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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 14 OF 2026

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **DEPARTMENT OF DEFENCE:** Kindly note that the following posts advertised in Public Service Vacancy Circular 15 dated 17 April 2026 with a closing date of 05 May 2026 have been amended, as follows, Provisioning Admin Clerk with Ref No: SAAFCOL/12/13/26/02 have been amended to two posts, Provisioning Admin Clerk (X2 Posts) with Ref No: SAAFCOL/12/13/26/02. The Posts of Registry Clerk Production (X2 Posts) with Ref No: SAAFCOL/12/13/26/01, have been withdrawn from the advertisement.

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**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT**

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

- APPLICATIONS** : Applications for the Department of Community Safety, Roads and Transport to be submitted to: Acting Head of Department: Community Safety, Roads and Transport, Hand delivered to the following address, No 45 Charlotte Maxeke Street, Perm Building, Bloemfontein, 9300 or emailed to the email address provided.
- CLOSING DATE** : 12 May 2026 At 16h00.
- NOTE** : Directions to applicants: All applications must be submitted on a NEW Z83 form, which can be downloaded from the internet at www.dpsa.gov.za/dpsa/vacancies.asp or obtained from any Public Service Department, and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview, following communication from Human Resources Management. Each application form must be fully completed, duly signed and initialled by the Applicant. The application must indicate the correct Job title, the office where the position is advertised and the Reference number as stated in the advert. Failure by the applicant to fully complete, sign, and initial the application form will result in the disqualification of the application during the selection process. Applications on the old Z83 will, unfortunately, not be considered. Should you be in possession of Foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin when shortlisted. All non-SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the Application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment.

MANAGEMENT ECHELON

- POST 14/96** : **CHIEF DIRECTOR: ROADS REF NO: FS CSRT 01/01/2026 (X1 POST)**
- SALARY** : R1 494 900 per annum (Level 14), (an all-inclusive remuneration package). The remuneration package consists of the basic salary (70% of the package) and a flexible portion of 30% that may be structured in terms of the applicable rules which includes Government's contribution to the Government Employee Pension Fund – 13% of the basic salary and flexible portion which may be structured in terms of the rules for the structuring of the flexible portion and which include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE REQUIREMENTS** : Head Office (Bloemfontein)
: Appropriate NQF 7 (as recognised by SAQA) in Built in Construction studies/Bachelor's Degree in Civil / Structural Engineering or equivalent qualification, specialising in Roads. Registered with the professional Body (such as the Engineering Council of South Africa (ECSA), South African

Council for the Project and Construction Management Professions (SACPCMP), South African Council for Quantity Surveying Professions (SACQSP), etc.). A minimum of five (5) years' experience at a senior managerial level within the transport or built infrastructure environment. Nyukela Pre-Entry SMS Certificate (no appointment shall be finalised without the relevant candidate producing the pre-entry certificate for SMS). Valid driver's license. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Key Requirements: High-level strategic, technical and leadership capabilities to manage complex road networks and infrastructure projects. Ability to set the strategic direction for the Roads Chief Directorate and align departmental goals with broader national/ provincial transport policies. Proven ability to make high-level decisions, particularly in road construction, rehabilitation and maintenance. Proven ability to lead a team, manage performance and foster capacity building. Proven track record in providing high-level reports on road construction and maintenance in the province. High-level strategic financial management, accountability and compliance with public service prescripts. Extensive experience in planning, management and execution of road construction/ maintenance of projects will be an added advantage. Knowledge in roads design, construction and maintenance activities, relevant legislation/s, i.e., Engineering Profession Act, 2000, National Roads Traffic Act, 1996, National Environmental Management Act, 1998, COTO Standard Specifications for Road and Bridge Works for South African Road Authorities and Public Service Regulation. Knowledge of SLA, advanced, strategic and visionary leadership skills. Knowledge: A pavement and roads maintenance costing system and the Expanded Public Works Program. Managing resources in a public sector environment; Developing and implementing policies, strategies and programmes. People management and empowerment. Service delivery innovation. Problem-solving and analysis. Project management methodologies. Contract management. Stakeholder relationship management. Analytical skills. Research. Computer literate. Conflict management. Financial management.

DUTIES

: Ensure compilation and implementation of a Provincial Roads infrastructure plan to promote accessibility, mobility and safety. Oversee major roads construction and maintenance projects. Manage the construction and maintenance of bridges, paved and unpaved roads through timeous preventative actions. Ensure and monitor implementation of the contractor development program and provide technical support to municipalities regarding road construction initiatives. Promote the implementation of capacity-building, empowerment, development and technical support services as per relevant norms and standards to all categories within the Chief Directorate unit. Manage road infrastructure and maintenance services at the District level. Manage road building material design and quality control. Ensure implementation of programmes relating to the upgrading of critical safety-related items within the road reserves. Ensure the development and implementation of policies that stimulate socio-economic growth as applicable to roads and transport infrastructure. Manage the provision of Road construction, material design, and quality control. Provide a general administrative support function through effective business/operational performance planning and reporting, as well as ensuring sound corporate governance mechanisms within the Chief Directorate. Ensure the running of the provincial abnormal permit office. Oversee and make sure that future planning for the development of future road network developments are made, ensure the upkeep and update of approvals for way leaves on the provincial road networks. Ensure the development of safe road infrastructure in rural and urban areas. Oversee the planning and execution of geometric and structural designs of roads and bridges. Manage civil engineers and facilitate processes for the integrated planning and development of road-related infrastructure. Provision of road planning administrative support service. Manage traffic engineering and road safety aspects in the development and maintenance of road infrastructure, and ensure effective provision of technical support services in the planning, design and management of road infrastructure. Ensure effective management of the resources of the Chief Directorate, i.e., manage human, financial and asset resources.

ENQUIRIES

: Ms N. Mopeli at 072 781 5180

APPLICATIONS

: E-Recruitment Email: cdroads@freetrans.gov.za

<u>POST 14/97</u>	:	<u>CHIEF DIRECTOR: CIVILIAN SECRETARIAT FOR POLICE: REF NO: FS CSRT 02/01/2026 (1X POST)</u> (5-Year Fixed Contract)
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (An all-inclusive remuneration package). The remuneration package consists of the basic salary (70% of the package) and a flexible portion of 30% that may be structured in terms of the applicable rules which includes Government's contribution to the Government Employee Pension Fund – 13% of the basic salary and flexible portion which may be structured in terms of the rules for the structuring of the flexible portion and which include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Bloemfontein) : Appropriate NQF 7 (as recognised by SAQA) Bachelor's Degree in Public Management/ Social Science or Developmental Studies or equivalent qualification. A minimum of five (5) years' experience at a senior managerial level. Understanding of the Civilian Oversight for Police Service Act, the South African Police Service Act, Crime Prevention Policy Practices and Criminal Justice Systems, National Crime Prevention Strategy, Integrated Crime and Violence Prevention Strategy, Constitution of RSA, the Public Service Act, Public Finance Management Act; in-depth knowledge of legislative prescripts governing the Safety and Security Sector, etc. Nyukela Pre-Entry SMS Certificate (no appointment shall be finalised without the relevant candidate producing the pre-entry certificate for SMS). Valid driver's license. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The candidate applying for the position should not be a member or former member of the police service, i.e., SAPS. Key requirements: Proven ability to provide strategic direction for the component and manage change within a complex regulatory environment. Ability to set the strategic direction for the Civilian Oversight for Police Chief Directorate and align departmental goals with broader national/ provincial policies. Proven ability to make high-level decisions, particularly in governing the safety and security sector. Proven ability to lead a team, manage performance and foster capacity building. Proven track record in providing high-level reports on issues relating to safety and security in the province. High-level strategic financial management, accountability and compliance with public service prescripts. Experience in monitoring and evaluating performance within the public service, specifically related to policing or law enforcement.
<u>DUTIES</u>	:	Direct the provision of research, information analysis and conceptualisation services to the Provincial Secretariat. Direct the monitoring and evaluation of service delivery for all police service units in the FS Province, Address complaints against police service delivery at the provincial level with the SAPS Commissioner. Manage the development and maintenance of community structures. Represent the Provincial Secretariat for the Police at the Free State Justice, Crime Prevention and Security Cluster. Provide guidance on the monitoring of policing legislation and policies to improve service delivery. Provide a strategy on the analysis of the performance of police in relation to the Departmental strategic plan, budget utilisation, and Ministerial priorities. Manage the oversight, monitoring and evaluation of police compliance to policies and legislation. Provide guidance on monitoring and ensuring SAPS compliance with legislation, policing policies and Ministerial directives. Manage reporting on SAPS implementation and compliance with the Domestic Violence Act to Parliament. Establish and manage the relationship between relevant stakeholders such as Civil Society, SAPS and other government Departments. Manage the development of strategies to monitor and evaluate police conduct and transformation. Manage the assessment of civil claims and disciplinary procedures for evaluating SAPS programs. Ensure the development of strategies, processes and procedures for evaluating SAPS programs. Development and implementation policies, strategies and programmes. Ensure effective and efficient management of resources within the Chief Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N. Mopeli at 072 781 5180 : E-Recruitment Email: cdcivilian@freetrans.gov.za

POST 14/98 : **DIRECTOR: CRIME PREVENTION REF NO: FS CSRT 03/01/2026 (X1 POST)**

SALARY : R1 266 714 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary (70% of the package) and a flexible portion of 30% that may be structured in terms of the applicable rules which includes Government's contribution to the Government Employee Pension Fund – 13% of the basic salary and flexible portion which may be structured in terms of the rules for the structuring of the flexible portion and which include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE REQUIREMENTS : Head Office (Bloemfontein)
: Appropriate NQF 7 (as recognised by SAQA) Bachelor's Degree or equivalent qualification in Social Science, Policing, Criminal Justice or relevant equivalent qualification. A minimum of five (5) years' experience in Middle/Senior Managerial Level in crime prevention, research or safety management environment. Understanding of the Civilian Oversight for Police Service Act, the South African Police Service Act, Crime Prevention Policy Practices and Criminal Justice Systems, National Crime Prevention Strategy, Integrated Crime and Violence Prevention Strategy, the Constitution of RSA, Public Service Act, Public Finance Management Act; in-depth knowledge of legislative prescripts governing the Safety and Security Sector, etc. Nyukela Pre-Entry SMS Certificate (no appointment shall be finalised without the relevant candidate producing the pre-entry certificate for SMS). Valid driver's license. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Key requirements: Demonstrated an ability to provide strategic direction on matters relating to crime prevention and community safety environments. Proven ability to develop, implement and review Provincial or National Safety Strategies and Crime Prevention Policies. Ability to manage resources. Proven ability to make high-level decisions, particularly in governing the safety and security sector. Proven track record in providing high-level reports on crime prevention in the province. Proven ability to lead a team, manage performance and foster capacity building. High-level strategic financial management, accountability and compliance with public service prescripts. Experience in monitoring and evaluating performance within the public service, specifically related to policing or law enforcement.

DUTIES : Initiate, manage and implement the national crime and violence prevention programmes and strategies, promote and monitor an integrated approach towards Social Crime Prevention in the Province. Promote and monitor good Community Police Relations. Coordinate multi-sectoral stakeholder meetings and mobilise communities, NGO's and interfaith/ traditional leaders on crime prevention/ community safety and the root causes thereof. Develop, implement, evaluate and monitor evidence-based crime prevention policies and strategies. Through the Chief Director: Civilian Secretariat for Police, provide policy advice to the Provincial Commissioner and oversight of policing. Roll out and support Community Policing Forums (CPFs) and Community Safety Forums (CSFs) at provincial and local levels. Conduct monitoring and evaluation of SAPS compliance with policies and service delivery in terms of crime prevention. Oversee community development initiatives, safety awareness campaigns, and provide strategic direction to the Directorate. Prepare and submit reports on operational activities of the Directorate. Represent the Department on various boards, committees and liaison structures between the various spheres of Government. Development and implementation policies, strategies and programmes. Ensure effective management of the resources of the Directorate, i.e., manage human, financial and asset resources.

ENQUIRIES APPLICATIONS : Ms N. Mopeli at 072 781 5180
: E-Recruitment Email: dcrimeprev@freetrans.gov.za

POST 14/99 : **DIRECTOR: ROAD SAFETY AND CAPACITY BUILDING REF NO: FS CSRT 04/01/2026 (X1 POST)**

SALARY : R1 266 714 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary (70% of the package) and a flexible portion of 30% that may be structured in terms of the applicable rules

**CENTRE
REQUIREMENTS**

which includes Government's contribution to the Government Employee Pension Fund – 13% of the basic salary and flexible portion which may be structured in terms of the rules for the structuring of the flexible portion and which include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

: Head Office (Bloemfontein)
: Appropriate NQF 7 (as recognised by SAQA), i.e., Bachelor's Degree or equivalent qualification in Transport Management, Traffic Law Enforcement, Public Administration, or Social Sciences. A minimum of five (5) years' experience in Middle/Senior Management Level. Experience in transport, traffic management or a safety environment. Knowledge of the Public Finance Management Act (PFMA), Road Traffic Legislation, and Public Service Regulations. National Road Traffic Act and ARTO Regulations. Valid driver's license. Nyukela Pre-Entry SMS Certificate (no appointment shall be finalised without the relevant candidate producing the pre-entry certificate for SMS). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Key requirements: Proven ability to provide strategic direction on matters relating to road safety and align road safety goals with provincial/national transport strategies. Proven ability to lead a team, manage performance and foster capacity building. Proven ability to develop, implement and review Road safety Provincial or National Safety Strategies and Policies. Ability to manage resources. Proven ability to make high-level decisions, particularly in governing road safety. Experience in designing, monitoring and evaluating systems to evaluate the impact of road safety interventions. Proven track record in providing high-level reports on road safety and capacity building in the province. High-level strategic financial management, accountability and compliance with public service prescripts.

DUTIES

: Managing the development and implementation of road traffic safety programmes. Coordination of shared Road Safety projects, partnering with NGO's, SANRAL, Local Municipalities and other Provincial and National Departments. Oversee the planning and execution of special safety projects. Manage public educational campaigns, safety workshops, and road safety programmes targeted at schools, tertiary institutions and the general public. Promote public awareness and work with stakeholders on road safety initiatives. Assess the impact of road safety interventions. Develop and implement road safety policies, strategies and operational plans to meet the provincial and national targets. Identify, build and maintain relationships with stakeholders, including school communities, private companies and Road Safety Forums. Oversee the functioning of the Road Safety forums in the Free State. Evaluate the performance of road safety officers and conduct impact analyses of road safety projects. Conduct research to identify hazardous locations and develop intervention strategies. Ensuring the successful implementation of the road safety decisions of MINMEC, RTMC, and the National Department of Transport. Manage Arrive Alive and Festive Season road safety projects. Overseeing the functioning of the traffic training college. Development of policies, strategies and programmes. Ensure effective management of the resources of the Directorate, i.e., manage human, financial and asset resources.

**ENQUIRIES
APPLICATIONS**

: Ms N. Mopeli at 072 7815180
: E-Recruitment Email: roadsafety@freetrans.co.za

POST 14/100

: **DIRECTOR: TRAFFIC MANAGEMENT REF NO: FS CSRT 05/01/2026 (X1 POST)**

SALARY

: R1 266 714 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary (70% of the package) and a flexible portion of 30% that may be structured in terms of the applicable rules which includes Government's contribution to the Government Employee Pension Fund – 13% of the basic salary and flexible portion which may be structured in terms of the rules for the structuring of the flexible portion and which include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE

: Head Office (Bloemfontein)

REQUIREMENTS

: Appropriate NQF 7 (as recognised by SAQA) Bachelor-Degree in Transport Management, Traffic Law Enforcement, Public Administration, or Social Sciences or other related field. A minimum of five (5) years experience at Middle/Senior Managerial level within the law enforcement or transport environment. Knowledge of the National Road Traffic Act and ARTO Regulations. Valid driver's license. Nyukela Pre-Entry SMS Certificate (no appointment shall be finalised without the relevant candidate producing the pre-entry certificate for SMS). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Key requirements: Proven ability to provide strategic direction on matters relating to road safety and align road safety goals with provincial/national transport strategies. Proven ability to lead a team, manage performance and foster capacity building. Proven ability to develop, implement and review Road safety Provincial or National Safety Strategies and Policies. Ability to manage resources. Proven ability to make high-level decisions, particularly in governing road safety. Proven track record in providing high-level reports on road safety performance in the province. High-level strategic financial management, accountability and compliance with public service prescripts. Proven track record in developing traffic services strategies and integrating them with the municipal Integrated Development Plan processes. Proven record in designing, monitoring and evaluating systems to evaluate the impact of road safety interventions.

DUTIES

: Overall responsibility for the management and coordination of all activities of road traffic control in the province. Develop and manage the joint traffic law enforcement strategies. Manage and coordinate the traffic law enforcement programmes and projects, including speed operations, roadblock planning with the National Traffic Police and ensure compliance with the National Road Traffic Act and ARTO Regulations. Develop strategies to ensure the reduction of road fatalities. Managing hazardous locations and overseeing the escorting of abnormal loads. Develop, implement and monitor provincial or local safety strategies, traffic management plans and policies. Direct and manage daily traffic and law enforcement operations, including supervision of traffic officers, provincial inspectors, etc. Oversee the regulation of transport, including monitoring operator licenses, permits, and ensuring compliance with public transport regulations. Ensure internal and external stakeholder management (eg South African Police Service, Municipal councils). Overseeing the management of traffic control centres (weighbridges), providing and maintaining law enforcement and order for all modes of transport by providing quality traffic policing services. Development of policies, strategies and programmes. Ensure effective management of the resources of the Directorate, i.e., manage human, financial and asset resources.

ENQUIRIES

: Ms. N. Mopeli at 072 781 5180

APPLICATIONS

: E-Recruitment Email: dtrafficmanagement@freetrans.gov.za

DEPARTMENT OF EDUCATION

APPLICATIONS

: For All Posts: Please submit your application, quoting the relevant reference number on your Z83 application as well as on the envelope to: The Director: Human Resource Administration, Department of Education, Bloemfontein 9300. (Old Saambou Building, Ground Floor, corner Charlotte Maxeke and Aliwal Street, Bloemfontein – Box at Security). Electronic Applications: To apply visit: (<https://systems.fshealth.gov.za/e-Recruitment/Login>)

CLOSING DATE

: 18 May 2026

NOTE

: It is the intention to promote representativity in the Department through the filling of these posts. the candidature of applicants from designated groups especially in respect of people with disabilities will receive preference. Applicants must apply using the NEW Z83 form which can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. From 1 January 2021 should an application be received using the incorrect application form for employment (Z83), it will not be considered. Please ensure to complete All fields on the new Z83 application form. A recent comprehensive, detailed Curriculum Vitae (CV) containing, inter alia, a complete chronological record of training, experience, competencies, and previous employment record as well as the names and telephone numbers of three persons willing to act as referees. Applicants are not required to submit copies of qualifications and other relevant documents on application but must only submit the Z83 and curriculum vitae (Only shortlisted candidates will be required to submit certified documents). All

shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship verification, financial records, qualification verification, sexual offenders register and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. Separate applications must be submitted for every vacancy. N.B.: Please note that: Incomplete and late applications will not be considered (applications posted, couriered, and received after the closing date and those that do not comply with these instructions will not be considered). The onus is on the applicants to ensure that their applications are posted, e-mailed or hand delivered timeously. Failure to comply with the procedure outlined above, will lead to an application being rejected. Applicants are requested to complete the new Z83 form properly which must be authenticated by a signature and initialed on both pages and clearly quoting the relevant REF NO number for each post applied for. Applicants are informed that applications, copies of qualifications and CVs will not be returned; Applicants who terminated their services with voluntary severance packages may not apply; salary progression on the salary scales is subject to performance assessment; The FSDoE reserves the right not to fill advertised positions. It is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Non-RSA residents/permanent residents will submit proof only when shortlisted. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application has been unsuccessful. 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. Successful candidates on level 13 and higher must undergo a Competency test and Pre-entry certificate for the Senior Management Services posts is compulsory. Introduction and general measures: NB: as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants.

MANAGEMENT ECHELON

<u>POST 14/101</u>	:	<u>DIRECTOR: INFRASTRUCTURE DELIVERY MANAGEMENT REF NO: PS3/2026/01</u>
<u>SALARY</u>	:	R1 266 567 – R1 518 531 per annum (Level 13), (an all-inclusive salary package). The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines. This appointment is subject to the signing of an Annual Performance Agreement and obtaining a security clearance.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein: Head Office Relevant B Degree qualification in Built Environment or equivalent qualification as recognized by SAQA. (NQF Level 7). Post Graduate Qualification will be an added advantage. 5 Years of experience at a Middle/Senior managerial level. Preference will be given to candidates with proven experience in the delivery and oversight of Infrastructure programs. Valid Code B/EB Drivers license. Pre-entry certificate for the Senior Management Services to be submitted prior to appointment. Added Advantage: Desirable: Certificate Course in infrastructure Delivery Management and Registration with relevant Professional Council/Board. Strong conceptual and formulation skills; strong leadership skills with specific reference to the ability to display thought leadership and co-ordination of complex applications; strong interpersonal skills; excellent verbal and written communication skills; outstanding planning, organisational and people management skills; computer literacy; a highly developed interpretative and conceptualization/ formulation ability; the ability to render advice and guidance in an objective and dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; the ability to persuade and influence; the ability to lead and direct teams of professionals and service providers and ability to deal with complex situations. Knowledge of 178 PFMA/Division of Revenue Act / Treasury/Regulations/Practice Notes /Instructions Circulars, Departmental

Supply Chain Management Policies, Procedures Delegations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act 2000. Government Immovable Asset Management Act 2007. South African Schools Act of 1996, Regulations and Guidelines, National Archives and Records Service Act 1996. Public Service Act of 1994 and Regulations. Experience and in-depth knowledge of Infrastructure Delivery Management System. Experience and knowledge of capital commitments scheduling, dealing within infrastructure financial compliance and auditing. Experience in major programme and project management. Understanding and knowledge of Framework for Infrastructure Delivery and Procurement Management. Experience and knowledge of development and implementation of operations and maintenance strategies. Specific knowledge of water and sanitation strategies and technologies. Understanding of the District Development Model. Knowledge in the development of Infrastructure Programme Management Plan and management of Implementing Agents.

DUTIES

: Medium Term Expenditure Budget, Annual Budget, Adjustment Budget, Infrastructure Programme Management Plan, Construction Procurement Strategy and Infrastructure Programme Implementation Plan. Direct Infrastructure strategic objectives/briefs. Direct Medium Term, Annual and Adjustment Budget. Prepare and direct bids for performance grants in collaboration with the Directorate Infrastructure Planning & Property Management. Direct and approve Infrastructure Programme Management Plans. Direct and approve the procurement strategy providing value for money to inform the Infrastructure Programme Management Plan. Sign off on inputs provided for the preparation of the Infrastructure Programme Implementation Plan by Implementing Agent[s]. Review and sign-off Infrastructure Programme Implementation Plans. Review and recommend signing of Signed Service Delivery Agreement. Capital and Maintenance Project Implementation and Oversight. Participate on various Supply Chain Management Committee [if appointed]. Sign-off Project Execution Plans. Sign-off scope and/or cost variations. Consult Districts and Schools during initiation and commissioning phases. Direct regular project site meetings and visits. Direct implementation of commissioning plans. Finalise and approve all infrastructure monitoring reports [performance reports]. Direct updating of Project/Programme Management systems. Direct Post Project and Post Occupancy Evaluations. Manage feedback learning generated in terms of the application of approved norms and standards. Direct and manage social facilitation where applicable. Monitor and report on EPWP targets. Management of the infrastructure budget as Infrastructure Programme Manager for assigned projects. Use of funds in terms of contracts issued effectively, efficiently and in compliance with Public Finance Management Act. Review and approve cost and scope variations. Review and approve Task and Work Orders. Authorise invoices certified by Implementing Agents. Direct updating of financial documentation and records. Direct preparation of financial reports. Management of maintenance works. Direct the development of criteria for maintenance projects. Direct the development and updating of the maintenance system. Manage Departmental funding for maintenance. Enforce adherence by Districts and Schools to maintenance criteria and guidelines. Direct the completion of maintenance plans for all projects. Manage the identification of needs for framework contracts and submit for procurement. Manage and direct the use of contractors [Task or Batch Orders] in terms of framework contracts. Manage the maintenance call centre. Monitor effective functioning of the call centre. Direct the orientation of Users in terms of maintenance. Strategic management of the Directorate in terms of setting of the visionary and strategic direction, participating in strategic planning, evaluate performance against agreed performance indicators, monitor and report progress and ensure compliance to service delivery imperative and legal prescripts. Align Directorate core business and strategic objectives to that of the Department. Provide clarity to professionals and support staff to understand their roles and responsibilities. Effective and efficient resources management. Undertake planning for future human resources needs. Maintain discipline. Manage performance and 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.

ENQUIRIES

: Mr Moeti Tel No: (051) 404 9292

OTHER POSTS

<u>POST 14/102</u>	:	<u>CHIEF QUANTITY SURVEYOR: REF NO: PS03/2026/02</u> Infrastructure Delivery Management Directorate Infrastructure Programmes/Projects & Maintenance Sub Directorate
<u>SALARY</u>	:	Grade A: R1 143 468 – R1 300 944 per annum, (all-inclusive annual salary package) of which 30% may be structured according to the individual's needs. OSD: The department will determine the salary notch based on years' experience post professional registration.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein: Head Office A University Degree in Quantity Surveying or equivalent qualification as recognised by SAQA. (NQF Level 7). Meeting the requirements by SACQSP to register as Quantity Surveyor. Valid driver's licence, Minimum of 6 years experience post qualification. Added Advantage: Computer literacy and a Certificate in Infrastructure Delivery Management System will be an added advantage.
<u>DUTIES</u>	:	Infrastructure Programme and Project Planning in line with IDMS: Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Education. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring: Monitor the implementation of Programmes and Projects by the Implementing Agents [IA] and the adherence to the Service Delivery Agreements. Manage project implementation of projects that are not allocated to an Implementing Agent [IA]. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA]. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA]. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Physical Resources Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent [IA]. Prepare and submit progress reports [financial and non-financial indicators]. Maintenance Projects: Assess departmental projects that qualify for departmental funding assessed. Manage the implementation of day-to-day, routine and emergency maintenance projects funded by department. Provide guidance to the preparation of maintenance plans. Provide training to districts and schools in terms of day-to-day, routine and emergency maintenance plans and projects. On an annual basis, evaluate day-to-day, routine and emergency projects implemented by Districts and Schools. Monitor Section 21 allocations for maintenance. Monitor preparation of disaster management plans. Infrastructure Project Commissioning. Coordinate and participate in project commissioning, including site visits. Review the School Maintenance Plan and budget on completion of projects. Collect and update NEIMS and EFMS information [if applicable] in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation: Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage the preparation of the project close out reports. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Physical Resources Planning on functional and technical norms and standards that should be updated from an architectural perspective. Participate in the continuous improvement of best practices, standardised processes and

procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. Effective and efficient resources management: 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. Effective and efficient financial management. Monitor that infrastructure projects are planned within available funds. Monitor application of costs norms. Monitor expenditure on infrastructure projects within budgets. Control cost and scope variances on infrastructure projects.

ENQUIRIES

: Mr Moeti Tel No: (051) 404 9292

POST 14/103

: **DEPUTY DIRECTOR REF NO: PS03/2026/07**
Physical Resource Planning and Property Management Directorate
Property Management Sub Directorate

SALARY

: R932 292 – R1 098 195 per annum (Level 11), (all-inclusive annual salary package) of which 30% may be structured according to the individual's needs. The department will determine the salary notch based on years' experience post professional registration.

CENTRE REQUIREMENTS

: Bloemfontein: Head Office
: A relevant B Degree. Minimum of 5 years' experience post qualification and a Valid Driver's licence. Added Advantage: Computer literacy and certificate in Infrastructure Delivery Management System will be an added advantage.

DUTIES

: Land affairs and immovable asset register: Obtain updated information for immovable assets in line with the requirements stated on NEIMS survey forms and the requirement of the Provincial Asset Register managed by Public Works. Validate the correctness of information pertaining to location of immovable assets. Manage acquisitions of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Manage disposals of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Consult with Districts and Schools to obtain their needs and inputs in terms of acquisitions and disposals. Confirm all deeds searches to validate ownership of land before planning for buildings are finalised. Keep a register of sites allocated to Education for future infrastructure development. Implement actions to keep sites clean. Implement actions to prevent any illegal occupation of sites. Monitor and report on conditions and maintenance of vacant sites allocated to Education. Accommodation, municipal accounts and expenditure management: Based the technical requirements for leases as prepared by the Planning Staff, identify suitable buildings for leases. Interact with Districts and Schools on proposed buildings for leases. Manage all Section 14 lease contracts. Manage all lease payments. Validate that maintenance is implemented by the Landlords. Manage and direct the validation of municipal accounts. Manage and direct the payment of municipal accounts through the finance section. Refer excessive use of water or electricity to the Directorate Infrastructure Delivery Management for investigation. Utilities: Prepare and issue guidelines on the use of utilities by Schools. Train Districts on the guidelines for use of utilities. Design monitoring system to report on the use of utilities. Prepare and submit progress reports on the use of facilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. Monitor that Districts implement interventions to improve the utilisation of utilities by Facilities. Effective and efficient resources management: 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.
Mr Moeti Tel No: (051) 404 9292

ENQUIRIES

:

POST 14/104

:

MECHANICAL ENGINEER GRADE A REF NO: PS03/2026/03
Physical Resource Planning and Property Management Directorate
Infrastructure Planning Sub Directorate

SALARY

:

R914 517 – R975 582 per annum, (all-inclusive annual salary package) of which 30% may be structured according to the individual's needs. The department will determine the salary notch based on years' experience post professional registration.

CENTRE

:

Bloemfontein: Head Office

REQUIREMENTS

:

A university degree in Engineering or equivalent qualification as recognised by SAQA. (NQF Level 7). Be registered with Engineering Council of South Africa (ECSA) as a professional Engineer: Mechanical Engineer, Valid drivers license and a minimum of 3 years' experience post qualification. Added Advantage Computer Literacy and an Executive course in Infrastructure Delivery Management will be an added advantage.

DUTIES

:

Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective. Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Education Facilities Guidelines and National Education norms & standards. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises. Maintain mechanical engineering norms & standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Compile briefing documentation and specifications from an engineering perspective. Prepare technical specifications. Apply mechanical design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications. Undertake preliminary costing per installation. Determine mechanical engineering performance-based standards. Develop mechanical engineering standard data sheets and drawings. Provide mechanical engineering inputs to Project Execution Plan v 1. Provide mechanical engineering inputs to Project Execution Plans v 2 – 7 to the Directorate Infrastructure Delivery Management. Determine requirements for built environment document management system from a Mechanical Engineering perspective. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Prepare reports on mechanical engineering investigations. Determine mechanical engineering proposals and design work for solutions, where necessary. Prepare reports on effectiveness of corrective measures. Oversee implementation (construction) and commissioning of mechanical engineering installations and maintenance. Provide mechanical engineering inputs to implement projects successfully. Provide mechanical engineering professional and technical advice in the form of verbal and written advice, reports, calculations, specifications and drawings. Provide inputs to infrastructure assessments from a mechanical engineering perspective. Provide inputs to life cycle costs from a mechanical engineering perspective. Develop maintenance programmes. Provide engineering inputs to maintenance projects from a mechanical engineering perspective. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant

continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

ENQUIRIES : Mr Moeti Tel No: (051) 404 9292

POST 14/105 : **ENGINEER GRADE A REF NO: PS03/2026/04**
Infrastructure Delivery Management Directorate
Infrastructure Programmes/Projects & Maintenance Sub Directorate

SALARY : R914 517 – R975 582 per annum, (all-inclusive annual salary package) of which 30% may be structured according to the individual's needs. The department will determine the salary notch based on years' experience post professional registration.

CENTRE : Bloemfontein: Head Office

REQUIREMENTS : A university degree in Engineering or equivalent qualification as recognised by SAQA. (NQF Level 7). Be registered with Engineering Council of South Africa (ECSA) as a professional Engineer, Valid drivers license and a minimum of 3 years' experience post qualification. Added Advantage Computer Literacy and an Executive course in Infrastructure Delivery Management will be an added advantage.

DUTIES : Infrastructure Programme and Project Planning in line with IDMS: Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Education. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring: Monitor the implementation of Programmes and Projects by the Implementing Agents [IA] and the adherence to the Service Delivery Agreements. Manage project implementation of projects that are not allocated to an Implementing Agent [IA]. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA]. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA]. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Physical Resources Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent [IA]. Prepare and submit progress reports [financial and non-financial indicators]. Maintenance Projects: Assess departmental projects that qualify for departmental funding assessed. Manage the implementation of day-to-day, routine and emergency maintenance projects funded by department. Provide guidance to the preparation of maintenance plans. Provide training to districts and schools in terms of day-to-day, routine and emergency maintenance plans and projects. On an annual basis, evaluate day-to-day, routine and emergency projects implemented by Districts and Schools. Monitor Section 21 allocations for maintenance. Monitor preparation of disaster management plans. Infrastructure Project Commissioning: Coordinate and participate in project commissioning, including site visits. Review the School Maintenance Plan and budget on completion of projects. Collect and update NEIMS and EFMS information [if applicable] in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation: Review infrastructure projects and programmes in line with the built environment norms, standards and legislative Requirements. Manage the preparation of the

project close out reports. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Physical Resources Planning on functional and technical norms and standards that should be updated from an architectural perspective. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

ENQUIRIES

: Mr Moeti Tel No: (051) 404 9292

POST 14/106

: **ARCHITECT GRADE A REF NO: PS03/2026/05**
 Infrastructure Delivery Management Directorate
 Infrastructure Programmes/Projects and Maintenance Sub Directorate

SALARY

: R791 604 – R849 525 per annum, (all-inclusive annual salary package) of which 30% may be structured according to the individual's needs. The department will determine the salary notch based on years' experience post professional registration.

CENTRE REQUIREMENTS

: Bloemfontein: Head Office
 : A University degree in Architecture and/or equivalent qualification as recognised by SAQA. (NQF Level 7). Registered as a Professional Architect with the South African Council for Architectural Profession (SACAP), Valid driver's license, a minimum of 3 years' experience post qualification. Added Advantage: Computer literacy and a Certificate in Infrastructure Delivery Management System will be an added advantage.

DUTIES

: Infrastructure Programme and Project Planning in line with IDMS: Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Education. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring: Monitor the implementation of Programmes and Projects by the Implementing Agents [IA] and the adherence to the Service Delivery Agreements. Manage project implementation of projects that are not allocated to an Implementing Agent [IA]. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA]. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA]. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Physical Resources Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision-making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent [IA]. Prepare and submit progress reports [financial and non-financial indicators]. Maintenance Projects: Assess departmental projects that qualify for departmental funding assessed. Manage the implementation of day-to-day, routine and emergency maintenance projects funded by department. Provide guidance to the preparation of maintenance plans. Provide training to districts and schools in terms of day-to-day, routine and emergency maintenance plans

and projects. On an annual basis, evaluate day-to-day, routine and emergency projects implemented by Districts and Schools. Monitor Section 21 allocations for maintenance. Monitor preparation of disaster management plans. Infrastructure Project Commissioning: Coordinate and participate in project commissioning, including site visits. Review the School Maintenance Plan and budget on completion of projects. Collect and update NEIMS and EFMS information [if applicable] in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation: Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage the preparation of the project close out reports. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Physical Resources Planning on functional and technical norms and standards that should be updated from an architectural perspective. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

ENQUIRIES

: Mr Moeti Tel No: (051) 404 9292

POST 14/107

: **ARCHITECT GRADE A REF NO: PS03/2026/06**
Physical Resource Planning and Property Management Directorate
Infrastructure Planning Sub Directorate

SALARY

: R791 604 – R849 525 per annum, (all-inclusive annual salary package) of which 30% may be structured according to the individual's needs. The department will determine the salary notch based on years' experience post professional registration.

CENTRE REQUIREMENTS

: Bloemfontein: Head Office
: A University degree in Architecture and/or equivalent qualification as recognised by SAQA. (NQF Level 7). Registered as a Professional Architect with the South African Council for Architectural Profession (SACAP), Valid driver's license, a minimum of 3 years' experience post qualification. Added Advantage Computer literacy and a Certificate in Infrastructure Delivery Management System will be an added advantage.

DUTIES

: Architectural functional and technical norms and standards: Determine functional and technical norms and standards to be issued in terms of the Provincial Education Facilities Guidelines and National Education norms and standards. Validate that infrastructure projects implemented by Implementing Agent[s] comply with approved functional and technical norms and standards including compliance to legal, safety and health requirements. Update functional and technical norms and standards based on learning generated through post project evaluations and post occupancy evaluations. Architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects: Make inputs to policies, procedures and criteria for infrastructure projects from an architectural perspective. Make inputs to commissioning plans from an architectural perspective. Undertake extensive analyses from an architectural perspective to inform strategies related to the architectural services to directly support and realise the education goals of the Department. Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives: Develop Master Plans. Develop Project Briefs. Develop Project Execution Plan Version 1 as part of the Infrastructure Programme Management Plan. Review Project Execution Plans Versions 2-7 in terms of architectural norms and standards and make inputs to the Directorate Infrastructure Delivery Management. Develop Business Cases for projects. Develop Accommodation Schedules. Develop Operational Narratives. Determine document management system requirements from architectural perspectives. Determine green technology compliance requirements. Preparation of architectural inputs to the development of the User Asset Management Plan and Project List: Provide

inputs to the development of the User Asset Management Plan. Prepare the final project list. Assist with Condition Assessment of projects implemented in the MTEF from an architectural perspective. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

ENQUIRIES : Mr Moeti Tel No: (051) 404 9292

POST 14/108 : **ADMINISTRATIVE OFFICER REF NO: PS03/2026/08**
Physical Resource Planning and Property Management Directorate
Property Management Sub Directorate

SALARY : R338 106 – R398 277 per annum (Level 07), (a basic annual salary)
CENTRE : Bloemfontein: Head Office
REQUIREMENTS : An applicable 3 year Diploma or equivalent qualification (NQF 6) in Business Management, Public Management or Built Environment. A valid Driver's license. Preference to candidates with relevant NQF Level 7 qualifications. Added Advantage: Computer literacy and a Relevant experience will be an added advantage.

DUTIES : To assist with the collecting and updating of information for immovable assets in line with the requirements stated on NEIMS survey forms and the requirement of the Provincial Asset Register managed by Public Works. To assist with the acquisitions of immovable assets [land and buildings] for Facilities in close consultation with Public Works. To assist with the disposal of immovable assets [land and buildings] for Facilities in close with Public Works. Assist Consultation with Districts and schools to obtain their needs and inputs in terms of acquisitions and disposals. Undertake all deeds searches to validate ownership of land before planning for buildings are finalised. Update the register of sites allocated to Education for future infrastructure development. Assist to interpret lease needs and identify suitable buildings for leases. Interact with Districts and Schools on proposed buildings for leases. Administrate Section 14 lease contracts. Administrate the payment of municipal accounts through the finance section. Identify excessive use of water and electricity. Make inputs to the preparation of guidelines on the use of utilities by Schools. Assist to train Districts on the guidelines for use of utilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. Undertake planning for future human resource needs.

ENQUIRIES : Mr Moeti Tel No: (051) 404 9292

POST 14/109 : **STATE ACCOUNTANT: INFRASTRUCTURE DELIVERY MANAGEMENT REF NO: PS03/2026/09 (X2 POSTS)**
Directorate: Infrastructure Finance Sub Directorate

SALARY : R338 106 – R398 277 per annum (Level 07), (a basic salary)
CENTRE : Bloemfontein: Head Office
REQUIREMENTS : B Comm. Degree with Accounting II / National Diploma in Accounting with Accounting II or equivalent qualification. Relevant experience will be an added advantage. Computer literacy and valid driver's licence.

DUTIES : To assist with the following: Extract and analyse relevant infrastructure financial information. Provide financial administration for all infrastructure Programmes and Projects. Provide assistance to ensure compliance to the financial policies and prescripts in terms of infrastructure. Update and maintain a document management system for all financial documentation that comply with requirements of the Auditor General.

ENQUIRIES : Mr Mr Moeti Tel No: (051) 404 9227

POST 14/110 : **WORKS INSPECTOR REF NO: PS03/2026/10 (X2 POSTS)**
Infrastructure Delivery Management Directorate
Infrastructure Programmes/Projects and Maintenance Sub Directorate

SALARY : R280 278 – R330 162 per annum (Level 06), (a basic annual salary)
CENTRE : Bloemfontein Head Office

<u>REQUIREMENTS</u>	:	An applicable 3-year degree/diploma or equivalent qualification in Building or Mechanical or Electrical or N3 with passed trade test or National Diploma in Engineering. 2 -3 years relevant experience and a Valid Driver's license.
<u>DUTIES</u>	:	Design Of Maintenance System: Make inputs to the design of the maintenance system. Assist to provide information for the design and updating of the electronic maintenance management system. Assist to interact with information technology services on the specifications of the updating of the maintenance management system. Assist to develop the maintenance policy and procedures. Training On Maintenance System: Assist to develop training manuals on the maintenance management system. Assist to provide training to Districts on the maintenance management system. Assist to roll out the maintenance management system. Update the maintenance management system in term of work completed. Call Center: Assist with the establishment and functioning of the call center. Assist to provide training to personnel in the call center. Assist to develop standard operating procedure manuals for the call center. Extract information on calls logged and resolved. Provide technical inputs to call logged. Investigate cases that have not been resolved. NEIMS Assessments, Specification and Projects: Assist to provide relevant data and information for updating NEIMS and Facility Management Systems. Assist to prepare specifications. Assist to develop a bill of quantities. Assist to develop proposals on associated costs. Assist to make recommendations on quotations. Inspect maintenance work on projects sites. Verify invoices and make recommendations for payments.
<u>ENQUIRIES</u>	:	Mr Moet Tel No: (051) 404 9292
<u>POST 14/111</u>	:	<u>WORKS INSPECTOR: INFRASTRUCTURE CO-ORDINATION AND DELIVERY (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R280 278 – R330 162 per annum (Level 06)
	:	Bloemfontein Head Office:
	:	Motheo District Office Ref No: PS03/2026/11 (X1 Post)
	:	Lejweleputswa District Office Ref No: PS03/2026/12 (X1 Post)
	:	Fezile Dabi District Office Ref No: PS03/2026/13 (X3 Posts)
<u>REQUIREMENTS</u>	:	An applicable 3-year degree/diploma or equivalent qualification in Building or Mechanical or Electrical or N3 with passed trade test or National Diploma in Engineering. 2 -3 years relevant experience and a Valid Driver's license.
<u>DUTIES</u>	:	Design Of Maintenance System: Make inputs to the design of the maintenance system. Assist to provide information for the design and updating of the electronic maintenance management system. Assist to interact with information technology services on the specifications of the updating of the maintenance management system. Assist to develop the maintenance policy and procedures. Training On Maintenance System: Assist to develop training manuals on the maintenance management system. Assist to provide training to Districts on the maintenance management system. Assist to roll out the maintenance management system. Update the maintenance management system in term of work completed. Call Center: Assist with the establishment and functioning of the call center. Assist to provide training to personnel in the call center. Assist to develop standard operating procedure manuals for the call center. Extract information on calls logged and resolved. Provide technical inputs to call logged. Investigate cases that have not been resolved. Neims Assessments, Specification and Projects: Assist to provide relevant data and information for updating NEIMS and Facility Management Systems. Assist to prepare specifications. Assist to develop a bill of quantities. Assist to develop proposals on associated costs. Assist to make recommendations on quotations. Inspect maintenance work on projects sites. Verify invoices and make recommendations for payments.
<u>ENQUIRIES</u>	:	Mr Moeti Tel No: (051) 404 9292
<u>POST 14/112</u>	:	<u>ADMINISTRATION CLERK REF NO: PS03/2026/14</u> Physical Resource Planning and Property Management Directorate Property Management Sub Directorate
<u>SALARY CENTRE</u>	:	R237 453 - R279 708 per annum (Level 05), (a basic salary)
	:	Bloemfontein: Head Office
<u>REQUIREMENTS</u>	:	NQF 4 (Gr. 12 Certificate) Added Advantage: Preference will be given to candidates with technical qualifications related to infrastructure. Knowledge of Computer (Excel and Word) will be essential. Post-Matric Qualifications will be an added advantage.

- DUTIES** : Assist with general office administration in the office of Infrastructure Programmes. Handling files, typing and keeping records up to date, handling telephone enquiries and any other admin official duties as may be assigned.
- ENQUIRIES** : Mr Moeti Tel No: (051) 404 9292
- POST 14/113** : **REGISTRY CLERK REF NO: PS03/2026/15**
Physical Resource Planning and Property Management Directorate
Property Management Sub Directorate
- SALARY** : R237 453 – R279 708 per annum (Level 05), (a basic salary)
- CENTRE** : Head Office: Bloemfontein
- REQUIREMENTS** : NQF 4 (Grade 12) or equivalent qualification.
- DUTIES** : Provide Registry counter service. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive, sort, register and dispatch all mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and closing files according to record classification system. Filing, storage, tracing (electronical and manual) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Update register on a daily basis. Process documents for archiving and disposal.
- ENQUIRIES** : Mr Moeti Tel No: (051) 404 9292

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

- APPLICATIONS** : For The Department of Public Works and Infrastructure to be submitted to: Head: Public Works and Infrastructure, Human Resources Management Directorate. P.O Box 7551, Bloemfontein, 9300 Or Applications that are hand delivered must be brought at the Foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein or e-mail to e-recruitmentfsdpwi@fsworks.gov.za. No Applications will be accepted by staff in offices in the building.
- CLOSING DATE** : 15 May 2026
- NOTE** : Directions to applicants: Applications must be submitted on the new prescribed Z83 application form obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information provided on the form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Should an applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their applications. Should an applicant wish to apply for more than one post, separate applications must be submitted i.e. all the documentation must be submitted for each post applied for. Applications received after the closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their enquiries to the relevant person as indicated in the advertisement. Note: Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment, is a requirement for all SMS positions. 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. Short-listed candidates will on the day of interview undergo a security assessment. Suitable candidates will be subjected to personnel suitability checks as deemed appropriate and inclusive inter alia of criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification. The successful candidate will be required to enter into a performance agreement, annually disclose financial interests, and comply

with all requirements applicable to members of the Senior Management Service. The Department is committed to the achievement and maintenance of diversity and equity in employment, particularly in respect of race, gender, and disability. Preference will therefore be given to candidates whose appointment will promote representativeness in line with the Department's Employment Equity Plan. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful. Faxed or late applications will not be accepted.

MANAGEMENT ECHELON

<u>POST 14/114</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: PWI 26/04</u>
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (all-inclusive package). The remuneration package consists of a basic salary (70%), the Employer contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include 13th cheque, motor car allowance, home owner's Allowance, And Medical Aid Assistance.
<u>CENTRE REQUIREMENTS</u>	:	<p>Bloemfontein</p> <p>Applicants must be in possession of an appropriate Bachelor's Degree or Advance Diploma (NQF Level 7) in Accounting, Financial Management, Commerce, Economics or an equivalent related qualification as recognised by SAQA. A postgraduate qualification and professional registration will be advantageous. Applicants must have a minimum of ten (10) years' relevant experience in financial management, budgeting and public sector financial administration, of which at least five (5) years must be at senior managerial level. Extensive experience in the public service environment, preferably within a Public Works, Infrastructure, Property Management, Human Settlements, Transport, Roads or related built-environment portfolio will be a strong requirement. Applicants must have a sound knowledge of the Constitution of the Republic of South Africa, 1996, the Public Finance Management Act, 1999(PFMA), Treasury Regulations, Public Service Act and Regulations, Generally Recognised Accounting Practice (GRAP), Supply Chain Management prescripts, GIAMA and all other legislation, regulations, directives and frameworks governing financial administration, asset management, infrastructure expenditure and public accountability in Government. Completion of the Nyukela Pre-Entry Certificate to Senior Management Services, as endorsed by the National School of Government, is a prerequisite for appointment. A valid drivers' licence is also required. The ideal candidate must demonstrate proven strategic capability and leadership, advanced financial and analytical skills, sound knowledge of public sector governance, high-level communication ability, people management and empowerment, programme and project management, change management, policy analysis and implementation, service delivery innovation, and a strong commitment to ethics, accountability and good governance. The candidate must possess the capacity to function effectively at executive management level, provide sound strategic advice to the Head of Department and Executive Authority and drive financial discipline, operational efficiency, institutional compliance and improved audit outcomes in a complex public sector environment. Added Advantage: Sector-Specific Exposure Preference will be given to candidates with demonstrable experience in the financial oversight of: Public Works and Infrastructure programmes; Property and accommodation management; Lease management and facilities-related expenditure; Infrastructure planning and implementation budgets; Maintenance and capital works expenditure; Immovable asset management and reporting; Public sector procurement in construction and built-environment contexts</p> <p>Personal Attributes The Department seeks a candidate who is visionary, decisive, disciplined, and highly ethical; one who demonstrates sound judgement, resilience, maturity, and the ability to operate under pressure in a demanding governance environment. The incumbent must be capable of balancing strategic leadership with operational rigour and must display an unwavering commitment to accountability, transparency, and stewardship of public resources.</p>
<u>DUTIES</u>	:	The successful candidate will report directly to the Head of Department and will be responsible for the following: Strategic Financial Management: Provide strategic leadership and direction on all financial management matters of the Department. Ensure that the Department's financial strategies, plans, and systems support the overall mandate of the institution and are aligned to government priorities, service delivery imperatives, infrastructure development

plans, and applicable legislative requirements. Budget Planning and Expenditure Management: Manage and oversee the preparation, coordination, and implementation of the Department's budget, including MTEF processes, cash flow projections, in-year monitoring, expenditure reporting, and budget performance reviews. Ensure optimal allocation and utilisation of resources and institute control measures to prevent under-expenditure, over-expenditure, unauthorised expenditure, and fiscal instability. Financial Accounting and Reporting: Oversee the preparation of accurate, complete, and timely financial reports, including monthly, quarterly, and annual financial statements, in accordance with GRAP, PFMA, Treasury prescripts, and other reporting frameworks. Ensure proper management of financial transactions, reconciliations, commitments, accruals, payables, receivables, suspense accounts, and disclosure requirements. Supply Chain and Financial Governance: Provide executive oversight over the financial governance aspects of supply chain management, demand planning, acquisition management, logistics, contract management, and compliance monitoring. Ensure that procurement processes are consistent with the constitutional principles of fairness, equity, transparency, competitiveness, and cost-effectiveness, and that all procurement-related financial risks are properly managed. Asset and Infrastructure Financial Oversight: Lead the financial management of departmental movable and immovable assets and provide oversight on infrastructure-related expenditure, maintenance budgets, lease commitments, accommodation costs, capital planning, asset verification, impairment, disposal, and related financial reporting obligations. Ensure that the financial dimensions of custodianship, user asset management planning, and infrastructure investment are properly governed. Internal Controls, Compliance and Risk Management: Establish, strengthen, and monitor internal financial control systems to ensure full compliance with the PFMA, Treasury Regulations, audit requirements, and internal policies. Ensure effective management of irregular, fruitless and wasteful, and unauthorised expenditure, including reporting, investigation support, corrective action, and consequence management processes. Audit Coordination and Governance Support: Support the Accounting Officer in discharging statutory financial governance responsibilities. Coordinate responses to Internal Audit, Audit Committee, and Auditor-General findings. Drive the implementation of audit action plans and ensure the institution is audit-ready at all times. Promote sound governance practices and a strong control environment aimed at achieving and sustaining clean audit outcomes. Organisational Leadership and Capacity Building: Lead and manage the Finance Branch, including the functions of budgeting, financial accounting, revenue management, expenditure management, supply chain financial oversight, asset management, and internal control. Build institutional capability through effective leadership, performance management, mentoring, succession planning, and accountability.

ENQUIRIES

: Mr M Tshabalala Head: Public Works and Infrastructure Tel No: (051) 492 3909

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

- APPLICATIONS** : Applications must be submitted on a (PDF Format only) to the following E-Recruitment Email: TMH.RecruitmentHR@gauteng.gov.za. Applications can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459.
- CLOSING DATE** : 15 May 2026
- NOTE** : Applications must include only completed and signed new Form Z83, obtainable from any Public Service Department or on (www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Only the shortlisted candidates will be required to submit certified copies of Identity document, Senior Certificate and highest required qualification as well as a driver's licence where necessary on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Foreign qualifications will only be submitted by shortlisted candidates. Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. NB: 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 other must be an integrity (ethical conduct) assessment.

OTHER POSTS

- POST 14/115** : **ASSISTANT MANAGER NURSING SPECIALTY AREA PN-B4 (THEATRE/ICU) REF NO: REFS/TMH/2026/04/01 (X1 POST)**
Directorate: Nursing Services

- SALARY** : R785 568 – R898 215 per annum, plus benefits
- CENTRE** : Tambo Memorial Hospital
- REQUIREMENTS** : Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of ten (10) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Atleast six (6) years of the period referred to above must be appropriate/ recognizable experience in the speciality after obtaining the one-year post-basic qualification in either ICU/ Theatre. Atleast three (3) years of the period referred to above must be appropriate/ recognizable experience at a Management level. Diploma/ Degree in Nursing Administration, Computer literacy, knowledge and insight of Nursing processes, procedures, statutes and other relevant public service acts. Decision and problem-solving skills, interpersonal and conflict management skills. Knowledge of Ideal hospital framework, norms and standards, Batho-Pele principles. Good communication skills, supervisory and analytical skills. Basic understanding of Human Resources and Financial management policies and practices.

- DUTIES** : Manage and co-ordinate the implementation of holistic, comprehensive, specialized Nursing care in the intensive care unit, theatre and CSSD in conjunction with team members within a professional and legal framework. Ensure the maintenance of quality care standards in the ICU, Theatre and CSSD services. Ensure adequate supervision of staff and personal quality cost effective and efficient patient care. Ensure effective utilization of all infection control and prevention practices by all staff including support services and cleaning staff. Supervise the implementation of health care delivery policies procedures, clinical guidelines and protocols, operational and strategic plans aimed at improving service delivery. Execute disciplinary code and grievance procedure up to the required level and then refer to the Deputy Manager Nursing. Facilitate implementation of departmental priorities and National Core Standards. Monitor and evaluate the care, ensure effective data management. Ensure that ethics and professionalism is maintained, demonstrate effective communication with staff, patients and multidisciplinary and other stakeholders.

- ENQUIRIES** : Mrs. C.M Malekane Tel No: (011) 898 8311

- POST 14/116** : **ASSISTANT MANAGER NURSING AREA REF NO: REFS/TMH/2026/04/02 (X1 POST)**
 Directorate: Nursing Services
- SALARY** : R720 819 – R846 282 per annum, plus benefits
CENTRE : Tambo Memorial Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of eight (08) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. A diploma / Degree in Nursing Administration or Health Service Management. Atleast three (3) years of the period referred to above must be appropriate/ recognizable experience at Management level. Strong leadership skills, good communication and writing skills. Problem solving, conflict resolution skills, able to work above under pressure. Sound interrelationship is necessary in understanding of National Core Standards and Ideal Hospital Framework, Nursing Strategy, PFMA, Labour relations and other related legislation framework. Basic computer skill or qualification.
- DUTIES** : Delegate, supervise and coordinate the provision of effective and efficient Patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistence communication of relevant, accurate and comprehensive information on health care. Develop / establish and maintain constructive working relationship with nursing and other stakeholders (i.e. inter-sectoral and multidisciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, policies and standard operating procedures. Manage effective utilization and supervision of human, financial and material resources. Coordination of provision of effective training and research. Maintain professional growth / ethical standards and development of self and subordinates.
- ENQUIRIES** : Mrs. C.M Malekane Tel No: (011) 898 8311

DEPARTMENT OF ROADS AND TRANSPORT

- APPLICATIONS** : To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za> Only online applications will be considered.
- CLOSING DATE** : 15 May 2026
- NOTE** : Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed, initialled and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and Comprehensive Curriculum Vitae (CV) will result in disqualification. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. 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. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. In line with the Department's employments Equity Plan, preference will be given to Coloured Females, Indian Females, White Females candidates.

MANAGEMENT ECHELON

- POST 14/117** : **DIRECTOR: LEGAL SERVICES REF NO: REFS/045398**
Branch: Corporate Services
- SALARY** : R1 266 714 – R1 492 122 per annum (Level 13), (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 successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE REQUIREMENTS** : Johannesburg (Head Office)
: LLB Degree (NQF level 7). Admission as an Attorney/Advocate of the High Court of South Africa. At least 5 years' experience at a middle or senior managerial level within a legal environment. Extensive knowledge of the South African Constitution, Public Service Act, Public Finance Management Act, Administrative Law, and other relevant legislation and policies. Strong communication skills, strategic leadership, financial management, litigation management, drafting of contracts, and conflict resolution skills. A valid driver's license and completion of the Nyukela Senior Management Pre-entry certificate endorsed by National School of Government submitted prior to appointment.
- DUTIES** : Manage and ensure an effective provision of Litigation. Provide sound litigation advise. Monitor the implementation of & provide advice on the interpretation and application of all pieces of legislation. Liaise with the state attorney's office, State Law advisors and on litigation matters. Provide advice the prosecution of all legal actions by and against the department. Ensure department's legal capacity is strengthened to provide effective legal advice and opinions. Ensure daily tracking of court decisions that might impact the department. Oversee and manage a detailed legal analysis of contracts. Compile and manage legal contracts. Approve, draft, vet, and review contracts in an efficient contract management system. Provide legal advisory services. Oversee and ensure smooth and effective legal advice and support to management. Ensure that legal problems are dealt with quickly and advise on corrective measures to prevent similar problems in the future. Ensure compliance with all relevant laws and policies by the department. Assist in drafting of proposed legislation and policies Interpret legislation, contracts and resolve disputes. Conduct legal audits to ensure minimize potential liability and enable favourable action based on existing provisions. Manage the Directorate. Develop and manage the operational plan of the Directorate and report on progress as required. Develop, implement, and maintain processes to ensure proper control of work. Compile and submit all required reports. Plan and allocate work to subordinates. Check the quality of work delivered by employees.
- ENQUIRIES** : Ms. A. Mkhombo/ Mr. E Mpateni Tel No: (011) 355-7521/7252
For general enquiries please contact Human Resource Tel No: (011) 355-7521/7252.
- NOTE** : In line with the Department's employments Equity Plan, preference will be given to Coloured Females, Indian Females, White Females candidates.

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

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

- APPLICATIONS** : All applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower. Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address: HeadOffice.HRJobApplication@kznhealth.gov.za NB://: The subject of your email must be the post name that you are applying for. “Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs
- FOR ATTENTION** : Miss TNN Ngema
- CLOSING DATE** : 15 May 2026
- NOTE** : Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant’s responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for an SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. 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. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.

MANAGEMENT ECHELON

POST 14/118	:	<u>CHIEF DIRECTOR: HEALTH SERVICE PLANNING, MONITORING AND EVALUATION REF NO: G32/2026</u> Cluster: Health Service Planning, Monitoring and Evaluation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 494 900 per annum, (an all-inclusive SMS salary package) Head Office Pietermaritzburg Grade 12/ Matric Certificate, An undergraduate qualification (NQF level 07) as recognized by SAQA in Business Administration/Management or Public Administration / Management / Public Health, Five (5) years of experience at a senior managerial level in Strategic Management Services environment; plus Unendorsed valid Code B driver's license (Code 08). Additional Qualifications: Experience in Planning, Monitoring and Evaluation will be an added advantage. Knowledge, Skills, Training and Competencies The incumbent of this post will report to the Head of Department and will be responsible for managing the Department's Strategic Planning and Information Management Services in accordance with various legislation, regulations and policies: Manage strategic planning and health economics services. The ideal candidate must: have thorough knowledge of Government Governance Management Framework as well as legislative and other mandates regulating support services in the public sector Extensive knowledge of and skills to develop effective and efficient office systems, tools and mechanisms to optimize the performance of the Office of Strategic Planning and Support Services Possess knowledge of Human Resource and Financial Management and other related Acts, regulations, frameworks, prescripts and directives Skills in Project management, Problem Solving, Computer Skills, Change Management, Strategic Management, Planning and organisational skills, Communication skills, Report writing skills, Decision Making, Problem Solving and Analytical skills Values/Attributes: Innovation, Concern for excellence, Courtesy, Drive and Enthusiasm High level of communication (both written and verbal) with the Management in the Department, Colleagues, Trade Unions, Provincial Health Council, Private Hospitals, Non-Governmental Organizations (NGO) and other departments.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others: Facilitate the development of Departmental Strategic, Service Delivery and Annual Performance plans Oversee the development of costing models and cost benefit analysis Identify potential risks in health service delivery Ensure compliance to strategic and performance plans Participate in the Social Cluster Programme Participate in District Task Team Activities (including DDM and OSS) Ensure provision of data management services and monitoring and evaluation services: Manage provision of accurate and functional information to support planning, performance management and decision making Ensure provision of geographic information systems platform Develop and facilitate the implementation of a monitoring and evaluation framework Asses overall performance of the Department against performance indicators Develop and oversee the implementation of the Audit improvement Plan for pre-determined objectives Ensure provision of epidemiology services through health research initiatives: Oversee the development and maintenance of knowledge framework for the department Oversee health research initiatives and research on disease trends Ensure provision of epidemiology profiling and early warning services Oversee the development and maintenance of a health research and clinical trials policy framework for the department Ensure the development and implementation of policies: Ensure the implementation of National, Provincial and Departmental frameworks Ensure the implementation of policies according to agreed norms and standards Monitor and evaluate compliance with implemented policies Report on any discrepancies in regard to compliance to all relevant stakeholders Review and amend policies relevant to the unit as and when required based on input from stakeholders Ensure the effective, efficient and economical management of allocated resources of the Chief Directorate: Manage the financial resources Manage the human resources Manage the allocated assets Manage potential risks and mitigation strategies Provide strategic management, planning, leadership and direction Monitor and ensure that the whole Chief Directorate complies with the dictates of the PFMA and other Governance Regulations
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. TP Msimango Tel No: (033) 395 2589 Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address: HeadOffice.HRJobApplication@kznhealth.gov.za

<u>POST 14/119</u>	:	<u>ENGINEERING AND TECHNICAL SERVICES REF NO: G34/2026</u> Cluster: Infrastructure Development and Technical Services
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules).
<u>CENTRE REQUIREMENTS</u>	:	Head Office Pietermaritzburg Senior Certificate / Grade 12. Bachelor Degree in Civil/Structural or Electrical/Mechanical Engineering; (NQF Level 7). Five (5) years' experience at a middle/senior managerial level. Computer Literacy: MS Office Software Applications; Unendorsed valid Code B driver's license (Code 08). Registered as a Professional Engineer with ECSA. Executive Course or Certificate in Infrastructure Delivery Management will serve as a recommendation. Knowledge, Skills, Training and Competencies: The incumbent of this post will report to the Chief Director: Infrastructure Development and Technical Services and will be responsible to provide effective and efficient management of the maintenance of Healthcare Facilities, Laundries, utilities, other infrastructure and related technical support services that sustain an enabling environment for health care delivery in cost effective manner. The ideal candidate must have: Knowledge in PFMA/DORA/Treasury Regulations, Practice Notes, Instructions and Circulars, Provincial/Departmental Supply Chain Management Policies, Construction Industry Development Board Act of 2000 and Regulations, Competence Standards for Construction Procurement as issued by CIDB etc. Skills in: Management Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus: Communication. Computer Literate.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others to: Manage the maintenance of health facilities, utilities and infrastructure: Determine the inputs for the scheduled and preventive maintenance plans/strategies including conceptual planning for scheduled maintenance. Determine the inputs to Health Facilities in terms of day-to-day maintenance. Provide inputs in terms of targets and indicators for infrastructure maintenance to the Directorate Infrastructure Programme Delivery. Coordinate and monitor the implementation of the maintenance plans and day-to-day and preventative maintenance. Provide inputs to Health Facilities in terms of planning for disposals of related equipment. Manage the monitoring and evaluation of deployed technology. Manage the provision of professional engineering services and providing support to the Chief Directorate and Health Facilities: Manage the research of maintenance technologies. Monitor and promote the effective utilization of utilities and provide feedback to the Directorate: Planning. Provide inputs to the Directorate: Infrastructure Planning in terms of setting functional and technical norms and standards. Develop guidelines for the maintenance of Health Facilities in close consultation with the Directorate: Infrastructure Planning. Determine detailed maintenance and supply specifications for procurement for day-to-day maintenance, emergency maintenance, minor specifications provided by the Directorate: Infrastructure Planning. Oversee the implementation of the provisions of the Occupational Health and Safety Act related to equipment safety in Health Facilities (compliance). Manage the provision of linen and laundry services to Health Facilities: Report on the provision of cost effective, efficient and quality of linen and laundry services to Health Facilities. Report on the inventory and stock control of linen. Report on risks associated with the rendering of laundry services. Report on outsourced contracts. Manage the acquisition and development of maintenance resources: Capacitate Maintenance Hubs. Effective and efficient functioning of Provincial, District and Facility Maintenance Hubs. Manage the establishment and updating of maintenance strategy and system focusing on day-to-day, routine/preventative and emergency maintenance. Compliance of the provision of the Occupational Health and Safety Act (OHS) related to equipment and effective waste management: Report on the establishment of the statutory structures as required in terms of the Act. Report on the establishment of the statutory structures as required in terms of the Act. Report on OHS training interventions as all Health Facilities in terms of equipment. Monitor compliance of equipment with the OHS Act in all Health Facilities. Approve waste management policies and procedures. Manage healthcare infrastructure risk and quality improvement program: Provide inputs to policies, norms and standards and procedures to the Directorate: Infrastructure Planning. Manage

the overall provision of training of users and engineering/technical staff on policies. Approve the quality improvement plan. Approve the risk management plan (including adverse events). Management of the finances as Programme Manager for the Directorate: Use of funds in the directorate effectively, efficiently and in compliance with Public Finance Management Act. Procurement Management in terms of evaluation and adjudication of tenders. Strategic Management: Engineering directorate aligned its core business to that of the Chief Directorate. Engineering staff in the Directorate understands their roles and responsibilities. Management of the human resources: Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of employees. Undertake human resource 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.

ENQUIRIES

: Mrs TP Msimango Tel No: (033) 395 2589

POST 14/120

: **DIRECTOR: AUDIT AND INTERNAL CONTROL REF NO: G33/2026**
Cluster: Financial Management Services

SALARY

: R1 266 714 per annum (Level 13), (all-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules).

CENTRE REQUIREMENTS

: Head Office: Pietermaritzburg
: Senior Certificate / Grade 12. An appropriate Bachelor's Degree with Financial Management / Management Accounting / Auditing / Corporate Governance or National Diploma in Financial Management/Public Finance (NQF Level 7; A minimum of Five (5) appropriate experience at middle/senior managerial level in an audit/internal control environment; Computer Literacy: MS Office Software Applications; plus Security Clearance of "Top Secret"; plus Unendorsed valid Code B driver's license (Code 08). Training Programmes and/or experience in policy and system development, Project Management as well as appropriate management development programmes will serve as an added advantage. Knowledge, Skills, Training and Competencies: The incumbent of this post will report to the Chief Director: Risk Management, Investigation and Security Services and will be responsible to ensure that all audit related matters both internal and external inclusive of the Head Office and all of KwaZulu-Natal Department of Health institutions are addressed, undertaken and finalized, provide support to the Department with regards to co-ordination of all audit matters in the Department and ensure an internal control environment that will achieve efficiency, reduce risks and ensure compliance with relevant legislation. The ideal candidate must: Possess sound knowledge of all legislative prescripts with specific reference to the Public Finance Management Act, Treasury Regulations, Public Service Act etc; Experience and knowledge relative to the development of Internal Control systems and mechanisms/Assessment Tool kits/Checklists. Experience and expertise in conducting control self-assessments and the compilation of accurate reports inclusive recommendations for remedial action. Experience in the analysis of audit reports and findings and development and implementation of mitigation plans/actions relative to audit findings/queries. Experience in conducting compliance audits/internal control inspections in all disciplines. Sound knowledge of all disciplines i.e. Financial Management, Supply Chain Management, Human Resource Management etc. as well as in-depth knowledge of systems namely maintenance, transport, security, catering and IT systems, amongst others. Excellent interpersonal and communication skills, a persuasive team builder and the ability to motivate and communicate effectively to achieve exceptional performance. Strong communication and presentation skills. Good analytical and conceptual ability. Skill and expertise in problem analysis and problem solving. Results driven with a logical and methodical approach to achieving tasks and objectives and an active and dynamic approach to work. Ability to finalising tasks within specific timeframes and deadlines. Strong leadership and business administration skills. Clinical thinking and good research ability with strong analytical and resource management skills. High level of integrity, honesty, diligence, conscientiousness, reliability and dependability.

DUTIES

: The successful candidate will be responsible for, amongst others: Provide overall leadership and management of the component inclusive of the development of strategic and operational plans, implementation and

monitoring to ensure the achievement of specific, identified objectives. Organisational needs addressed. Type of audit outcome (A-G's audit). Level of audit preparedness Ensure the effective and efficient management and utilisation of all resources attached to the component, inclusive of physical, financial and human resources. Manage all audit related matters emanating from both internal and external audits, inclusive of facilitation, reporting, remedial activities and control assessments. Develop, implement and monitor strategies, policies and systems in line with applicable legislation/frameworks for the strengthening of the internal control environment in the Department. Provide an audit liaison function in relation to all oversight committees relevant to the Department, the office of the Auditor-General and the Provincial Treasury.

ENQUIRIES : Mrs TP msimango Tel No: (033) 395 2589

POST 14/121 : **DIRECTOR: HOSPITAL MANAGEMENT SERVICES REF NO: G35/2026**
Cluster: Hospital Management Services

SALARY : R1 266 714 per annum (Level 13), (all-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules).

CENTRE REQUIREMENTS : Head Office: Pietermaritzburg
: Senior Certificate / Grade 12. MBCHB OR Degree in Nursing (NQF Level 7); PLUS Current Registration with the relevant professional body i.e. HPCSA or SANC; Ten (10) years' experience in a hospital environment of which Five (5) years must be at middle/senior management level; plus Computer Literacy: MS Office Software Applications; plus Unendorsed valid Code B driver's license (Code 08). Post-graduate qualification will be an added advantage and Training programmes and/or experience in Policy and System Development, Project Management and Public Administration will serve as a recommendation. Knowledge, Skills, Training and Competence Required: The incumbent of this post will report to the Chief Director: Hospital Management Services and will be responsible to develop hospital service systems and policies, defining implementation protocols, norms and standards and monitoring arrangements enabling hospitals and community health centre to function optimally in the delivery of compassionate health services. The ideal candidate must have: Ability to translate legislation, national policies and imperatives into policies, guidelines and protocols that can be implemented at provincial level. Ability to identify best practices based on current research findings and incorporates the best practice into policies, guidelines and protocols used in the province. Knowledge of, and expertise in managing hospital systems. Knowledge of, and expertise in quality assurance methods applicable in hospitals. Knowledge of licensing requirements for private health care providers. Knowledge of, and expertise in the integrated planning framework for the provision of health care. Knowledge of, and expertise in health information systems and the use of information in the management of hospitals.

DUTIES : The successful candidate will be responsible for, amongst others to: Define the Legislative framework, norms, standards, protocols and guidelines for the provision of high quality hospital care, based on current best practice. Develop a monitoring, evaluation and reporting system for all aspects of quality of care and efficiency of system. Manage the licensing, monitoring and evaluation of state aided and private health facilities. Ensure the efficient and effective utilization of resources allocated to the component, inclusive of the development of staff. Develop systems for provision of high quality care, including clinical governance systems. Monitor and report on the implementation of the package of services and efficiency of referral system.

ENQUIRIES : Mrs TP Msimango Tel No: (033) 395 2589

POST 14/122 : **DIRECTOR: ICT GOVERNANCE AND PROJECT MANAGEMENT REF NO: G36/2026**
Cluster: Information Technology

SALARY : R1 266 714 per annum (Level 13), (all-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules).

CENTRE REQUIREMENTS : Head Office Pietermaritzburg
: Senior Certificate / Grade 12. Bachelor's Degree in Information Technology, Computer Science, Information Systems, or related field (NQF Level 7); Five (5) years' experience in middle/senior managerial level. Proven experience in ICT Governance, PMO Management and Large-scale ICT project

implementation. Computer Literacy: MS Office Software Applications, plus Unendorsed valid Code B driver's license (Code 08). Additional qualification: A postgraduate qualification (NQF Level 8) in ICT, Business Administration or Public Management. Certifications in PMP/PRINCE2, COBIT, ITIL and CGEIT. Knowledge of PFMA. POPIA, DPSA CGICT Framework, King IV and Public Sector regulations. Experience in the Public Sector and/or Health environment will be an added advantage. Knowledge, Skills, Training and Competencies: The incumbent of this post will report to the Chief Information Officer and will be responsible to provide strategic leadership and management of ICT governance, portfolio, programme, and project management within the KwaZulu-Natal Department of Health. The role ensures that ICT initiatives support service delivery imperatives, improve patient care outcomes and comply with Public Sector governance, regulatory and audit requirements. The ideal candidate must have: Strategic Capability and Leadership. Ability to align ICT with health service delivery priorities. Programme and Project Management. Advanced capability in managing complex ICT programmes. Financial Management. Understanding of PFMA, budgeting and cost control. Change Management. Leading digital transformation and organisational change. Knowledge Management. Promoting data-driven decision making and information governance. Service Delivery Innovation. Driving eHealth and patient-centric digital services. Problem Solving and Analysis. Addressing complex ICT and service delivery challenges. People Management and Empowerment. Building and leading high-performing teams. Client Orientation and Customer Focus. Supporting clinicians and patients through ICT Solutions. Communication. Strong stakeholder engagement and reporting skills. Honesty and Integrity. Upholding ethical standards and governance principles. Technical Competencies: ICT Governance framework (COBIT, ITIL & CGICT); Project and Programme Management Methodologies. ICT Risk Management and Compliance; Portfolio and Benefits Realisation Management and Digital Health Systems and eHealth initiatives.

DUTIES : The successful candidate will be responsible for, amongst others: Provide strategic leadership on ICT governance and ensure alignment with departmental and national health priorities. Develop and implement ICT governance frameworks, policies, and standards in line with Public Sector requirements. Establish and manage ICT Project Management Office (PMO). Oversee ICT programmes and projects to ensure delivery within scope, time, cost and quality. Manage the ICT project portfolio and ensure optimal allocation of resources. Ensure compliance with legislative and regulatory frameworks including PFMA and POPIA. Lead ICT risk management, audit processes, and implementation of internal controls. Facilitate stakeholder engagement with internal business units and external stakeholders (e.g. National Department of Health, National Treasury, SITA). Manage ICT governance and project budgets and support procurement processes. Lead and manage staff within directorate, including performance management and development. Willingness to travel across districts and health facilities

ENQUIRIES : Mrs TP Msimango Tel No: (033) 395 2589

POST 14/123 : **DIRECTOR: INFRASTRUCTURE PROGRAMME DELIVERY REF NO: G29/2026**
Cluster: Infrastructure Programme Delivery

SALARY : R1 266 714 per annum (Level 14), (an all-inclusive SMS salary package)
CENTRE : Head Office Pietermaritzburg
REQUIREMENTS : Grade 12/ Matric Certificate, Bachelor Degree (NQF level 07) in the field of Built Environment; Five (5) years of experience at a middle/ senior managerial level and/or related management experience in the delivery and oversight of infrastructure programmes; Plus Computer Literacy: MS Office Software Applications; plus. Unendorsed valid Code B driver's license (Code 08). Certificate Course in Infrastructure Delivery Management. Registration with relevant Professional Council/Board as a Built Environment. Professional Postgraduate qualification in management will serve as a recommendation. Knowledge, Skills, Training and Competencies: The incumbent of this post will report to the Chief Director: Infrastructure Development and Technical Services and will be responsible to manage the delivery of the total of Infrastructure Programme related to Capex, minor capital and maintenance projects through interaction with Districts and Health Facilities and monitoring/oversight of implementing Agent(s). The ideal candidate must have: Knowledge in PFMA/DORA/Treasury Regulations, Practice Notes, Instructions and Circulars, Provincial/Departmental Supply Chain Management Policies,

DUTIES

Construction Industry Development Board Act of 2000 and Regulations, Competence Standards for Construction Procurement as issued by CIDB etc. Skills in: Management Strategic Capability and Leadership Programme and Project Management Financial Management Change Management Knowledge Management Service Delivery Problem Solving and Analysis People Management and Empowerment Communication Computer Literate.

: The successful candidate will be responsible for, amongst others to: Prepare Medium Term Expenditure Budget, Annual Budget, Adjustment Budget, Infrastructure Programme Management Plan, Construction Procurement Strategy and Infrastructure Programme Implementation Plan: Identify Infrastructure strategic objectives Determine greatest needs of Department addressed as the highest priorities in terms of infrastructure delivery- including both Capital and Maintenance Projects Finalise and approve Infrastructure Programme Management Plans Finalise and approve the procurement strategy providing value for money to inform the Infrastructure Programme Management Plan Overseeing Capital and Scheduled Maintenance Project Implementation: Participate on various Supply Chain Management Committees Undertake regular project site and visits Implement commissioning plans effectively and efficiently Finalise and approve all infrastructure monitoring reports (performance and financial reports) Update Project/Programme Management Systems Manage feedback learning generated in terms of the application of approved norms and standards Manage social facilitation Monitor EPWP targets Management of Infrastructure budget as Infrastructure Programme Manager for assigned projects: Use of funds in terms of contracts issued effectively, efficiently and in compliance with Public Finance Management Act. Review and approve cost, variations, Task and Work orders Prepare financial reports including management information Strategic Management: Align Directorate core business and strategic objectives to that of the department Provide clarity to professionals and support staff to understand their roles and responsibilities Effective and efficient resources management: Undertake planning for future human resource needs Maintain Discipline Manage performance and 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.

**ENQUIRIES
APPLICATIONS**

: Mrs. TP Msimango Tel No: (033) 395 2589
: Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address: HeadOffice.HRJobApplication@kznhealth.gov.za The subject of your email must be the post name that you are applying for. "

POST 14/124

: **DIRECTOR: LEGAL ADVISORY SERVICES REF NO: G31/2026**
Cluster: Legal Services

**SALARY
CENTRE
REQUIREMENTS**

: R1 266 714 per annum (Level 13), (an all-inclusive SMS salary package)
: Head Office Pietermaritzburg
: Grade 12/ Matric Certificate, An LLB Degree (NQF level 07) or equivalent (B Uris; B Proc; BA Law and B Com Law together with old LLB); A minimum of Five (5) years of experience at a middle/ senior managerial level in a legal practice. Plus Admission to practice either as an Advocate or an Attorney in the High Court of South Africa; plus Computer Literacy: MS Office Software Applications; plus Unendorsed valid Code B driver's license (Code 08). Knowledge, Skills, Training and Competencies: The incumbent of this post will report to the Chief Director: Legal Services, and provide legal advisory services to the department in accordance with the current legislation, policy and general legal practice imperatives: The ideal candidate must Possess extensive knowledge of civil and criminal procedures Knowledge in all legal matters impacting on the area of operation of the Department Knowledge and understanding of the legislative framework governing the Public Service Extensive knowledge of all health legislation, both National and Provincially Broad knowledge of health related issues Legal drafting skills Excellent communication skills, both verbal and written Excellent human relations Knowledge and competency in managing human, physical and financial resources Be computer literate with a proficiency in all Microsoft Office Software applications.

- DUTIES** : The successful candidate will be responsible for, amongst others: Provide overall management of the Litigation, Contracts and Legislation sub-components, inclusive of strategic and operational management: Develop, implement and monitor policies and systems to a specific legal framework and ensure compliance therewith Render a comprehensive legal advisory service including legal opinions and legal research: Render legal drafting services to the Department inclusive of technical advice with regard to the drafting of all departmental contracts Ensure the effective and efficient management and utilisation of all resources attached to the component, inclusive of physical, financial and human resources.
- ENQUIRIES** : Mrs. TP Msimango Tel No: (033) 395 2589
- APPLICATIONS** : Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address: HeadOffice.HRJobApplication@kznhealth.gov.za The subject of your email must be the post name that you are applying for. “

DEPARTMENT OF TREASURY

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

- APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road Pietermaritzburg, 3200. Applications can also be submitted via the e-services system please assess this site on (eservices.gov.za)
- FOR ATTENTION** : Ms Z Ndlela
- CLOSING DATE** : 12 May 2026
- NOTE** : The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 Must Be Completed In Full. Application must be accompanied by a detailed CV Only the provisionally shortlisted candidates will be requested to submit supporting documents (certified copies of qualifications, drivers license etc.) All shortlisted candidates, including SMS, shall undertake to 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 need to ensure that they obtain and submit their foreign qualifications verified with SAQA if shortlisted or provisionally shortlisted. Non-South African citizens or permanent residency holders, if provisionally shortlisted, will be required to submit proof of citizenship The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected to security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Candidates who do not comply with the above mentioned will not be considered.

OTHER POST

- POST 14/125** : **DEPUTY DIRECTOR: TRAINING AND CAPACITY BUILDING REF NO: KZNPT 26/14**
- SALARY** : R932 292 per annum, (all-inclusive package)
- CENTRE** : KZN Provincial Treasury, Pietermaritzburg
- REQUIREMENTS** : NQF Level 7 Degree or higher qualification in Financial Accounting/Management/ Commerce Completed SAICA Trainee Accountant Programme. A minimum 3 years' junior management experience in Financial Management environment. Valid Driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Knowledge of applicable national and provincial policies and legislation is required, including: Human resources prescripts and interpretation thereof Broad government

imperatives Knowledge of broad transformation issues and implementation thereof Public Finance Management Act, Municipal Financial Management Act, Public Service Code of Conduct, National Treasury practice notes and guidelines, KwaZulu-Natal Procurement Policy Framework, Treasury Regulations of 2016, Provincial Treasury policies, practice notes and guidelines, Commercial Law principles/procedures, Public Service Regulatory Framework, Public Sector, Local government and public entities systems, Standards for the Professional Practice of Internal Auditing, Advanced Public sector accounting and financial management frameworks and standards, General Recognized Accounting Practices Principles, General Accepted Accounting Principles, SAICA Training Regulations, SAICA Electronic Assessment System, Training Contract Management System and Competency Framework, Public Service Regulation, Labour Relation Act, Basic Conditions Of Employment Act, Skills Development Act, MTEF and the budget process, Public Service Act, 1994 Republic of South Africa Constitution, Planning frameworks relevant legislation and plans, Public Service Regulation 2016, MTEF and the budget process, PFMA, Treasury regulations, Strategic plan framework, Annual Performance plans, Monitoring and evaluation, National Treasury Strategic Planning, National Development Plan, Service Delivery Framework, National and Provincial Practices Notes, Provincial Growth and Development Plan Advanced MS office Applications Analytical, Financial management, Leadership, Planning, Organizational, Management, Computer literacy, Policy Analysis/development, Interpersonal relations, Presentation, Problem-solving, Verbal communication, Project management skills, Ability to initiate and support organizational transformation, Problem solving skills, Change management skills, Advanced communication skills, Creativity, Conflict management skills, People Management, Negotiation skills, Stakeholder/ relationship management.

DUTIES

: Review and update the rotational and generic plans, policies, systems, and processes aligned to South African Institute of Chartered Accountants (SAICA) requirements. Monitor and evaluate the assessment process, inclusive of feedback engagements to assessments role-players and attend to non-compliance issues. Maintain quality assurance of the SAICA Trainee Accountant Programme in order to ensure accreditation standards are met at all times. Monitor the implementation of frameworks and policies for the SAICA trainee accountant programme. Provide training relating to financial management in the Public Sector. Manage the resources of the sub-directorate. Manage the resources of the sub- directorate.

ENQUIRIES
NOTE

: Ms. D Samuels Tel No: (033) 897 4518
: Preferences: African Males, African Females and people with disabilities who meet the requirements.

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>CLOSING DATE</u>	:	13 May 2026
<u>NOTE</u>	:	N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please note the department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). 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.

MANAGEMENT ECHELON

<u>POST 14/126</u>	:	<u>CHIEF DIRECTOR: DISTRICT HEALTH SERVICES REF NO: MPDOH/APR/26/166</u>
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Nkangala District Office, Emalaheni (Witbank)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) as recognized by SAQA. At least five (5) years' experience at senior managerial level preferably in health-related field. A post-graduate degree / diploma in health-related field or equivalent qualification will serve as an added advantage. Knowledge and understanding of the District Health System, including District hospitals and Community Based Services. Experience in accounting to communities e.g. Health committees and Facility Boards. Knowledge and experience of financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive Service Plan. Familiar with the drafting and implementation of both Annual Performance and District Health Plans. Verbal and written communication skills. Valid driver's licence.
<u>DUTIES</u>	:	Provide strategic support and quality assurance services in the district. Manage and facilitate the provision of district hospital services at district level. Manage

and facilitate the provision of Primary Health Care (PHC) services. Render financial management services. Render corporate support services. Manage the implementation of the full package of district health services (including district hospitals and sub-acute services) within the district, in line with the Departmental Comprehensive Service Plan. Manage key partnerships within the district, especially with the communities, local government, universities and non-profit organizations (NGO's). Additional to Gert Sibande: Monitor the implementation of National Health Insurance Pilot Project throughout the District.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

OTHER POSTS

POST 14/127 : **MEDICAL SPECIALIST GRADE 1: ANAESTHESIOLOGY REF NO: MPDOH/APR/26/167**

SALARY CENTRE REQUIREMENTS : R1 395 528 - R1 479 723 per annum
 : Ermelo Regional Hospital (Gert Sibande District)
 : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology (2026). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1-year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Anaesthesiology) for foreign qualified employees. Knowledge, skills, Training and Competences required. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach and guide junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES : Supervising the management of and managing Anaesthesiology and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services maintained. Comply with the performance Management and Development System (conducting quarterly reviews and final assessment).

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 14/128 : **PHARMACIST GRADE 1 REF NO: MPDOH/APR/26/168**

SALARY CENTRE REQUIREMENTS : R882 816 – R936 987 per annum
 : Ermelo Hospital (Gert Sibande District)
 : Senior Certificate / Grade 12 plus Pharmacy Degree or equivalent qualification. Current registration with South African Pharmacy Council (SAPC) (2026). Core competencies recommended. Commitment to quality development of self and others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.

<u>DUTIES</u>	:	Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train Pharmacy Support Staff, Interns, Community Servers and Junior Pharmacist.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 14/129</u>	:	<u>OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/APR/26/169</u>
<u>SALARY</u>	:	R720 819 – R821 454 per annum
<u>CENTRE</u>	:	Arthurseat Clinic (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2026) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years of appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Primary Health Care after obtaining the 1 year post basic PHC Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impact on service delivery. Demonstrate a basic understanding of HR and finance and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem Solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal and communication and communication skills. Demonstrate an in-depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.
<u>DUTIES</u>	:	Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance with the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 14/130</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (PN-A5): MENTAL HEALTH AND SUSTANCE ABUSE REF NO: MPDOH/APR/26/170</u>
<u>SALARY</u>	:	R571 161 – R654 285 per annum
<u>CENTRE</u>	:	Mbombela Sub-district (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus 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 minimum of seven (7) years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Good leadership and coordination qualities. Good interpersonal communication

		skills. Good organizing and planning skills. Report writing skills, ability to work under pressure. Valid driver's licence and computer literacy.
<u>DUTIES</u>	:	Coordinate and manage mental health and substance abuse programme. Ensure the implementation of the mental health care act (Act no 17 2002) and mental health and substance abuse policies at the sub-district level. Provide support visits in health facilities. Assist in the management of state patients and patient in chronic care facilities. Conduct home visit to support families and mental health care users including state patients. Facilitates in the establishment of community based mental health services. Ensure community involvement and participation in forming support group and working with stakeholders. Advocacy mental health promotion and prevention of mental illness and substance abuse: competencies: plan and organise own work and support personnel to ensure proper nursing care. Do awareness campaign on mental health and substance abuse? Assist in preparation of strategic plans and operational plans for the programme liaise with other department and ability to work with NGOs.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 14/131</u>	:	<u>LECTURER GRADE 1 (PN-D1) REF NO: MPDOH/APR/26/171</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R495 423 - R581 931 per annum Mpumalanga College of Nursing, Kabokweni Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General nursing (2026). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills.
<u>DUTIES</u>	:	Planning, co-ordination, implementation, and facilitation of training programmes for nurses in the health establishment. Mentoring and coaching of nursing staff. Co-ordinate the activities of Clinical Education and Training Unit (CETU). Facilitate the implementation of Continuous Professional Development (CPD) Framework. Liaise between Nursing Education and Nursing Practice (Hospital & Nursing College). Provide Skills and competency updates and facilitation of in-service training. Monitoring, evaluation and analysis of training programmes/activities/competencies and skills to ensure quality health service delivery. Internal and External Collaboration on training programmes to ensure effective capacity building. Effective Management, co-ordination, administration, and reporting of Teaching Programmes. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Effective and efficient management of resources.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 14/132</u>	:	<u>ASSISTANT DIRECTOR: BUDGET MANAGEMENT REF NO: MPDOH/APR/26/172</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09), (plus service benefits) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Finance / Financial Management / Management Accounting as recognized by SAQA. At least a minimum of three (3) years' experience in Financial Management at supervisory / management (Level 7/8). Proficiency in MS Excel, MS Word,

		PowerPoint and MS Project. Generic Competencies: Planning and organising. Problem solving and decision making. Coordination. Project management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: Extensive knowledge in Financial Management and Municipal Revenue Management. Comprehensive knowledge and, the Division of Revenue Act (DoRA), the Public Finance Management Act (PFMA) and Policy Development. Valid driver's licence.
<u>DUTIES</u>	:	To manage and facilitate budgeting processes. Facilitate and manage financial planning and budgeting processes. Compile budget estimates. Align budgets with strategic and annual performance plans. Provide advice on budget-related matters. Monitor expenditure against allocated budget. Confirm availability of funds before goods and services are procured. Ensure correct SCOA allocations are used on payment packs. Checking monthly document control reports. Ensure all processed documents are audit compliant. Costing operational budget requirements needs of Districts within actual expenditure trend. Balancing of final budget allocation on BAS. Request budget / expenditure input to quarterly erroneous allocations and authorize journal entries. Alert District Manager's to over and under expenditure trends. Monthly checking of Regional Office control reports. Training of incorrect allocation captured by sub offices. Monitoring of key cost drivers. Complete accurate and updated report as per prescribed time frames. Provide training to finance functionaries in the districts.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 14/133</u>	:	<u>ASSISTANT DIRECTOR: RISK AND SECURITY MANAGEMENT REF NO: MPDOH/APR/26/173</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09), (plus service benefits) Rob Ferreira Hospital (Ehlanzeni District) Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in an area of study relevant to Security Management / Law / Criminal Justice / Safety Management as recognized by SAQA. At least a minimum of three (3) years' experience in the hospital / health environment at supervisory / managerial (Level 7/8) dealing with security issues. Valid PSIRA Grade B Certificate. Valid Driver's Licence. Computer Literacy. SAMTRAC (NOSA). Knowledge of Minimum Information Standards (MISS) and Minimum Physical Security Standards (MPSS). Completed the following course or should complete them within the first two years of appointment: SSA Security Management / Advisor and Communication.
<u>DUTIES</u>	:	Develop Security Policy and Plan. Gather information and conduct Security Threat Risk Assessment. Coordinate and ensure institution preparedness. Prevent, manage and respond to security incidents. Secure people, core business, information and reputation. Coordinate public and government relations.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 14/134</u>	:	<u>ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 REF NO: MPDOH/APR/26/174</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 121 – R472 359 per annum Mapulaneng Hospital (Ehlanzeni District) Senior Certificate / Grade 12 or equivalent qualification plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) (2026). Grade 1: SA Qualified employees: None after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees: One (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as

- required in SA. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.
- DUTIES** : Waste management (ensure proper handling and monitor of general waste and health care risk waste). Safety health environment risk and quality (SHERQ) management. Waste quality monitoring (collection of water samples and analysing results). Food control (collection of food samples, inspection of food premises and training of staff). Vector control within the facility (organize pest control programme). Disease surveillance (from part of the outbreak response team, investigate outbreaks and liaise with relevant stakeholders). Monitor Environmental health indicators and provide reports to management. Pollution control. Environmental health hygiene. Occupational hygiene surveillance.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
- POST 14/135** : **EMS SHIFT LEADER GRADE 3 REF NO: MPDOH/APR/26/179**
- SALARY** : R348 636 - R390 396 per annum
CENTRE : Nelspruit EMS Station (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus an Ambulance Emergency Assistant / Emergency Care Assistant / Emergency Care Technician / Critical Care Assistant / National Diploma in Emergency Medical Care / Bachelor of Technology in Emergency Medical Care with three (3) years' experience after registration with the Health Professions Council of South Africa (HPCSA) as ANT/ ECT / Paramedic / ECP. Current registration with the HPCSA (2026). Unendorsed driver's licence (C1) and valid professional drivers permit (PrDP) for transporting patients. Knowledge, Skills and Competencies: Previous supervisory experience or qualification knowledge of the area including health facilities and neighbouring EMS stations. Be able to work under pressure and excessive hours. Basic knowledge of labour relations. Good communication skills (verbal and written). Computer literacy.
- DUTIES** : General office administration be responsible of all EMS activities on a shift Human Resource Management. Analyse Patient Report Forms. Rendering of patient management at an Intermediate Life Support level or above. Compile management report. Maintain response times. Maintain discipline on shift. Complete trip authorities for staff. Maintain checklist for vehicles and equipment.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
- POST 14/136** : **STATE ACCOUNTANT: SALARY ADMINISTRATION REF NO: MPDOH/APR/26/175**
- SALARY** : R338 106 per annum (Level 07), (plus service benefits)
CENTRE : Bushbuckridge Sub-district (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus three (3) years relevant experience or Diploma / Degree (NQF Level 6/7) in Finance / Accounting / Auditing / Administration / Public Management. Knowledge in Government Financial Accounting. Extensive knowledge of PERSAL System. At least must have three PERSAL courses as minimum requirement. Knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS); good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. Ability to work in a team and independently. Assertiveness; and self-starter. Ability to work under pressure and good computer literacy skills (MS Excel and MS Word). Valid driver's licence.
- DUTIES** : The successful candidate will be expected to handle documents and information with strict confidentiality. Duties include: Check and authorize salary related transactions claims such as overtime, sessional allowances and

advances, control the instating of garnishee orders, Control the cancellation of deductions such as insurance policies, check and authorize Local and Foreign travel and subsistence claims, Control payments of salary claims, Control the correctness of the distribution of PERSAL Item Analysis reports to Financial Institutions and the filing of these reports on a monthly basis, Control the clearing, reconciling and reporting on the state of salary related ledger accounts, control leave and lump sum payments, Control the compilation of the Monthly BAS / PERSAL interface reconciliations, Follow up and resubmit PERSAL exceptions on BAS, Debtor control: Check and approve salary related debt calculations and transactions to be effected on the BAS and control debt documentation, Control the PAYE for the Department, recalculation of Income Tax, monthly income tax reconciliation EMP201 to be submitted via SARS eFiling and the annual tax reconciliation EMP501 to SARS to be submitted via SARS e@syFile, Control SARS tax directives for assessment, Check issue / reissue of IRP5 Certificates, Manage and respond to enquiries related to this function, Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline. Requesting of BAS reports when required and Filing of claim related documents.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 14/137 : **CHIEF REGISTRY CLERK**

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 07), (plus service benefits)
 : Bushbuckridge Sub-district (Ehlanzeni District)
 : Senior Certificate / Grade 12 plus three (3) years relevant experience or Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management / Office Management as recognized by SAQA. Knowledge of in working and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Good interpersonal and communication skills verbal and written. Knowledge of Batho Pele Principles and customer care. Willing to work under pressure. Knowledge of the Departmental policies, prescripts and practices. Problem solving skills, analytical thinking, maintaining discipline and conflict resolution. Organizing skills, creativity, job information, planning, decision-making, supervision and control. Computer literacy. Valid driver's licence.

DUTIES : Supervise and provide registry counter services. Supervise the handling of incoming and correspondence. Supervise the operations and operate office machines in relation to the registry functions. Supervise the processing and process documents for archiving and disposal. Supervise human resources / staff.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 14/138 : **ADMINISTRATIVE OFFICER: CLINICAL SUPPORT PROGRAMME REF NO: MPDOH/APR/26177**

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 07), (plus service benefits)
 : Provincial Office, Mbombela (Nelspruit)
 : Senior Certificate / Grade 12 plus three (3) years relevant experience or Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management / Office Management as recognized by SAQA. Knowledge of PFMA and Treasury Regulations. Computer literacy. Good interpersonal and communication skills verbal and written. Budgeting and willing to work under pressure. Knowledge of Batho Pele Principles and customer care. Knowledge of Departmental policies, prescripts and practices. Problem solving skills, analytical thinking, maintaining discipline and conflict resolution. Organizing skills.

DUTIES : Render administrative and logistic support services for the Directorate Clinical Support Services. Ensure acquisition of goods and services as per operational plan. Prepare invoices for payments and ensure that payments to service providers such as but not limited to, NHLS and SANBAS services are

processed on time for services rendered. Assist the Directorate in preparing and costing of operational plans, budget projections, budget adjustments and budget pressures. Approve the Directorate requisitions on LOGIS system. Request BAS Reports. Monitor expenditure. Consolidate reports. Assist with the management of invoices for the laboratory and blood services as well as Orthotics and Prosthetics. Manage Directorate, Hospital Transfusion and Laboratory Committee, Medical Orthotics and Prosthetics and stakeholder meetings, invitations, drafting, filling and sharing of minutes, attendance registers and all other relevant records and documents.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 14/139 : **PARAMEDIC GRADE 3 REF NO: MPDOH/APR/26/178**

SALARY : R334 227 - R402 195 per annum
CENTRE : Ermelo EMS Station (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification plus Critical Care Assistant Certificate / National Diploma in Emergency Medical Care / Diploma in Emergency Medical Care / Bachelor of Technology in Emergency Medical Care / Bachelor of Health Sciences in Emergency Medical Care. Registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic or an Emergency Care Practitioner (2026). Unendorsed driver's licence (C1) and valid professional drivers permit (PrDP) for transporting patients.

DUTIES : Oversee and ensure operational readiness for emergency calls. Provide pre-hospital emergency medical care. Render assistance to Basic Life Support and Intermediate Life Support personnel as required. Perform Helicopter Emergency Medical Services duties. Undertake inter-facility patient transfers. Liaise with hospitals regarding authorization of transfers. Oversee ordering and issuing of drugs in accordance with HPCSA Clinical Practice Guidelines. Render Quality Assurance and Quality control in EMS. Oversee and assist with in-service training. Provide advice on the application of best practices in Emergency Medical Services. Market and maintain a positive public image for Mpumalanga Emergency Medical Services.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**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.

- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- CLOSING DATE** : 12 May 2026, 17:00PM
- 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

- POST 14/140** : **MEDICAL SPECIALIST GRADE 1 TO 3 (DERMATOLOGY)**
- SALARY** : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 1: R1 844 151 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch
- REQUIREMENTS** : Minimum Education qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Dermatology. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Dermatology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Dermatology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Dermatology (or recognised foreign Health Professional Council in respect of foreign qualified employees). **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Dermatology (or recognised foreign Health Professional Council in respect of foreign qualified employees). Inherent requirements of the job: Willingness to travel within the District and Metro Region. Competencies (knowledge/skills): Ability to comprehensively manage all paediatric and adult dermatology cases and intensive management of tertiary level patients. Proven leadership abilities. Experience in supervision of staff and students. Proven teaching abilities. Experience and effective management of allocated resources. Proven experience in teamwork. Proven knowledge/skills and experience in principles of service planning, organizing, implementation, monitoring and evaluation. Proven ability to adhere to all departmental requirements and protocols. Proven knowledge of public health and public health policies, guidelines and related prescript to manage resources effectively. Research experience as a primary investigator. Computer literacy.
- DUTIES** : Provide comprehensive, high-quality adult and paediatric dermatological clinical services. Clinical leadership and governance of daily clinical operations of a dermatology and multidisciplinary team in a tertiary setting. Part of the team at the Division of Dermatology and Groote Schuur Hospital. Provide outreach and support to referrers and referring institutions, as required. Conduct ward rounds/ multidisciplinary clinical meetings. Manage and effectively/efficiently use allocated resources. Effective and efficient administration of clinical services. Teaching (formal and informal) of undergraduate & post graduate students. Create a learning environment for students and junior colleagues both under- and postgraduate as required. Clinical & Corporate Governance of Paediatric dermatology for both inpatients and outpatients. Administration of patient management system and other WCG health applications. Supervision of junior medical staff to ensure quality of care and good clinical outcomes. Do appropriate clinical audits and research within the department to stay abreast of clinical developments.

		Participation in existing and conducting new research projects within the department and stay abreast of clinical developments.
<u>ENQUIRIES</u>	:	Prof R Lehloenya Tel No: (021) 404-3376 or email: rannakoe.lehloenya@uct.ac.za
<u>NOTE</u>	:	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.
<u>POST 14/141</u>	:	<u>SENIOR REGISTRAR (MEDICAL) (CHILD & ADOLESCENT PSYCHIATRY)</u> (24 Month Contract)
<u>SALARY</u>	:	R1 395 528 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Red Cross Hospital War Memorial Children's Hospital, Rondebosch Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in the Psychiatry. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist (Independent Practice). Inherent requirements of the job: FCPsych and MMed (Psych). Registration/registrability as a specialist with the HPCSA. Registrars will be required to register as post graduate students with the University of Cape Town as applicable. according to the requirements for the discipline in the yearbook and guidelines. All applicants must be South African citizens or permanent residents. Competencies (knowledge/skills): Experience in and/or demonstrated interest in working with children and their caregivers. Excellent interpersonal and communication skills (both written and oral). Demonstrated understanding of being mindful of cultural differences and adapting communication and administration methods to respect diverse patients. Strong attention to detail and ability to work both independently and collaboratively within a team. Demonstrated commitment to ethical conduct, patient safety, and maintaining confidentiality. Experience in general psychiatry at a post graduate level. Direct experience in working with children living with Autism Spectrum Disorder, Behavioural and other psychiatric conditions. Ability and willingness to supervise medical students and rotating registrars.
<u>DUTIES</u>	:	Clinical Service Delivery: Comprehensive child & adolescent psychiatry clinical care and service delivery in the Western Cape. Care of inpatients and outpatients under the direction of sub-specialist supervisors. After-hours duties on the senior registrar roster in the Department of Child & Adolescent Psychiatry (UCT); and responsible to the director of the registrar programme. Supervision: Supervision of Junior Medical Staff - with respect to patient care and clinical service-ensuring safe and high standard of clinical care. Co-ordination of the junior medical team, nurses and allied health care team to ensure seamless provision of service. Teaching: Contribute to and facilitate learning of undergraduate students and psychiatric registrars attached to the clinic and ward. Learning: Rotation through areas of Red Cross War Memorial Children's Hospital's Child and Adolescent Psychiatry service in order to acquire training in Child and Adolescent Psychiatry including completing the required training logbook and successfully passing the College of Medicine of South Africa Certificate examination to enable certification as a Child & Adolescent Psychiatrist with the HPCSA. Attendance and presentation at Academic Departmental meetings and journal clubs. Research: Involvement with existing research projects, clinical reviews, audits and clinical trials. The post holder is expected to conduct a research project towards producing a Master's (MPhil) thesis through UCT and will require proof of research in order to enter the CMSA certificate exam. Management And Administration: Administration and management in the Child & adolescent Psychiatry unit including ensuring correct patient data and statistics. Efficient management of clinical notes, including generating letters, providing feedback to referring doctors, contributing to databases, and using designated ICD-10 codes.
<u>ENQUIRIES</u>	:	Dr P Gasela Tel No: (021) 658-5111 or email: papani.gasela@uct.ac.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of

Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University/ University of Cape Town according to the yearbook and guidelines. Please ensure that you attach an updated CV. Red Cross War Memorial Childrens Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration with the relevant council (including individuals who must apply for change in registration status)". Appointment as Senior Registrar will be for a maximum contract period of 2 years. Senior Registrars will function across health facilities, as per an agreed programme. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. Candidates may be subjected to a competency test. It will be expected of shortlisted candidates to be: available at the venue on the time and date as determined by the Department and bring along recently (not older than 6 months) certified copies of your Identity Document (ID), driver's license (if applicable for the post), qualification and/or proof of registration at relevant statutory body. Failure to adhere to the aforementioned may lead to his/her application being disqualified and not further considered. Registration/ registrability as a specialist with the HPCSA Registrars will be required to register as post graduate students with the University of Cape Town as applicable according to the requirements for the discipline in the yearbook and guidelines. All applicants must be South African citizens or permanent residents.

<u>POST 14/142</u>	:	<u>MEDICAL OFFICER: GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 041 402 per annum Grade 2: R1 188 255 per annum Grade 3: R1 375 245 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Karl Bremer Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Practitioner. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Experience: Grade 1: None after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health

Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license; willingness and ability to travel. Full commuted overtime is mandatory. Competencies (knowledge/skills): Ability to render high quality obstetric and gynaecological service and appropriate experience in Obstetrics and Gynaecology at District level. Strong ethical principles, relevant clinical & counselling skills, computer literacy, interpersonal skills, conflict resolution skills and teaching & training skills at undergraduate and medical intern level. Excellent clinical expertise and clinical governance. Team ethos, good leadership, communication, interpersonal, analytical and problem-solving skills.

DUTIES : Clinical service delivery in Obstetrics and Gynaecology, performed in all areas of the hospital, including wards, outpatients, theatre and the EC, with relevant procedural and surgical interventions. Clinical and administrative governance with effective self-organization, stewardship of scarce resources, participation in clinical reviews, with quality improvement, accurate medical record keeping and compliance with human resources and other policies. Teaching, training & research including supervision of undergraduate students, interns and junior doctors as well as participation in the hospital academic program. Systems management and domain specific outputs (Metro East Ecosystem) - rendering of high-quality care in all aspects of Obstetrics and Gynaecology within the district level package of care, in a professional & collegial manner, aligned with the requirements & outputs of Obstetrics and Gynaecology in the Metro East ecosystem.

ENQUIRIES : Dr S Prithipal Tel No: (021) 918 1598
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with their 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)

POST 14/143 : **MEDICAL OFFICER GRADE 1 TO 3 (SURGERY)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 041 402 per annum
 Grade 2: R1 188 255 per annum
 Grade 3: R1 375 245 per annum
 (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Victoria Hospital
REQUIREMENTS : Minimum Education qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as 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. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirements of the job: A Valid driver's license. Competencies (knowledge/skills): Management of common surgical emergencies. Good communication skills. Ability to work in a team and with all levels of staff. Interest in developing an academic career

and involvement in research activities. Previous experience working within a surgical department of a district-/secondary-/tertiary-level hospital. Completion of Basic Life Support, FCS primary examination, Advance Trauma Life Support, Basic Surgical Skills courses.

DUTIES : To deliver safe, cost-effective and high-quality surgical care at all times and promote comprehensive peri-operative care of patients in the discipline of general surgery. This would include the following roles: Pre-operative assessment and resuscitation of surgical patients (including gynaecology, urology & ENT) presenting to the EC and planning appropriate operative management with guidance & supervision from senior specialists. Involvement (supervised) in daily ward rounds, outpatient clinics & elective theatre lists (including urology & ENT cases). Post-operative inpatient assessment & care, with appropriate investigation & management of possible complications. Teaching and training of community service medical officers, interns, students and nurses providing an appropriate level of care and knowledge. Planning & triaging (supervised) of efficient emergency & elective theatre lists, involving communication and discussion with anaesthetic & theatre nursing staff. Completion of medicolegal documents. Participation in research, audits and quality improvement programs. Commuted overtime within the department of surgery.

ENQUIRIES : Dr J Plaskett Tel No: (021) 799-1200, or email: Jeremy.Plaskett@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post.

POST 14/144 : **MEDICAL OFFICER GRADE 1 TO 3 (INTERNAL MEDICINE)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Karl Bremer Hospital
Minimum Education qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Practitioner. Registration with a Professional Council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license; willingness and ability to travel. Full commuted overtime is mandatory. Competencies (knowledge/skills): Ability to render high quality in Internal Medicine service and appropriate experience in Internal Medicine at District level. Strong ethical principles, relevant clinical & counselling skills, computer literacy, interpersonal skills, conflict resolution skills and teaching & training skills at undergraduate and medical intern level. Excellent clinical expertise and clinical governance. Team ethos, good leadership, communication, interpersonal, analytical and problem-solving skills.

DUTIES : Clinical service delivery in Internal Medicine, performed in all areas of the hospital, including wards, outpatients, theatre and the EC, with relevant procedural and surgical interventions. Clinical and administrative governance with effective self-organization, stewardship of scarce resources, participation in clinical reviews, with quality improvement, accurate medical record keeping and compliance with human resources and other policies. Teaching, training

& research including supervision of undergraduate students, interns and junior doctors as well as participation in the hospital academic program. Systems management and domain specific outputs (Metro East Ecosystem) - rendering of high-quality care in all aspects of Internal Medicine within the district level package of care, in a professional & collegial manner, aligned with the requirements & outputs of Internal Medicine in the Metro East ecosystem.

**ENQUIRIES
NOTE**

: Dr MMDEV Basson Tel No: (021) 918-1205
 : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with their 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).

POST 14/145

: **PHARMACY SUPERVISOR GRADE 1**
 Chief Directorate: Metro Health Services

SALARY

: R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs).

**CENTRE
REQUIREMENTS**

: New Somerset Hospital
 : Minimum Education 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 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: Willingness to perform on-call duties and work overtime should the need arise, after hours including weekends and public holidays. Valid Driver's license. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws that govern the practise of Pharmacy. Knowledge, insight and previous similar experience in a Departmental Hospital or Clinical Setting. Proven organisational and management skills. Information management and system analysis skills. Sound knowledge of drug stock control, finances and legal requirements of pharmacy management. Computer literacy (MS Word, Excel). Ability to function independently as well as part of a multidisciplinary team. Good communication and interpersonal skills. Ability to work accurately under pressure and maintain a high standard of professionalism. Ability and willingness to train staff.

DUTIES

: Manage and ensure provision of quality pharmaceutical care, including prescription evaluation and dispensing of medication to patients and health workers, provision of professional advisory services to healthcare professionals and supervise the pharmaceutical workflow in the health facility. Ensure overall management and supervise effective drug supply management (procurement, storage, control, distribution and destruction) medicines and vaccines. Represent the Pharmacy Department at management and operational meetings and support the Pharmacy Manager in the overall management of pharmaceutical services, including acting in their absence when required. Ensure quality provision of pharmaceutical care by implementing and monitoring work procedures, policies and guidelines in keeping with Batho Pele, SAPC, National Drug Policy, Standard Treatment Guidelines and relevant national and provincial policies and guidelines. Ensure legislative compliance with the regulations of the Pharmacy Act, PFMA and Basic Conditions of Employment Act and the requirements of SAPC, National and Western Cape HRM and Finance policies. Perform operational, human resource and information management functions, including staff supervision, training, development and participation in quality improvement initiatives.

**ENQUIRIES
NOTE**

: Mr W Rosant Tel No: (021) 402-6460
 : No payment of any kind is required when applying for this post.

POST 14/146

: **MEDICAL OFFICER GRADE 1 TO 3 (X2 POSTS)**
 Chief Directorate: Metro Health Services

SALARY

: Grade 1: R1 041 402 per annum
 Grade 2: R1 188 255 per annum
 Grade 3: R1 375 245 per annum

**CENTRE
REQUIREMENTS**

(A portion of the package can be structured according to the individual's personal needs.)

: Valkenberg Hospital
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Officer. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: None after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. - **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Ability to be on call and availability for Emergency situations. Willing and able to work shifts. Willing and able to participate in after-hours duties. Willing and able to work with patients with infectious diseases. A valid driver's license. Willingness to participate in the commuted overtime system at Valkenberg Hospital. Competencies (knowledge/skills): Appropriate experience in Psychiatry or a mental health setting. Appropriate experience in teaching, training and supervision of students. Excellent clinical assessment and management procedures. Excellent clinical skills in terms of consultation. Good professional attitude. Communication skills.

DUTIES

: Provide comprehensive medical care to patients by diagnosing and treating illnesses, injuries, and other health conditions. Prescribe and manage treatment plans, including medication and therapies. Maintain accurate and detailed patient records. Refer patients to Medical Specialist or other healthcare providers when necessary. Complete the required CPD activities to maintain registration with the HPCSA. Participate in training and educational programs for healthcare professionals. Complete and submit required medical reports and documentation for legal and administrative purposes. Uphold the reputation and integrity of the medical profession.

**ENQUIRIES
NOTE**

: Dr R Ori Tel No: (021) 826-5863
: No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".

POST 14/147

: **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
West Coast District

**SALARY
CENTRE
REQUIREMENTS**

: R720 819 per annum
: Vredendal Central Clinic, Matzikama Sub-District
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) 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 diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48) OR a 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a Professional Council: Current registration with the South African Nursing Council as Professional Nurse.

Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or a post graduate diploma in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel to and support other Clinics in the Sub-district when needed. Competencies (knowledge/skills): Good interpersonal, planning, organisational skills, and computer literacy (MS Office). In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources and Financial guidelines and protocols.

DUTIES : The effective management and execution of relevant Curative Programmes on PHC level within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of relevant Child Health service within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of all Women's Health services within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of the HAST programmes within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective and efficient management of the PHC facility, mobile units and satellite Clinics – management of staff, services and infrastructure.

ENQUIRIES : Dr JE Eygelaar Tel No: (027) 213-4070

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.

POST 14/148 : **CHIEF AUDIOLOGIST GRADE 1**

SALARY : R598 260 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Audiologist or Speech Therapist and Audiologist. Registration with a professional council: Registration with the HPCSA as an Audiologist or Speech Therapist and Audiologist. Experience: A minimum of 3 years appropriate experience as an Audiologist after registration with the HPCSA as an Audiologist or Speech Therapist and Audiologist. Inherent requirement of the job: HPCSA accredited Additional Training in Cochlear Implant Mapping and Rehabilitation. Willingness to work overtime and be involved in research projects at the institution. Competencies (knowledge/skills): Successful completion of the HPCSA-accredited Short Course in Cochlear Implant Mapping and Rehabilitation. Appropriate experience as an audiologist rendering services of Cochlear Implant Mapping and Rehabilitation. Competency in the assessment and management of patients (adults, children and babies) with a hearing loss, in particular severe to profound sensorineural hearing loss. Competency in assessment, rehabilitation and mapping of cochlear implant patients of all ages. Good management, administrative, supervisory, problem-solving, conflict resolution, interpersonal, organisational and communication skills. Competent in Diagnostic audiology, hearing aid fitting and rehabilitation of children and adults with hearing loss. Interest in performing / cooperating in research projects within the Cochlear Implant Programme. Ability to mentor and teach junior staff members and post-graduate students.

DUTIES : Manage a clinical caseload within the Cochlear Implant Unit, which includes Assessment and management of patients of all ages for cochlear implant candidacy, intra-operative and post-operative testing of implant function, programming (mapping) and rehabilitation of cochlear implant patients. Co-operate, train, consult and collaborate with outside agencies and/or professionals. Assist with the management of physical, financial and human resources in the Cochlear Implant Unit and co-ordination of all administrative activities regarding the patients, clinical area and unit. Supervise staff and train under- and post-graduate Audiology students. Undertake and participate in appropriate research and investigations in area of work.

ENQUIRIES : Ms J Perold Tel No: (021) 938-4824 / 5086

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

<u>POST 14/149</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) (WARD 5 AND WARD 6)</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R571 161 per annum Alexandra Hospital Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 3-year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: A valid (Code B/EB) driver's license. Willingness to work weekends, overtime, Public Holidays and Night Duty. Competencies (knowledge/skills): Good interpersonal, leadership, communication skills, strong sense of responsibility. The ability to function independently in a multidisciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation and knowledge of Human Resource and financial policies. Computer literacy (MS Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	Provide leadership, management, governance and supervision of nursing services. Ensure the provision of optimal, holistic nursing care within the parameters of professional, legal and ethical practices. Effectively manage human and financial resources with emphasis on compliance of policies, practice and protocols. Ensure effective adherence to quality improvement strategies in the execution of quality nursing care and clinical governance. Provide effective management support to nursing services, hospital management including after-hours coverage and night duty.
<u>ENQUIRIES NOTE</u>	:	Mr M Njongonkulu Tel No: (021) 503-5077 No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.
<u>POST 14/150</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1: GENERAL (FAMILY MEDICINE)</u> Chief Directorate: Rural Health District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R571 161 per annum George Regional Hospital Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR a 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A 3-year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) as a General Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognizable experience after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Willingness to work rotational shifts, including day and night duty, as well as weekends and public holidays, in accordance with operational requirements. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Ability to understand and follow policies, procedures, and protocols as Operational Manager Nursing (General: Family medicine). Demonstrate in-depth knowledge of nursing and public service legislation and human resource and financial policies. Computer literacy (Microsoft Office).
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care through the identification of nursing care needs, the planning and implementation of nursing care and the guidance of nursing & other personnel Bed Management. Manage human, material and physical resources efficiently and effectively. Maintain & promote professional growth/ethical standards and development of self and others. Display the core values of the Department of health WCG in the execution of duties.
<u>ENQUIRIES</u>	:	Ms LA Campbell Tel No: (044) 802-4371

<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 14/151</u>	:	<u>SOCIAL WORK SUPERVISOR GRADE 1</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R496 668 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum Education qualification: Appropriate qualification in Social Work that allows for registration with the South African Council for Social Service Professionals (SACSSP) as a Social Worker. Registration with a Professional Council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Experience: A minimum of 7 years' appropriate experience in social worker after registration as Social Worker with SACSSP. Inherent requirements of the job: Valid (Code B/EB driver license. Competencies (knowledge/skills): Computer literacy (Microsoft). Robust and functional knowledge of social work, mental health, hospital clinical systems and relevant legislative frameworks. Ability to supervise, guide and support a team of social workers, within a wider multi-disciplinary team. Excellent communication, task prioritization, record keeping and crisis intervention skills. CLINICOM literacy will be an advantage.
<u>DUTIES</u>	:	Clinical service delivery in the form of direct patient consultations, crisis intervention, collaboration around complex cases and contribution to the multi-disciplinary team. Clinical and administrative governance including social work service coordination, performance management, team support & oversight, policy & procedure coordination, departmental administration and quality assurance. Teaching, training & research activities, including mentorship, professional development and participation in academic program. Systems management and discipline specific outputs including effective delivery of holistic social work service using a patient-centered & culturally sensitive approach, effective collaboration with internal & external stakeholders and effective multidisciplinary communication.
<u>ENQUIRIES</u>	:	Dr S le Roux Tel No: (021) 918-1990
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 14/152</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Alma CDC, Mossel Bay Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) 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 diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48) OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the SANC as a 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/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Willingness to work overtime and assist at other clinics, mobiles, satellites within the Sub District, when there is a need. Willingness to drive a mobile clinic vehicle. Competencies (knowledge/skills): NIMART training or experience. Good communication skills verbal and written. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook).
<u>DUTIES</u>	:	Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide

		PHC services to the surrounding communities. Assist with the managing of Human Resources, Finance, SCM, Strategy and Health support, Infrastructure and equipment management.
<u>ENQUIRIES</u>	:	Ms A Lamprecht Tel No: (044) 604 6106
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ 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 the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48) or post graduate diploma in Primary Care Nursing accredited with the SANC (R635).
<u>POST 14/153</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION MANAGEMENT AND GOVERNANCE</u> Directorate: Health Intelligence
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum Head Office, Cape Town Minimum educational qualification: Appropriate 3-year National Diploma or Degree in Information Management. Experience: Appropriate experience in health information management. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel and work away from home and work overtime when required. Competencies (knowledge/skills): Advanced computer skills in Microsoft Office 365. Analytical, strategic and conceptual thinking skills including numeracy, problem solving, business analysis. Good understanding of information management, data governance, health systems, epidemiological concepts and monitoring and evaluation. Project and staff management skills with an ability to perform confidently in a complex environment under pressure. Collaboration and interpersonal skills including excellent communication, writing and relationship management skills. Technical and system knowledge: Excellent computer skills (MS Office 365) with knowledge of Western Cape Government Health and Wellness electronic systems. Advanced Excel and PowerBI skills will be an advantage. Administrative and policy skills: Office admin, human resource management knowledge and skills with well-developed leadership abilities.
<u>DUTIES</u>	:	Develop an operational plan aligned with the strategic plan and department imperatives and ensure implementation of it through project management. Ensure the effective development, implementation and management of national and provincial information policies and systems through standardized data collection, stakeholder engagement, cross-team collaboration, and the expansion of automation and digitization. Ensure departmental data meets quality criteria through standardized processes, timely submission, and robust audit support, including conducting internal audits, monitoring compliance, compiling feedback reports, training, supporting facilities and compliance teams during audits, and developing and implementing effective data quality tools and procedures. Provide strategic decision support through accurate and timely data, information, knowledge, performance monitoring and evaluation, analysis reporting. Supervise, manage, lead and upskill a cohesive team/unit according to the relevant policies and procedures integrated with the rest of the directorate/s and department.
<u>ENQUIRIES</u>	:	Ms S Brinkmann Tel No: (021) 483-8046 or email: Samantha.Brinkmann@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical and competency assessment.
<u>POST 14/154</u>	:	<u>ASSISTANT DIRECTOR: SUPPORT SERVICES (PUBLIC PRIVATE INITIATIVES)</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum Clinical Service Improvement (Public Private Initiatives) Minimum educational qualification: An appropriate 3-year National Diploma/ Degree. Experience: Appropriate experience in administration and coordination of public private sector initiatives or partnerships with stakeholders or third parties as well as project management. Inherent

requirement of the job: Advanced computer proficiency in MS Word, Excel and MS Office. Valid Driver's license. Willingness to travel. Competencies (knowledge/skills): Any legal, commercial and financial knowledge as it relates to public sector and private sector interventions or services. Knowledge of public sector supply chain and finance regulations/prescripts. Numeracy, Literacy, Analytical, logical and strategic thinking skills. Sound language verbal, written and Interpersonal Communication skills. Excellent writing, reporting, research and presentation skills. Administration, Financial Management, Human Resource Management and Change Management skills. Ability to work co-operatively with colleagues and stakeholders at all levels of authority but also to work independently. Ability to work under pressure.

DUTIES : Lead and coordinate the development, implementation, monitoring and quality assurance of PPIs and PPPs to ensure strategic alignment, effective stakeholder engagement and timely, high quality project delivery. Coordinate and compile accurate, requirements aligned departmental reports while providing technical inputs and supporting the Deputy Director with briefings, minutes, presentations and other technical documents. Identify and coordinate staff development initiatives, provide productivity enhancing tools and systems, and monitor development plans to strengthen workflow efficiency and overall component performance. Support the development and review of policies, guidelines, protocols and tools by contributing technical expertise, strengthening resource forecasting and prioritisation mechanisms, and ensuring alignment with best practice and legislative requirements. Conduct situational analyses, monitor system performance and resource trends, and synthesise evidence to inform planning, prioritisation and decision making within the Department and Directorate. Provide high quality technical, research and administrative support on emerging or ad hoc issues, including investigations, evidence summaries and project start-ups, ensuring timely and accurate delivery despite short turnaround times.

ENQUIRIES : Ms A Stemele Tel No: (021) 815-8622
NOTE : No payment of any kind is required when applying for this post. Candidates may undergo a Competency Based Assessment. Candidates will be subjected to a written/practical and oral assessment.

POST 14/155 : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT (HUMAN RESOURCES AND LABOUR RELATIONS)**
 Chief Directorate: Metro Health Services

SALARY : R413 001 per annum
CENTRE : Alexandra Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Human Resource Administration and PERSAL. Appropriate experience in Labour Relations within the Public Service context. Appropriate supervisory experience. Inherent requirement of the job: Valid Driver's license. Competencies (knowledge/skills): Knowledge and implementation of Labor Relations standards and prescripts. Understanding of relevant legislation pertaining to Labor Relations. Sound practice, knowledge and experience of the PERSAL system. Knowledge of the Public Service Act and resolution, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance in the application of human resource policies and practices. Ability to analyse data to compile management reports, detailing relevant trend analysis. Proficient in MS Office (Word, Excel and PowerPoint). Good communication skills (verbal and written). Willingness to perform overtime when required.

DUTIES : Render sound labour relations practices at institutional level. Administer grievance and disciplinary cases and maintain a database to generate monthly reports for labour relations. Render a service to the Institutional Management and Labor Committee (IMLC). Consult and advise management and Line management on all labour relations policies, procedures and interventions. Manage and supervise the general staff office including the development of Human Resource Officials on all aspects (SPMS, Discipline, training of staff). Adhere and correct application to all transversal personnel practices, policies and procedures. including all employment practices. Ensure Human Resource compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as Human Resource Management compliance reports. Render a support and advisory service with regards to Personnel Administration and Human Resource Management as well as monitoring

compliance to Human Resources policies. Ensure compliance with human resource practices, policies, resolutions and collective agreements. Responsible for HR related statistics and the effective usage of PERSAL system.

<u>ENQUIRIES</u>	:	Mr J Adams Tel No: (021) 503-5034
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 14/156</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT (COMPLIANCE)</u> Directorate: Information Management and Governance (Health Intelligence)
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Head Office, Cape Town (DICU)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate three-year National Diploma/Degree. Experience: Appropriate knowledge and experience in Health Information Management and Data Governance. Inherent requirement of the job: Valid driver's license (Code B) and ability to drive a light motor vehicle on a public road. Willingness to travel and overnight within the Western Cape when required. Competencies (knowledge/skills): Highly developed understanding and knowledge of data and information management, data governance and related policies, processes and standard operating procedures. Advanced computer literacy especially in MS Office with good numerical and analytical skills to support compilation, interpretation and analysis of data. Knowledge of the information systems utilised by the WCDHW e.g. Sinjani, DHIS, CLINICOM, PHCIS, Ideal Facility, Business Intelligence, SPV, TIER.net, EDR.web. Excellent self-management and people management skills together with communication, training and report writing skills.
<u>DUTIES</u>	:	Identification of data quality and audit risks and subsequent prioritisation. Plan, coordinate and conduct assessments/audits to provide assurance on data quality and compliance with provincial and national policy and standard operating procedures. Conduct root cause analysis of findings and develop, implement and monitor remedial action plans and corrective measures, including coordinating and conducting relevant training. Develop, generate and communicate findings and performance and progress reports for management and stakeholders. Support internal and external audit processes by preparing the facilities and liaising with the auditor. Assist with appropriate assessment tool development.
<u>ENQUIRIES</u>	:	Ms R Diedericks at (067) 026 1515
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 14/157</u>	:	<u>ARTISAN FOREMAN GRADE A (ELECTRICAL)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R397 329 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate in Electrical Artisanhip. Experience: 5 years' experience as an Artisan after obtaining the trade test certificate. Inherent requirement of the job: A valid wiremen's license. Valid (Code B/EB) driver's license. Physically fit to perform duties. Must be available for standby duties after hours, on weekends and public holidays, and willingness to work overtime when required. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Act. (Act 85). Ability to fault-find and repair down to component level. Ability to work under pressure and independently with good report-writing skills, conflict management and good interpersonal skills, as well as excellent verbal and written communication skills. Practical experience in maintaining and repairing refrigeration systems, electrical motors & equipment, CCTV cameras, access control, and electric fencing & all electrical components in a hospital or institutional environment.
<u>DUTIES</u>	:	Control over equipment, tools, plant and materials and provide in service training to subordinates. Do quality assurance on all maintenance and repair work performed, keep registers of all work done and maintain control of job cards. Compile and submit reports as required and provide input on the operational plan of the workshop. Performance manage and supervise the workshop staff, perform related administrative duties and mentor technical staff in the application of new technologies and procedures. Assist the Chief Artisan in ordering, procurement and control of maintenance materials.
<u>ENQUIRIES</u>	:	Mr J Petersen Tel No: (021) 503-5036

<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 14/158</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES (CORPORATE GOVERNANCE)</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Observatory Forensic Pathology Institute (OFPI), Forensic Pathology Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or Equivalent). Experience: Appropriate experience in Supply Chain, Asset Management and Contract Management. Appropriate experience in LOGIS, SEB, CSD & EPS (Electronic Procurement System). Inherent requirement of the job: A Valid (Code B/EB) driver's license. Willingness to work overtime duties. Competencies (knowledge/skills): Knowledge in BAS and ECM (Electronic Content Management). Appropriate Finance knowledge. Ability to communicate clearly and discreetly in person and in writing. Above-average computer and software literacy. Ability to work independently and in a team. Ability to work under pressure and meet deadlines. Ability to achieve and maintain good interpersonal and working relations with staff and clients, with knowledge of Batho Pele. Appropriate people and planning skills. Ability to interpret service level agreements. Ability to interpret and apply policies. Good working knowledge of relevant legislation, regulations and policies. Ability to teach and train subordinates. Appropriate knowledge of Human Resources and Labour Relations.
<u>DUTIES</u>	:	Effective supervision of subordinates. Effective co-ordination of Supply Chain Management processes and procurement. Effective co-ordination of Finance processes. Effective control of Assets and Stores. Ensure effective and efficient administrative HR support at the Forensic Pathology Laboratory.
<u>ENQUIRIES</u>	:	Ms TG Cornelius, email: Tracey.Cornelius@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The applicants will be subjected to an interview and competency test. Candidates will be subjected to security clearance prior to appointment. Shortlisted candidates may be subjected to a practical assessment.
<u>POST 14/159</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: MALE AND FEMALE PSYCHIATRY WARD)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	Hermanus Hospital, Overstrand Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A- 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Relieve and rotate in all areas within the Hospital. Competencies (knowledge/skills): Good communication skills (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Be able to work independently and in a multi-disciplinary team.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing care plans, laws and regulations relevant to nursing and health care. Implement standards, practices, criteria, and indicators for quality assurance. Utilize human, material, and physical resources efficiently and effectively. Effective Information Management.
<u>ENQUIRIES</u>	:	Ms C Spandeel Tel No: (028) 312-1166

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to 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).

POST 14/160 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PALLIATIVE CARE)**
Overberg District

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum

CENTRE REQUIREMENTS : Otto Du Plessis Hospital, Cape Agulhas Sub-district
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR- A 4-year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A 3-year Diploma in Nursing (R171) that allows registration with the SANC as a General Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to work within the Sub-district. Willingness to undergo Palliative Care training.

DUTIES : Facilitate the provision of holistic institutional nursing care to patients in an environment which promotes core values and human dignity. Ensure that quality of nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practices. Ensure realisation of strategic goals and objectives of the Palliative unit with regards to inpatient and outpatient care. Ensure supportive role from ward staff i.r.o end of life patients, receiving and referrals of patients, performing patient assessments and ensuring patients are appropriately managed and monitored by mentoring and guiding ward staff appropriately. -Ensure that effective health promotion and comprehensive health care are in place for treatment of patients and ensure the effective utilisation of resources to provide quality and sustainable patient care. Coordination of relevant monthly meetings, liaison and communication with multi-disciplinary teams, effective utilisation of training and research opportunities and effective administrative management of reporting on Palliative care.

ENQUIRIES : Ms N Adams Tel No: (028) 424-1167

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to 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)."

POST 14/161 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (TRAINING RELIEF: ICU, HIGHCARE AND RENAL)**
Chief Directorate: Rural Health District
(Contract until 31 January 2027)

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum
(Annual salary plus 37% in lieu of service benefits)

CENTRE : George Regional Hospital

<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR a 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR a 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a professional council: Registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to perform duties at irregular hours, including night duty, overtime, stand-by. Competencies (knowledge/skills): Knowledge of the nursing processes and procedures as outlined in Nursing Act and SANC regulations. Professionalism, good Interpersonal communication skills, leadership skills and flexibility. Skills to plan, organize & coordinate the service by analysing, problem solving and decision making.
<u>DUTIES</u>	: Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care and the education of nursing and other personnel. Render advanced clinical nursing care and support clinical staff with surgical and medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self- development. Display of core values of the Department of Health WCG in the execution of duties.
<u>ENQUIRIES</u>	: Ms LK De Goede Tel No: (044) 802-4352
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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). Candidates who are not in possession of the stipulated registration requirements, may also apply.
<u>POST 14/162</u>	: <u>WORKS INSPECTOR: OCCUPATIONAL & EQUIPMENT SAFETY AND HEALTH CARE WASTE OFFICER</u> Directorate: Facilities Management (Sub-directorate: Occupational and Equipment Safety)
<u>SALARY</u>	: R280 278 per annum
<u>CENTRE</u>	: Head Office, Cape Town
<u>REQUIREMENTS</u>	: Minimum educational qualification: A National Diploma (T/N/S streams) or equivalent, or an N3 and a passed trade test in the building environment, or Registration as an Engineering Technician. Experience: Appropriate experience in applying legislation and policies related to Occupational Health and Safety, Health Care Waste Management. Inherent requirements of the job: A valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Project Management, Research and support in Policy Development. Practical knowledge of relevant legislation and policies related to Occupational Health and Safety and Health Care Waste Management. Good organizational, interpersonal, leadership, conflict resolution and problem-solving skills. Attention to detail and the ability to work independently. Computer literacy and thorough knowledge of computer systems (Word, Excel, PowerPoint, Outlook). People management skills. Ability to work in a team and independently. Good verbal and written communication skills.
<u>DUTIES</u>	: Ensure WCDHW facilities comply with relevant Occupational Health and Safety and Health Care Waste Management requirements, legislation, codes of practice, standards and norms. Investigate, report on and assist with resolving Occupational Health and Safety and Health Care Waste incidents at facilities. Manage and facilitate Occupational Health and Safety and Health Care Waste Management training at WCGH facilities. Promote Occupational Health and Safety and Health Care Waste awareness at WCDH facilities. Maintain a Health Care Waste Management database and develop reports. Support in development of policies, standard operating procedures, norms and

		standards. Conducting site visits and inspections. Compilation of reports and report writing. Collating information and maintaining databases.
<u>ENQUIRIES</u>	:	Mr A Thomas Tel No: (021) 918-1233
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 14/163</u>	:	<u>PHARMACY ASSISTANT GRADE 1 TO 3 (POST-BASIC)</u> Directorate: Information Management
<u>SALARY</u>	:	Grade 1: R275 340 per annum Grade 2: R318 666 per annum Grade 3: R343 761 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC). Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic). Registration with a professional council: Registration with the South African Pharmacy Council as Pharmacist's Assistant (Post-Basic) (Institutional) or Pharmacist Assistant (Post-Basic). Experience: Grade 1: None after registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 2: A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirement of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): A high level of computer literacy. Appropriate experience in Health Information Systems. Experienced in system support to be able to manage the Medicine Management systems used in the province. Experience in training end users Knowledge of the Regulations concerning pharmaceuticals and supply-chain management. Excellent communication skills, to manage the change management process within the organisation to achieve full acceptance of the system, with all users and relative parties. Good people management skills and a positive attitude towards working co-operatively with colleagues and stakeholders at all levels of authority.
<u>DUTIES</u>	:	Client services: Support and liaise with facilities using the Medicine Management Systems in the province. Management of all change control processes. Provide end user training in the use of the pharmacy system. Provide operational support at the facility. System maintenance: Maintenance of master files to ensure that the system complies with current regulations. Ensure effective communication regarding Pharmacy requirements such as data availability and data quality with Pharmacy role players, including end users and managers. Assist with compiling and maintaining system user manuals and procedures. Assist with the implementation and support of the Medicine Management System at Health facilities. Provide ad-hoc support to supervisor.
<u>ENQUIRIES</u>	:	Ms T Blockman at (072) 321-2015 or Mr J Maharaj Tel No: (021) 938-6513
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short listed candidates will be required to undergo competency assessments/proficiency tests. "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).
<u>POST 14/164</u>	:	<u>PERSONNEL OFFICER (EMPLOYEE BENEFITS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Northern/Tygerberg Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or Equivalent). Experience: Appropriate experience of PERSAL and relevant functions. Appropriate experience of Salary systems and Personnel management. Inherent requirement of the job: Willingness to work after hours. Competencies (knowledge/skills): Knowledge of PERSAL. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook. Knowledge of the People Management prescripts and Regulations and basic understanding of Human

- Resource Management. Good interpersonal, communication and organizational skills and the ability to function under pressure and meet deadlines.
- DUTIES** : Responsible for all Human Resource related functions within the HR Department. Handle appointments, service terminations, salary administration, PILIR, WCA and general service conditions, audit of leave and personnel files, debt management, commuted overtime, pension administration, housing, transfers and MMS structuring. Responsible for capturing transactions on PERSAL. Handle all personnel enquiries and correspondence (written and verbal) and maintain registers and filing system. Effective support to supervisors, management and members of the public with regards to Human Resource and Personnel matters. Responsible for Audit reports (COT) overtime, housing, rental, leave and ORW) and feedback to supervisor pertaining Audit finds.
- ENQUIRIES** : Ms D Martin Tel No: (021) 815-8573
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.
- POST 14/165** : **ADMINISTRATION CLERK: FINANCE/ADMIN (SCM) (ASSETS)**
Overberg District
- SALARY** : R237 453 per annum
- CENTRE** : Hermanus Hospital, Overstrand Sub-district
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competencies that focus on the key performance areas of the post. Experience: Appropriate experience in Supply Chain Management environment, LOGIS and the EPS. Inherent requirement of the job: Valid (B/C1/EB) driver's license. Ability to work in a physically demanding environment. Competencies (knowledge/skills): Knowledge of the LOGIS System, Asset Management functions and functional experience in obtaining quotations on an electronic purchasing system (EPS). Computer literacy (MS Excel and Word). Good communication skills.
- DUTIES** : Perform tasks related to procurement administration, such as inviting quotes on EPS, placing of orders, preparing quotes for Quotation Committee and follow-up with suppliers. Asset Management to be performed in the Overstrand Sub-district which includes proper management of assets pertaining to annual asset count, updating asset register, disposals, capturing relevant documentation on LOGIS and keeping updated filling of all relevant documentation. Monthly BAS and LOGIS reconciliation reporting. Receiving services and preparing batches for payment. Ensure compliance with all relevant laws and prescripts related to the Supply Chain. Handle all telephone and written queries from relevant suppliers and end users.
- ENQUIRIES** : Ms CE Langley Tel No: (028) 312-1166
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test.
- POST 14/166** : **ADMINISTRATION CLERK: (INCOME/ADMISSIONS) (X2 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : R237 453 per annum
- CENTRE** : Wesfleur Hospital
- REQUIREMENTS** : Minimum Education qualification: Grade 12/Senior Certificate. Experience: Appropriate experience of Patient Admissions including the CLINICOM System. Inherent requirements of the job: Prepared to work 12-hour shifts (which include night duty, weekends and Public holidays) and work overtime on short notice. Competencies (knowledge/skills): Computer literacy. Good interpersonal and communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised.
- DUTIES** : Registration and capturing of patient information on CLINICOM. Recordkeeping, filing, retrieving, tracing of folders, destruction and opening folders. Assessing of patients according to the means test (income). Cash Management. Switchboard and patient enquiries.
- ENQUIRIES** : Ms. N Van Staden Tel No: (021) 571-8040
- NOTE** : No payment of any kind is required when applying for this post.

- POST 14/167** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
Mitchells Plain Community Health Centre
Minimum educational qualification: Senior Certificate (or equivalent).
Experience: Appropriate experience in Information Management. Inherent requirement of the job: A valid driver's license (Code B/EB). Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint and Access). Knowledge and experience in departmental systems, i.e., Health Information Systems i.e. PHCIS, Clinicom, Ideal clinic, Sinjani etc. Understand the Ditcom process and must have training skills.
- DUTIES** : Data collection, collation, capturing and reporting. Perform administrative role as a member of the Information Management team. Office administration (filing, attending meetings, typing minutes, etc). Assist with data management quality monitoring and facility support visits. Interpret and analyse data trends and maintain data retrieval efficiency. Participate in health information co-ordinating activities.
- ENQUIRIES NOTE** : Mr T Lewela Tel No: (021) 684-1418
No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical, and oral assessment.
- POST 14/168** : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (RECRUITMENT AND SELECTION)**
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
Red Cross War Memorial Children's Hospital, Rondebosch
Minimum educational qualification: National Senior Certificate (Grade 12) or equivalent. Experience: Appropriate experience in Recruitment and Selection. Competencies (knowledge/skills): Basic understanding of PM Recruitment and Selection, Employment contracts, Employment equity and PERMIS. Ability to maintain confidentiality. Knowledge of PERSAL. Computer literacy (MS Word, Excel, PowerPoint and Office Outlook).
- DUTIES** : Co-ordinate and run Recruitment and selection process. Assist with compilation and placement of Advertisements. Perform general office administration duties pertaining to personnel administration within Recruitment and Selection. Assist with the SPMS process. Accurate record keeping as well as attending to enquires/ correspondence.
- ENQUIRIES NOTE** : Ms S Share Tel No: (021) 658-5405
No payment of any kind is required when applying for this post.
- POST 14/169** : **ADMINISTRATION CLERK: SUPPORT SERVICES (PUBLIC PRIVATE INITIATIVES)**
Chief Directorate: Emergency and Clinical Services Support
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
Clinical Service Improvement (Public Private Initiatives)
Minimum educational qualification: Senior Certificate (or equivalent).
Experience: Appropriate experience. Inherent requirement of the job: A valid (code B/EB) driver's license. Willingness to travel when required for work purposes. Competencies (knowledge/skills): Analytical, logical and strategic thinking skills. Excellent writing and reporting. Computer proficiency in MS Excel, MS Word, and MS Office. MS Office training at an intermediate level and completion of Logis courses. Analytical and logical thinking. Ability to work under pressure. Ability to work both co-operatively with stakeholders and independently.
- DUTIES** : Responsible for identifying and documenting projects, conducting background research, and drafting project scopes and timelines to ensure objectives are achieved within defined project plan deadlines. Compile and analyse data through various Excel-based reports (Goods and Services, Biometric, GMT, and City of Cape Town reports) and present findings through PowerPoint presentations and graphical summaries. Facilitate recruitment and training processes by testing candidates, compiling required reports (PSETA QMR, departmental quarterly and expenditure reports), coordinating training arrangements, and supporting staff development. -Provide administrative and procurement support to management, maintain databases, validate data, and generate reports required for monitoring and decision-making processes. - Support additional projects, research, and administrative tasks aligned with the objectives of the Business Development Unit within agreed timelines.

ENQUIRIES : Ms A Stemele Tel No: (021) 815-8622
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.

POST 14/170 : **STAFF NURSE GRADE 1 TO 3 (WARD 9 AND WARD 99) (X2 POSTS)**
Chief Directorate: Metro Health Service

SALARY : Grade 1: R229 440 per annum
Grade 2: R272 778 per annum
Grade 3: R319 071 per annum

CENTRE : Lentegour Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC a Staff Nurse. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills 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.

DUTIES : Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms KP Tukutezi Tel No: (021) 370-1274
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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)".

POST 14/171 : **STAFF NURSE GRADE 1 TO 3 (X2 POSTS)**
Overberg District

SALARY : Grade 1: R229 440 per annum
Grade 2: R272 778 per annum
Grade 3: R319 071 per annum

CENTRE : Barrydale Clinic (X1 Post), Suurbraak Clinic (X1 Post), Swellendam Sub-district

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as an Enrolled Nurse. Registration with a professional council: Registration with the SANC as an Enrolled Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as Enrolled Nurse. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as an Enrolled Nurse. Inherent requirement of the job: Valid (Code B/EB driver's license and willingness to travel. Willingness to support when necessary and to work at other clinics in the Sub-District as well as on Mobile Clinic. Competencies (knowledge/skills): Basic computer skills in MS Word and Outlook. Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health and Wellness, Western Cape.

DUTIES : Provide basic clinical nursing care. Development and implementation of basic patient care plans. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms GJ Van der Westhuizen Tel No: (028) 514-8400
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also

apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. 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).

- POST 14/172** : **TELKOM OPERATOR**
- SALARY** : R201 093 per annum
- CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch
- REQUIREMENTS** : Minimum educational qualifications: General Education and Training Certificate (GETC) /grade 9 (Std 7). Experience: Appropriate experience in operating an electronic switchboard/PABX, a messaging and paging system. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends and public holidays. Work overtime when required by operational needs. Physically able to hear and speak clearly. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook).
- DUTIES** : Handle all outgoing and incoming calls. Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order. Handling of PABX and VOIP systems. Monitor, place and record all cellular, national and international calls made. Keep records of speed dial number. Send and receive calls via the 2-way radio. Broadcast staff and information via broadcast system. Report all faults to Supervisor.
- ENQUIRIES** : Ms M Fredericks Tel No: (021) 658-5111
- NOTE** : No payment of any kind is required when applying for this post.
- POST 14/173** : **NURSING ASSISTANT GRADE 1 TO 3**
Garden Route District
- SALARY** : Grade 1: R181 230 per annum
Grade 2: R211 401 per annum
Grade 3: R249 141 per annum
- CENTRE** : Bongoletu Clinic, Oudtshoorn Sub-district
- REQUIREMENTS** : 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 requirement of the job: Willingness to work after hours when needed. Willingness to assist at other clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication skills. Self-discipline and motivation. 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.
- DUTIES** : 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.
- ENQUIRIES** : Ms CW Lucas Tel No: (044) 274 -1936
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to 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).
- POST 14/174** : **NURSING ASSISTANT GRADE 1 TO 3**
Central Karoo District
- SALARY** : Grade 1: R181 230 per annum
Grade 2: R211 401 per annum
Grade 3: R249 141 per annum

<u>CENTRE REQUIREMENTS</u>	:	Murraysburg 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 requirement of the job: Willingness to work shifts, including weekends, public holidays, night shifts and overtime. Willingness to rotate to other wards in the hospital and to assist at the Murraysburg Clinic when needed. Competencies (knowledge/skills): Good communication skills. Self- discipline and motivation.
<u>DUTIES</u>	:	Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Effective utilization of resources. Maintain professional growth, ethical standards and self-development. Record keeping.
<u>ENQUIRIES NOTE</u>	:	Ms FK Fass Tel No: (049) 844 - 0021/53
	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 14/175</u>	:	<u>HOUSEHOLD AID (X2 POSTS)</u>
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE REQUIREMENTS</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning hospital or health environment. Inherent requirements of the job: Ability to lift/move heavy objects and working at heights requiring the use of a stepladder. Willingness to work shifts, public holidays, weekends, overtime and night duty. Relief in other departments when necessary. Willingness to undergo formal and informal training. Competencies (knowledge/skills): Knowledge of Infection Control and Occupational Health and Safety. Good interpersonal skills with the rest of the multi-disciplinary team as well as the public. Ability to read, speak and write. Good communication skills. Ability to work in a team environment and independently.
<u>DUTIES</u>	:	Responsible for cleaning duties i.e. sweeping, dusting, emptying bins daily, mopping, scrubbing and polishing, cleaning windows, deep cleaning of toilets, general refuse and medical waste handling and maintenance of general neatness and hygiene (adhere to OSH and IPC policies). Perform patients and parents' meal serving and cleaning of crockery and cutlery (according to HACCP principles and food service unit policies). Effective use of machinery, maintenance and safekeeping of consumables and equipment. Attend in-service training and render support to the supervisor with regards to general housekeeping duties. Handling of linen (soiled lined, dirty lined, clean linen, counting of linen, packing linen room, etc.) Assist in performing ad-hoc duties within the hospital.
<u>ENQUIRIES</u>	:	Ms L Chenga Tel No: (021) 658-5436 / Ms M Fredericks Tel No: (021) 658-5111
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 14/176</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (SESSIONAL) (CLINICAL OBSTETRICS) (16 HOURS PER WEEK)</u> Chief Directorate: Metro Health Services (3 Year Contract)
<u>SALARY</u>	:	Grade 1: R671 per hour Grade 2: R766 per hour Grade 3: R887 per hour
<u>CENTRE REQUIREMENTS</u>	:	Mowbray Maternity Hospital
	:	Minimum Education qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Obstetrics and Gynaecology. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in

Obstetrics and Gynaecology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Obstetrics and Gynaecology. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Obstetrics and Gynaecology. Inherent requirement of the job: Valid driver's license. Competencies (knowledge/skills): Ability to manage all Obstetrics and Gynaecology cases competently. Ability to teach and supervise obstetric surgical procedures and assist in the management of obstetric surgical complications. Proven leadership abilities and experience in supervision of staff. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Computer literacy.

DUTIES : Ensure an efficient and cost-effective obstetric service and render quality patient care. Conduct ward rounds and oversee the daily operations of the obstetric department. Assist with the teaching and training of surgical skills in the obstetric theatre and provide surgical cover to assist with surgical complications when required. Ensure effective and efficient use of resources. Adhere to requirements for all people management matters. Create a learning environment for junior staff and students (under and postgraduate). Assist in perinatal audit, as well as in the investigation and management of adverse incidents, patient complaints, and medicolegal cases as required.

ENQUIRIES : Dr TA Campbell Tel No: (021) 659-4924
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

POST 14/177 : **CLEANER (SESSIONAL) (X3 POSTS)**
 Cape Winelands Health District
 (Contract until 31 March 2029)

SALARY : R94.86 per hour
CENTRE : Breederivier Clinic (X2 Posts)
 Nduli Clinic (X1 Post)

REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience as a Cleaner in a health environment. Inherent requirement of the job: Ability to lift/move heavy equipment and supplies, and work at heights requiring the use of a stepladder. The ability to do physical tasks, operate heavy-duty cleaning and household equipment. Rotate in different clinics according to operational needs and requirements. Competencies (knowledge/skills): Ability to work effectively in a team, independently and unsupervised, to accept accountability and responsibility. Ability to handle conflict and the ability to work under pressure. Ability to operate machinery and equipment.

DUTIES : Responsible for cleaning, including sweeping, dusting, mopping, scrubbing, polishing, refuse removal, cleaning of garbage bins daily, toilets, sluices and drains, cleaning of windows and walls in the clinic. Ensure that cleaning equipment is clean after usage and securely stored. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care of linen, and serving of patients. Adhere to safety measures when handling waste. Attend in-service training appropriate to service delivery

ENQUIRIES : Mr G Moses Tel No: (023) 316-9600
NOTE : No payment of any kind is required when applying for this post.