): Follow up on medical aid and non-medical aid outstanding invoices in line with Hospital Fees Manual Chapter 18 and related Finance Instructions. General fees, administration and account-related duties/enquiries, including filing. Manage foreign patients. Check, debit/credit invoices as per UPFS and billing requirements. Cashier duties. Control the JAC Information and JAC Error Report. Complete all BAS transactions, including deposits, day ends, journals and special journals. Complete the balancing and reconciliation process between BAS and the AR System. Finalise all EDI processes. Allocation of medical aid and debtor payments. Relief for colleagues and undertake various other clerical duties as and when required.
<u>ENQUIRIES</u>	Mr A Mitchell, tel. no. (021) 658-5086

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
<u>CLOSING DATE</u>	:	27 February 2026, 17:00 PM
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 05/444</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject. Experience: Appropriate experience in Finance Department. Appropriate working experience in LOGIS and BAS. Inherent requirements of the job: Willingness to rotate with the Finance Section and relieve colleagues. Willingness to work overtime when required. Strong sense of confidentiality and trustworthiness. Competencies (knowledge/skills): Knowledge of procedures, prescripts and legislative framework, PFMA, NTTR and PTI, and the Accounting Officer’s System of the Department of Health, including delegations. In-depth knowledge of SCOA codes and reports on LOGIS and BAS. Ability to analyse and provide solutions to problems. Good interpersonal and organisational skills.
<u>DUTIES</u>	:	(key result areas/outputs): Provide a financial administrative service& overall management of activities within the office. Render an effective and efficient Sundry Creditors and Logis payment function. Ensure that invoices are paid within 30 days. Effective reconciliation of monthly supplier statements. Rendering an effective and efficient verifying and pre-authorisation function. Maintain and clear Assets and Liabilities accounts. Manage and maintain debtor accounts. Effective handling of computer systems such as Logis and/or Bas. Capturing and Approving of Log 1’s. Filing and safekeeping of documents. Working knowledge of ledger accounts and debt.
<u>ENQUIRIES</u>	:	Ms A Delcarme, tel. no. (021) 799-1289 /email: Andrea.Delcarme@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
<u>CLOSING DATE</u>	:	27 February 2026, 17:00 PM
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical. The pool of applicants will be considered for similar vacant posts within 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>POST 05/445</u>	:	<u>ECM SCANNER OPERATOR</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the scan centre environment/medical records. Appropriate scanner operator experience. Inherent requirements of the job: Ability to work under pressure. Prepared to work overtime when required. Ability to function in a multi-disciplinary team. Competencies (knowledge/skills): Knowledge of data capturing, preparation, scanning, indexing, filing and quality assurance of files. Good (written and verbal) communication skills. Computer literacy essential (MS Word, PowerPoint, Excel and Outlook). Knowledge of Electronic Records Management (ECM). Knowledge of the Western Cape Archive Act.
<u>DUTIES</u>	:	(key result areas/outputs): Ensure that folders returned are processed into batches and tracked on ECM tracking tool. Deal with emergency requests for finalising of Quality Assurance Process. Ensure that electronic folder is created on ECM for each patient. Ensure that content is electronically available under the correct folder adhering to the defined file plan on ECM. Perform quality checks of the scanned documentation to ensure that the standards are adhered to. Collecting of daily patient folders in various departments and returned to Medical Records.
<u>ENQUIRIES</u>	:	Ms S. Fiekies, tel. no. (021) 360-4291
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
<u>CLOSING DATE</u>	:	27 February 2026, 17:00PM

<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>POST 05/446</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE REQUIREMENTS</u>	:	Albertinia Clinic, Hessequa Sub-district Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration 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: Willingness to work extended hours, after hours, outreaches on projects. Willingness to rotate to other clinics in the Sub-district when needed. Driver's license (Code EB/C). Competencies (knowledge/skills): Good communication skills. Self-discipline and motivation.
<u>DUTIES</u>	:	(key result areas/outputs): 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 APPLICATIONS</u>	:	Ms E. Braaf, tel. no. (028) 713-8644 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE NOTE</u>	:	27 February 2026, 17:00PM No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). -The pool of applications will be considered for vacancies within Garden Route 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>POST 05/447</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (TRAUMA)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE REQUIREMENTS</u>	:	Mossel Bay Hospital Minimum educational qualification: Appropriate qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration 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>	:	(key result areas/outputs): 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.

<u>ENQUIRIES</u>	Maintain professional growth, ethical standards and self-development. Record keeping.
<u>APPLICATIONS</u>	Ms JA Mahlangu, tel. no. (044) 604-6104
<u>CLOSING DATE</u>	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	27 February 2026, 17:00PM
	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for vacancies within the Garden Route District 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>POST 05/448</u>	
	<u>NURSING ASSISTANT GRADE 1 TO 3 (6 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 REQUIREMENTS</u>	Lentegeur Hospital Minimum educational qualification: Appropriate qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None Grade 2: A minimum of 10 years' appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years' appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. 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. Competencies (knowledge/skills): Effective communication skills and interpersonal skills. Knowledge of nursing processes & procedures as outlined in Nursing, Health related & Public service legislation, regulations & policies. Function within the team and facilitate on the level of the post.
<u>DUTIES</u>	(key result areas/outputs): Assist patients with activities of daily living which includes patient hygiene, provide nutrition, assist with mobility, and elimination processes. Provide elementary clinical nursing care. Maintain documentation and communication. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.
<u>ENQUIRIES</u>	Sr J King, tel. no. (021) 370-1230
<u>APPLICATIONS</u>	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	27 February 2026, 17:00 PM
<u>NOTE</u>	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".-The pool of applicants will be considered for 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>POST 05/449</u>	
	<u>NURSING ASSISTANT GRADE 1 TO 3 (FEMALE AND CHILDREN WARD)</u>
	Cape Winelands Health District
<u>SALARY</u>	Grade 1: R174 261 per annum

<u>CENTRE REQUIREMENTS</u>	Grade 2: R203 271 per annum Grade 3: R239 559 per annum Stellenbosch Hospital Minimum educational qualification: Qualification that allows for registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the SANC as Nursing Assistant. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable nursing experience 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 requirements of the job: Willingness to work shifts, night duty, public holidays, after-hours, and weekend cover for nursing. Must be prepared to assist in all departments according to operational needs. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Good communication, planning and interpersonal skills. Ability to work in a multidisciplinary team-context. Enhance patient care through the implementation of SOP's, policies and guidelines. Ability to work under pressure.
<u>DUTIES</u>	(key result areas/outputs): Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES APPLICATIONS</u>	Ms. RZ De Silva, tel. no. (021) 808-6153 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE NOTE</u>	27 February 2026, 17:00 PM No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). "The pool of applications will be considered for vacancies within Stellenbosch 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>POST 05/450</u>	<u>NURSING ASSISTANT GRADE 1 TO 3 (TRAUMA & OPD)</u> Garden Route District
<u>SALARY</u>	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE REQUIREMENTS</u>	Knysna Hospital Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as 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 clinic in the Sub-district when needed. Competencies (knowledge/skills): Good communication skills. Self-discipline and motivation.
<u>DUTIES</u>	(key result areas/outputs): 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 APPLICATIONS</u>	Ms CG Wagener, tel. no. (044) 302-8400 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE NOTE</u>	27 February 2026, 17:00 PM No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition

that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for vacancies within the Garden Route District 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>POST 05/451</u>	:	<u>STERILIZATION OPERATOR: PRODUCTION (CSSD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in the Central Processing Department (CPD) Sterilization and Decontamination services in a hospital environment. Inherent requirements of the job: Willingness to work shifts, day duty, weekends, and public holidays to meet the operational requirements. Willingness to work in any department within Central Processing Department (CSSD & Gas). Competencies (knowledge/skills): Effective communication skills. Ability to work in a co-operative way within a team context and willingness to be rotated within the CPD department. Good interpersonal relations skills. Basic understanding of disinfection, decontamination and sterilization.
<u>DUTIES</u>	:	(key result areas/outputs): Monitor, control and maintain adequate stock levels, report, and assist with investigation of lost instruments/equipment. Effective application of sterilization processes and techniques and promote/adhere to infection control as well as health and safety regulations. Decontaminate, pack and sterilize instruments linen and supplies. Assist with cleaning and testing of sterilization equipment, washing machine and autoclaves, lift-up and pushing heavy equipment. Maintain equipment in an optimum working condition and utilization of resources. Use autoclaves, washing machines and equipment/consumables in a cost-effective manner. Maintaining professional growth, Ethical standards, and Self – Development. Record Keeping.
<u>ENQUIRIES</u>	:	Ms S Basardien, tel. no. (021) 402-6485
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	27 February 2026, 17:00 PM
	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>POST 05/452</u>	:	<u>PRINCIPAL PORTER</u>
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 (equivalent). Experience: Appropriate experience in porter services in a hospital/health environment. Inherent requirement of the job: Must be prepared to work shifts, night shift, weekends, on public holidays and be able to report for duty at 06:30 (weekends and public holidays). Competencies (knowledge/skills): Good interpersonal and communication skills and have strong leadership skills as well as innovative and problem-solving abilities. Ability to work independently and in a team context. Thorough knowledge of the Dead-on Arrival protocol, the removal of corpses protocol Knowledge of the grievance and disciplinary procedures and Staff Performance Management System. Knowledge of the Infection Prevention and Control Standards Computer Literacy (MS Word and Outlook). The ability to perform tasks such as lifting patient's from/onto beds, trolleys, and wheelchairs.
<u>DUTIES</u>	:	(key result areas/outputs): Responsible for the Porter service at the Hospital. To ensure safe transit of patients. Ensure that disciplinary procedures are effectively enforced. Ensure that personnel collect, clean wheelchairs and trolleys and collect Blood hampers. Supervise, organise, and control duties of personnel effectively in order to deliver an optimal porter service. Attend

<u>ENQUIRIES</u>	various operational meetings. Provide effective support to the support supervisor and colleagues. Responsible for the internal mortuary service. Relief and assist Porters when needed.
<u>APPLICATIONS</u>	Mr F Snyders, tel. no. (021) 658-5457
<u>CLOSING DATE</u>	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	27 February 2026, 17:00 PM
	No payment of any kind is required when applying for this post.
<u>POST 05/453</u>	
<u>DRIVER (GOVERNANCE-TRANSPORT)</u>	
	Directorate: Supply Chain Management
<u>SALARY</u>	R138 486 per annum
<u>CENTRE</u>	Head Office, Bellville
<u>REQUIREMENTS</u>	minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience as a driver. Appropriate experience handling confidential documentation with a high-level discretion. Inherent requirement of the job: Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, Outlook). Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of routine maintenance inspections for defects on vehicles and safe driving skills. Must be of sober habits. Applied knowledge of the Transport Handbook 1 of 2019. Knowledge of Road Traffic Act 29 of 1986/Road Traffic Regulations of 1996/National Road Traffic Act 93 of 1999/National Road Traffic Amendment Act 21, 1999/National Road Traffic Regulations of 2000.
<u>NOTE</u>	No payment of any kind is required when applying for this post.
<u>DUTIES</u>	(key result areas/outputs): Effective transport of official passengers, documents, packages and equipment. Driving duties such as taking government motor vehicles for scheduled maintenance and repairs. Assisting with vehicle deliveries and collections as required on time. Collecting vehicle license discs and driver tags from Department of Mobility monthly. Deliver urgent documentation to and from management or other departments within required timelines. Support to transport section and other components.
<u>ENQUIRIES</u>	Ms L Adonis, tel. no. (021) 834-9029, E-mail address Lauren.Leigh.Adonis@westerncape.gov.za
<u>APPLICATIONS</u>	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	27 February 2026, 17:00 PM
<u>POST 05/454</u>	
<u>FOOD SERVICES AID</u>	
<u>SALARY</u>	R138 486 per annum
<u>CENTRE</u>	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a large-scale Industrial Food Service Unit. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. Physically strong to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Ability to function in a group and to work under pressure. Ability to prepare food according to standardised recipes. Knowledge of National Food Service Guidelines. Knowledge of basic cleaning and maintenance of equipment. Good communication skills.
<u>NOTE</u>	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
<u>DUTIES</u>	(key result areas/outputs): Prepare, dish up and serve food for normal and special diets. Assist with the receipt, storage and stock control of food supplies. Follow and maintain hygiene and safety directives including the use of apparatus and equipment, washing of crockery and cooking utensils. Assist with the informal in-service training of new employees. Attend prescribed training courses.
<u>ENQUIRIES</u>	Ms R Keyser, tel. no. (021) 938-4135
<u>APPLICATIONS</u>	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	27 February 2026, 17:00 PM
<u>POST 05/455</u>	
<u>PORTER</u>	
<u>SALARY</u>	R138 486 per annum
<u>CENTRE</u>	Tygerberg Hospital, Parow Valley

<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a healthcare environment. Inherent requirements of the job: Willingness to work shifts and ability to report for duty at 6:30 (weekends included). Willingness to handle bodies (corpses). Ability to handle heavy objects. Willingness to work irregular hours as required. Competencies (knowledge/skills): Good communicate skills. Ability to adhere to safety standards, infection control, and prevention of cross contamination. Ability to plan and organise work functions for Porter schedules.
<u>DUTIES</u>	:	(key result areas/outputs): Transport patients and corpses. Transport blood specimens from various wards to various laboratories and vice versa. Assist with loading of patients in and out of ambulances, vehicles, to & from, beds, trolleys, or wheelchairs and vice versa. Responsible for collecting and cleaning of wheelchairs, trolleys and blood hampers.
<u>ENQUIRIES</u>	:	Ms CB Johnson, tel. no. (021) 938-5327
<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.
<u>CLOSING DATE</u>	:	27 February 2026, 17:00 PM
<u>POST 05/456</u>	:	<u>HOUSEHOLD AID (8 POSTS)</u>
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a healthcare environment. Inherent requirements of the job: Ability to perform physical tasks, including lifting and moving equipment. Willingness to work shifts, weekends, and public holidays. Competencies (knowledge/skills): Good verbal communication skills. Ability to adhere to safety standards, infection prevention and control practices, and prevention of cross-contamination. Ability to plan and organise cleaning tasks according to work schedules. Knowledge of hospital hygiene standards and ability to participate in hygiene audits. Understanding of and compliance with cleaning management, hospital waste management, and linen management protocols.
<u>NOTE</u>	:	No payment of any kind is required when applying for this posts. Shortlisted candidates will be subjected to a practical assessment.
<u>DUTIES</u>	:	(key result areas/outputs): Perform cleaning duties in clinical and non-clinical areas, including mopping, sweeping, dusting, scrubbing, polishing, and maintaining general neatness. Conduct deep cleaning as required. Execute terminal cleaning in isolation and high-risk areas in accordance with infection control protocols. Support the Housekeeping Supervisor by ensuring instructions are carried out timeously and accurately. Ensure cleaning equipment is used correctly, cleaned after use, and stored securely. Maintain proper stock control and responsible use of cleaning materials and supplies.
<u>ENQUIRIES</u>	:	Ms CB Johnson, tel. no. (021) 938-5327
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	27 February 2026, 17:00 PM
<u>POST 05/457</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (16 SESSIONS P/WEEK)</u> (Contract Until 31 March 2027) Cape Winelands District
<u>SALARY</u>	:	Grade 1: R482 per hour Grade 2: R550 per hour Grade 3: R636 per hour
<u>CENTRE</u>	:	Langeberg PHC, Stellenbosch Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1 : None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2 : A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of

foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of general medical and surgical conditions on hospital and PHC level and Knowledge applicable to South African TB and HIV care guidelines and including paediatrics HIV and Drug-resistant TB. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the District Health Service and computer literacy (MS Excel, Word, Outlook, CAReS, VULA, HECTIS, SPV etc.) and good interpersonal, organizational and teamwork skills. Primary healthcare experience. Skills in doing outpatient procedures (Core needle biopsy, Fine needle aspiration, Endometrial Pipelles, removal of lesions under local anaesthesia) as well as basic antenatal ultrasounds. Ability and willingness to do outreach services to clinics and training in PHC throughout the Stellenbosch Sub-district, guiding health care colleagues in managing difficult PHC cases. Ability to take ownership of the OPD bookings at Stellenbosch and manage referrals on electronic platforms from the hospital, referring facilities and private providers.

DUTIES : :key result areas/outputs): Provide quality outpatient care to patients in Stellenbosch Hospital. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Stellenbosch Sub-district facilities as required.

ENQUIRIES : Dr L B Eksteen, tel. no. (021) 808-6135

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

CLOSING DATE : 27 February 2026, 17:00 PM

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test as part of the interview process. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Stellenbosch Sub District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."