



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 16 OF 2024

DATE ISSUED 16 MAY 2025

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **DEPARTMENT OF HOME AFFAIRS:** Kindly note that the following post was advertised in Public Services Vacancy Circular 15 dated 09 May 2025, The qualifications for Refugee Reception Centre Manager with Ref No: HRMC 12/15/3, has been amended as follows- (Please note that we have removed the extra Administration) An undergraduate qualification in Law, International Relations, Political Sciences, Public Administration, Public Management, Operations, Administrative Management, Business Administration, Business Management, Public Management and Administration, Management or Administration at NQF level 7 as recognized by SAQA. The closing date will remain the same 06 June 2025.

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

The 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 positions and candidates whose appointment will promote representativity will receive preference.

- APPLICATIONS** : Applications, quoting the relevant reference number, should be hand delivered or emailed as follows: The Head of Department: Free State Community Safety, Roads and Transport, Attention: Ms. N Mopeli (Acting Chief Director: Corporate Services), No 45 Charlotte Maxeke Street, Perm Building, Bloemfontein. Applications that are hand delivered must be brought to the Perm Building where they must be placed in the appropriately marked box at Security, Ground floor. Applications may also be e-mailed for the attention of Ms N. Mopeli (MopeliN@freetrans.gov.za). Contact details of Ms N. Mopeli (072781 5180)
- CLOSING DATE** : 30 May 2025 at 16h00
- NOTE** : Applications must be accompanied by a comprehensive curriculum vitae accurately detailing the qualifications, certified copies of academic qualifications, professional membership (if applicable), relevant experience and the identity document. Applicants must clearly indicate the reference number of the Audit Committee that is being applied for on the covering letter of the application. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are emailed or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin when shortlisted. All non-SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. 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 consider your application as unsuccessful. The Department reserves the right not to make any appointment(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax.

OTHER POST

- POST 16/313** : **AUDIT COMMITTEE: DEPARTMENT OF COMMUNITY SAFETY, ROADS & TRANSPORT REF NO: FS CSRT 09/05/2025**
- SALARY** : Audit Committee sitting (inclusive of preparation): Chairperson R2 265.00 per hour audit committee sitting and / or R556. 00 per hour ad-hoc meeting. Member R1 838.00 per hour Audit Committee sitting and / or R337.00 per hour ad-hoc meeting. Subsistence and travelling allowances when attending Audit Committee activities and meetings will be paid by the Department in accordance with the guidelines.
- CENTRE** : Free State Department of Community Safety, Roads and Transport: Head Office (Bloemfontein)
- REQUIREMENTS** : Candidates must have at least ten (10) years' relevant experience in both Public and Private Sector and a post graduate degree or equivalent qualification in Accounting, Internal Auditing, Risk Management, Information Technology, Civil Engineering, Law, Transport & Logistics Be in position of professional designation or equivalent professional qualification in relevant fields, a membership of a related professional body, extensive experience of serving on an audit committee or similar committees and be non-government officials, Independent and knowledgeable on the status of their positions as

members of the Audit Committees. Technical knowledge of prescripts, regulations and frameworks governing the mandate of the department. competencies: Strong leadership, analytical thinking, good communication skills, ability to inspire confidence and maintain a balanced view, ability to maintain independence and objectivity, facilitation skills, courage to stimulate discussions and ask relevant questions, willing to dedicate time and energy to serve the interest of the public, encourage openness and transparency, healthy skepticism and professional approach, high level of integrity, inquisitiveness and independent judgement, knowledge of the public sector risk and control, and ability to offer new perspective, ability to promote effective working relationships.

DUTIES

: As an Advisory Committee to the Accounting Officer in terms of the requirements of the Public Finance Management Act, the Audit Committee will: Review the coordination of audit efforts to ensure completeness of the coverage and promote the effective use of the audit resources. Review adequacy and effectiveness of the Departments' governance processes, risk management and internal controls, including information system, programme management and security controls, the quality of the financial and other management information produced to ensure integrity and reliability, any related significant findings and recommendation of the internal and external auditors together with management's responses thereto. Examine and review the annual financial statements before final approval thereof. Review compliance with all regulatory and other related requirements. Review and provide recommendations that will enhance the overall control environment to assist the Department in: Improving service delivery on its core mandate of ensuring road safety, regulated public transport and integrated transport system and network. Provision of sustainable community safety through its monitoring and assessment activities of all police stations within the Free State. Ensuring that the demands of government motor vehicles by all the departments within the Province are met efficiently, economically and effectively. The role and responsibility of the Audit Committee and consequently its membership is to fulfil Audit Committee oversight responsibilities as required by rising from Section 38 (1) (a) (ii) of the Public Finance Management Act and Treasury Regulations, Sections 3.1 10 and 3.1.13 as well as oversight responsibilities stated in the Audit Committee Charter.

ENQUIRIES

: Acting Chief Director: Corporate Services: Ms. N. Mopeli- Tel No: 072 781 5180

DEPARTMENT OF TREASURY

The Free State Provincial Government is an equal opportunity affirmative action employer and to this end has developed an Employment Equity Plan pursuant to the Employment Equity Act. Preference for the filling of these posts will be guided by the Departmental Equity Plan and targets correlating to the posts.

APPLICATIONS

: Applications, quoting the relevant reference, should be forwarded as follows: The Deputy Director: Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Ms. N Mokotso, Fidel Castro Building, Tel No: (051) 405 5323 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, Ground Floor, Fidel Castro Building, Cnr. Markgraaff and Miriam Makeba Streets, Bloemfontein. Applications may also be e-mailed to recruitment@treasury.fs.gov.za.

FOR ATTENTION

: Ms. D L Motloutng Tel No: (051) 405 5323/3092

CLOSING DATE

: 30 May 2025

NOTE

: Directions to applicants: Applications must be submitted on form the new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department and must only be accompanied by a detailed Curriculum Vitae (Subjects of relevant qualification should be mentioned in the CV), Applicants are requested to complete the Z83 form properly and in full. (Sections A, B, C and D are compulsory and Sections E, F and G do not need to be completed if a detailed CV covering the Sections is attached). The department name, post title and reference number of the advertised post should be stated on the Z83. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. Candidates will also be subjected to a practical test/exercise as

well as an integrity (ethical conduct) assessment. Only documents certified by the SAPS or holders of offices as Published by the Minister of Justice in terms of Section 6 of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act 16 of 1963) who are designated to be commissioners of oaths, will be accepted. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted, hand delivered or e-mailed timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s). Employment Equity targets: African males and/or African females.

OTHER POSTS

<u>POST 16/314</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL SUPPLY CHAIN MANAGEMENT REF NO: FSPT 001/25</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (an all-inclusive salary package) (This all inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, housing allowance and medical aid assistance)
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	A relevant degree in Supply Chain Management/ Retail Business Management/ Accounting/ Public Finance/ Public Administration/ Economics/ Business Administration with a minimum of 5 years' experience in a supply chain management environment of which at least 3 years should have been in a junior management/Assistant Director level position. Knowledge of the Municipal Finance Management Act (MFMA) and Circulars, Preferential Procurement Policy Framework and Regulations, Broad Based Black Economic Empowerment Act, Public Service Regulations, Supply Chain Management Regulations, etc. Computer literate. Valid driver's license.
<u>DUTIES</u>	:	Oversee the review of municipal supply chain management policies and report on compliance to regulations. Monitor, evaluate and ensure compliance with the Municipal Finance Management Act, supply chain management frameworks and guidelines, and accounting standards. Provide support and advice on supply chain management processes, policies and compliance to regulations. Review and report on contract management, irregular expenditure, and functionality of supply chain management committees. Support, review and monitor supply chain management procurement plans. Monitor and review reports on functionality and quality of supply chain management systems and processes. Review and provide advice and guidance on the structuring and functionality of supply chain management committees. Implement supply chain management reforms and perform an oversight function within the delegated municipalities. Set complimentary standards within the parameters as set by the National / Provincial Treasury and the relevant supply chain management frameworks. Access and identify capacity gaps, provide technical assistance and support training initiatives with regard to supply chain management within the delegated municipalities. Monitor and report on recommendations and remedial actions to improve supply chain management. Oversee the implementation and maintenance of all transversal supply chain management policies and procedure manuals in municipalities. Participate in the development of all transversal supply chain management policies, procedure manuals and guidelines. Manage the resources of the Sub-directorate to ensure efficiency and effectiveness within the Sub-directorate.
<u>ENQUIRIES</u>	:	Ms. J Finger at 063 679 7443 (during office hours)

<u>POST 16/315</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL BUDGETS AND IYM MANAGEMENT</u> <u>REF NO: FSPT 002/25</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (an all-inclusive salary package), (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, housing allowance and medical aid assistance)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant degree in Accounting/ Public Finance/ Economics or equivalent qualification with a minimum of 5 years' experience in a municipal budgeting or financial management environment of which at least 3 years should have been in a junior management / Assistant Director level. Knowledge of economics, budgeting and financial analysis, Municipal Finance Management Act (MFMA), municipal budgets and reporting regulations, Treasury Regulations, MFM circulars and Municipal Property Rates Act. Must possess the following skills: Leadership-, planning and organizing-, written and verbal communication-, computer literacy-, budgeting-, strategic capability-, reporting-, presentation-, problem solving-, financial management-, analytical- and persuasive skills and ability to effectively interact with clients. Computer literate. Valid driver's license.
<u>DUTIES</u>	:	Monitor the budget preparation process to improve credibility of municipal budgets. Monitor municipal compliance to laws and regulations. Monitor and assess the Financial Management Capability Maturity Model (FMCMM) and the implementation of the action plans with regards to budget and IYM modules. Monitor compliance to the Municipal Standard Chart of Accounts (mSCOA). Manage the resources of the Sub-directorate to ensure efficiency and effectiveness within the Sub-directorate.
<u>ENQUIRIES</u>	:	Dr. R Chetty at 083 389 1651 (during office hours)
<u>POST 16/316</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION AND KNOWLEDGE</u> <u>MANAGEMENT REF NO: FSPT 003/25</u>
<u>SALARY</u>	:	R468 459 per annum. (Level 09), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant qualification (NQF level 7 or higher) in Information Technology. Five (5) years' experience in an information technology environment. Knowledge of ISO/IEC 27002, ITIL, Treasury Regulations, Relevant Delegations, Departmental policies, Visio and SharePoint platforms. Problem solving-, computer literacy-, analytical-, communication-, reporting- and presentation skills.
<u>DUTIES</u>	:	Conceptualize, develop and maintain a Knowledge Management Strategy for the Free State Provincial Treasury and evaluation of the information dissemination process to maximize the usability and usefulness of knowledge for different user groups. Monitoring and development of the knowledge portal for the Department. Monitoring of learning networks in Free State Provincial Treasury. Conduct research and liaise on issues with regard to knowledge management to improve policies/strategies and obtain information on the latest developments regarding knowledge management. Management of human resources of the Division.
<u>ENQUIRIES</u>	:	Mr. B J Lekwene Tel No: (051) 405 5031
<u>POST 16/317</u>	:	<u>LAN/WAN PRACTITIONER REF NO: FSPT 004/25</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant qualification (NQF level 6 or higher) in Information Technology with certification in either A+, N+ or CCNA. A minimum of three (3) years' experience in an information technology environment. Knowledge of the ISO/IEC 27002, ITIL, Treasury Regulations, relevant Delegations, Database Management and Departmental information technology policies. Problem solving-, analytical-, communication-, reporting- and presentation skills. Computer literacy.
<u>DUTIES</u>	:	Design network layouts to ensure employees can access networks easily and prevent network congestion. Ensure adequate network security. Configure and install ICT critical systems. Monitor and ensure the availability of networks

		and critical systems. Assist management with the Data Centre and critical information where critical systems are hosted. Monitor and prevent viruses. Assist in managing telecom services to ensure the availability and accessibility of the telecom services. Contribute to the development of ICT policies.
<u>ENQUIRIES</u>	:	Mr. B J Lekwene Tel No: (051) 405 5031
<u>POST 16/318</u>	:	<u>WEB DESIGNER REF NO: FSPT 005/25</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant qualification (NQF level 6 or higher) in Information Technology with certification in either C+/C++/PHP/MVC/ CSS/Java/HTML or XML. Three (3) years' experience in an information technology environment. Knowledge of Treasury Regulations, Departmental policies ASP.NET, VB.NET, SQL SEVER 2005, Adobe (Photoshop, Illustrator, Dreamweaver, Flash). Problem solving-, computer literacy-, analytical-, communication-, graphics design-, reporting- and presentation skills.
<u>DUTIES</u>	:	Design, create and maintain the website for the Department. Graphic designing and designing and development of print media and marketing material. Plan, co-ordinate and implement IT security measures to safeguard against accidental or unauthorized monitoring or disclosure of information. Maintain, test and administer the web server, operating tools and software for the Departmental website. Keep abreast of new developments and provide inputs on policies and strategies. Train, advise and inform IT staff and Departmental officials with regard to the utilization of web resources to improve the Department's efficiency and effectiveness.
<u>ENQUIRIES</u>	:	Mr. B J Lekwene Tel No: (051) 405 5031
<u>POST 16/319</u>	:	<u>NETWORK ADMINISTRATOR REF NO: FSPT 006/25 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant qualification (NQF level 6 or higher) in Information Technology with certification in either A+ or N+. A minimum of three years' experience in an information technology environment. Knowledge of ITIL, Treasury Regulations, relevant Delegations, Database Management and Departmental information technology policies. Problem solving-, analytical-, communication-, reporting- and presentation skills. Computer literacy.
<u>DUTIES</u>	:	Perform the installation, configuration and ongoing stability of desktop computers, peripheral equipment and software. Ensure desktop computers interconnect seamlessly with the following diverse systems: associated validation, files, emails, computer conferencing, applications and administrative systems. Provide relevant IT equipment specifications, validate and recommend accordingly. Liaise with the Help Desk to determine and resolve problems received from clients. Revise and recommend upgrades on software and systems to be performed to ensure effective service delivery. Keep abreast with new technology through research as well as train, advise and inform users in utilization of ICT resources to improve their efficiency and effectiveness.
<u>ENQUIRIES</u>	:	Mr. B J Lekwene Tel No: (051) 405 5031
<u>POST 16/320</u>	:	<u>LOGIS TRAINING OFFICER REF NO: FSPT 007/25</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant qualification (NQF level 6 or higher) in Supply Chain Management/Public Administration/Management/Financial Management or related qualification. A minimum of three (3) years relevant clerical experience in all LOGIS functional areas. Completed LOGIS 1 course. Knowledge of Public Finance Management Act, Treasury Regulations, National Treasury circulars, relevant LOGIS prescripts, Public Service Act, Public Service Regulations. Problem solving-, analytical-, communication-, customer care-, reporting- and presentation skills. Computer literacy.
<u>DUTIES</u>	:	Provide training to all officials working on LOGIS within the Free State Province to ensure competent LOGIS users. Provide inputs on the development and updating of training materials and manuals. Support personnel and salary controllers in the provincial departments with LOGIS related problems. Provide

		guidance on LOGIS circulars, practice notes and LOGIS tables. Facilitate logistics relating to training.
<u>ENQUIRIES</u>	:	Mr. T Medupe Tel No: (051) 405 5946
<u>POST 16/321</u>	:	<u>CODIFICATION AND SUPPLY OFFICER REF NO: FSPT: 008/25</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant qualification (NQF level 6 or higher) in Supply Chain Management/Public Administration/Management/Financial Management or related qualification. A minimum of three (3) years relevant clerical experience in all LOGIS functional areas. Completed LOGIS 1 course. Knowledge of Public Finance Management Act, Treasury Regulations, National Treasury circulars, relevant LOGIS prescripts, Public Service Act, Public Service Regulations. Problem solving-, analytical-, communication-, customer care-, reporting- and presentation skills. Computer literacy.
<u>DUTIES</u>	:	Conduct/monitor the verification and authorization of banking details and supplier credentials. Perform codification functions according to prescribed standards. Provide LOGIS support with regards to supplier administration and codification.
<u>ENQUIRIES</u>	:	Mr. T Medupe Tel No: (051) 405 5946
<u>POST 16/322</u>	:	<u>SENIOR FINANCIAL ADMINISTRATION OFFICER: PERSAL USER SUPPORT REF NO: FSPT 009/25</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant three-year tertiary qualification (SAQA NQF level 6) in Public Administration / Commerce / Business Administration with at least three years' minimum PERSAL experience in human resources administration and/or salary administration environments. Completed PERSAL courses. Knowledge of the Public Service Act, Public Finance Management Act (PFMA), Treasury Regulations, National Treasury Circulars, relevant PERSAL prescripts and Public Service Coordinating Bargaining Council (PSCBC) resolutions. Must possess the following skills: Computer literacy-, communication-, analytical-, report writing-, numerical-, presentation-, interpersonal- and planning skills.
<u>DUTIES</u>	:	Implement and maintain compliance and enforcement of legislation, policies and guidelines relating to all PERSAL processes. Render advisory and support services to all PERSAL Users in the Provincial Departments in the Free State. Perform administrative functions on PERSAL. Prepare reports on financial management issues.
<u>ENQUIRIES</u>	:	Ms. ME Sithole Tel No: (051) 403 3951
<u>POST 16/323</u>	:	<u>SENIOR FINANCIAL ADMINISTRATION OFFICER: PERSAL TRAINING REF NO: FSPT 010/25 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate tertiary qualification (SAQA NQF level 6) with at least three years PERSAL experience in human resources administration and/or salary administration environments. Completed PERSAL courses. Knowledge of the PERSAL system, Public Finance Management Act (PFMA) and Treasury Regulations. Computer literacy. Presentation skills.
<u>DUTIES</u>	:	Develop and update PERSAL training materials and manuals. Provide PERSAL training to all PERSAL users in the Free State Provincial Departments and National Departments. Assist the Personnel and Salary Controllers in the Provincial Departments in the Free State with PERSAL related problems such as evaluation, registration and follow-up of SCC's. Compile PERSAL circulars and practice notes to ensure compliance to National and Provincial norms and standards. Update tables 805; 806; 822 and 815 on the PERSAL system, to maintain the PERSAL system.
<u>ENQUIRIES</u>	:	Ms. ME Sithole Tel No: (051) 403 3951
<u>POST 16/324</u>	:	<u>HUMAN RESOURCES ADMINISTRATION OFFICER REF NO: FSPT:011/25</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein

<u>REQUIREMENTS</u>	:	A relevant qualification (NQF level 6 or higher) and experience within the Public Service human resources environment. Knowledge of PERSAL and relevant human resources prescripts/procedures. Computer literacy. Confirmation of the successful completion of PERSAL courses attended.
<u>DUTIES</u>	:	Approve the implementation of new appointments/promotions/transfers of employees in the Department. Ensure the correct implementation of resignations and transfers out of the Department. Check and approve the correct implementation of conditions of service and service benefits of employees such as housing, long service recognition, overtime, acting allowances,etc. Supervise the human resources of the Unit.
<u>ENQUIRIES</u>	:	Ms. MF Claassen Tel No: (051) 405 4919
<u>POST 16/325</u>	:	<u>REGISTRY CLERK REF NO: FSPT:012/25</u>
<u>SALARY</u>	:	R228 321.per annum (Level 05), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate and experience within the Public Service environment. Knowledge of record management.
<u>DUTIES</u>	:	Handle record keeping of all incoming and outgoing documents to ensure efficient and effective flow of information. Open, maintain and keep employee files up to date. Maintain an effective record keeping system to ensure safekeeping and access to information. Render an office support service to the Sub-directorate to ensure the smooth running of the Sub-directorate. Render Chief User Clerk functions to the Sub directorate.
<u>ENQUIRIES</u>	:	Ms. MF Claassen Tel No: (051) 405 4919
<u>NOTE</u>	:	African males and Persons with Disability are encouraged to apply.

**PROVINCIAL ADMINISTRATION: GAUTENG
PROVINCIAL TREASURY**

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.

CLOSING DATE : 30 May 2025 @00:00 midnight

APPLICATIONS : Applications must be submitted on a duly New signed Z83 form, comprehensive CV, only shortlisted candidates will submit certified documents. Applications should be submitted via emails to all specified emails per post below. It must be noted that Internship in the public service is a once off opportunity per qualification and those that have previously participated in an internship programme will not be considered. NB: The positions are also earmarked to advance the appointment of people with disability. Applications must be submitted on new z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV and indicating two or three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification, and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021.

**INTERNSHIP PROGRAMME FOR 2025/27
(24 MONTHS CONTRACT)**

OTHER POSTS

POST 16/326 : **PUBLIC PRIVATE PARTNERSHIPS INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: GPT/2025/02/01 (X2 POSTS)**
Directorate: Public Private Partnerships

STIPEND : R7 860.50 per month

CENTRE : Johannesburg

REQUIREMENTS : Finance/Economics/Law/Built Environment/Public Management/Project Management.

ENQUIRIES : Mr Y Mlobeli at 060 983 6694

APPLICATIONS : Forward application to sfrmintern@gauteng.gov.za, write the name of the post and reference number on the subject line.

CLOSING DATE : 30 May 2025

POST 16/327 : **FISCAL POLICY ANALYSIS INTERN REF NO: GPT/2025/02/02 (X1 POST)**
Directorate: Fiscal Policy Analysis

STIPEND : R7 860.50 per month

CENTRE : Johannesburg

REQUIREMENTS : Diploma/degree in Public Management/Administration, Governance or Public Policy.

ENQUIRIES : Mr Y Mlobeli at 060 983 6694

APPLICATIONS : Forward application to sfrmintern@gauteng.gov.za , write the name of the post and reference number on the subject line.

CLOSING DATE : 30 May 2025

<u>POST 16/328</u>	:	<u>OCCUPATIONAL HEALTH AND SAFETY INTERN REF NO: GPT/2025/02/03 (X1 POST)</u> Directorate: Employee Health and Wellness Programme
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	National Diploma in Safety Management
<u>ENQUIRIES</u>	:	Mr Y Mlobeli at 060 983 6694
<u>APPLICATIONS</u>	:	Forward application to csintern@gauteng.gov.za , write the name of the post and reference number on the subject line.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/329</u>	:	<u>GAUTENG AUDIT SERVICES REF NO: GPT/2025/02/05 (X12 POSTS)</u> Business Unit: Gauteng Audit Service
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A 3-year tertiary qualification (NQF6) as recognised by SAQA in Internal Auditing, Financial Information Systems, Cost and Management Accounting, Accounting and Computer Science
<u>ENQUIRIES</u>	:	Mr Y Mlobeli at 060 983 6694
<u>APPLICATIONS</u>	:	Forward application to gasintern@gauteng.gov.za , write the name of the post and reference number on the subject line.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/330</u>	:	<u>MUNICIPAL FINANCIAL MANAGEMENT INTERN REF NO: GPT/2025/02/08 (X2 POSTS)</u> Business Unit: Municipal Financial Management
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Qualification: NQF Level 7: Financial Management, Financial Accounting or Management of Accounting
<u>ENQUIRIES</u>	:	Ms A. Ditle at 081 850 5511
<u>APPLICATIONS</u>	:	Forward application to mfmintern@gauteng.gov.za ,write the name of the post and reference number on the subject line.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/331</u>	:	<u>PROVINCIAL SUPPLY CHAIN MANAGEMENT INTERN REF NO: GPT/2025/02/09 (X30 POSTS)</u> Business Unit: Gauteng Provincial Government (PSCM)
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Qualification: 3-year NQF level 6/7 (or above): Public Procurement, Supply Chain Management, Logistics Management, Accounting, Auditing, Law & Construction or Built Environment
<u>ENQUIRIES</u>	:	Ms A. Ditle at 081 850 5511
<u>APPLICATIONS</u>	:	Forward application to pscmintern@gauteng.gov.za ,write the name of the post and reference number on the subject line.
<u>CLOSING DATE</u>	:	May 2025
<u>POST 16/332</u>	:	<u>STRATEGY MANAGEMENT REF NO: GPT/2025/02/10 (X1 POST)</u> Chief Directorate: Strategy Management
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Qualification: NQF Level 7: Public Administration, Business Administration
<u>ENQUIRIES</u>	:	Ms A. Ditle at 081 850 5511
<u>APPLICATIONS</u>	:	Forward application to csintern@gauteng.gov.za ,write the name of the post and reference number on the subject line.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/333</u>	:	<u>FINANCIAL GOVERNANCE NO: GPT/2025/02/11 (X4 POSTS)</u> Chief Directorate: Financial Governance
<u>STIPEND</u>	:	R7 860.50 per month

CENTRE : Johannesburg
REQUIREMENTS : Qualification: 3-year NQF Level 7 majoring in Accounting or Financial Accounting or Auditing. BSc Information Technology/ BSc Data Science/BSc Mathematics and Stats/BSc Informatics.
ENQUIRIES : Ms A. Ditle at 081 850 5511
APPLICATIONS : Forward application to mfmintern@gauteng.gov.za , write the name of the post and reference number on the subject line.
CLOSING DATE : 30 May 2025

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

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

- APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg, 3200. Applications can also be submitted via the e-services system, please assess this site (eservices.gov.za).
- FOR ATTENTION** : Ms Z Ndlela
- CLOSING DATE** : 04 June 2025
- NOTE** : The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only Provisionally shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: African Males, African Females and people with disabilities who meet the requirements.

OTHER POST

- POST 16/334** : **PROVINCIAL BUDGET COORDINATOR REF NO: KZNPT 25/22**
- SALARY** : R896 436 per annum, (A remuneration package)
- CENTRE** : KZN Provincial Treasury, Pietermaritzburg
- REQUIREMENTS** : A 3-year (NQF Level 7) Degree or higher qualification in Economics, Public Finance etc. Three (3) years experience in the public finance field (e.g. financial management, revenue and expenditure management and budgeting systems). A valid driver's license. People with disabilities without valid Driver's license will be assisted by the department to meet work related travel obligations. Skills, Knowledge, And Competencies: Public Finance Management Act and Treasury Regulations. Division of Revenue Act. Provincial Exchequer Act. Public Service Regulatory Framework. Public Finance Management–Best practices. National Treasury Guideline documents. South Africa's fiscal and monetary policy. Provincial policy priorities. Performance budgeting best practices and guidelines. Vulindlela. Budget formulation. Basic Accounting Systems (BAS) and Standard Chart of Accounts (SCOA). In Year Monitoring (IYM). Legislation and socio-economic environment surrounding allocated departments. Problem-solving, analytical and numeracy skills. Verbal communication and presentation skills. Good interpersonal relations. Computer skills :(Advanced Excel- Spreadsheets, Formulas, Macros, Pivot tables, Large Excel Database), word processing (MS Word). Research Analysis. Report writing and general writing skills. Monitoring and forecasting. Basic project management. Budgeting and budgeting systems. Performance budgeting and strategic planning.
- DUTIES** : Consolidate and analyse data pertaining to In-year monitoring. Consolidate and analyse data pertaining to the Adjustments Estimate. Provide guidance support on templates and formats during the Budget preparation process. Consolidate and analyse data pertaining to the Main Budget. Provide management and analysts with specific data.
- ENQUIRIES** : Ms. G Rankane Tel No: (033) 897 4540

**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>	:	30 May 2025
<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 the 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 health/engineering posts that are advertised within the Department professional registration will be required from various statutory councils 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 the 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) ERRATUM: Kindly note that the post was posted Public Service Vacancy Circular 13 dated 11 April 2025, the post of an Occupational Therapist Grade 1 (HA Grove, Nkangala District) with Ref No: MPDoH/Apr/25/ with the closing date of 30 April 2025, has been withdrawn.

OTHER POSTS

<u>POST 16/335</u>	:	<u>MANAGER NURSING (PN-A9): COMMUNITY BASED HEALTH SERVICES REF NO: MPDOH/MAY/25/71</u>
<u>SALARY</u>	:	R1 155 099 – R1 320 732 per annum
<u>CENTRE</u>	:	Provincial Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with 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 (2025). A tertiary qualification in Health Sciences, preferably in Public Health. A minimum of ten (10) years appropriate / recognizable experience in nursing after registration as a Professional Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience in management level at Public Health Service. Competencies: Knowledge of the District Health System, District Health Planning, District Health Expenditure Reviews. A demonstrable understanding of the PFMA and Treasury Regulations, Financial Management, People Management and Empowerment, Client Orientation and Customer Care. Skills: Leadership, Excellent

<u>DUTIES</u>	:	Communication skills (verbal and written), Problem Solving, Computer Literacy and Presentation Skills. Ability to work under pressure. Valid driver's licence.
	:	To manage, coordinate, and assess the impact of Community-Based Health Services. Manage the development and implementation of policy frameworks for community-based health services. Coordinate the mainstreaming of traditional health practice in Primary Health Care and facilitate stakeholder engagement. Manage financial and human resources in line with the Public Finance Management Act (PFMA) and drive performance improvement initiatives across the province. Monitor and evaluate the implementation of community-based health services. Implement the Community Health Worker Programme. Monitor and evaluate the norms and standards for community-based health services
<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 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/336</u>	:	<u>DEPUTY MANAGER NURSING (PN-A8): CHRONIC AND GERIATRIC REF NO: MPDOH/MAY/25/72</u>
<u>SALARY</u>	:	R1 028 091 - R1 172 427 per annum
<u>CENTRE</u>	:	Provincial Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that that allows registration with the South African Nursing Council (SANC) as a Professional Nurse (2025). A minimum of nine (9) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in general nursing. At least four (4) years of the period referred to above must be appropriate / recognizable experience in management of Chronic Diseases and Geriatric Health, preferably at supervisory or operational management level. Familiarity with the PFMA, policies and priorities related to Chronic Diseases and Geriatrics. Demonstrated ability to implement and support the Integrated Chronic Disease Management (ICDM) model at the primary healthcare level. Knowledge and experience in operational planning, monitoring and evaluation, and stakeholder coordination. Experience in coordinating or conducting training. Valid driver's license. Competencies: Good understanding of chronic disease and geriatric service delivery policies and frameworks. Planning and coordination skills. Ability to work under pressure and independently. Strong communication, interpersonal, and report writing skills. Team leadership and supervisory capabilities. Valid driver's licence.
<u>DUTIES</u>	:	Support the implementation of policies and guidelines for Chronic Diseases & Geriatrics within the province/district. Contribute to the development and execution of operational plans aligned with the National NCD Strategy and provincial priorities. Coordinate and support facility-level implementation of the Integrated Chronic Disease Management (ICDM) model. Facilitate stakeholder engagement and inter-sectoral collaboration on geriatric services and chronic disease management. Assist in the coordination of services and support for older persons, including training and capacity building for healthcare workers. Participate in monitoring the implementation of policies and service delivery models and provide technical support to districts and health facilities. Support NGOs and NPOs involved in chronic disease and geriatric care with technical guidance and collaboration. Assist with the compilation and submission of programme reports and progress updates. Ability to train /or co-ordinate training on NCD for health professionals and non-professionals.
<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 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 16/337</u>	:	<u>MEDICAL OFFICER GRADE 1: OBSTETRICS & GYNAECOLOGY REF NO: MPDOH/MAY/25/74 (X2 POSTS)</u>
<u>SALARY</u>	:	R1 001 349 - R1 078 116 per annum
<u>CENTRE</u>	:	Themba Hospital (Ehlanzeni District) Witbank Hospital (Nkangala District)

<u>REQUIREMENTS</u>	:	MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2025) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. 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: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) 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. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and 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.
<u>DUTIES</u>	:	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 programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.
<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 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/338</u>	:	<u>MEDICAL OFFICER GRADE 1 REF NO: MPDOH/MAY/25/82 (X8 POSTS)</u>
<u>SALARY CENTRE</u>	:	R1 001 349 - R1 078 116 per annum
	:	Gert Sibande District: Bethal Hospital (X2 Posts) Elsie Ballot Hospital (X1 Post) Ermelo Hospital (X4 Posts) Embalenhle CHC (X1 Post)
<u>REQUIREMENTS</u>	:	MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2025) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. 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: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) 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. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary.

		Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and 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.
<u>DUTIES</u>	:	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 programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.
<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 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/339</u>	:	<u>MEDICAL OFFICER GRADE 1: PAEDIATRIC REF NO: MPDOH/MAY/25/84 (X2 POSTS)</u>
<u>SALARY</u>	:	R1 001 349 - R1 078 116 per annum
<u>CENTRE</u>	:	Witbank Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2025) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. 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: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) 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. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and 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.
<u>DUTIES</u>	:	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 programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.
<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 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/340</u>	:	<u>MEDICAL OFFICER GRADE 1: NEUROSURGERY REF NO: MPDOH/MAY/25/85</u>
<u>SALARY</u>	:	R1 001 349 - R1 078 116 per annum
<u>CENTRE</u>	:	Witbank Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical

Practitioner (2025) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. 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: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) 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. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and 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 : 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 programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

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 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 16/341 : **MEDICAL OFFICER GRADE 1: NEPHROLOGY REF NO: MPDOH/MAY/25/88 (X3 POSTS)**

SALARY : R1 001 349 - R1 078 116 per annum
CENTRE : **Ehlanzeni District:** Themba Hospital, Rob Ferreira Hospital
Nkangala District: Witbank Hospital

REQUIREMENTS : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2025) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. 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: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) 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 under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and 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 : 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 programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.
<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 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 16/342</u>	:	<u>MEDICAL OFFICER GRADE 1: OPHTHALMOLOGY REF NO: MPDOH/MAY/25/90 (X2 POSTS)</u>
<u>SALARY</u>	:	R1 001 349 - R1 078 116 per annum
<u>CENTRE</u>	:	Themba Hospital (Ehlanzeni District) Witbank Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2025) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. 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: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) 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. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and 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.
<u>DUTIES</u>	:	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 programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.
<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 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/343</u>	:	<u>MEDICAL OFFICER GRADE 1: PAEDIATRIC ONCOLOGY REF NO: MPDOH/MAY/25/91</u>
<u>SALARY</u>	:	R1 001 349 - R1 078 116 per annum
<u>CENTRE</u>	:	Rob Ferreira Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2025) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. 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: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) 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. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and 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 : 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 programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

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 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 16/344 : **MEDICAL OFFICER GRADE 1: BURNS UNIT REF NO: MPDOH/MAY/25/93 (X2 POSTS)**

SALARY : R1 001 349 - R1 078 116 per annum

CENTRE : Rob Ferreira Hospital (Ehlanzeni District)

REQUIREMENTS : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2025) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. 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: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) 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. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and 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 : 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 programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makoropo 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 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/345</u>	:	<u>MEDICAL OFFICER GRADE 1: PAEDIATRIC SURGERY REF NO: MPDOH/MAY/25/84</u>
<u>SALARY</u>	:	R1 001 349 - R1 078 116 per annum
<u>CENTRE</u>	:	Rob Ferreira Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2025) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. 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: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) 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. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and 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.
<u>DUTIES</u>	:	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 programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makoropo 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 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/346</u>	:	<u>MEDICAL OFFICER GRADE 1: PAEDIATRIC REF NO: MPDOH/MAY/25/86 (X2 POSTS)</u>
<u>SALARY</u>	:	R1 001 349 - R1 078 116 per annum
<u>CENTRE</u>	:	Mapulaneng Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2025) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. 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: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year

relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) 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. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and 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 : 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 programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

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 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 16/347 : **MEDICAL OFFICER GRADE 1: INTERNAL MEDICINE REF NO: MPDOH/MAY/25/87**

SALARY : R1 001 349 - R1 078 116 per annum
CENTRE : Mapulaneng Hospital (Ehlanzeni District)
REQUIREMENTS : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2025) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. 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: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) 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 under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and 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 : 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 programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

<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 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/348</u>	:	<u>MEDICAL OFFICER GRADE 1: OPD/CASUALTY REF NO: MPDOH/MAY/25/89 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R1 001 349 - R1 078 116 per annum Mapulaneng Hospital (Ehlanzeni District) Ermelo Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	MBCbB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2025) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. 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: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) 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 under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and 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.
<u>DUTIES</u>	:	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 programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.
<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 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/349</u>	:	<u>MEDICAL OFFICER GRADE 1: GENERAL SURGERY REF NO: MPDOH/MAY/25/90</u>
<u>SALARY CENTRE</u>	:	R1 001 349 - R1 078 116 per annum Ermelo Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	MBCbB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2025) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. 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. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the

		HPCSA as a Medical Practitioner (Independent Practice) 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 under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and 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.
<u>DUTIES</u>	:	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 programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makoropo 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 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/350</u>	:	<u>MEDICAL OFFICER GRADE 1: INTERNAL MEDICINE REF NO: MPDOH/MAY/25/91</u>
<u>SALARY</u>	:	R1 001 349 - R1 078 116 per annum
<u>CENTRE</u>	:	Ermelo Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2025) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. 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: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) 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 with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and 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.
<u>DUTIES</u>	:	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 programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makoropo 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 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 16/351 : **DEPUTY DIRECTOR: LEGAL SERVICE LEGISLATION & CONTRACT DRAFTING REF NO: MPDOH/MAY/25/94**

SALARY : R896 436 per annum, (all-inclusive remuneration package)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus an undergraduate qualification (NQF Level 7) in Law (LLB) as recognized by SAQA. At least eight (8) years' appropriate post-qualification legal experience. Valid driver's licence. Competencies: Applied public law, legislative analysis, review and drafting skills, contract drafting and management. Knowledge of the Constitution, Public Finance Management Act, Public Service Act 103 of 1994, National Health Act 63 of 2003, any other legislation and general legal. Knowledge and legislation applicable to the Public Health Sector. Ability to provide sound and professional advice on legal matters. Preference will be given to applicants with extensive experience in drafting legislation and contracts, contract and litigation management. Should be willing to work under pressure Computer literacy.

DUTIES : Supervise legal administration officers. Cause Departmental legislation to be developed, amended and monitor the implementation thereof; Provide legal advice on any legal matter that may arise. Manage litigation, draft, vet and interpret contracts and perform contract management. Manage State liaison with State Attorneys, state law Advisers and other relevant stakeholders. Represent the Department at various forums. Prepare legislation reports for submission to relevant forum, and Conduct vetting and review (comments and inputs) of policies and support the policy drafting process. Contribute to the overall performance of the Directorate. Deputize the director. Manage and comply with delegated responsibilities. Perform other duties as may from time to time be delegated by the senior manager.

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 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 16/352 : **DEPUTY DIRECTOR: LEGAL SERVICE: LITIGATION SERVICES REF NO: MPDOH/MAY/25/95**

SALARY : R896 436 per annum, (all-inclusive remuneration package)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus an undergraduate qualification (NQF Level 7) in Law (LLB) as recognized by SAQA. At least eight (8) years' appropriate post-qualification legal experience. Valid driver's licence. Knowledge of the Constitution, Public Finance Management Act, Public Service Act 103 of 1994, National Health Act 63 of 2003, any other legislation and general legal. Knowledge and legislation applicable to the Public Health Sector. Ability to provide sound and professional advice on legal matters. Preference will be given to applicants with extensive experience in drafting legislation and contracts, contract and litigation management. Should be willing to work under pressure Computer literacy.

DUTIES : Provide litigation management and related support services, including alternative dispute resolution and act as a liaison between the State Attorney and/or appointed Counsel and the Department and prepare litigation reports for submission to relevant forums. Prepare legislation reports for submission to relevant forums. Provide well- researched legal opinions and advice in complex matters relating to the operations of the Department. Provide legal and admin support in terms of the PAIA through administering PAIA. Advise on all aspects of PAIA. Ensure compliance with Litigation Management Strategy, PAJA, POPI and periodically conducting training and information on same. Ensure compliance with the legislative framework relating to the core business of the Department through effective management and oversee the implementation of all legal prescripts. Ensure that all a decisions/processes of the Department are compliant with governing legislations and policies; Provide advice, presentations, awareness on the impact of any new legislative requirements and related issues. Setting and managing performance targets for officials through supervision and quality control of work done by lower-level officials. Deputize the director. Manage and comply with delegated responsibilities. Perform other duties as may from time to time be delegated by the senior manager.

<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 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/353</u>	:	<u>DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: MPDOH/MAY/25/96</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive remuneration package) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 or equivalent plus (NQF Level 7) in a Health-related field as recognised by SAQA with at least 8 years' post qualification experience in a healthcare service setting. At least 3 years' experience in a management level (ASD) or equivalent position. Registration with a professional body that allows a person to practice as a healthcare professional (e.g. HPCSA, SANC, Pharmacy Council, etc.). A postgraduate qualification in quality management or Health Systems improvement will be an added advantage. Experience within the Public Health Care System, Client orientation and Customer focus. Experience of change management and service delivery innovation. Project management and report writing skills combined with good analytical and planning skills. People management and communication skills. Leadership skills. Practical knowledge and understanding of the Promulgated Norms and Standards for health establishments as well as Ideal Facility Realization Framework. Computer literacy in MS Office Package (MS Word, MS Excel, and MS PowerPoint). Presentation skills. Ability to work independently. Prepared to work under pressure. Valid driver's license.
<u>DUTIES</u>	:	Coordinate, monitor and evaluate the implementation of policy framework, norms and standards for health services. Develop provincial policies and guidelines for quality improvement and clinical governance in health establishments. Provide technical support and advice to management and staff on clinical quality issues and quality improvement planning. Support health establishments to become ideal. Provide technical support to Health Establishments in the management of Complaint, Compliments and Suggestions as well as Patient Safety Incidents. Develop monitoring systems and coordinate processes for licensing of private healthcare establishments in the province.
<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 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/354</u>	:	<u>DEPUTY DIRECTOR: POLICY COORDINATION AND ANALYSIS REF NO: MPDOH/MAY/25/97</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive remuneration package) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 or equivalent qualification plus (NQF Level 7) in Social Sciences, Public Policy, Economics, Research Methodology and / or related field as recognised by SAQA. At least three (3) years' Policy Development experience in management level (ASD) or equivalent position. Valid driver's licence. Competencies (knowledge/skills): Critical thinking and analytical skills. Complex problem-solving ability. Leadership and stakeholder management.
<u>DUTIES</u>	:	Coordinate the policy life cycle, synthesize diverse information and evidence, assess the quality and limitations of research, identify measurable and meaningful indicators of effectiveness, plan and manage work. Engage stakeholders and build capital relationships to understand diverse perspectives, co-create solutions and support implementation. Develop policy advice to guide decision-makers with prioritization, implementation and monitoring of interventions. Contribute to activities related to setting vision, strategic direction & statutory planning and incorporate future focus into policy design.
<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 and IT related queries: Help desk Tel No: (013) 766 3018.

<u>POST 16/355</u>	:	<u>DEPUTY DIRECTOR: HEALTH INFORMATION REF NO: MPDOH/MAY/25/98</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive remuneration package) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 or equivalent qualification plus (NQF Level 7) in Health Information Management, Public Health, Health Informatics, or a related field as recognised by SAQA. At least five (5) years of experience in health information management, with at least three (3) years in a managerial level (ASD) or equivalent position. Valid driver's licence. Knowledge of health information systems such as District Health Information System (DHIS), Tier.Net, eHealth systems, PFMA, financial Management, human resource management, client orientation and customer care, and national data reporting requirements. Experience in audit compliance processes, particularly responding to AGSA audit queries and ensuring performance information meets the required standards. Strong analytical and problem-solving skills for data analysis, policy development, and strategic planning. Proficiency in digital transformation and ICT solutions related to health data management. Ability to lead and coordinate teams across multiple levels within the health system. Skills needed amongst others, are analytical, excellent communication, computer statistical software, Leadership, presentation.
<u>DUTIES</u>	:	Overseeing health information management systems to ensure accurate and reliable data collection, validation, and reporting. Ensuring compliance with AGSA audit requirements, particularly on data accuracy, completeness, and financial accountability in health information reporting. Monitoring and evaluating provincial and district health indicators to support evidence-based decision-making. Implementing and strengthening data governance frameworks to enhance security, confidentiality, and integrity in line with AGSA's findings. Leading digital health transformation initiatives and ensuring integration with electronic health record systems. Coordinating with stakeholders such as the National Department of Health, ICT service providers, and district offices to improve health data management. Supporting policy development and implementation of health information strategies that align with provincial and national priorities. Providing training and technical support to health data officers, managers, and relevant personnel on data management and reporting. Addressing audit findings and recommendations from AGSA by implementing corrective measures to ensure compliance and prevent future non-conformances.
<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 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/356</u>	:	<u>DEPUTY DIRECTOR: OFFICE OF HEAD OF DEPARTMENT REF NO: MPDOH/MAY/25/99</u> Re-advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive remuneration package) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 plus an undergraduate qualification (NQF Level 7) in Public Administration / Public Management as recognized by SAQA. At least three (3) years Executive Office managerial level (ASD) or equivalent position. Sound understanding of, and ability to grasp the Public Services policies and regulations including the Public Service Act, PFMA, Treasury Regulations and administrative related policies and initiatives. Knowledge of executive office management policies will be an added advantage. The following serve as recommendations: Excellent leadership, interpersonal and motivational skills. Good written and verbal communication skills. Comprehensive knowledge of the Public Service and related legislation and the legal and labour implication. Proven ability to plan, manage and delegate as well as monitor public administrative functions. Applied strategic thinking, especially in terms of conflict management. Creative assertiveness. Basic budgeting skills. Computer literacy. A valid driver's licence.
<u>DUTIES</u>	:	The successful candidate will be responsible for: Assist in managing and coordinating the administrative functions in the Office of the HOD. Co-ordinate meetings with stakeholders / institutions. Accompany HOD to meetings, visits, and other engagements as and when required and ensure adequate research

		<p>/ fact finding and briefing to facilitate meetings of the HOD's obligations. Promote sound financial management within the areas of responsibility in as budgeting and expenditure for the Office of the HOD is concerned. Develop, manage, and maintain efficient links between the office of the HOD and all internal and external departmental stakeholders. Design, develop and maintain an orderly and efficient system of reception, administration, office information correspondence relating to the Office of the HOD, to relevant components for attention, and make follow-ups where necessary. Facilitate the gathering of information and prepare and submit reports as required. Supervise other staff below him/her. Execute Human Resource Performance Management.</p>
<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 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/357</u>	:	<p><u>DEPUTY DIRECTOR: TRAINING AND CAPACITY BUILDING (HRD) REF NO: MPDOH/MAY/25/100</u></p> <p>Re-advertisement</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R896 436 per annum, (all-inclusive remuneration package)</p> <p>Provincial Office, Mbombela (Nelspruit)</p> <p>Senior Certificate / Grade 12 plus an undergraduate qualification (NQF Level 7) in HRM, HRD, Public Management/Affairs, Management as recognised by SAQA. At least 3 years' post qualification experience in training/HRD as Assistant Director or equivalent position. Valid driver's licence. Computer literacy (Power point, Excel and Ms Word). A short course in a Train the Trainer /Skills development facilitation or equivalent HRD programme will be an added advantage. Skills: Presentation and facilitation skills, Report writing skills. Interpersonal skills, Project management skills, Problem solving skills, Knowledge of relevant legislation (e.g. Skills Development Act, Skills Development Levies' Act, Public Service Act, Employment Equity Act, Public Finance Management Act, SAQA Act etc.).</p>
<u>DUTIES</u>	:	<p>Manage the implementation of Training and Development programmes. Develop policies & processes for training implementation. Support the SDF in development and reporting on the Workplace Skills Plan. Facilitate Training, Conduct training impact assessment, Compile training reports. Monitor implementation of training and development initiatives. Liaise with training stakeholders and providers. Develop and implement a sectional implementation plan. Compile budget estimates and manage expenditure. Must be able to drive and travel to meetings and workshops.</p>
<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 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/358</u>	:	<p><u>DEPUTY DIRECTOR: INSTITUTIONAL IMPROVEMENT REF NO: MPDOH/MAR/25/101</u></p> <p>Re-advertisement</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R896 436 per annum, (all-inclusive remuneration package)</p> <p>Provincial Office, Mbombela (Nelspruit)</p> <p>Senior Certificate / Grade 12 plus an undergraduate qualification (NQF Level 7) in Health Sciences / of Public Administration / Public Management / Commerce Personnel Management as recognized by SAQA. At least 3 years' relevant experience of which three (3) years must be at supervisory / management level (ASD) or equivalent position. Experience of the health system, standards, management practices, information systems, organisation development and change management. A valid driver's licence. Computer literacy. Knowledge: PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars. Public Service Act of 1994 and Regulations of 2001.Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Human Resources Development and Skills Development Frameworks of Government. Government Immovable Asset Management Act of 2007.Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Health Act and Regulations.</p>
<u>DUTIES</u>	:	Implementation of organisational development strategies aimed towards seamless service delivery during infrastructure project implementation at

	Health Facilities. Facilitate change management programmes at Health Facilities as part of the delivery of infrastructure. Implementation of quality assurance programmes as part of the delivery of infrastructure. Monitor and report progress with implementation of institutional systems aligned to infrastructure delivery.
<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 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/359</u>	: <u>ASSISTANT MANAGER NURSING (PB-B4): EYE CARE REF NO: MPDOH/MAY/25/102</u>
<u>SALARY</u>	: R755 355 - R863 667 per annum
<u>CENTRE</u>	: Provincial Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	: Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) Postgraduate Diploma in Nursing Management / Postgraduate Diploma in Public Health / Diploma in Optical Services / Degree in Optometry / Degree in Medicine. Masters in any of the above-mentioned qualifications will be an added advantage or equivalent qualification that that allows registration with the South African Nursing Council (SANC) as a Professional Nurse (2025). A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Eye Care. A minimum of ten (10) years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. At least six (6) years of the period referred to above must be appropriate / recognisable experience in the Specific Specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least three (3) years of the period referred to above must be appropriate / recognisable experience at management level. Extensive knowledge of prevention and control of emerging and re-emerging ophthalmic diseases. The ability to coordinate multi-disciplinary and sectoral activities. Knowledge and understanding of the District Health System, including District Hospitals, and Community Based Health Services. Good knowledge of policies on public health services and non-communicable disease strategies. Knowledge and experience of financial and human resource management applicable to the public service. Proven experience in the provision and management of ophthalmic services. Knowledge and understanding of the department of health Mpumalanga Comprehensive Service Plan. Must have a valid driver's license. Computer literacy (word, excel, PowerPoint, Microsoft teams: zoom). Must be proactive, innovative and an independent team leader. Able to participate in continuous professional development activities. Skills: Strong analytical skills and extensive experience in Monitoring and Evaluation (M&E) of Programs. Report writing, good communication skills (Verbal and written). Program and project management skills. Financial management skills. Change and knowledge management skills. Problem-solving and analysis skills. People management and empowerment. Contract management skills. Able to work independently and under pressure. Ability to work within a multidisciplinary team to ensure holistic care. Understanding legislative frameworks and related policies in the health public sector and other prescripts. Valid driver's licence.
<u>DUTIES</u>	: Develop and implement disease management policies, protocols, guidelines and procedures. Strengthening of management systems, harmonizing the use of information from various sources, analyzing and reporting as required. Develop early warning system to detect potential outbreaks. Implement the integrated disease management and response strategy. Event-based management and community-based management. Develop protocols and standard operating procedures (SOPs) for epidemic – prone non communicable diseases and public health disease management. Coordinate the control of disease outbreaks in the province. Able to conduct research to inform policies. Ensure capacity building of personnel at all levels, as well as public education. Facilitate new partnership for prevention and control of non-communicable diseases. Provide accurate information to senior Managers and other stakeholders for evidence-based decision-making and program planning and evaluation. Undertake general management in the resources of the Sub-directorate. Liaise with districts, other Government departments such as national role-players, and the private sectors to facilitate the control, monitoring and evaluation system for epidemic-prone non communicable diseases.

		Develop strategies and operational plan for the program. Prepare to work under pressure.
<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 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/360</u>	:	<u>ASSISTANT MANAGER NURSING (PB-B4): ADVANCED MIDWIFERY (DCST) REF NO: MPDOH/MAY/25/103 (X2 POSTS)</u>
<u>SALARY</u>	:	R755 355 - R863 667 per annum
<u>CENTRE</u>	:	Ehlanzeni District Office, Mbombela and Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that that allows registration with the South African Nursing Council (SANC) as a Professional Nurse (2025). A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. A minimum of ten (10) years appropriate / recognisable experience in nursing after registration as as a Professional Nurse with the SANC in general nursing. At least six (6) years of the period referred to above must be appropriate / recognisable experience in the Specific Specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least three (3) years of the period referred to above must be appropriate / recognisable experience at management level. Degree / Diploma in Nursing Education and Administration will be an added advantage. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work. Knowledge of MCWYH, CARMMA, PMTCT and ESMOE programmes. Valid driver's licence.
<u>DUTIES</u>	:	Be part of the District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new-born, and children at all levels within the district. Promote equitable access to an appropriate level of care for all mothers, new-borns, and children within the district. Promote clinical effectiveness in all health facilities by supporting outreach programs, development, dissemination and implementation of clinical policies and standard treatment guidelines aligned with National norms and standards. Facilitate and participate in the development training and mentorship of health professionals in all health facilities within the district. Work with the District Management team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. assist, support and participate in risk management activities for patients (e.g., Critical event analysis, morbidity and mortality meetings) for organisation (e.g. District Performance Reviews) Support of facilities on implementation of Maternal and Women's Health services. Participate in training and mentoring on programme related activities (Basic Antenatal Care plus model, Contraceptive and Fertility Planning; PMTCT). Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and outcomes Foster effective teamwork and collaboration within the district specialist team and with other professionals in the district involved in the delivery of Primary Health Care. Participate in the development of clinical record audit tools in line with current policies and Office of the Health Standards Compliance requirements.
<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 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/361</u>	:	<u>OPERATIONAL MANAGER (PN-A5): GENERAL (MALE MEDICAL) REF NO: MPDOH/MAY/25/104</u>
<u>SALARY</u>	:	R549 192 - R629 121 per annum
<u>CENTRE</u>	:	Tintswalo Hospital (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. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2025).

A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.

DUTIES

: The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining optimal Nursing Services as an Operational Manager in OPD Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develops and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.

ENQUIRIES

: Mr. Emmanuel Makoropo 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 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 16/362

: **OPERATIONAL MANAGER (PN-A5): GENERAL REF NO: MPDOH/MAY/25/105**

SALARY CENTRE REQUIREMENTS

: R549 192 - R629 121 per annum
: Middelburg Hospital (Nkangala District)
: 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. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2025). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.

DUTIES

: The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal Nursing Services as an Operational Manager in OPD Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter-Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develops and control Risk Management Systems within the unit. Provide safe therapeutic

		environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.
<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 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/363</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC (DCST) REF NO: MPDOH/MAY/25/106</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R476 367 – R559 548 per annum Gert Sibande District Office, Ermelo Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2025), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<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 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/364</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: MPDOH/MAY/25/107</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum, (plus service benefits) Themba Hospital (Ehlanzeni District) Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in Human Resource unit or Diploma / Degree (NQF Level 6/7) in Human Resource Management, Public Administration / Public Management as recognised by SAQA. At least a minimum of three (3) PERSAL courses is inherent requirement. Extensive knowledge of PERSAL including interpreting PERSAL reports. A Good understanding and Functional knowledge of the Public Service Act, Public Service regulations, Basic condition of employment Act, Employment Equity Act, Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence will serve as an added advantage.
<u>DUTIES</u>	:	Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of

staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, vetting of candidates, secretarial functions for interviews, absorptions of staff, probationary periods, etc. and also responsible for conditions of service and benefits: leave salaries, leave graduates, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Coordinate Performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advice the staff on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Provide support to Sub-district Manager.

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 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 16/365 : **ADMINISTRATIVE OFFICER: BURSARY SECTION (HRD) REF NO: MPDOH/MAY/25/108**

SALARY : R325 101 per annum, (plus service benefits)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in Human Resource Management / Development or Diploma / Degree (NQF Level 6/7) in Human Resource Management, Public Administration / Public Management as recognised by SAQA. Skills and Competencies: Computer skills particularly MS EXCEL, Outlook & Word, Good interpersonal, Good written and verbal communication, Analytical skills on problem solving, decision making and organizational, facilitation & presentation skills. Good interpersonal relations, knowledge of PERSAL, Public Service Act, PFMA, Skills Development Act, Employment Equity Act and other relevant prescripts. Valid drivers licence.

DUTIES : Provide administrative support for the Nelson Mandela – Fidel Castro Collaboration Programme. Administer the contractual obligation of bursary holders. Provide administrative support to ad hoc internal programmes. Provide procurement support in the section.

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 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 16/366 : **PERSONNEL PRACTITIONER: HR INFORMATION & KNOWLEDGE MANAGEMENT REF NO: MPDOH/MAY/25/109**

SALARY : R325 101 per annum, (plus service benefits)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in Human Resource unit or Diploma / Degree (NQF Level 6/7) in Human Resource Management, Public Administration / Public Management as recognised by SAQA. At least a minimum of three (3) PERSAL courses is inherent requirement. Extensive knowledge of PERSAL including interpreting PERSAL reports. A Good understanding and Functional knowledge of the Public Service Act, Public Service regulations, Basic condition of employment Act, Employment Equity Act, Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence will serve as an added advantage.

DUTIES : Coordination of Human Resource Information and Knowledge Management. Render administrative support services to the directorate Information and knowledge. Dealing with PERSAL cleanup. Maintaining staff establishment. Advice PERSAL transactions. Supervise staff. Facilitate PERSAL training.

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 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 16/367 : **PROFESSIONAL NURSE GRADE 1 (PN-A2 TO A4): SCHOOL HEALTH (GENERAL STREAM) REF NO: MPDOH/MAY/25/119 (X10 POSTS)**

SALARY CENTRE : R324 384 – R382 107 per annum
: Ehlanzeni District:
Bushbuckridge Sub-district (X3 Posts)
Thaba Chweu Sub-district (X1 Post)
Nkomazi Sub-district (X2 Posts)
Mbombela Sub-district (X3 Posts)
Umgjini (X1 Post)

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice (I.E. Diploma/ Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse (2025). Grade 1: A minimum of 1-10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. A valid driver's licence. Extensive knowledge of prevention and promotion of health care services; community-based health care services and primary health care. Good knowledge of policies on the provision of school health services. Proven experience in the provision of health care services especially at primary health care setting. Knowledge and understanding of the Department of Health Mpumalanga comprehensive service plan. Skills: Verbal and Written communication skills. Change and knowledge management skill. Decision making skill. People management and empowerment. Able to work independently under pressure. Understanding legislative framework and related policies in the School Health Services and other prescripts.

DUTIES : Visiting of all schools in jurisdiction. Learner assessment; screening and health education for the foundation phase and Senior phases according to the School Health Policy. Provision of on-site services according to the policy. Referral of learners with challenges for further management and intervention. Follow up of referred learners. Work in partnership with schools and social workers for the benefit of the learners. Attend parents' meetings to raise awareness about Health Promotion in Schools.

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 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 16/368 : **PROFESSIONAL NURSE GRADE 1 (PN-A2 TO A4): SCHOOL HEALTH (GENERAL STREAM) REF NO: MPDOH/MAY/25/124 (X5 POSTS)**

SALARY CENTRE : R324 384 – R382 107 per annum
: Gert Sibande District:
Chief Albert Luthuli Sub-district (X1 Post)
Dipaliseng Sub-district (X1 Post)
Govan Mbeki Sub-district (X1 Post)
Msukaligwa Sub-district (X1 Post)
Mkhondo Sub-district (X1 Post)

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice (I.E. Diploma/ Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse (2025). Grade 1: A minimum of 1-10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. A valid driver's licence. Extensive knowledge of prevention and promotion of health care services; community-based health care services and primary health care. Good knowledge of policies on the provision of school health services. Proven experience in the provision of health care services especially at primary health care setting. Knowledge and understanding of the Department of Health Mpumalanga comprehensive service plan. Skills: Verbal and Written communication skills. Change and knowledge management skills. Decision making skill. People management and empowerment. Able to work independently under pressure. Understanding legislative framework and related policies in the School Health Services and other prescripts.

<u>DUTIES</u>	:	Visiting of all schools in jurisdiction. Learner assessment; screening and health education for the foundation phase and Senior phases according to the School Health Policy. Provision of on-site services according to the policy. Referral of learners with challenges for further management and intervention. Follow up of referred learners. Work in partnership with schools and social workers for the benefit of the learners. Attend parents' meetings to raise awareness about Health Promotion in Schools.
<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 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/369</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2 TO A4): SCHOOL HEALTH (GENERAL STREAM REF NO: MPDOH/MAY/25/129 (X5 POSTS))</u>
<u>SALARY CENTRE</u>	:	R324 384 – R382 107 per annum
	:	Nkangala District:
		Emakhazeni Sub-district (X1 Post)
		Steve Tshwete Sub-district (X1 Post)
		Thembisile Hani Sub-district (X2 Posts)
		Dr JS Moroka Sub-district (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice (I.E. Diploma/ Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse (2025). Grade 1: A minimum of 1-10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. A valid driver's licence. Extensive knowledge of prevention and promotion of health care services; community-based health care services and primary health care. Good knowledge of policies on the provision of school health services. Proven experience in the provision of health care services especially at primary health care setting. Knowledge and understanding of the Department of Health Mpumalanga comprehensive service plan. Skills: Verbal and Written communication skills. Change and knowledge management skills. Decision making skill. People management and empowerment. Able to work independently under pressure. Understanding legislative framework and related policies in the School Health Services and other prescripts.
<u>DUTIES</u>	:	Visiting of all schools in jurisdiction. Learner assessment; screening and health education for the foundation phase and Senior phases according to the School Health Policy. Provision of on-site services according to the policy. Referral of learners with challenges for further management and intervention. Follow up of referred learners. Work in partnership with schools and social workers for the benefit of the learners. Attend parents' meetings to raise awareness about Health Promotion in Schools.
<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 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/370</u>	:	<u>CONTRACT SESSIONAL MEDICAL OFFICER GRADE 1: REF NO: MPDOH/MAY/25/93 (X2 POSTS)</u>
<u>SALARY</u>	:	R482.00 per hour (Less than 5 years relevant experience) R550.00 per hour (At least 5 years, but less than 10 years, relevant experience) R636.00 per hour (10 years and more relevant experience)
<u>CENTRE</u>	:	Carolina Hospital (Gert Sibande District) and HA Grove Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2025) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. 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: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year

relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) 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 under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and 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

: 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 programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

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 and IT related queries: Help desk Tel No: (013) 766 3018.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

This Department is an equal opportunity, affirmative action Employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts. All candidates whose transfer/promotion/appointment will promote representatively will receive preference.

<u>APPLICATIONS</u>	:	Applications quoting the relevant reference should be forwarded as follows: The Head of the Department, Post To: Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or Hand Deliver to: MetLife Towers, (Post Office Building), 13th Floor (Registry Office), Post Office Building, Kimberley or Email applications to: dedathra@ncpg.gov.za
<u>FOR ATTENTION</u>	:	Ms. M. Musa
<u>CLOSING DATE</u>	:	30 May 2025
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to the address specified above. The application must include a duly completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Please note a separate application is required for each position applied for. Applications received using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant (Part F must be answered and declaration must be completely signed and dated). Failure to fully complete, initial and sign this form will lead to disqualification of the application during the selection process. Only a fully completed, initialled and signed new form Z83 will be considered, (Section A, B, C, D and F compulsory). Section E and G, it is acceptable if applicants indicate "refer to CV", only if a recently updated comprehensive CV (with detailed qualifications and previous experience is attached. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application, but must submit the new (Z83) form and detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview following a formal communication from Human Resources unit. In instances where applicants are in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and only submit proof of such evaluation upon being shortlisted for a post. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit a copy of their Permanent Residence Permits only if shortlisted. Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. The Department reserves the right not to make any appointment(s) to the above post/s. Applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, or applications received after the closing date will be disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that suitable candidates will be subjected to a technical assessment as well as satisfactory personnel suitability checks (criminal record check, citizenship verification, financial-asset record check, qualification/study verification and previous employment verification. Successful candidates will also be subjected to a security clearance process. Women and persons with disabilities are encouraged to apply. The successful candidate will be required to sign the performance agreement within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the

employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

OTHER POST

<u>POST 16/371</u>	:	<u>RISK AND ETHICS MANAGEMENT COMMITTEE CHAIRPERSON REF NO: NCDEDAT/2025/03</u>
<u>SALARY</u>	:	Will be guided by the Treasury Regulations. Consideration will also be given to preparation for meetings and the use of the candidate's personal tools of trade such as laptop and data. Terms Of Employment: The appointment will be for a period of three (3) consecutive years (financial years 2025/26 – 2027/28). The successful candidate will be required to sign a Service Level Agreement / Contract with the Department.
<u>CENTRE</u>	:	Kimberley Office
<u>REQUIREMENTS</u>	:	A postgraduate qualification in Risk Management, Internal Auditing, Accounting, Economics, Business Administration or a Law degree. A professional designation such as CA, CIA, CRM Prac or CRM Prof and membership at a professional institution will be an added advantage. At least ten (10) years' experience at a Senior Management level within the fields of Strategic Management, Risk Management, Internal Auditing, Financial Management or Business Management. Must have served for at least a period of 3 years on oversight structures such as Risk Management Committees, Audit Committees, Ethics Management Committees and/or Top Management Committee. Skills & Knowledge: Analytic reasoning abilities and good communication skills; Interpersonal relations; Tolerance; Productivity; Research methodology skills; Plan and Organise; Project management skills; Report writing; Understanding of the Public Finance Management Act (PFMA) and its Regulations, Public Service Regulation, Modified Cash Standards, National Public Sector Risk Management Framework, Internal Auditing Standards, Medium-Term Development Plan, National Development Plan. Any other regulations and prescripts governing the Public Service.
<u>DUTIES</u>	:	Assist the Accounting Officer in the effective execution of his responsibilities for risk and ethics management. Execute risk and ethics management committee oversight responsibilities in accordance with the Public Sector Risk Management Framework (PSRMF), Public Finance Management Act (PFMA), Public Service Regulation (PSR), Treasury Regulations (TR) and the approved departmental risk and ethics management committee charter. Review and recommend for the approval of the Accounting Officer the departmental risk management framework (Enterprise Risk Management (ERM) Policy, ERM Strategy, ERM Annual Implementation Plan, ERM Guidelines, Risk Appetite and Tolerance limits, risk identification and assessment methodologies, Risk and Ethics Management Committee Charter) and the Ethics Management Strategy. Evaluate the extent and effectiveness of the integration of risk and ethics management within the Department. Assess the implementation of the risk management policy and strategy (including the implementation plan). Evaluate the effectiveness of the risk mitigation strategies implemented to address the risks of the Department. Review the material findings and recommendations by assurance providers on the systems of risk and ethics management and monitor the implementation of such recommendations. Develop its own key performance indicators for approval by the Accounting Officer. Interact with the Audit Committee to share information relating to the material risks of the Department. Provide timely, accurate, and useful reports to the Accounting Officer on the state of risk and ethics management together with accompanying recommendations to address any deficiencies identified by the Committee. Provide advice/guidance on the setting of the risk appetite and risk tolerance levels. Review audit reports and audit action plans detailing the adequacy, effectiveness and implementation of action plans (risk mitigations). Report to the Accounting Officer any material changes to the risk profile of the Department. Set and agree on an agenda for each meeting in collaboration with the secretariat and committee members. Take all reasonable steps to encourage the participation of all committee members in the Committee meetings and facilitate free and constructive discussions. Regularly maintaining a good relationship with the secretariat (Chief Risk Officer) to ensure the timeous finalization of Committee report, logistics and any other requests and commitments. Meetings: The Committee will meet at least four times in a financial year in accordance with the approved risk and ethics

management committee charter. The Risk and Ethics Management Committee meetings will be conducted in-person and virtually (MS Teams). Reimbursement for any travelling expenses incurred (in-person meetings) will be done in terms of the approved rates and the approved travel and subsistence policy of the Department.

ENQUIRIES

: Mr R. Moses Tel No: (053) 839 4003 rmoses@ncpg.gov.za

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

- APPLICATIONS** : Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
- CLOSING DATE** : 30 May 2025 at 16H00(walk-in) and 00.00 mid-night(online)
- NOTE** : All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be submitted on the approved Z83 form (81/971431) obtainable from any Public Service Department or on the DPSA website, www.dpsa.gov.za, which must be completed in such a manner that provide sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials in the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant with the notes, the application applicant/s will not be considered for selection purposes(disqualified). The Z83 must accompanied by detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. Subject of relevant qualification/s should be mentioned in the CV. Part A must be fully completed. Part B, C and C questions of the Z83 may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for. Part E, F and G do not need to be completed if the CV has been attached and provides the required information, However, the question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants are not required to submit copies of qualifications and other relevant documents on application. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. Candidates who previously applied during the initial advertisement of the positions need not re-apply.

OTHER POSTS

- POST 16/372** : **ADMINISTRATIVE SUPPORT AND CO-ORDINATION: PREMIER**
SUPPORT REF NO: NWP/OOP/2025/36
Re-advert
- SALARY** : R896 436 per annum (Level 11), (all-inclusive package)
- CENTRE** : Mmabatho
- REQUIREMENTS** : A three-year National Diploma in administration/ public administration and/or equivalent qualification at NQF level 6. 5 years experience applicable to the relevant discipline of which 3 years should be at Assistant Director Level. Valid driver's license. Knowledge: Broad knowledge and understanding of the

		functional areas covered by the Executive Authority's portfolio, Proven management competencies, Working knowledge of the political and parliamentary processes in South Africa. Computer literacy, Flexibility, Verbal and written communication skills and Interpersonal relations. Analytical thinking, Leadership, Teamwork, Ability to work under pressure, Proven management competencies, Understanding of the Public Service Regulations and related prescripts.
<u>DUTIES</u>	:	Manage the administrative and coordination activities within the office of the Executive Authority. Liaise with internal and external role players regarding matters relating to the portfolio of the executive authority. Render a Cabinet/Executive Council support service to the Executive Authority. Supervise employees in the private office.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. T.H Botha Tel No: (018) 388 3
	:	E-Mail: ooprecruitment8@nwpg.gov.za
<u>POST 16/373</u>	:	<u>ASSISTANT DIRECTOR: INVESTIGATION REF NO: NWP/OOP/2025/37 (X2 POSTS)</u> (Re-advert) Job Purpose: To provide and coordinate comprehensive investigation management services in the NWPG.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09)
	:	Mmabatho
	:	A three-year National Diploma/ bachelor's degree in commerce and /or equivalent qualification .3 years relevant work experience. Must have extensive knowledge of Public Service Prescripts, time management skills, ability and willingness to work under pressure, adhere to prescribed time frames, good interpersonal, communication and presentation skills, and be computer literate. Candidate must be assertive, disciplined and have integrity, be of sound judgement, able to use discretion in dealing with secret and confidential matters and will be required to travel extensively. Have a valid driver's license. Knowledge, Skills and Competencies: Must have knowledge of Public Service prescripts, PFMA and Treasury Regulations and knowledge of relevant legislation and regulatory frameworks. Ability to conduct awareness training. Report writing skills. Communication skills both verbally and writing, ability to work independently and as part of a team. High level of integrity and ethical standards. Computer literacy. Time management Skills. Ability to work under pressure, be willing to travel extensively. Have a valid driver's license.
<u>DUTIES</u>	:	Conducting forensic related investigations by collecting documentation from clients for analysis. Maintenance of Forensic cases database. Management of stakeholders and liaison with other law enforcement agencies. Prepare and present reports/ evidence on cases investigated to supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. S. Mphahlo Tel No: (018) 388 4039
	:	E-Mail: ooprecruitment9@nwpg.gov.za
<u>POST 16/374</u>	:	<u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: NWP/OOP/2025/38</u> (Re-Advert) Job Purpose: To facilitate financial planning, monitoring and reporting process
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09)
	:	Mmabatho
	:	Three-year national diploma/degree in Financial Management / Public Finance / Economics at NQF level 6 or equivalent qualification in the relevant field. 3 years' applicable experience to the relevant field of which 2 years must be at supervisory level. Knowledge, Skills and Competencies: Understanding and application of the following prescripts: Public Finance Management Act, Treasury Regulation, Knowledge of Public Services Act and Regulations, GRAP, Annual Financial Statement Guidelines (MCS & AMD), National Treasury Practice Notes, Provincial MTEF guidelines, Budget Circulars, Computer literacy skills in Excel, Word and PowerPoint and Reporting skills. Numeric Skills, ability of paying attention to detail, Ability to perform routine tasks, Financial and management accounting. Report Writing, Planning & Organizing, Good People Skills, Problem Solving, Communication (written and verbal).
<u>DUTIES</u>	:	Facilitate financial management policies, processes and procedure. Conduct medium- and long-term financial planning in line with the MTEF processes.

Compilation of budget estimates, monthly forecasting, project planning and produce adjusted cash flow. Monitor and report on expenditure trends. Facilitate the provision revenue services. maintain departmental budget process; analyse and consolidate inputs received from the respective programme's MTEF budget, adjustment estimates and rollover of funds. Identify departmental priorities and projects in terms of the annual performance plan and conduct analysis thereof. Capture MTEF budget on budget database and in BAS. Capture adjustment estimates. Conduct project plan appraisals. Prepare report required for monitoring of the departmental budget; analyse and consolidate departmental annual cash flow projections. analyse and consolidate departmental IYM report including variance explanations. Manage budget and expenditure misallocations. Ensure that approved shifts and virements are captured accurately in BAS, IYM and expenditure reports. Prepare budget oversight and related reports. Prepare appropriation statements as input to the financial statements. Monitor and report on project progress. provide budgetary support service to the department; Provide departmental budgetary support, analysis, advice and guidance. analyse and respond to budget related enquiries. Facilitate budget bilateral and training on budget related issues. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all the sub-ordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management and safekeeping of assets in the official's area of responsibility.

ENQUIRIES
APPLICATIONS

: Mr. N Rapoo Tel No: (018) 388 2516
: E-Mail: ooprecruitment10@nwpq.gov.za

POST 16/375

: **OFFICE MANAGER: DDG: PLANNING PERFORMANCE MONITORING**
EVALUATION AND INTERVENTION REF NO: NWP/OOP/2025/39
Job Purpose: To manage the office of the Deputy Director General PPMEI

SALARY
CENTRE
REQUIREMENTS

: R468 459 per annum (Level 09)
: Mmabatho
: Three-year national diploma in Office Management/ Administration or related field at NQF level 6 and/or equivalent qualifications. 3 years relevant experience of which 2 years must be at supervisory level. Knowledge, Skills and Competencies: Extensive knowledge of public service regulations and Prescripts. Knowledge of PFMA and Supply chain management process. Planning and organizing, Communication skills, Interpersonal relations, Report writing and office management. Ability to operate and apply computer skills: PowerPoint, Excel and Ms Word, Internet and Outlook.

DUTIES

: Provide support to the Deputy Director-General. Manage employees in the Office of the Deputy Director-General. Manage general support services in the Office of the Deputy Director-General. Manage the budget of the Office of the Deputy Director-General. Document management and management of Office correspondence.

ENQUIRIES
APPLICAQTIONS

: Mr. J. Mawelela Tel No: (018) 388 2696
: E-Mail: ooprecruitment6@nwpq.gov.za

POST 16/376

: **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
REF NO: NWP/OOP/2025/40
Job Purpose: To provide administrative Supply Chain services

SALARY
CENTRE
REQUIREMENTS

: R397 116 er annum (Level 08)
: Mmabatho
: Three-year appropriate tertiary qualification at NQF level 6 and/ or equivalent relevant qualifications. 2 years' experience applicable to the relevant discipline of which 1 year should be at supervisory experience. Knowledge, Skills and Competencies: Knowledge and understanding of Government Supply Chain Management related policies, Computer Literate, Good analytical and presentation skills, Self - management and motivation, Knowledge on the relevant legislation policies/ prescripts and procedures and Basic knowledge on financial administration. Good telephone etiquette, Sound organisational Skills, Good people skills and Basic written communication skills.

DUTIES

: Supervise the Provision of general Supply Chain Management clerical support services; Oversee recording organising, storing, capturing and retrieving of correspondence and data. Ensuring that registers and statistics are updated. Handling routine enquiries. Make photocopies and receive or send facsimiles.

Ensuring Distribution of documents/packages to various stakeholders as required. Typing letters and /or correspondence when required. Maintaining the incoming and outgoing document register of the component. Supervise the Provision of supply chain clerical support services within the component; ensure liaising with internal and external stakeholders in relation to procurement of goods and services. Ensure Obtaining of quotations, complete procurement forms for the purchasing of standard office items. Monitoring Stock control of the office stationery. Ensuring maintaining of asset register of the component. The Provision of personnel administration support services within the Component; Maintaining a leave register for the component. Oversee maintenance of personnel records in the component. Oversee maintenance of attendance register of the component. The Provision of administration support services in the component; Oversee Capturing and updating of expenditure in the component. Quality Assurance on subsistence and travel claims of officials and submit to manager for approval. Monitor the handling of telephone accounts for the component. Human Resource Management. Handling of Job Descriptions; Management of Performance Agreement; Monitoring of Employee Performance.

ENQUIRIES
APPLICATIONS

: Mr. L. Mathe Tel No: (018) 388 4240
: E-Mail: ooprecruitment11@nwpg.gov.za

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

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

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.
ERRATUM: Kindly note that the post: Deputy Director: Financial Manager, Mitchells Plain District Hospital, Chief Directorate: Chief Directorate: Metro Health Services, with reference number Post 15/298 advertised in the Public Service Vacancy dated 09 May 2025, has been cancelled.

OTHER POSTS

POST 16/377 : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (VASCULAR SURGERY)**

SALARY : R2 084 754 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Sub-Specialist in Vascular Surgery. Registration with a Professional Council: Registration with the HPCSA as Medical Sub Specialist in Vascular Surgery. Experience: A minimum of 3 years appropriate experience as a Medical Sub-Specialist after registration with the HPCSA as a Medical Sub-Specialist in Vascular Surgery. Inherent requirements of the job: It will be expected of the Head Clinical Unit to work commuted overtime, limited to 12 hours, if operational requirements so demand. Competencies (knowledge/skills): Ability to conduct clinically relevant research in the field of vascular surgery. Ability to teach and train undergraduate and post graduate students and sub specialist fellows. Ability to work in a high-volume clinic and surgical environment. Clinical and surgical competency in vascular surgery. Experience in supervision and training of staff and students at under- and post-graduate levels. Experience with staff management, resource allocation and theatre list management. Insight into challenges of local health care delivery, diversity, transformation and equity.

DUTIES : Vascular Surgery clinical service provision and management in the Groote Schuur Hospital Vascular Unit. Management and training of surgical staff. Participation in academic and management activities of the division.

ENQUIRIES APPLICATIONS : Prof L Cairncross Tel No: (021) 406 6229
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
: 30 May 2025

POST 16/378 : **MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY PHYSICIAN)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 341 855 per annum
Grade 2: R1 5321 032 per annum
Grade 3: R1 773 222 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Delft Community Health Centre
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Family Physician. Registration with a Professional Council: Registration with the HPCSA as Family Physician. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign health professional council in respect of a foreign qualified employee) as a Medical Specialist, Family Physician. **Grade 3:** A

minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign professional health council in respect of a foreign qualified employee) as a Medical Specialist, Family Physician. Inherent requirements of the job: A Valid driver's licence. Working Commuted Overtime at the 24-hour facilities. Willingness to work at other facilities in the Sub-structure. Competencies (knowledge/skills): Good leadership, clinical and communication skills. Knowledge of Community Orientated Primary Care approach and ability to engage all relevant stakeholders in the Ecosystem. Experience in facilitating clinical teaching, learning and assessment of both undergraduate and postgraduate health sciences students. Participate in on call rosters.

DUTIES : Clinical services as a consultant and clinician. Clinical teaching and training. Clinical Governance and quality management. Academic educational activities, teaching of undergraduate and postgraduate students and research. People management of clinical staff and supporting the budget management related to clinical services.

ENQUIRIES : Dr. M Phillips Tel No: (021) 815-8854
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Metro Health Services for a period of three months.

CLOSING DATE : 30 May 2025

POST 16/379 : **MEDICAL OFFICER GRADE 1 TO 3 (TRAUMA AND EMERGENCY)**

SALARY : Grade 1: R1 001 349 per annum
 Grade 2: R1 142 553 per annum
 Grade 3: R1 322 352 per annum
 (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational 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 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: Willingness to work commuted overtime (compulsory). Competencies (knowledge/skills): Ability to render high quality emergency care for Primary Tertiary and Secondary trauma adult and paediatric patients. Ability to render high quality teaching and training in emergency medicine and trauma to junior (community service) medical officers, interns and medical students. Ability to

	communicate effectively. Able to work in an integrated multi-disciplinary team under pressure in a high-volume high stress environment. Basic computer literacy, administrative and IT skills. Completion of community service, and appropriate and sufficient experience in the evidence-based emergency management of acutely unwell and injured patients.
<u>DUTIES</u>	: Clinical services: effective and efficient patient management, clear documentation, evidence-based approach to patient management. Leadership: teaching undergraduate students, interns and community service medical officers, team management, floor management. Willingness to participate in audits, research and quality improvement projects. Professionalism: administration, work ethic, communication (written and verbal).
<u>ENQUIRIES</u>	: Dr Hennie Lategan or hendrickjlategan@sun.ac.za , Dr Elaine Erasmus or elaine.erasmus@westerncape.gov.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<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 with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	: 30 May 2025
<u>POST 16/380</u>	: <u>MEDICAL OFFICER GRADE 1 TO 3 (ORTHOPAEDICS)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	: Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	: Worcester Regional Hospital
<u>REQUIREMENTS</u>	: Minimum educational 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 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 who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Participate in the after-hours call system. Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Competent and willing to work across disciplines if required.
<u>DUTIES</u>	: Ensure an efficient and cost-effective clinical service of high quality with a patient centred focus and addressing the burden of disease in the Worcester healthcare ecosystem. Ensure compliance by means of maintaining high quality clinical records. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct.
<u>ENQUIRIES</u>	: Dr AJ Troskie Tel No: (023) 348-1121

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/381</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY) (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley Minimum educational 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 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 licence. Commuted overtime contract is compulsory, as well as the ability to work after-hours. Willingness to travel to drainage hospitals for outreach work. Competencies (knowledge/skills): Appropriate experience and skills in obstetrics and gynaecology care to manage a large labour ward at regional hospital level. Ability to work in a team and with all levels of staff. Must be able to do a Caesarean section safely and without supervision. Candidates should be able to do a basic gestational ultrasound scan. Computer literacy in MS Office mandatory.
<u>DUTIES</u>	:	Clinical management of all non-acute and emergency O&G presentations to the emergency centres (labour ward and gynae EC). Managing critically ill patients including resuscitation. Supervision and teaching of students, interns and midwives. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the department. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables, and equipment.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof GS Gebhardt Tel No: (021) 938-4638 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>NOTE</u>	:	Shortlisted candidates could be subjected to a competency test. No payment of any kind is required when applying for the post. Candidates may be subjected to a competency test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/382</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT</u>
<u>SALARY</u>	:	R896 436 per annum, (A portion of the package can be structured to the individual's personal needs).
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Extensive knowledge and experience of People Management in a leadership role. Inherent requirements of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Problem solving, lateral thinking and data analytical skills. Good communication, training, presentation, interpersonal relationships, exceptional leadership and conflict resolution skills. Extensive knowledge of government human resource policies and legislation.
<u>DUTIES</u>	:	Effective and efficient management of the People Management unit at a large, specialised hospital. Overall management of people development, people management strategies and labour relations functions. Ensure that the people management administration and system functions are effectively executed. Ensure compliance to all policies, regulations and operational protocols. Management of staff and external service providers.
<u>ENQUIRIES</u>	:	Mr D. Heyns Tel No: (021) 938-4607
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates may be subjected to a practical assessment. No payment of any kind is required when applying for the post.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/383</u>	:	<u>MANAGER: HAST</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R896 436 per annum, A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Mitchells Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in Health Program Services. Appropriate experience in HIV/AIDS, STI and TB Programs management. Appropriate Financial planning and management experience. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to travel within the District and Cape Town. Competencies (knowledge/skills): Knowledge of Provincial budget processes. Knowledge of Provincial HR practices and processes. Knowledge of different program protocols, guidelines and policy frameworks. Knowledge of HIV and Aids, STI and TB programs.
<u>DUTIES</u>	:	Effective, efficient and sustainable financial planning and control of National Conditional Grant funding, donor funding and provincially earmarked funding in the HIV and AIDS, STI and TB programmes. Manage Human Resources of the HIV and AIDS, STI and TB component. Manage the HIV and AIDS, STI and TB programmes in the district. Manage NGO's and Donor Funded Projects (e.g. Global Fund, EU, PEPFAR).
<u>ENQUIRIES</u>	:	Ms S Patel-Abrahams Tel No: (021)370-5008
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. The pool of applicants will be considered for similar posts within the Department for a period of 3 months from date of advert. Candidates will be subjected to a

written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/384</u>	:	<u>REGISTERED COUNCELLOR: GRADE 1 TO 3</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R712 599 per annum Grade 2: R811 662 per annum Grade 3: R916 437 per annum A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Central Karoo District Office Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions of South Africa as a Registered Counsellor. Registration with a Professional Council: Registration with the HPCSA as a Registered Counsellor. Experience: Grade 1: None after registration with the health Professions council of South Africa as a Registered counsellor. Grade 2: A minimum of 8 years appropriate experience as a counsellor after registration with Health Professional Council (HPCSA). Grade 3: A minimum of 16 years appropriate experience as a counsellor after registration with Health Professionals council as a Registered Counsellor. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district/ district to consult clients, attend and conduct meetings and training sessions. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments, and identification of mental health challenges. Work within your professional scope of practice and know when to refer for more specialized mental health interventions. Computer literacy (i.e. MS Word, PowerPoint and Excel). Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment. Effective communication skills both verbal and written.
<u>DUTIES</u>	:	Providing preventative and developmental counselling services and interventions on all systems levels. Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis or at community level. Performing basic psychological screening aimed at overall generalized functioning enhancement. Provide counselling in conjunction with interdisciplinary/multi-sectoral support teams. Report writing and providing feedback to clients/supervisor(s) on interventions. Provide supervision, mentoring and support to lay health workers, as part the sub district and district mental health teams.
<u>ENQUIRIES APPLICATIONS</u>	:	Janine Nel Tel No: (023) 414 3590 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/385</u>	:	<u>ASSISTANT MANAGER NURSING: GENERAL (NIGHT DUTY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife/Accoucheur. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife/Accoucheur.

Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts, public holidays, after-hours, standby and weekend cover for nursing and travel to attend official meetings and/or trainings. Deputising for the Deputy Manager Nursing: Head of Nursing and willingness to act for another member of the Nurse Management team. Competencies (knowledge/skills): Demonstrates an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery in a rural regional hospital environment. Demonstrates a clear understanding of Infection Prevention and Control, Occupational Health and Safety and Risk Management – including Ideal Facility and the Office of Health Standard Compliance. Ensure that clinical nursing practice is rendered by the nursing team and promote quality of nursing care as directed by the scope of practice and standards. Managerial and leadership skills and values: integrity, innovative visionary, catalyst for change, self-awareness and confidence, delegation, accountability, problem solving & decision making, conflict resolution, interpersonal and communication skills. Very knowledgeable and demonstrates a good understanding of People Management (Human Resource Management). Demonstrates a good understanding of financial policies and practices. Knowledgeable about relevant legislation pertaining to labour relations, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols. Computer Literacy in MS Word, Excel, PowerPoint and Outlook.

DUTIES : Overall coordination, implementation and monitoring of the strategic objectives of nursing, the facility and the Department of Health and Wellness. Effective management and coordination of quality nursing care within set standards and within legal and professional frameworks. Manage and facilitate both human resources and financial resources. Management of information through the collection and analysis of data, report writing and development and implementation of relevant interventions. Policy development and implementation.

ENQUIRIES : Mr S Bruiners Tel No: (023) 348-1104
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to a practical test and/or competency assessment. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.

CLOSING DATE : 30 May 2025

POST 16/386 : **OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND EMERGENCY)**
 Chief Directorate: Metro Health Services

SALARY : R693 036 per annum
CENTRE : Delft Community Health Centre
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years of appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Inherent requirements of the job: A valid driver's licence. Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, and Outlook). Knowledge of appropriate legislation, regulations

and Departmental Policies. Knowledge of Hospital and Emergency Centre Triage Information System (HECTIS) and South African Triage System (Basic knowledge and experience in human resource management, labour relations, financial and supply chain procurement processes.) The ability to promote quality patient care through the setting, implementation, and monitoring of standards. Effective communication, interpretation, leadership, execute discipline, decision-making and conflict resolution skills.

DUTIES : Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Trauma complex, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the operating trauma services. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables and service effectively. Manage and support education, in-service training and orientation and practice development initiatives in the area and prevent medical legal risks. Maintain professional growth and ethical standards.

ENQUIRIES : Mr. M. Gaji Tel No: (021) 954 2237
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical, written assessment or oral assessment.

CLOSING DATE : 30 May 2025

POST 16/387 : **CHIEF DIAGNOSTIC RADIOGRAPHER: (RADIOLOGY)**

SALARY : R575 250 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate experience that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with the Professional Council: Registration with the HPCSA as Diagnostic Radiographer. Experience: A minimum of 3 years' appropriate experience as a Diagnostic Radiographer after registration with the HPCSA. Inherent requirements of the job: Must be willing to work shifts when required. Competencies (knowledge/skills): Ability to manage and supervise a sub-section of the department with knowledge, experience and skills in general, trauma, emergency, theatre and mobile radiography and Fluoroscopy. Thorough knowledge of radiation protection, quality assurance and equipment safety pertaining to radiography. Extensive radiographic experience and knowledge of radiography protocols. Computer literacy. Good communication skills (verbal and written). Computerised Tomography and PACS experience.

DUTIES : Be responsible for the control, supervision, delegation and co-ordination of activities in a sub-section of the department and the delivery of a professional service to patients. Produce diagnostic images of high quality and be responsible for staff and student training in your area. Participate in the management of the cost centre. Manage radiography and support personnel, including performance appraisals. Ensure quality assurance, maintenance of equipment and the purchase, use and care of suitable radiation protection equipment. Participate in middle management and delegated management tasks, including statistic collation and provide support to the Assistant Director.

ENQUIRIES : Ms N Behardien-Peters Tel No: (021) 404 4187
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for the post. Candidates may be subjected to a competency test. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment.

CLOSING DATE : 30 May 2025

<u>POST 16/388</u>	:	<u>CLINICAL PROGRAMME COORDINATOR (NURSING EDUCATION AND TRAINING)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R549 192 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. (This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to maintain registration with the SANC). Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to assist accredited Higher Education Institutions with external practical examinations of students as required. Willingness to work shifts (day and night), public holidays, after-hours, weekend cover for nursing and relief functions. Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Extensive knowledge of nursing care processes and procedures, nursing statutes and ethical standards, and other relevant legal frameworks such as: Nursing Act, SANC Education and Training Regulations and qualifications. Ability to function independently as well as part of a multi-disciplinary team in a pressured environment. Basic Computer Literacy (MS Word, Excel, PowerPoint and Outlook). Good communication (verbal and written) and good interpersonal skills.
<u>DUTIES</u>	:	Facilitate and oversee the development of operational to give strategic direction for the nurse training in the hospital. Provide professional and technical support for the provision of quality patient care through proper management of formal and informal training interventions. Participate in the maintenance of standards and norms of nursing practice to promote the health status of health care users by establishing, maintaining and participating in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care. Participate in the development and implementation of quality assurance programmes, guidelines, protocols, norms and standards. Utilize information technology (IT) and other management information systems to manage information for the enhancement of training and development. Manage and utilize resources in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms. E Linden-Mars Tel No: (021) 918-1224
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from the date of the advert. Shortlisted candidates will be subjected to a practical / written and oral assessment.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/389</u>	:	<u>GENETIC COUNCELLOR (5/8TH POSTS)</u>
<u>SALARY</u>	:	R560 274 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Maters degree registrable with the Health Professions Council of South Africa as Counsellor in Medical Genetics. Experience: Appropriate experience in Genetics Counselling. Inherent requirements of the job: Valid driver's license. Competencies (knowledge/ skills): Good written and verbal communication skills. Genetic counselling skills at level expected for registered genetic counsellor. Additional genetic counselling experience and skills in cancer and/or prenatal genetics. Leadership and organisational skills. Strong interpersonal and communication skills. Knowledge of relevant ethical and medico-legal matters. Management functions – clinical audit and quality assurance. Computer Literacy.
<u>DUTIES</u>	:	Provide leadership in genetic counselling as a clinical service, within Tygerberg Hospital and its referral area. Provide genetic counselling in prenatal, paediatric and adult clinical environments (for outpatients, ward patients and during outreach visits). Provide comprehensive genetic counselling to people with or at risk of a genetic disorder. Co-ordinate, request and advise on

		appropriate genetic testing procedures through liaison with laboratories and other medical professionals. Ensure feedback of abnormal genetic test results, and appropriate family follow-up. Produce patient-reports and perform administrative tasks. Participate in undergraduate, postgraduate and in-service training for health professionals. Supervise and mentor intern genetic counsellors and other trainees and participate in research projects.
<u>ENQUIRIES</u>	:	Prof S. Moosa: shahidamoosa@sun.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Shortlisted candidates will be subjected to a practical assessment. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/390</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X2 POSTS)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Nkqubela Clinic (X1 Post) Langeberg Sub-district (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. Grade 2: A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the implementation of protocols, guidelines and standards.
<u>DUTIES</u>	:	Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms. MP Williams Tel No: (023) 626–8547
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the basic post qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for similar vacant posts within Langeberg Sub-district for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	30 May 2025

<u>POST 16/391</u>	:	<u>RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND)</u>
<u>SALARY</u>	:	Grade 1: R491 256 per annum Grade 2: R575 250 per annum Grade 3: R676 716 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer (Ultrasound). Registration with a Professional Council: Registration with the HPCSA as a Radiographer (Ultrasound). Experience: Grade 1: None after registration with the HPCSA as Radiographer (Ultrasound) in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as Radiographer (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as Radiographer (Ultrasound) in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as Radiographer (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as Radiographer (Ultrasound) in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as Radiographer (Ultrasound) 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: Render 40 - hours per week service as determined by the department. Competencies (knowledge/skills): Knowledge of Ultrasound protocols, and the use of Ultrasound equipment. Excellent written and verbal communication skills. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems.
<u>DUTIES</u>	:	Provide an Ultrasound service. Produce ultrasonic images of high quality. Optimal patient care. Safe use and care of equipment. Accurate record keeping. Assist with training of Radiology Registrars and Ultrasound students. Participate in continuing professional development activities.
<u>ENQUIRIES</u>	:	Ms B Dreyer Tel No: (021) 938-5918
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<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 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 as Radiographer (Ultrasound) with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/392</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Malmesbury CDC, Swartland Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Registration with the SANC as a professional Nurse and Midwife. Experience: A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. Grade 2: A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after

		obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work at other clinics, satellites, mobiles within the sub-district, when required. Competencies (knowledge/skills): Knowledge of Nursing Act and relevant regulations. Knowledge of Medicines Control Act, Mental Health Care Act, Child Health Act and other relevant legislation.
<u>DUTIES</u>	:	Effective execution and assist with the management of relevant Curative Programmes within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective execution and assist with the management of relevant Child Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective execution and assist with the management of relevant Woman's Health Services within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective execution and assist with the management of relevant HAST programmes within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective provision of high-quality services measured by outcomes of all the quality assurance activities.
<u>ENQUIRIES</u>	:	Mr. RA Christoffels Tel No: (022) 482-2729
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care with the South African Nursing Council. The pool of applicants will be considered for other similar vacant posts within the Swartland Sub-District, for a period of three months from the date of advert.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/393</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 PRIMARY HEALTH CARE</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Drakenstein Sub-District
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. Grade 2: A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the implementation of protocols, guidelines and standards.
<u>DUTIES</u>	:	Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary

		teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms. J Bosch Tel No: (021) 862-4520
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for similar vacant posts within Drakenstein Sub-district for a period of 3 months from the date of advert.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/394</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (CLINICAL NURSE TRAINING) (PHC AND HOSPITAL)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Oudtshoorn Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse & Midwife. A post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a Professional Council: Registration with the SANC as a Professional Nurse & Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Competencies (knowledge/skills): Extensive knowledge and experience in the Primary Health Care and acute services field of practice. Good communication skills both verbal and non-verbal. Basic computer skills in MS Word, Excel, Outlook and Teams. Relevant knowledge, skills and experience in training and practical mentorship. Inherent requirements of the job: A valid (Code B/EB) driver's licence.
<u>DUTIES</u>	:	Analyzing training needs and resources of clinical personnel at Oudtshoorn Sub district level. Planning and coordination clinical training, skills development and maintenance of competence interventions in the Oudtshoorn Sub district. Presentation facilitation and co-ordination of clinical service related to training programs at sub district level. Monitoring, evaluation and reporting of clinical training and clinical skills development interventions at Sub district level. Support the Internal and external Interface strengthening with the focus on the COPC Model. Support the Operational Managers to obtain and maintain Ideal Clinic Status.
<u>ENQUIRIES</u>	:	Ms NC Jackson Tel No: (044) 203-7205
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<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 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). The pool of applicants will be considered for similar vacant posts within Garden Route for a period of 3 months from the date of advert.

<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/395</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY) (X4 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Various Institutions
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advance Midwifery and Neonatal Nursing Science. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic nursing qualification in the relevant specialty as mentioned above. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation and policies. Leadership and sound interpersonal and motivational skills. Computer literacy (MS Word, GroupWise and Excel). Ability to facilitate and promote training. Analytical thinking, independent decision making and problem-solving skills. Communication skills (both written and verbal).
<u>DUTIES</u>	:	Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Render support to Nursing Services i.e. relief duties and act as junior shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.
<u>ENQUIRIES</u>	:	Ms S Meyer Tel No: (021) 713 9741 (Retreat CHC); Ms B Abrahams Tel No: (021) 200 4500 (Du Noon CHC); Mr M Lingani Tel No: (021) 695 8200 (Vanguard CHC)
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Advance Midwifery and Neonatal Nursing Science.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/396</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: CLINICAL NURSE TRAINING)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 (PN-B1) per annum Grade 2: R583 989 (PN-B2) per annum
<u>CENTRE</u>	:	Karl Bremer Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. Degree/Diploma in Nursing or equivalent qualification that allows registration with the South Africa Nursing Council (SANC) as Professional Nurse. A post basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care (General). Registration with a Professional Council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2025). Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Ability to function independently as well as part of a multi-disciplinary team. Must be prepared to work shifts, weekends and public holidays. Basic computer literacy (MS Word, PowerPoint, and Excel) and good presentation skills and report writing skills. Valid (Code B/EB) drivers' licence. Competencies (knowledge/ skills): Experience in training and development of nurses, nursing support personnel and students. Knowledge of relevant legislation and policy related to Nursing training and development. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills.
<u>DUTIES</u>	:	Participate and facilitate all training and development programmes of the nursing and support personnel in Nursing Component to ensure achievement and maintenance of competence. Facilitate the in-service training, updating of skills and competencies, including orientation and mentoring programmes. Effective participation in quality improvement strategies. Initiate and participate in training development and research within the Nursing Component. Deliver a support service to the supervisor, nursing Services and the institution. Maintain ethical standards and promote professional growth and self-development.
<u>ENQUIRIES</u>	:	Ms. E Linden-Mars Tel No: (021) 918 -1224
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Shortlisted candidates will be subjected to practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted 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)"
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/397</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: NEONATAL ICU)</u>
<u>SALARY</u>	:	Grade 1: R476 367 (PN-B1) per annum Grade 2: R583 989 (PN-B2) per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Advanced Midwifery and Neonatology Nursing. Basic R425(Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Inherent requirements of the job: Work shifts and after-hours include weekends, public holidays and night duty. Willingness to rotate to other departments with the maternity unit. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Advanced Midwifery and Neonatology Nursing.

	Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours.
<u>DUTIES</u>	: Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in Maternal and Neonatal units. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Participate in research and training and development of community, staff and students to achieve optimal health care of maternal and neonatal patients. Deliver an effective outreach service. Assist with administrative duties, e.g. data collation and reporting.
<u>ENQUIRIES</u>	: Ms G Williams Tel No: (021) 404 4257
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<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 to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: Advanced Midwifery and Neonatology Nursing. The pool of applicants will be considered for similar vacant posts within Groote Schuur Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 30 May 2025
<u>POST 16/398</u>	: <u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE)</u> Overberg District
<u>SALARY</u>	: Grade 1: R476 367 (PN-B1) per annum Grade 2: R583 989 (PN-B2) per annum
<u>CENTRE</u>	: Otto Du Plessis Hospital, Cape Agulhas Sub-district
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Operating Theatre. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB/C1) driver's licence. Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Competencies (knowledge/skills): Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Proficiency in Operating Theater practice. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<u>DUTIES</u>	: Provide comprehensive specialized nursing care provided within a professional/ legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.
<u>ENQUIRIES</u>	: Ms N Adams Tel No: (028) 424-1167
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of

application for registration 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: Operating Theatre. The pool of applicants will be considered for similar vacant posts within Overberg District for a period of 3 months from date.

<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/399</u>	:	<u>PHARMACIST INTERNSHIP (X19 POSTS)</u> Chief Directorate: Emergency and Clinical Support Services (Contract: 01 January 2026 until 31 December 2026)
<u>SALARY</u>	:	R440 226 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Various Institutions
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist Intern. Registration with a Professional Council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist Intern. Competencies (knowledge/skills): Knowledge of and ability to comply with applicable Pharmacy legislation and National and Provincial Health Policies. Ability to work accurately under pressure and maintain a high standard of professionalism. Good interpersonal and communication skills. Computer literacy.
<u>DUTIES</u>	:	Leadership by demonstrating initiative in addressing problems. Provision of Pharmaceutical Care, including prescription evaluation, dispensing of medication and provision of information to ensure patient compliance and therapeutic success. Effective medicine supply management to ensure safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Adherence to policies, procedures and expenditure control. Assist with the training, education and development of pharmacy staff and other healthcare workers, and promotion of public health. Quality Management by demonstrating compliance with Regulated Norms and Standards, Occupational Health & Safety control and good pharmacy practices. All duties will be performed under the direct supervision of a pharmacist.
<u>ENQUIRIES</u>	:	Ms D Frieslaar, E-mail address: Denise.Frieslaar@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. All short-listed candidates will undergo a technical competency test. All applicants are to submit the following. 1. A cover letter which indicates 5 institutions of preference, but the applicant may be placed at other institutions depending on availability. If the applicant does not select 5 institutions their application will not be considered. 2. A comprehensive CV with referral letters from 3 referees. 3. Certified copies of Matric Certificate, Identity Document, University academic record for the 3 years of study and South African Pharmacy Council (SAPC) student registration certificate. -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 registration. The interviews will take place via MS Teams. Accommodation during internship will not be provided.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/400</u>	:	<u>ORAL HYGIENIST GRADE 1 TO 3</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Support & Outreach Beaufort West (PHC)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as an Oral Hygienist. Registration with a Professional Council:

Registration with the HPCSA as Oral Hygienist. Experience: **Grade 1:** None after registration as Oral Hygienist with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Oral Hygienist 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 10 years appropriate experience as Oral Hygienist after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Oral Hygienist 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 20 years appropriate experience as Oral Hygienist after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. A minimum of 21 years relevant experience after registration as Oral Hygienist 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 EB driver's licence and willingness to travel long distances. Competencies (knowledge/skills): Effective communication skills both verbal and written.

DUTIES : Organise and conduct oral health promotion campaigns throughout the Central Karoo District. Rendering of preventive oral health services throughout the Central Karoo District, both at clinics and at creches / schools. Rendering oral health treatment services throughout the Central Karoo District as per scope of practice. Monitoring and evaluation of preventive programmes. Performing administrative duties.

ENQUIRIES : Dr V Arendse Tel No: (023) 414-8200
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates 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 on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)." The pool of applicants will be considered for similar vacant posts within the Central Karoo District for a period of 3 months from date of advert.

CLOSING DATE : 30 May 2025

POST 16/401 : **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC) (X5 POSTS)**

SALARY : Grade 1: R397 233 per annum
 Grade 2: R463 941 per annum
 Grade 3: R543 099 per annum

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with a Professional Council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1:** None after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Diagnostic Radiographer 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: Render an after-hour service as part of your 40- hour work week as determined by the department. Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems. Good communication skills.

DUTIES : Provide a Radiographic service. Produce diagnostic images of high quality. Optimal patient care. Safe use and care of equipment. Accurate record keeping. Assist with training of community service Radiographers and students. Participate in continuing professional development activities.

ENQUIRIES : Ms B Dreyer Tel No: (021) 938-5918
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 30 May 2025

POST 16/402 : **DIAGNOSTIC RADIOGRAPHER GRADE 1 TO 3**
Overberg District

SALARY : Grade 1: R397 233 per annum
Grade 2: R463 941 per annum,
Grade 3: R543 099 per annum

CENTRE : Grabouw CHC, Theewaterskloof Sub-District
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Diagnostic Radiographer. Registration with a Professional Council: Registration with the HPCSA as a Diagnostic radiographer. Experience: **Grade 1:** None after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

DUTIES : Provide a Radiographic service. Produce diagnostic images of high quality. Optimal patient care. Safe use and care of equipment. Accurate record keeping and management of radiology unit at Grabouw CHC. Assist with training of junior radiographers. Participate in continuing professional development activities.

ENQUIRIES : Dr RJ Liebenberg Tel No: (028) 212-1070
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

		applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/403</u>	:	<u>SENIOR INDUSTRIAL TECHNICIAN (CLINICAL ENGINEERING: ELECTRONICS WORKSHOP)</u> Clinical Engineering Goodwood, Electronics section
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: National Diploma in Electrical (LC) Engineering (T; S or N stream), or registration as an Engineering Technician in terms of the Engineering Profession of South Africa Act (Act 46 of 2000). (Proof must be submitted). Experience: Appropriate maintenance experience after qualification on electronic medical and related equipment repairs. Inherent requirements of the job: Valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Proven knowledge of health technology principles. Ability to compile technical specifications for medical equipment. Excellent ability to do fault-finding on equipment. Proven experience computer literacy (i.e. MS Word, Excel). Product specific technical training.
<u>DUTIES</u>	:	Carry out advanced maintenance, repairs, calibration, modifications and installations of medical (electronic) equipment. Train junior technicians and users on equipment. Ensuring that the equipment meets legal and safety requirements of the manufacturers and statutory bodies. Perform all administrative functions as required by the Clinical Engineering Department, managers and health Technology prescripts while ensuring compliance with the Occupational Health and Safety Act of 1993. Liaison with hospital and private sector staff while reporting to the manager of the relevant workshop. Manage the workshop in the absence of manager in charge of relevant workshop and be willing to work within all Clinical Engineering disciplines. Advanced knowledge of managing, planning and organizing maintenance schedules.
<u>ENQUIRIES</u>	:	Mr W Padayachee Tel No: (021) 590-5008
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to a competency test on day of interview and will also need to sign a form allowing background, criminal, qualification, credit and driver's license verification.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/404</u>	:	<u>DIETITIAN GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Wesfleur Hospital,
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions council of South Africa (HPCSA) as a Dietitian. Registration with a Professional Council: Registration with the HPCSA as Dietitian. Experience: Grade 1: None after registration with the HPCSA in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as a Dietitian in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as a Dietitian in respect of RSA-qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA as a Dietician in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA as a Dietitian in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as a Dietician 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:

		Willingness to work as a Dietician within the multidisciplinary team at Wesfleur Hospital. Competencies (knowledge/skills). valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Thorough knowledge and exposure to all aspects relating to clinical Dietetics. Good interpersonal, communication and organizational skills. Skills should include computer literacy, facilitation, presentation and project coordination.
<u>DUTIES</u>	:	Clinical nutrition management of in and out-patients in assigned areas. Development of patient education materials. Development and updating of clinical nutrition protocols. Participate in in-service training and mentoring of all categories of personnel and students on nutrition related topics. General administration including assisting with planning, reporting activities conducted, and monitoring of nutritional programs.
<u>ENQUIRIES</u>	:	Dr LB Murphy Tel No: (021) 816-8555, Email: Levern.Murphy@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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 a change in registration status). The pool of applicants will be considered for similar vacant posts within Wesfleur Hospital for a period of 3 months from the date of the advert.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/405</u>	:	<u>CHIEF FOOD SERVICE MANAGER (CATERING SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Food Service Management (or equivalent qualification). Experience: Appropriate experience in a large-scale Hospital Food Service environment. Appropriate management and supervisory experience. Inherent requirements of the job: Willingness to work shifts, weekends, and public holidays. Willingness to be on standby. Competencies (knowledge/skills): Knowledge of hygiene and safety procedures in an industrial Food Service Unit. The ability to create spreadsheets, word documents and presentations in Microsoft Office Knowledge and skills regarding managing the operation of an industrial Food Service Unit. Problem solving, decision making and time management skills. Sound numerical skills. Computer literacy in Microsoft Office package.
<u>DUTIES</u>	:	Plan and develop the strategic management of the Food Services Unit. Manage an operational Food Service Unit. Manage risks within the Food Service Unit. Manage all related Human Resource Manage matters of the Foodservices Unit. Manage all related Finance matters of the Foodservices Unit.
<u>ENQUIRIES</u>	:	Ms G Engelbrecht Tel No: (021) 503-5017
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/406</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER ACQUISITION MANAGEMENT (TENDERS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: A 3-year National Diploma /Degree in Supply Chain Management or Public Administration. Experience: Appropriate

		experience in SCM - Acquisition Management. Competencies knowledge/skills): Ability to work under pressure. Superior knowledge and understanding of relevant acquisition management legislation and regulations. Computer literacy, with superior knowledge of computer system such as e-portal for formal bids as well as MS Excel, Word, Power Point and Pivots.
<u>DUTIES</u>	:	Be an active member of the innovation team within SCM to improve on processes and work methods. Manage the monthly reporting process to the Assistant Director, Deputy Director and give input in the interim and annual financial statements. Supervise and train staff in contract management and bid administration. Supervise, manage staff, and conclude all HR related matters including the provision of training and guidance to subordinates regarding the Formal Bidding process. Improve procurement turnaround times and efficiency for renewal of existing contracts. Processing and managing of bid documents to conclude new contracts i.e. period, equipment, adhoc and transversal contracts. Conduct weekly checks on staff bid register to determine staff productivity and follow the necessary actions. To ensure that bids registers are up to date and input are given in the procurement plan. Efficiently and effectively supervise and lead the Formal Bids section i.e. Appropriate contracts in place for equipment purchases from: MTS Fund Hospital Specific Equipment purchasing.
<u>ENQUIRIES</u>	:	Ms C Humphries Tel No: (021) 404 2356
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/407</u>	:	<u>PERSONNEL OFFICER (EMPLOYEE SOURCING)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R228 321 per annum
<u>CENTRE</u>	:	Southern Western Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate or equivalent. Experience: Appropriate experience in recruitment and selection. Competencies (knowledge/skills): Ability to work under pressure, meet deadlines and to maintain confidentiality. Computer literate (i.e MS Word, Excel, Outlook, E-recruitment system and PERSAL). Good interpersonal, decision-making, problem-solving skills and the ability to function in team as well as independently. Ability to execute duties accurately and thoroughly.
<u>DUTIES</u>	:	Perform all administrative duties pertaining to the employee sourcing section e.g. assist with the compilation of advertisements, recruitment and selection processes, logistical arrangements for all posts, verifications of documents, transfers and general administrative duties, including handling of correspondence and enquiries. Perform secretarial duties before, during and after interviewing processes. Liaise with relevant role player with regards to recruitment and selection matters. Assist with the drafting of motivations and submissions. Maintain and update databases. Capture adverts on the S-CUBED system. Provide an effective support service to supervisor, managers and assist managers with the E-recruitment system.
<u>ENQUIRIES</u>	:	Ms A Jacobs Tel No: (021) 202-0957
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/408</u>	:	<u>CLINICAL TECHNOLOGIST: GRADE 1 TO 3 (NEUROPHYSIOLOGY)</u>
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, University of Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Neurophysiology. Registration With a Professional Council: Registration with the HPCSA as a Clinical Technologist in Neurophysiology Experience: Grade 1: None after registration with the HPCSA as a Clinical Technologist in Neurophysiology in respect of RSA qualified

employees. 1-year relevant experience after registration with the HPCSA as a Clinical Technologist in Neurophysiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as a Clinical Technologist in Neurophysiology in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Clinical Technologist in Neurophysiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Excellent team player. Excellent interpersonal, administrative, communication, analytical and problem-solving skills. Advanced Knowledge in Neurophysiology, including objective electrophysiological diagnostic assessment in EEG, NCS, LTM, Evoked potentials (BAER/VEP/ERG) and Sleep investigations.

DUTIES : Perform various quality diagnostic procedures e.g. awake EEG, sleep EEG, awake/sleep EEG, day telemetry and Nerve conduction studies, electroretinograms, visual evoked potentials and auditory brainstem evoked response on in patients and outpatients. Providing accurate interpretation and reporting of neurodiagnostic procedures. Operate equipment and to ensure the correct function thereof as well as to trouble shoot. Liaise and collaborate with the multi-disciplinary team, to support the delivery of best practice for patient care. Management of all resources which included Assisting with maintenance of equipment. Provide Professional education and training to staff. Contribute and involvement with relevant research within the department.

ENQUIRIES : Prof Jo Wilmshurst Tel No: (021) 658-5434; email jo.wilmshurst@uct.ac.za, Dr M Salie Tel No: (021) 658-5430; Email: Moegamad.Salie@westerncape.gov.za

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

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

CLOSING DATE : 30 May 2025

POST 16/409 : **ARTISAN FOREMAN GRADE A (ELECTRICAL)**
Directorate: Engineering and Technical Support (Bellville Mobile Workshop) on the grounds of Karl Bremer Hospital)

SALARY : Grade A: R382 047 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate Trade Test Certificate. Experience: 5 Years' experience as an Artisan after obtaining the trade test certificate. Inherent requirements of the job: Valid code B/EB driver's license. Physically fit to perform duties. Work overtime should the need arise, day or night and standby duties. 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. Competent with hands-on practical work. Wireman's license will be an added advantage.

DUTIES : Perform administrative and related functions regarding workshop. Control over equipment, tools, plant and materials. Do quality assurance on all maintenance and repair work performed and keep register of all work done and keep control of job cards. Give service training to subordinates. Compile and submit reports as required and provide input on the operational plan of the workshop. Supervise the workshop staff and perform related administrative duties and mentor technical staff in the application of new technologies and procedures. Manage the performance of staff. Assist the Chief Artisan in ordering, procurement and control of maintenance material and equipment. Assist with the executing of engineering projects. Responsible for all maintenance on electrical perimeter fence.

ENQUIRIES : Mr L Semono Tel No: (021) 830 3770

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/410</u>	:	<u>INDUSTRIALTECHNICIAN (CLINICAL ENGINEERING: ELECTRONICS WORKSHOP)</u> Clinical Engineering Goodwood, Electronics section
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: National Diploma in Electrical (LC) Engineering (T; S or N stream), or registration as an Engineering Technician in terms of the Engineering Profession of South Africa Act (Act 46 of 2000). (Proof must be submitted). Experience: Appropriate experience after qualification with repairs, maintenance and installation of electronic and related medical equipment. Inherent requirements of the job: Valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Proven knowledge of health technology principles. Ability to compile technical specifications for medical equipment. Excellent ability to do fault finding on equipment. Proven experience computer literacy (i.e. MS Word, Excel). Product specific technical training. Advanced knowledge of managing, planning and organizing maintenance schedules.
<u>DUTIES</u>	:	Carry out advanced maintenance, repairs, calibration, modifications and installations of medical (electronic) equipment. Train junior technicians and users on equipment. Ensuring that the equipment meets legal and safety requirements of the manufacturers and statutory bodies. Perform all administrative functions as required by the Clinical Engineering Department, managers and health Technology prescripts while ensuring compliance with the Occupational Health and Safety Act of 1993. Liaison with hospital and private sector staff while reporting to the manager of the relevant workshop. Manage the workshop in the absence of supervisor in charge of relevant workshop and be willing to work within all Clinical Engineering disciplines.
<u>ENQUIRIES</u>	:	Mr W Padayachee Tel No: (021) 590-5008
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to a competency test on day of interview and will also need to sign a form allowing background, criminal, qualification, credit and driver's license verification.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/411</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT (RECEPTION)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Kraaifontein CHC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: National Senior Certificate/Grade 12 (or equivalent). Experience: Appropriate administrative and supervisory experience in reception with extensive knowledge of Clinicom/PHCIS. Inherent requirements of the job: Valid (Code B/EB) driver's license. After hour availability for managerial decision making and shift working staff administrative duties. Competencies (knowledge/skills): Knowledge of revenue generation audit compliance, handling of revenue, receipt value books and safe regulations. Strong leadership abilities to ensure correctness of work. Advance computer literacy (MS Word, Excel, Power point). PHCIS, appointment system, duplication reports and data or statistical management.
<u>DUTIES</u>	:	Co-ordinate registry services and folder management of the facilities within the cluster. Supervise, manage and develop reception administration including welcome helpdesk Clerk with regards to recordkeeping, complaints management, switchboard operation, folder hygiene and operating the patient registration system. Responsible for MVA claims, J88. Assist the Facility Manager and Line Managers with regards to the administrative management of the reception, records management, archiving and disposal and revenue generation. Assist with infrastructure, IT equipment and assets and submit daily statics. Labour Relations Management, e.g. apply informal disciplinary

		actions, disciplinary hearings investigate charge and handle grievances in reception or welcome desk.
<u>ENQUIRIES</u>	:	Mr S Tutu Tel No: (021) 834-7119
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. The pool of applicants will be considered for other similar posts as an Administrative Officer: Support (Reception) within the Chief Directorate: Metro Health Services for a period of 3 months from the date of advert. Shortlisted Candidates will be subjected to a practical/written and oral assessment.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/412</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. 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 requirements of the job: Willingness to perform duties at irregular hours, including night duty, overtime, stand-by Overtime and relief work in the Departments to ensure effective provision of services. Willingness to rotate. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively verbally and written. Knowledge of the nursing processes & 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 & implementation of nursing care and the education of nursing & other personnel. Render advanced clinical nursing care and support clinical staff with surgical & 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. LA Campbell Tel No: (044) 802-4371 / 4537
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates may be subject to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/413</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (PLUMBING)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade A: R243 597 per annum

		Grade B: R285 816 per annum Grade C: R332 061 per annum
<u>CENTRE REQUIREMENTS</u>	:	Valkenberg Hospital
	:	Minimum educational qualification: Appropriate Trade Test Certificate (Plumbing). Experience: Grade A: No experience required after obtaining the relevant Trade Test Certificate. Grade B: At least 18 years' appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years' appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid Code EB/EC drivers' licence. Perform strenuous labour. Willingness to perform standby duties after-hours and over weekends/public holidays. Competencies (knowledge/skills): Appropriate knowledge in the plumbing field especially in building maintenance and repairs. Keeping abreast with new techniques and materials. Knowledge of the Occupational Health and Safety Act. Computer literacy (MS Word and Excel). Supervisory skills.
<u>DUTIES</u>	:	Manage the plumbing workshop to maintain buildings and areas such as the installation of new equipment and the maintenance and repair of existing equipment and furniture. Control and ensure the best utilisation of tools, equipment and material. Manage of workshop stock. Supervise, mentor and manage the performance of workshop personnel.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Willem Roos Tel No: (021) 440 3192
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/414</u>	:	<u>PERSONNEL OFFICER (RECRUITMENT AND SELECTION)</u> Directorate: People Management Planning and Practices
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum
	:	Head Office, Cape Town
	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in recruitment and selection. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook, E-recruitment System and PERSAL). Ability to effectively communicate verbally and in writing. Ability to execute duties accurately and thoroughly. Knowledge of PERSAL and the Departmental Recruitment and Selection policy and Prescripts. Good interpersonal and problem-solving skills. Ability to perform routine tasks, to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Process applications and documentation in respect of advertised posts (manually and on-line). Monitor the turn-around time of advertised posts. Process SAPS 91 (a) forms and submit verification credentials to service provider. Maintain and update all databases and workflow on regular basis. Maintain and update the filing systems for recruitment and selection. Liaise with relevant role-players with regards to recruitment and selection matters. Structuring of MMS and SMS remuneration packages, as well as the implementation on PERSAL. Logistical arrangements for SMS interviews. Assist Managers with the E-recruitment system. Assist with the recruitment and selection shortlisting and interview processes. Handle telephonic enquiries.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms V Valentine Tel No: (021) 483-8222
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to a practical test. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment.
<u>CLOSING DATE</u>	:	30 May 2025

<u>POST 16/415</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (PENSIONS)</u> Human Resource Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Tygerberg Hospital, Parow Valley Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management. Appropriate experience regarding the PERSAL salary system. Appropriate experience regarding the pension process and administration. Competencies (knowledge/skills): Excellent written and verbal communication skills. Computer literacy (MS Word, Excel, PowerPoint). Basic understanding of Human Resource Management.
<u>DUTIES</u>	:	Manage administrative duties related to Human Resource functions, specializing in pension administration. Handle internal and external enquiries via email, telephone, and walk-ins. Administer pension processes for various exits. Process and audit HR exit files; ensure all pension documentation is accurate and complete. Handle transfer processes (in/out) between institutions. Load and verify exit information on the PCM. Monitor pension payment status weekly and ensure accurate recordkeeping via pension registers and cards. Receive, verify, and forward pension-related documentation. Distribution of payslips and IRP5s to Personnel departments. Inquiring about delayed pension payments and medical subsidies with the GEPE Liaison officer. Calculate pension estimates and issue purchase of service quotations. Maintain clear and structured filing systems for documents, policies, circulars, and archived records. Mentor, and train HR interns; facilitate presentations and workshops as requested. Adhoc duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Abels Tel No: (021) 938 4143 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/416</u>	:	<u>PRINCIPAL FOOD SERVICES SUPERVISOR</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Wesfleur Hospital Minimum educational qualification: Food Certificate. Experience: Appropriate and relevant Supervisory experience in a large-scale Industrial Food Service Unit. Inherent requirements of the job: Willingness to work shifts and overtime. Competencies (knowledge/skills): Knowledge of cultural diversity and good communication/interpersonal skills. Working Knowledge of Disciplinary Procedures and the ability to maintain discipline and handle conflict. Sound organising skills and effective utilisation and supervision of the Food Service team. Knowledge of pest control, infection control, hygiene, occupational health and safety. Knowledge of HACCP (Hazard Analysis Critical Control Points and Food Safety Principles). Knowledge of therapeutic diets, food theory, preparation and cooking methods, production, quality and portion control according to standardised recipes in an Industrial Food Service Unit on a large scale. Computer literacy (Office Word and Excel), writing and numerical skills. Working knowledge of the ordering system (LOGIS). Knowledge of the National Guidelines for safe preparation, storage and handling of powdered infant formula for Health Facilities and Home Environment.
<u>DUTIES</u>	:	Control food preparation and production for Normal and therapeutic diets. Supervise and maintain the preparation and distribution of meals to the wards according to prescribed standardized recipes and the standard operation plan and maintain temperature control during the various processes. Ensure and uphold strict quality control systems for food, as well as stock management and ensure safe operation of machinery and equipment. Responsible for personnel administration (i.e. SPMS reports, duty rosters, annual leave schedules, training of sub-ordinates, staff meetings and disciplinary procedures). Effective utilisation and supervision of the Food Service team. Process statistics to ensure that the food expenditure remains within the budget, as well as assisting in the compilation of menu/meal costing. Responsible for Food Service computerised costing systems and statistics. Responsible for the procurement

		process (LOGIS), e.g. order and receive supplies in the Food Service Unit. Monitor all activities related to the operations of the Food Services Unit according to Provincial Food Services SOP's.
<u>ENQUIRIES</u>	:	Mr R Cupido Tel No: (021) 816-8575. Email: Ricardo.Cupido@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates may be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/417</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (PLUMBING)</u> Directorate: Engineering and Technical Support Services (Based at Metro East District Hub, Lentegeur)
<u>SALARY</u>	:	Grade A: R243 597 per annum Grade B: R285 816 per annum Grade C: R332 061 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required after obtaining the relevant Trade Test Certificate. Grade B: At least 18 years' appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years' appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's licence (Code B/EB) and willingness to travel throughout the Western Cape. Willingness to perform standby duties and overtime. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Perform necessary administrative functions. Knowledge of UPVC, PPR, MEPLA pipes, solar geysers, heat pumps and Macerators will be an advantage.
<u>DUTIES</u>	:	Assist Artisan Foremen/Chief Artisan with their duties. Assistance with the execution of engineering projects at health institutions within the Metro. Supervision and Training of subordinates. Maintenance repairs of all plumbing equipment and installations. Control over tools, materials, high pressure jetting machines, drainage and sewage pumps. Maintenance on GIBERIT cisterns, Low level, Close-Couple, Wall hung, and Anti-vandalism toilets and urinals.
<u>ENQUIRIES</u>	:	Mr M Vister Tel No: (021) 370-1118
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/418</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (PAIA UNIT)</u> Directorate: Health Intelligence
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in administration and clerical functions. Appropriate experience in PAIA administration. Appropriate experience in Records Management. Inherent requirements of the job: Valid driver's licence. Competencies (knowledge/skills): Ability to interpret and implement relevant records management policies/acts/guidelines. Electronic Document and Records Management System (EDRMS) e.g. SharePoint, Electronic Content Management (ECM) System and Automation. Advance Computer literacy (MS Office Suite, SharePoint, ECM and Automation). Attention to detail. Ability to maintain and exercise confidentiality. Ability to cope with pressure and adhere to deadlines. Good customer care, interpersonal and communications skills. Organisational and networking skills.
<u>DUTIES</u>	:	Provide high-level administrative and secretarial support to the PAIA Administrator. Assist clients to correctly access the PAIA process. Use of an Electronic Document and Records Management System (EDRMS) for the administration of PAIA requests e.g. Enterprise Content Management (ECM), SharePoint, system automation. Screen all PAIA requests for procedural correctness. Maintain an accurate register of PAIA requests. Source and obtain records from within the Department of Health and Wellness. Maintain all PAIA

	records and correspondence and file accordingly to policy. Monitor and report on the progress of all PAIA requests (weekly, monthly, quarterly reports). Provide support, feedback and statistical data to the supervisor.
<u>ENQUIRIES</u>	: Ms R Pretorius-Hattingh Tel No: (021) 483-4684
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for the post.
<u>CLOSING DATE</u>	: 30 May 2025
<u>POST 16/419</u>	: <u>ADMINISTRATION CLERK: FINANCE/ADMIN (REVENUE) (X4 POSTS)</u>
<u>SALARY</u>	: R228 321 per annum
<u>CENTRE</u>	: Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	: Minimum educational qualifications: Senior Certificate with Mathematics /Mathematical Literacy / Accountancy as a passed subject. Experience: Appropriate experience in Revenue Department. Competencies (knowledge/skills): Ability to work under pressure with set deadlines. Excellent interpersonal skills. Ability to execute duties accurately and thoroughly. Must be able to work independently or in a team and under supervision. Knowledge of how to operate computer hardware. Excellent written and verbal communication skills. Computer literacy (Word, Excel) in terms of collating, interpreting and inserting data into a spreadsheet.
<u>DUTIES</u>	: Handling of patient account enquiries. Perform all duties associated with the follow up and collection of outstanding accounts. Ensure correctness of patient invoices. Clearing of Inter-responsibility Account and Medscheme accounts. Billing of patient accounts and allocate payments. Handling of state monies.
<u>ENQUIRIES</u>	: Mr LI Kitshini Tel No: (021) 938-4387
<u>APPLICATIONS</u>	: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	: Shortlisted candidates will be subjected to a practical assessment.
<u>CLOSING DATE</u>	: 30 May 2025
<u>POST 16/420</u>	: <u>ADMINISTRATION CLERK: FINANCE</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	: R228 321 per annum
<u>CENTRE</u>	: Medicine Management, Laboratory and Blood Services Support, Cape Medical Depot
<u>REQUIREMENTS</u>	: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience. Inherent requirements of the job: Willingness to travel. Willingness to work overtime when required. Valid (Code B/EB) Driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Knowledge of financial systems. Systematic thinking and attention to detail.
<u>DUTIES</u>	: Capturing and processing of payments on receipt and in compliance to the PFMA, NTR's, PTI's and Departmental Finance Instructions and Circulars. Confirming accuracy, completeness and Validity of payment supporting documentation. Accurately calculate and deduct penalties from payment. Batching and filing of supporting documentation. Timeous resolution of supplier and management queries. Perform monthly supplier reconciliations.
<u>ENQUIRIES</u>	: Ms. O Johnson Tel No: (021) 483-2375
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for the post. The pool of applicants will be considered for other vacant Administration Clerk: Finance posts within the Chief Directorate: Emergency & Clinical Services Support, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	: 30 May 2025
<u>POST 16/421</u>	: <u>ADMINISTRATION CLERK: FINANCE/ADMIN</u> Cape Winelands Health District
<u>SALARY</u>	: R228 321 per annum
<u>CENTRE</u>	: Stellenbosch Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competencies that focus on the key performance areas of the post. Experience: Appropriate experience in a financial environment. Inherent requirements of the job: Ability to work independently and function well in a team. Ability to prioritize and good problem-solving skills. Competencies (knowledge/skills): -Knowledge of the Public Finance Management Act, Treasury Regulations and Instructions. Computer literacy in MS Office (Word, Excel). An aptitude for figures. Good interpersonal skills. Regulations and Instructions. Knowledge of Supply Chain Management. Knowledge of the Accounting Officers System. Computer literacy, BAS, LOGIS and MS Office (MS Word, MS Excel).
<u>DUTIES</u>	:	Render an effective and efficient sundry creditors payment function. Ensure that invoices are paid within 30 days and that discounts are taken timeously. Effective reconciliation of monthly supplier statements. Rendering an effective and efficient verifying and pre-authorizing function. Maintain and clear Assets and Liabilities accounts. Manage and maintain debtor accounts. Effective handling of computer systems such as LOGIS and/or BAS. Filing and safekeeping of documents.
<u>ENQUIRIES</u>	:	Mr JF Titus Tel No: (021) 808-6116
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Stellenbosch Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/422</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> Cape Winelands Health District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Drakenstein Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience of Asset Management and Warehousing within the public or private environment. Working experience in Procurement (Electronic Procurement System). Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, Outlook (e-mail). Knowledge of the AOS, PFMA, Finance Instructions, Provincial Treasury Instructions and National Treasury Regulations.
<u>DUTIES</u>	:	Responsible for demand and acquisition management functions. Perform duties related to Electronic Procurement System processes and compliance. Prepare bidding templates and relevant documentation to present at Quotation Evaluation Committee. Perform various tasks related to procurement processes and compliance. Effective maintenance of assets and systems and of the asset register. Perform and assist with Interim and Annual Financial statement reporting and financial year end tasks.
<u>ENQUIRIES</u>	:	Mr S Adams Tel No: (021) 877-6441
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Drakenstein Sub District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/423</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (NURSING)</u> Garden Route District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Oudtshoorn Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Administrative experience in a healthcare environment. Inherent requirements of the job: Willingness to relieve other

		Admin Clerks (Support) in the office of the Nursing Manager. Willingness to work overtime, public holidays, after-hours and weekend. Competencies (knowledge/skills): Appropriate experience in typing and minute taking skills. Computer literacy in MS Office Suite (Word, Excel, PowerPoint, Outlook Access). Appropriate knowledge of MS Teams and OneDrive. Ability to work under pressure and in a team environment. Good communication, interpersonal, organising, report-writing, problem-solving skills Exercise good judgment in safeguarding confidential or sensitive information.
<u>DUTIES</u>	:	Effectively managed the office of the Operational Manager. Order and control stock and equipment to provide a safe environment to prevent safety hazards. Ensure effective record keeping and folder management. Operate and ensure the office equipment is in good working order e.g., fax machine, copiers and projectors. Admit, discharge and transfer of patients on Clinicom.
<u>ENQUIRIES</u>	:	Mr CB Olivier Tel No: (044) 203-7203
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Shortlisted candidates will be subjected to a competency assessment. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/424</u>	:	<u>ADMINISTRATION CLERK: HRM (PEOPLE DEVELOPMENT AND EMPLOYEE RELATIONS)</u> West Coast District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	West Coast District Office, Malmesbury
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate & relevant experience in People Development and Employee Relations. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Computer literacy in MS Word, Excel & PowerPoint Good interpersonal and organisational skills as well as the ability to function under pressure and as part of a team.
<u>DUTIES</u>	:	Compile and maintain all Employee Relations and People Development databases and filing systems. Assist with logistical arrangements for disciplinary enquiries, grievance investigations and disputes. Arrange meetings and act as Secretariat. Draft correspondence, letters and submissions. PERSAL Capturing for Employee Relations and People Development. Assist with the Training Needs Analysis, completion of the Workplace Skills Plan & completion of Quarterly Training Reports. Assist with the implementation all training courses and sourcing Service Providers. Assist with processing payments & training advances. Assist with the implementation, administration and evaluation of EPWP Projects, Employee Health & Wellness Programmes, CIP, PSI & CET and Bursary Scheme. Assist with all other general People Management enquires/ tasks - functions within the sections.
<u>ENQUIRIES</u>	:	Ms. R White Van Der Vent Tel No: (022) 814 0344
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subject to a practical test.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/425</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES (SUPPLY CHAIN MANAGEMENT)</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Finance and Supply Chain Management
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management and Transport Management. Appropriate experience in LOGIS and IPS systems and asset management procedures. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Extensive knowledge of relevant financial prescripts, departmental policies, delegations and

		procedures. Good verbal and written communication skills. An aptitude for working with financial figures and good organisational, managerial and leadership skills. Extensive knowledge and practical experience in Basic Accounting System (BAS), LOGIS and Electronic Procurement Solutions (ePS) and Microsoft Office. Good interpersonal relations skills.
<u>DUTIES</u>	:	Ensure an effective and comprehensive SCM service is rendered. Render an effective and efficient transport- GG system. Reporting oversight. Asset management. Supervisory of Staff and Human Resource Management.
<u>ENQUIRIES</u>	:	Ms L Madaka Tel No: (021) 815-8656
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Short-listed candidates will be subjected to a practical test. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/426</u>	:	<u>STAFF NURSE GRADE 1 TO 3</u> Overberg District
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE</u>	:	Hermanus Hospital, Overstrand Sub-District
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Registration with a Professional Council: Registration with the SANC as Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work overtime, nightshift, weekends and public holidays. Willingness to rotate within the hospital in different wards. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Good communications skills.
<u>DUTIES</u>	:	Provide basic clinical nursing care. Development and implementation of basic patient care plans. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms SJJ Vermeulen Tel No: (028) 313-1166
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Overberg District for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/427</u>	:	<u>SOCIAL AUXILIARY WORKER GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R192 972 per annum Grade 2: R227 292 per annum Grade 3: R270 009 per annum
<u>CENTRE</u>	:	Valkenberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as Social Auxiliary Worker. Registration with a Professional Council: Registration with SACSSP as a Social Auxiliary Worker. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate experience as Social Auxiliary Worker after registration with the SACSSP or No experience

as Social Auxiliary Worker after registration with the SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years appropriate experience as Social Auxiliary Worker after registration with the SACSSP or 10 years' experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP or No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. Inherent requirements of the job: A valid driver's licence. Willingness to work in all clinical Units across the hospital. Willingness to conduct community visits to stakeholders and other partners in the community. Competencies (knowledge/skills): Knowledge and basic understanding of human behaviour, relationship systems and social issues South African Social Welfare context, policy and practice of developmental social welfare services. Good communication skills (written and verbal). Computer literacy in MS Word, Excel and PowerPoint Information and knowledge management (keeping precise records and compiling accurate reports). Organizing and planning skills. Problem solving and analytical skills. Presentation and facilitation skills. Client orientation and customer focus.

DUTIES : Assist and support Social workers in providing social work services for the care, support and protection and development of vulnerable individuals, groups, families and communities through developmental programs. Help Social workers address matters resulting from social instability. Engage in continuous professional development. Perform administrative support functions to assist Social Workers.

ENQUIRIES : Ms S Mdunyelwa Tel No: (021) 826-5838
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE : 30 May 2025

POST 16/428 : **NURSING ASSISTANT GRADE 1 TO 3 (X6 POSTS)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R174 261 per annum
 Grade 2: R203 271 per annum
 Grade 3: R239 559 per annum

CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council: Registration with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years' appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, public holidays, after hours, night duty and weekend cover for nursing. Willingness to work overtime when needed. Willingness to rotate to other wards and between departments in the facility when needed. Competencies (knowledge/skills): Good interpersonal, planning, and organisational skills. Computer literacy (MS Word, Excel & Outlook) Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation. Knowledge and experience of Community Mental Health at Specialised Hospital level.

<u>DUTIES</u>	:	Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms T Rongwana Tel No: (021) 440-3339
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/429</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Montagu CDC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as Nursing Assistant. Registration with a Professional Council: Registration with the SANC as Nursing Assistant. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Prepared to work at different facilities within the Sub-district inclusive a Mobile and when needed within the community (COPC concept). Valid (code B/EB) driver's licence. Competencies (knowledge/ skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results and capture data. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.
<u>DUTIES</u>	:	Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms. M Williams Tel No: (023)626-8500
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Langeberg Sub-district for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/430</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (WARD 10)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum

<u>CENTRE REQUIREMENTS</u>	:	Grade 3: R239 559 per annum
	:	Stikland Hospital
	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/ recognisable experience in nursing after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/ recognisable experience in nursing after registration with the SANC as Nursing Assistant. Registration with a Professional Council: Registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Knowledge of nursing care and procedures, nursing statutes, and other relevant legal frameworks. Must have good communication skills. Interpersonal skills.
<u>DUTIES</u>	:	Assist patients with activities of daily living. To observe patients' behaviour and actions in wards and in seclusion and provide elementary clinical nursing care. Maintain documentation and communication. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Ms S Fredericks Tel No: (021) 940 4416
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs
	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of the advert. (click "online applications").
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/431</u>	:	<u>OPERATOR (TUBE FEED ROOM)</u>
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training certificate (GETC) /Grade 9 (Std 7). Experience: Appropriate experience in any aspect of food preparation and cleaning procedures. Inherent requirements of the job: Required to work shifts and overtime. Required to stand in for colleagues during leave or when ill. The ability to handle heavy equipment and perform heavy duty functions, e.g. lift heavy boxes or operate heavy trollies. Competencies (knowledge/skills): Good verbal and written communication skills. Ability to work effectively as part of multi-disciplinary team. Ability to read a recipe, weigh and mix products. Good numerical skills. The ability to work under supervision. The ability to function independently as well as in a team.
<u>DUTIES</u>	:	Correct weighing, mixing, decanting and labelling of formulae, tube feeds and special drinks. Delivery of tube feeds and special drinks with a heavy-duty trolley to the correct wards within time constraints. Daily cleaning of equipment, tube feed and supplementary drink bottles and all work areas in the unit. Delivery of nutritional products to various clinics and storage areas in the hospital. Delivery of tube feed products and agar samples to Department of Microbiology. Collection of ordered tube feed products from the stores and pharmacy. Monitor, control and maintain stock levels. FIFO. Perform and support Supervisor with work related tasks as well as administrative duties. Maintain a high standard of personal hygiene. Completion of any other work-related tasks given to the employee.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. C Isaacs Tel No: (021) 938-4161
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Shortlisted candidates will be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	30 May 2025

<u>POST 16/432</u>	:	<u>HOUSEHOLD AID</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Valkenberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning, linen, stock and food related services in a hospital/health environment. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Incumbent must be prepared to work shifts, weekends and public holidays. Competencies (knowledge/skills): Knowledge of basic food preparation. Ability to work in a team and independently. Knowledge of Occupational Health and Safety. Appropriate knowledge with the use of cleaning equipment, cleaning materials and cleaning detergents.
<u>DUTIES</u>	:	Deliver an effective cleaning service such as dusting, sweeping, polishing, scrubbing and mopping of floors, clean furniture and other equipment and empty dustbins. Effective use of cleaning agents, equipment and provide a hygienic environment to prevent the spread of infection and ensure that the cleaning equipment is cleaned after usage and securely stored. Safekeeping and stock control of linen, stock, consumables and equipment. Serve meals to patients and when required prepare basic snacks. Responsible for general hygiene and a safe environment in terms of standards and procedures. Optimal support to supervisor and colleagues.
<u>ENQUIRIES</u>	:	Ms M Wentzel Tel No: (021) 440-3269
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/433</u>	:	<u>GROUNDSMAN</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy and be able to read and write. Experience: Appropriate groundsman experience. Inherent requirements of the job: Willingness to work shifts, weekends and on public holidays. Willingness to work in a team. Must be of sober habits. Competencies (knowledge/skills): Good interpersonal and communication skills.
<u>DUTIES</u>	:	Ensure effective maintenance of hospital: Cleaning the hospital Grounds, empty the bins, rake the leaves, pruning trees. Clean the drains and gutters, remove the branches from the grounds, water flower beds, grass & assisting with removal of furniture to other areas. Maintaining flowerbeds and quart yards. Removal of general/domestic waste.
<u>ENQUIRIES</u>	:	Mr J Williams Tel No: (021) 799 1172
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment.
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 16/434</u>	:	<u>DRIVER (LIGHT DUTY VEHICLE)</u> Overberg District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Overberg District Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate driving experience, including transportation of employees and delivery of goods. Experience in general maintenance.

Inherent requirements of the job: Code (B/EB/C1) driver's license. Good physical health. Must be prepared to work overtime and perform standby duties on short notice (after hours, weekends and public holidays). Competencies (knowledge/skills): Good interpersonal skills. Ability to accept accountability and responsibility and to work independently. Ability to read and comprehend road directions and traffic signs. Knowledge of Transport regulations (Handbook 1 of 2019).

DUTIES

: Transport of goods, post and Personnel. Inspection, storage, maintenance, and safe handling of vehicle. Support to supervisor Manage effective control over equipment, tools and materials, and maintain an organized workspace. Manage and perform job requisitions for minor maintenance and repairs around the office and perform administrative tasks relating to the post. Perform standby duties.

ENQUIRIES

: Mr J Joubert Tel No: (028) 214-5800

APPLICATIONS

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

NOTE

: No payment of any kind is required when applying for this post. Short listed candidates may be subjected to a practical test.

CLOSING DATE

: 30 May 2025