



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 16 OF 2026

DATE ISSUED 15 MAY 2026

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **DEPARTMENT OF AGRICULTURE:** Kindly note that the following 2 posts were advertised in Public Service Vacancy Circular 15 dated 08 May 2026, Handyman with Ref No: 3/3/1/31/2026 and Household Aid with Ref No: 3/3/1/32/2026; has been amended as follows: Handyman (X2 posts) and Household Aid (X2 posts) salary R144 024 per annum (Level 02).

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

<u>APPLICATIONS</u>	:	https://systems.fshealth.gov.za/e-Recruitment/Login
<u>CLOSING DATE</u>	:	04 June 2026
<u>NOTE</u>	:	Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE/DPSA Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants, who do not comply with the requirements outlined above, will not be considered. Note: All shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance. People with disabilities are encouraged to apply. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

<u>POST 16/151</u>	:	<u>DEPUTY DIRECTOR REF NO: PS4/2026/01</u> Free State Department of Education Early Childhood Administration and Reporting System (eCares) Manager
<u>SALARY</u>	:	R932 292 - R1 098 195 annum (Level 11)
<u>CENTRE</u>	:	EMIS Sub-Directorate: Bloemfontein (supporting ECD)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a SAQA-recognised three-year post-matric qualification (NQF Level 7) in Information Systems / ICT / Computer Science / Data or related field. 6-7 years' relevant experience in Systems administration and user support; User Acceptance Testing (UAT) and training facilitation. Data reporting and system usage monitoring. Knowledge of: Cloud-based system operations; Provincial EMIS environment and/or ECD system landscape. Strong analytical, data manipulation and reporting skills (Excel advanced level). Ability to coordinate multi-level stakeholders (national, provincial, district). Problem-solving ability, attention to detail, and customer service orientation. Ability to work independently and travel extensively. A valid driver's license is essential.
<u>DUTIES</u>	:	The successful candidate will be responsible for Provincial eCares System Use & Performance management. Lead provincial support for system usage, performance and adoption; Monitor user compliance with system functionality and data workflows; Advocate system utilisation for decision-making. User Support & Access Management; Manage 1st line helpdesk support for PED users; Manage user access, roles and permissions; Escalate issues promptly to national and service providers. User Training & Capacity Building- Conduct ongoing training on: New releases; Functional improvements; Reporting and dashboards. Support districts and circuits to drive usage. Testing & Implementation-Lead provincial testing of system releases and updates; Develop test plans, record UAT outcomes, submit feedback to developers;

Validate system enhancements prior to deployment. Systems Maintenance Support- Work with DBE and vendors (e.g. Mezzanine/Vodacom) to ensure continuity; Identify and resolve technical issues affecting provincial users. Reporting & Master Data Management-Maintain alignment between eCares and EMIS Masterlists; Validate EMIS number allocation in eCares; Support provincial reporting needs and accuracy. Stakeholder Collaboration-Work closely with PED ECD and EMIS Directorates; National EMIS and ECD teams social partners such as Ilifa Labantwana and the Bana Pele Initiative. The candidate will report to the provincial EMIS head and work closely with the ECD Directorate.

ENQUIRIES : Mr Randall Pienaar, Acting Director IT and Information systems at 079 503 5400

POST 16/152 : **DEPUTY DIRECTOR REF NO: PS4/2026/02**
Free State Department of Education Early Childhood Operations Manager

SALARY : R932 292 – R1 098 195 per annum (Level 11)
CENTRE : ECD Directorate: Bloemfontein
REQUIREMENTS : Applicants must have a SAQA-recognised three-year post-matric qualification (NQF Level 6 or higher) with Project Management as an added advantage. Minimum 5 years' experience in an operational delivery or implementation support role. Experience in ECD programme implementation, stakeholder coordination and provincial support. Proven experience in planning and coordinating multi-functional projects. Strong communication, facilitation and reporting skills. Ability to influence, negotiate and drive delivery across provincial/district stakeholders. Ability to travel extensively and work beyond normal working hours. Understanding ECD registration, infrastructure support and subsidy processes will be advantageous. A valid driver's license is essential.

DUTIES : The successful candidate will be responsible for coordinating the execution of national ECD registration, subsidy and overall ECD business process improvement plans at provincial and district levels. Adapting national plans for provincial implementation and securing approvals from PED leadership. Facilitating training on registration processes, subsidy workflows and eCares system updates. Coordinating stakeholder engagements and ensuring alignment across key departments and sector partners. Supporting ELP implementation and ensuring requirements are met to achieve minimum compliance for subsidy fulfilment. Monitoring district delivery, tracking performance and ensuring timely resolution of blockages. Facilitating reporting processes, including weekly updates, dashboard monitoring and provincial consolidation. Driving execution of new initiatives to improve registration, subsidy and other ECD Business process administration efficiency. Provide ongoing implementation support to district teams and programme interventions.

ENQUIRIES : Ms. AN Mofokeng, Acting Director: Early Childhood Care and Education (ECCE) at 072 240 3974 or Tel No: (057) 3917271

POST 16/153 : **ASSISTANT DIRECTOR REF NO: PS4/2026/03**
Free State Department of Education Early Childhood Development Data Quality Assurance officer

SALARY : R605 742 - R713 535 per annum (Level 10)
CENTRE : EMIS Sub-Directorate: Bloemfontein (supporting ECD)
REQUIREMENTS : Applicants must have a SAQA-recognised three-year post-matric qualification (NQF6 or higher) in Data Management, Information Systems, Statistics, Social Sciences, M&E or related field. A postgraduate qualification in a relevant field will be an added advantage. 5 years' experience in data management, data quality assurance, monitoring or system support. Experience in the education sector data (e.g., EMIS) or ECD programmes is beneficial. Strong proficiency in: Microsoft Excel and data validation; Business Intelligence tools (e.g., Power BI, Tableau) advantageous; Basic database and reporting processes. Ability to support end-users and provide helpdesk-style guidance. Good communication (verbal & written) and stakeholder coordination skills. Problem-solving, attention to detail, and the ability to work independently. A valid driver's licence and willingness to travel provincially.

DUTIES : The successful candidate will be responsible for monitoring and improving accuracy, completeness and consistency of ECD data in the Early childhood

Administration and Reporting System -eCares. Supporting district and provincial users with data entry, uploads, corrections and troubleshooting. Conducting data quality checks and implementing improvement measures. Maintaining records of discrepancies, resolutions and reporting artefacts. Supporting preparation of routine provincial and district reports. Conducting and supporting user training and capacity-building. Promoting the utilisation of dashboards and reports for planning and service delivery. Supporting user access management and assisting with system usage queries. Collaborating with national, provincial and district stakeholders to drive improved data quality practices. Conduct or support training sessions (virtually and in-person) for provincial and district users on data quality requirements (working with provincial training team). Reinforce importance of accurate data entry and maintenance. Share tips and guidance for improving data quality. Design and implement data quality and completeness reviews. Advocate for use of eCares reports and dashboards to support ECD operations and planning. Advocate and train province and district users in using reports and dashboards to support their operations and planning for ECD, including data collection where appropriate (initialisation of eCares usage to support ECD business processes and ECD related Data usage and reporting practices). Ensuring that reports and new plans are prepared with enough lead time to get the necessary approvals. The candidate will report to the provincial EMIS head and work closely with the ECD Directorate.

ENQUIRIES : Mr Randall Pienaar, Acting Director IT and Information systems at 079 503 5400

POST 16/154 : **SENIOR ADMINISTRATIVE OFFICER REF NO: PS4/2026/05 (X2 POSTS)**
Senior ECD Data/Administration Support Officer

SALARY : R413 001 – R486 501 per annum (Level 08)
CENTRE : EMIS Sub-Directorate: Bloemfontein
REQUIREMENTS : Applicants must be in possession of a relevant post-school qualification in Information Systems, Education, Data Analysis, Public Administration, or a related field. The successful candidate must demonstrate strong computer literacy, including proficiency in MS Office, online systems, and data entry platforms, as well as practical experience using information systems or databases. Candidates should have experience in system rollout support, training facilitation, or user support, preferably within the education or Early Childhood Development (ECD) sector. Intermediate data analysis and reporting skills are required, including the ability to identify data quality issues, trends, and gaps. Applicants must have strong problem-solving and analytical thinking skills, effective verbal and written communication skills, and the ability to explain technical concepts clearly to district officials and ECD service providers. Willingness to travel within the province and provide on-site support to users is essential.

DUTIES : The successful candidate will be responsible for supporting the effective rollout, adoption, and day-to-day use of the eCares system across districts and ECD service providers. Key responsibilities include: Providing first-line user support to district officials and ECD centres on system usage, data capture, document uploads, enrolment updates, and troubleshooting. Delivering hands-on training and coaching to users to strengthen system adoption and improve data quality. Supporting data management, verification, and maintenance, ensuring accurate and timely submission of ECD information. Conducting basic data analysis and reporting to support operational decision-making and funding processes. Escalating unresolved technical or system issues to provincial or national support structures where required. Promoting a culture of data use, learning, and accountability within district ECD structures. Contributing to the continuous improvement of training and support approaches based on user feedback and operational needs.

ENQUIRIES : Mr Randall Pienaar, Acting Director IT and Information systems at 079 503 5400

POST 16/155 : **SOCIAL SERVICES PROFESSIONAL REF NO: PS4/2026/04 (X6 POSTS)**
Social Worker

SALARY : Grade 1: R338 208 per annum, (OSD). Salary notch will be determined taking years of experience after registration with the South African Council for Social Service Professions as Social Worker into consideration.

- CENTRE** : Head Office (Bloemfontein)
ECD Directorate: Bloemfontein
- REQUIREMENTS** : Applicants must be in possession of an appropriate Certificate or Bachelor's degree in Social Auxiliary Work/ Social Work. Registration with the South African Council for Social Service Profession as a Social Worker/ Social Auxiliary Worker. A minimum of 2 years' experience in Social Work/ Social Auxiliary Work. Knowledge of early child development, the policies and legislation regulating ECD, age-appropriate stimulation and play-based learning, ECD registration requirement and the ECD subsidy process. Strong administrative and compliance skills are required, particularly in record keeping and documentation, and the application of ECD registration requirements. The ability to monitor attendance, incidents and progress in ECD programmes. The ability to mobilise community resources and to collaborate with NGOs, clinics, schools and other government departments. Knowledge of data confidentiality and the ethical handling of information.
- DUTIES** : The successful candidate will be responsible for providing administrative and compliance support across the Registration, Infrastructure Support, and ECD Subsidy business processes. Processing, organising, and tracking centre-level documentation required for registration and funding. Uploading and managing digital records of ECD programmes on DBE-approved platforms. Monitoring application progress and flagging incomplete or incorrect submission of application documentation. Preparing district reports and data updates, including evidence for site visit readiness. Liaising with district officials, ECD centres, and field staff to coordinate follow-ups and site visits. Mapping and updating ECD centre information at the district level. Accompanying provincial and/ or district officials on ECD site visits, supporting document collection, practitioner engagement, and registration/subsidy query resolution.
- ENQUIRIES** : Ms. AN Mofokeng, Acting Director: Early Childhood Care and Education (ECCE) at 072 240 3974 or Tel No: (057) 391 7271

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

<u>APPLICATIONS</u>	:	Applications should be e-mailed to GDARDInternship@gauteng.gov.za quoting the relevant reference number on the e-mail subject line.
<u>CLOSING DATE</u>	:	29 May 2026
<u>NOTE</u>	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only, in PDF and as one (1) document or attachment. JPEG (picture/snapshot) application will not be accepted. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews and must be available for interviews, at a date and time determined by the Department. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. Personnel suitability checks will also be administered as a part of the selection process. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. If you have not been contacted within a three month after the closing date of the advertisement, please accept that your application was unsuccessful. The applicants must not have previously participated in an internship programme in the Public Service. The qualifications must be from an accredited institutions of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.

INTERNSHIP PROGRAMME 2026 – 2028

The Gauteng Department of Agriculture and Rural Development invites unemployed South African graduates to apply for the 2026 to 2028 Internship Programme. Graduates must be in possession of a completed National Diploma / Bachelor's degree/ Honour's degree in the below-mentioned disciplines/ fields. The Programme will be for non-renewable contract period of twenty-four (24) months.

OTHER POSTS

<u>POST 16/156</u>	:	<u>FINANCIAL MANAGEMENT REF NO: FM2026 (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Head Office: Johannesburg
<u>REQUIREMENTS</u>	:	Diploma/Degree in Financial Management/ Accounting Science.
<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Ms. Thandiwe Tsutsu Tel No: (011) 240 2586
<u>POST 16/157</u>	:	<u>RURAL DEVELOPMENT REF NO: RD2026 (X1 POST)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Head Office: Johannesburg
<u>REQUIREMENTS</u>	:	Diploma/Degree in Developmental Studies or related qualification
<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Ms. Thandiwe Tsutsu Tel No: (011) 240 2586
<u>POST 16/158</u>	:	<u>RECORD MANAGEMENT REF NO: RM2026 (X1 POST)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Head Office: Johannesburg

<u>REQUIREMENTS</u>	:	Diploma/Degree in Archives and Records Management/ Library and Information Science or related qualification
<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Ms. Thandiwe Tsutsu Tel No: (011) 240 2586
<u>POST 16/159</u>	:	<u>AGRO-PROCESSING REF NO: AP2026 (X1 POST)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Head Office: Johannesburg
<u>REQUIREMENTS</u>	:	Diploma/Degree in Food Technology/ Food Science or related qualification
<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Ms. Thandiwe Tsutsu Tel No: (011) 240 2586
<u>POST 16/160</u>	:	<u>AGRICULTURAL ENGINEERING REF NO: RTDS 2026 (X1 POST)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Head Office: Johannesburg
<u>REQUIREMENTS</u>	:	Degree in Agricultural Engineering or related qualification
<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Ms. Thandiwe Tsutsu Tel No: (011) 240 2586
<u>POST 16/161</u>	:	<u>ANIMAL HEALTH REF NO: AH2026/01 (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Diploma/ Degree in in Animal Health or related qualification
<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Ms. Thandiwe Tsutsu Tel No: (011) 240 2586
<u>POST 16/162</u>	:	<u>ANIMAL HEALTH REF NO: AH2026/02 (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Germiston
<u>REQUIREMENTS</u>	:	Diploma/ Degree in in Animal Health or related qualification
<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Ms. Thandiwe Tsutsu Tel No: (011) 240 2586
<u>POST 16/163</u>	:	<u>LAND CARE REF NO: EES2026 (X1 POST)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Head Office: Johannesburg
<u>REQUIREMENTS</u>	:	Diploma/Degree in Project Management/Public Management
<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Ms. Thandiwe Tsutsu Tel No: (011) 240 2586

DEPARTMENT OF HEALTH

- APPLICATIONS** : applications should be submitted strictly online at the following E-Recruitment portal: <http://jobs.gauteng.gov.za>. No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za.
- CLOSING DATE** : 29 May 2026
- NOTE** : Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts. Applications should be accompanied by a fully completed and signed new Z83 (81/971431) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents plus a recently updated comprehensive Curriculum Vitae (CV), Registration Certificate with relevant professional body (HPCSA) and proof of current registration (Annual Practising Certificate/Card). Applications without proof of a new Z83 application form, a detailed CV, registration certificate and proof of current registration certificate/card with a professional body will be disqualified. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they do not have such: "If your profession or occupation requires official registration, provide date and particulars of registration. Applicants must indicate the post reference number on their applications. NB: Where Driver's licence is mandatory, exception will be granted for people with disabilities. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) will be conducted as part of the Recruitment process. Candidates will be subjected to Medical Surveillance as required by the Occupational Health and Safety Act, Act 5/1993. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). It is the Department's intention to promote representivity (race, gender, and disability) in the Public Service through the filling of these posts. Preference will be given to South African citizens.

OTHER POSTS

- POST 16/164** : **SENIOR REGISTRAR (CHILD AND ADOLESCENT PSYCHIATRY) REF NO: REFS/048559**
Directorate: Clinical
This post is a joint appointment with the Department of Psychiatry, University of Witwatersrand. The incumbent will be expected to participate in the teaching program of the department and to provide training to a range of students and healthcare workers. The incumbent must also be willing and able to provide clinical services at other Child and Adolescent Units on the University of Witwatersrand academic platform.
- SALARY** : R1 395 528 – R1 459 275 per annum, (all-inclusive package)
CENTRE : Tara the H. Moross Centre, Sandton
REQUIREMENTS : A medical MBChB or equivalent degree with an appropriate qualification in psychiatry (FC Psych (SA), MMed (Psych) or equivalent qualification recognised by the Health Professions Council of South Africa (HPCSA), which allows registration as a specialist psychiatrist with the HPCSA. Current registration with the HPCSA as an independent specialist psychiatrist. Sound clinical knowledge and skills in psychiatry. Sound clinical knowledge and skills in child psychiatry will be an added advantage. Ability to work in a multi-disciplinary team. Ability to fulfill the required teaching and training requirements. Knowledge of legislation, policies and procedures pertaining to

<u>DUTIES</u>	:	<p>mental health care users. Adequate interpersonal skills as well as professional and ethical conduct always.</p> <p>Provide a direct clinical service and manage a child and/or adolescent psychiatric inpatient or outpatient unit. The provision of care, treatment, and rehabilitation to mental health care users within the framework of the Mental Health Care Act (No 17 of 2002); involvement in other general psychiatry work as needed. Provide outreach services to District Health Services and District/ Regional hospitals. Academically, to attend the Child and Adolescent psychiatry teaching programme as per the department of Psychiatry at University of the Witwatersrand (Wits) University, to achieve the logbook requirements as determined by the Colleges of Medicine South Africa (CMSA) to allow acceptance to the Certificate in Child and Adolescent Psychiatry examination. Teaching and training of medical students, medical officers and psychiatry registrars, as well as other personnel (e.g. nurses, etc.). To stimulate, assist with and conduct research relevant to the Gauteng Department of Health and WITS Department of Psychiatry. To supervise and manage junior staff, which would include disciplinary responsibilities, when necessary. Administrative duties. Active participation in hospital management committees. To assist with the development of policies and protocols of the hospital. Active participation in quality improvement programs including clinical audits, morbidity and mortality meetings and continuous professional development activities. To liaise with external stakeholders when appropriate and necessary. To always maintain professional and ethical conduct. To perform overtime duties at Tara Hospital as per the call roster.</p>
<u>ENQUIRIES</u>	:	<p>Ms. M.A. Ngobeni ngobeni.mixo@gauteng.gov.za Ms. S. Naidoo Sheryl.naidoo@gauteng.gov.za</p>
<u>POST 16/165</u>	:	<p><u>MANAGER NURSING (PN-A9) REF NO: REFS/048561</u> Directorate: Nursing</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R1 201 302 – R1 373 562 per annum, (all-inclusive salary) Tara the H. Moross Centre, Sandton</p> <p>Basic R.425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Diploma/ Degree in Nursing Administration or Health Services Management of at least one-year duration and is registered as such by the South African Nursing Council. Post basic qualification in Advanced Psychiatry. A minimum of 10 years' appropriate/ recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing, of which 6 years must be in a Psychiatric hospital. At least 5 years of the period referred to above must be appropriate/ recognizable management experience at Assistant Manager Nursing level. Must be computer literate and have a valid driver's license. Possess strong leadership, effective communication and sound interpersonal skills are necessary. Excellent verbal and written communication skills. Ability to work under pressure. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and critical thinking skills.</p>
<u>DUTIES</u>	:	<p>Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation. Implement and control operational management of clinical and support services in patient care areas. Oversee nursing workforce planning, staffing levels and skills for optimal care. Ensure compliance with the relevant legislation and implementation of Batho Pele Principles and Patients' Rights Charter. Coordinate nursing related research and development. Management of nursing projects and participation in hospital projects aimed at enhancing service delivery. Implementation of the National Strategic Direction for Nursing and Midwifery Education and Practice 2020/21 – 2025/26. Lead and implement the Guidelines for Clinical Nursing Education and Training Units in South Africa.</p>

Implementation of the South African Nursing Council Nursing Practice Standards for Use in all Health Establishments in South Africa. Provide leadership in implementing the South African Nursing Council Continuing Professional Development Framework for Nurses and Midwives.

ENQUIRIES : Ms. M.A. Ngobeni ngobeni.mixo@gauteng.gov.za
Ms. S. Naidoo Sheryl.naidoo@gauteng.gov.za

POST 16/166 : **MEDICAL OFFICER REF NO: REFS/048558 (X3 POSTS)**
Directorate: Clinical

SALARY : Grade 1: R1 041 402 – R1 121 241 per annum, (all-inclusive salary package)
Grade 2: R1 188 255 – R1 297 089 per annum, (all-inclusive salary package)
Grade 3: R1 375 245 – R1 713 534 per annum, (all-inclusive salary package)

CENTRE : Tara Hospital
REQUIREMENTS : Appropriate qualification which allows registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. An interest in psychiatry and experience in psychiatry, as well as a Diploma in Mental Health and/or an FC Psych (SA) Part I, will be an added advantage.

DUTIES : Clinical assessment, history taking, mental status examination and physical examination of psychiatric patients, formulation, development, and execution of evidence-based and compassionate patient care plans. The application of cost containment measures in service delivery is important. Assessment and management of medical and psychiatric emergencies. Counselling and education of patients and families. Proper clinical record keeping, including all laboratory results. Preparation of referral letters and discharge summaries for all patients. Participation in ward / departmental administrative duties. Teaching of students. Commitment to the highest level of care, ethics, professionalism, and punctuality. Work within a multi-disciplinary team and report all conflicts of interest and corruption. Participation in outreach, academic and research programs at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of the Witwatersrand. Clinical and overtime duties are performed at any of the Gauteng Health facilities affiliated with the Department of Psychiatry at the University of Witwatersrand.

ENQUIRIES : Ms. M.A. Ngobeni ngobeni.mixo@gauteng.gov.za
Ms. S. Naidoo Sheryl.naidoo@gauteng.gov.za

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.



APPLICATIONS : Applications should be submitted online at: <http://professionaljobcentre.gpg.gov.za> site or <https://jobs.gauteng.gov.za/>. Z83 and updated CV must be attached.

CLOSING DATE : 01 June 2026 @00:00 midnight

NOTE : 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 only specifying all experience indicating the respective dates (MM/YY) as well as indicating 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. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo two (2) technical tests (technical exercise that intends to test the relevant technical elements of the

job and the other Integrity (ethical) Conduct Assessment). 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 of 01 January 2021. Applications must be submitted on a duly New signed Z83 form, comprehensive CV, only shortlisted candidates will submit certified documents. Pre-entry SMS certificate is compulsory for appointment. 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

MANAGEMENT ECHELON

- POST 16/167** : **DEPUTY DIRECTOR-GENERAL: MUNICIPAL FINANCE MANAGEMENT**
REF NO: REFS/048597
 Directorate: Municipal Finance Management
- SALARY** : R1 813 182 per annum, (all-inclusive package) consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Johannesburg
- REQUIREMENTS** : NQF level 8 as recognised by SAQA in Public Administration/ Accounting/ Economics. A master's degree will be an added advantage. 8 years of experience at a Senior Managerial level in Local Government Management. SMS pre- entry certificate must be submitted prior to appointment. Drivers' license.
- DUTIES** : To oversee effective and efficient management in Municipalities and Municipal Entities and coordinate the provisioning of capacity building. Monitor, report on, and promote municipal compliance with the Municipal Finance Management Act (MFMA) through oversight assessments, training, and support within the Local Government sphere in Gauteng. Oversee, support, and provide guidance in the implementation of the Generally Recognised Accounting Practice (GRAP) Standard, the Annual Financial System, and the Asset Management. Oversee, engage, and advise municipalities towards sound and sustainable operating and timely financial reporting by all the delegated municipalities in Gauteng. Promote, encourage, and introduce vertical and horizontal interface collaboration of the relevant intergovernmental relations structures in local government in Gauteng. Management of the branch.
- ENQUIRIES** : Mr. Robert Tsetetsi – email: robert.tsetetsi2@gauteng.gov.za
- NOTE** : The position is earmarked to address employment equity in terms of female appointments at Senior Management level.
- POST 16/168** : **CHIEF DIRECTOR: PUBLIC FINANCE REF NO: REFS/048599**
 Directorate: Sustainable Fiscal Resource Management
- SALARY** : R1 494 900 per annum, (all-inclusive package) consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Johannesburg
- REQUIREMENTS** : NQF level 7 as recognised by SAQA in Economics or Finance. 5 years' experience at a Senior Management level. Driver's Licence. Public Service SMS Pre-Entry certificate must be submitted prior to appointment.
- DUTIES** : To oversee, monitor and report on financial and non-financial performance in provincial institutions. Oversee and manage Fiscal policy to inform the development of a credible and transparent budget in line with the Gauteng Medium-Term Development Plan (MTDP). Manage and oversee monitoring and reporting on expenditure. Oversee, monitor and review Compensation of Employees Spending (COE) within provincial institutions. Oversee Performance Management Reviews of Goods and Services aimed towards outcomes, impact and value for money in terms of strategic resourcing. Management of the Chief Directorate.
- ENQUIRIES** : Mr. Robert Tsetetsi – email: robert.tsetetsi2@gauteng.gov.za

DEPARTMENT OF ROADS AND TRANSPORT

- APPLICATIONS** : To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za>. Only online applications will be considered.
- CLOSING DATE** : 29 May 2026
- NOTE** : Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed, initialled and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and Comprehensive Curriculum Vitae (CV) will result in disqualification. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. In line with the Department's employments Equity Plan, preference will be given to Coloured Females, Indian Females, White Females candidates.

OTHER POST

- POST 16/169** : **ASSISTANT DIRECTOR: APPLICATIONS COUNTER REF NO: REFS/048686**

Branch: Transport

Re-advertised. Applicants who previously applied are encouraged to re-apply

- SALARY** : R487 197 per annum (Level 09), (plus benefits)
- CENTRE** : Ekurhuleni
- REQUIREMENTS** : National Diploma / Bachelors degree (NQF level 6/7) qualification in the Transportation Management/Public Management/Administration Management. 3 – 5 years' experience in the public transport licensing or public transport environment. 2 years' experience must be at supervisory level. Knowledge and skills: GPG and GPDRT policies and procedures; relevant legislation which include the NLTA, the NLTA Amendment Act and its Regulations, the PFMA and its regulations and Public Service Regulations, understanding of expectations of customers, knowledge of SLAs. Knowledge of GPG political and executive structures. Competency in Customer relations, Stakeholder Relationship Management, Computer utilisation, Financial Management, and Business Performance Management.

- DUTIES** : Monitor the receipt of applications for operating licenses from public transport operators for the region. Check that the submitted applications have all the required supporting documentation. Confirm that captured information on applications and supporting documents is complete and accurate. Provide information pertaining to the operating licensing cycle to stakeholders. Provide public transport operators with the relevant information relating to public transport operating licenses. Update relevant information on the systems where necessary. Manage the verification of submitted applications manually and through the relevant system(s). Confirm receipt and verification of permits/operating license applications for all public passenger road transport. Escalate applications suspected of having fraudulent documentation. Manage records of all verified documentation. Adhere to all legislative frameworks relating to processing of licenses. Liaise and consult with public transport

operators, commuters, and other government institutions. Participate in the development of policies and standard operating procedures. Review and update existing policies in response to regulatory changes and Public Transport regulation. Monitor adherence to the implementation of policies. Communicate the policy to relevant stakeholders, the business unit and the department when required. To collate all relevant information, files and documents from the Applications counter in the region. To ensure the proper record keeping and control of all information, files and documents. Arrange for the proper retrieval and storage of information, files and documents. Ensure the proper maintenance of filing systems (electronic and manual). Ensure the correct placement and safe keeping of information, files and documents. Provide coaching, disciplinary and mentoring of staff to improve performance. Monitor the performance of staff and ensure assessment of their performance. Manage resources to ensure effective service. Implement sound management of human resources within the component. Perform daily supervision of the section. Facilitate and encourage staff development to meet the changing demands of the job. Support implementation of employee wellness program and support where needed. Manage leave of sub-ordinates

ENQUIRIES

: Mr. E. Mpateni Tel No: (011) 355 7252/ Ms. P Mabasa Tel No: (011) 355 7175
For general enquiries please contact Human Resource on Tel No: (011) 355-7521/7252.

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

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

MANAGEMENT ECHELON

<u>POST 16/170</u>	:	<u>CHIEF DIRECTOR REF NO: G26/2026</u> Cluster: Information Technology: Head Office: Pietermaritzburg
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), an all-inclusive SMS salary package, (All-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules).
<u>CENTRE REQUIREMENTS</u>	:	Head Office Pietermaritzburg An undergraduate qualification (NQF level 7) in Information Technology. A minimum of five (5) years experience at senior managerial level in Information Technology. Unendorsed valid Code B driver's licence (Code 08). Computer literacy in Microsoft Software applications. Knowledge, Skills, Training and Competencies: The incumbent of this post will report to the Head of Department Health and will be responsible to support the Head of Department and Senior Management through the establishment of sound information Management Systems and in the efficient and effective utilization of Information and Information Technology as strategic resources to inform planning, monitoring, evaluation and decision making processes. The ideal candidate must: Possess extensive knowledge and expertise in the design and development of Management Information System. Possess knowledge of Computer Programming, Information Technology, Main frame applications and Interfaces. Have the ability to operationalise Management Information System imperatives of the Strategic and Annual Performance Plans of the Department through innovative and highly complex information system that is user friendly. Knowledge of information management and prescript. Have the ability to capitalise on human potential and to develop information management competencies at all organisational layers of the Department with a view to improve reliability of data and the utilisation of data for planning, monitoring and evaluation of programme and institutional performance. Have advance project and Contract Management skills. Have advance skills in the application of computer software packages (MS Office, Excel and Powerpoint). Have excellent verbal communication and report writing skills. NB//: The incumbent of this post will be required to possess the following skills: Risk Management skills, Monitoring and Evaluation and Financial Management skills.
<u>DUTIES</u>	:	Develop and facilitates the implementation of Intergrated Management, Information Master Plan for the Department of Health to adequately support the objectives of the Strategic and Service Transformation Plans of the Department. Oversee the provisioning of fully compatible hardware and software solutions for the Department inclusive of the management of the SLA with SITA and user support services. Promote the utilisation of e-solutions in the department and the development of IT skills within the department. Develop Information Management Policies and maintain user and data security. Monitor and evaluate on a continuous basis compliance with policy system standards and norms. Represent the department at the GITO Council.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. TP Msimango Tel No: (033) 395 2589 Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address: HeadOffice.HRJobApplication@kznhealth.gov.za NB//: The subject of your email must be the post name that you are applying for. "Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs ." The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower.
<u>FOR ATTENTION</u>	:	Miss L Mthlane

NOTE

: Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for an SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.

CLOSING DATE

: 29 May 2026

OTHER POST

POST 16/171

: **CHIEF EXECUTIVE OFFICER REF NO: G37/2026**

Cluster: Hospital Management Services

Job Purpose: To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes.

SALARY CENTRE REQUIREMENTS

: R1 101 468 per annum (Level 12), an all-inclusive MMS salary package

: Umngeni Psychiatric Hospital

: A degree/advanced diploma in a health related field, registration with relevant professional council. A degree/diploma in health management OR a degree/advanced diploma in a management field. At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's license (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Competencies: Knowledge, Skills, Training and Competencies Required: Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management

change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES

: Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans.
Financial Management: Maximise revenue through collection of all income due to the Hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation, asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes. Please note that the CEO will also be responsible for all Health Services within the catchment are including PHC Clinics and Outreach Services. Accelerate implementation of PHC re – engineering. Provide overnight for reduction and management of the burden of disease for better health outcomes. Achieve universal health coverage, access to quality essential medicines and vaccines for all KZN citizens.

**ENQUIRIES
APPLICATIONS**

: Mrs R.T Dube Tel No: (033) 940 2499
: All applications should be forwarded to: The District Manager: Harry Gwala District Office: KZN Department of Health, Private Bag X502, Ixopo, 3969 OR Hand delivered to: 111 Margaret Street, Ixopo, 3279. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address Headoffice.Jobapplication@kznhealth.gov.za. Applicants may also visit any one of our Designated Online Application Centre's (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centre's (DOACS) at www.kznonline.gov.za/kznjobs.

**FOR ATTENTION
NOTE**

: Miss N.S Buthelezi Tel No: (033) 395 2896
: Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities are encouraged to apply for the post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants with foreign qualifications are requested to have their qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late

applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE :

29 May 2026

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS :

Direct or hand deliver applications for all advertised posts to the address as indicated below: Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg, 3200 OR apply online using <https://www.eservices.gov.za> (STHESHA WAYA WAYA).

FOR ATTENTION :

Mrs. PN Mkhize

CLOSING DATE :

29 May 2026

NOTE :

Applications must be forwarded to the relevant address. Applications must indicate the reference number of the post applied for and the Centre using a new Z83 form (which must be completed in a manner that allows a selection committee to assess the quality of the candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration) which is effective from 01 January 2021 obtainable from any Public Service Department and should be accompanied by a detailed/comprehensive Curriculum Vitae. NB: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed Z83 and a detailed curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the date of the interview following communication from Human Resources. The Department is an Equal Opportunity Affirmative Action employer and is committed to empowering people with disabilities. Appointment is subject to a positive outcome obtained on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). The employment is subject to signing the employment contract, annual performance agreement and to disclose financial interests in accordance with relevant prescripts. Successful completion of the Senior Management Pre-Entry Programme (Nyukela certificate) is required before the appointment can be made. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-preentryprogramme>. All shortlisted candidates, including SMS shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful. Regrettably due to excessive budget cuts the Department is not in a position to meet any travel and subsistence costs relating to the recruitment process for the shortlisted candidates. It is regretted that due to large volumes of applications anticipated to be received, it is not possible for the Department to acknowledge receipt of the same and that only those applicants that participate in the final selection processes (interviews) will be notified of the outcome. The content of this circular must without delay be brought to the attention of all potential applicants.

MANAGEMENT ECHELON

POST 16/172 :

CHIEF DIRECTOR: DISTRICT AND OPERATIONS MANAGEMENT: ETHEKWINI CLUSTER REF NO: DSD01/05/2026HO

SALARY :

R1 494 900 per annum (Level 14), (all-inclusive package)

CENTRE :

eThekwini Cluster

REQUIREMENTS :

Qualifications: Bachelor's Degree (NQF level 07) in Social Work. Registration with the South African Council for Social Services Professions as a Social Worker, Only Shortlisted candidates will submit proof of current registration with the South African Council for Social Services Profession as a Social Worker, A valid driver's license. A minimum of 5 years of experience at senior management in the social work environment. Knowledge: Constitution of the

Republic of South Africa, Social Welfare, Community Development, Child and Youth Care Legislation, Policies, Norms and Standards and Programming, Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Treasury Regulations, Research Methodology, Knowledge of policy analysis and development, Knowledge Management, Organizational behaviour analysis, Strategic Business Management, National Development Plan, Provincial Growth and Development Plan, Service Delivery Frameworks, Employee Performance and Management Development System. Skills/Core Competences: Strategic capability and leadership, People management and empowerment, Financial management, Change Management, Programme and Project Management, Knowledge Management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus, Communication, Research, Presentation, Facilitation, Language, Computer literacy, Driving.

DUTIES : Provide strategic coordination and facilitate the delivery of social welfare and restorative services; Provide strategic coordination and facilitate the delivery of children and families' services; Provide strategic coordination and facilitate the delivery of community development services; Ensure the provision of support services to the district offices; Ensure the provision of support services to the district offices; Ensure the development and implementation of policies; Manage resources of the Chief Directorate.

ENQUIRIES : Mrs GP Xaba- Makhetha Tel No: (033) 264 5576

POST 16/173 : **DIRECTOR: COMMUNICATION SERVICES AND STAKEHOLDER MANAGEMENT REF NO: DSD02/05/2026HO**

SALARY CENTRE REQUIREMENTS : R1 266 714 per annum (Level 13), (all-inclusive package)
: Head Office, Pietermaritzburg
: Qualifications: Bachelor's Degree (NQF level 07) in Communication Science / Journalism / Public Relations, A valid driver's license. A minimum of 5 years experience at a middle / senior management level in communication environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Labour Relations Act, Research Methodology, Public Finance Management Act, Treasury Regulations, Employee Performance Management and Development System, Service Delivery Frameworks, Provincial Growth and Development Plan. Skills/ Core Competences: Strategic capability and leadership, People management and empowerment, Financial Management, Change Management, Programme and project management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus, Communication, Research, Presentation, Facilitation, Language, Computer literacy, Numeracy, Driving.

DUTIES : Manage internal and external communications; Manage marketing and exhibition campaigns; Manage stakeholder and community liaison; Manage the development and implementation of policies; Manage resources of the Directorate.

ENQUIRIES : Dr FMD Xaba Tel No: (033) 264 5401

POST 16/174 : **DIRECTOR: OLDER PERSONS AND PERSONS WITH DISABILITIES REF NO: DSD03/05/2026HO**

SALARY CENTRE REQUIREMENTS : R1 266 714 per annum (Level 13), (all-inclusive package)
: Head Office, Pietermaritzburg
: Qualifications: Bachelor's Degree (NQF Level 7) in Social Work. Registration with the South African Council for Social Services Professions as a Social Worker. Only Shortlisted candidates will submit Proof of current registration with the South African Council for Social Services Profession as a Social Worker. A valid driver's license. A minimum of 5 years of experience at a middle/ senior management level in the social work environment. Knowledge: Constitution of the Republic of South Africa, Social Welfare Legislation, Policies, Norms and Standards including on Older Persons and Disability Services. Public Service Act, Public Service Regulations, Knowledge of policy analysis and development, Labour Relations Act, Welfare Laws, Research Methodology, Public Finance Management Act, Treasury Regulations, Organizational behaviour analysis, Strategic business management, Employee Performance Management and Development System. Skills / Core Competences: Strategic capability and leadership, People management and empowerment, Financial management, Change management, Programme

and project management, Knowledge management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus, Communication, Research, Presentation, Facilitation, Language, Policy analysis, Driving, Computer literacy, Numeracy.

DUTIES : Manage and facilitate the provision of services to older persons; Manage and facilitate the provision of services to persons with disabilities; Manage the provision of capacity building; Manage the development and implementation of policies; Manage resources of the Directorate.

ENQUIRIES : Mr RS Byroo Tel No: (033) 264 5621

POST 16/175 : **DIRECTOR: HUMAN RESOURCE UTILIZATION AND DEVELOPMENT REF NO: DSD04/05/2026HO**

SALARY : R1 266 714 per annum (Level 13), (all-inclusive package)

CENTRE : Head Office, Pietermaritzburg

REQUIREMENTS : Qualifications: Bachelor's Degree (NQF Level 7) in Human Resource Management/ Human Resource Development / Management of Training/ Public Management, A valid driver's license. A minimum of 5 years' experience at a middle / senior managerial level in Human Resource Development environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Knowledge of policy analysis and development, Labour Relations Act, Research Methodology, Public Finance Management Act, PERSAL, Treasury Regulations, Basic Employment Act, Service Delivery Framework, Employee Performance Management and Development System. Skills/ Core Competences: Strategic capability and leadership, People management and empowerment, Financial Management, Change Management, Programme and Project Management, Knowledge Management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus, Communication, Research, Presentation, Facilitation, Language, Policy analysis, Driving, Computer literacy, Numeracy.

DUTIES : Manage the annual HRD implementation and skills development plans; Manage the provision of training and development, performance management and bursaries; Manage the provision of professional development services; Manage the development and implementation of policies; Manage resources of the Directorate.

ENQUIRIES : Mr VW Gumede Tel No: (033) 341 3579

OTHER POSTS

POST 16/176 : **SERVICE OFFICE MANAGER (X3 POSTS)**

SALARY : R1 101 468 per annum (Level 12), (all-inclusive package)

CENTRE : uMzimkhulu Service Office: Harry Gwala District Ref No: DSD06/05/2026uMzimkhulu

Bhamshela Service Office: iLembe District Ref No: DSD07/05/2026Bhamshela
Emnambithi Service Office: uThukela District Ref No: DSD08/05/2026Emnambithi

REQUIREMENTS : Qualifications: Bachelor's Degree (NQF Level 7) in Social Work. Registration with the South African Council for Social Services Professions as a Social Worker. Only Shortlisted candidates will submit proof of current registration with the South African Council for Social Services Profession as a Social Worker. A valid driver's license. A minimum of 3 years junior managerial experience in social services environment. Knowledge: Constitution of the Republic of South Africa, Social Welfare and Community Development Legislation, Policies, Norms and Standards, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Organizational behaviour analysis, Strategic business management, Employee Performance and Management Legislation pertaining to Social Welfare Service Delivery, Understanding of SASSA functions, Social dynamics of KwaZulu- Natal communities, knowledge of HR Management, Labour Relations Act, Service Delivery Frameworks, Public Participation, Community Outreach, EPMDs. Skills: Communication, Interpersonal Relations, Report Writing, Financial Management, Change Management, Time management, Project Management, Leadership, Diversity management, Decision Making, Counselling, Service Delivery Innovation, Client orientation and client focus, presentation and facilitation, problem solving and analysis, conflict resolution, Driving, interviewing, computer literacy, numeracy and language skill.

<u>DUTIES</u>	:	Provide Social Welfare Services; Provide Community Development Services; Ensure the provision of corporate support services; Ensure the implementation of Departmental policies and other relevant legislation in the day-to-day running of the component; Manage resources of the Service Office.
<u>ENQUIRIES</u>	:	Ms TN Nkosi: uMzimkhulu Service Office Tel No: (039) 259 7027 Ms SH Mfeka: Bhamshela Service Office Tel No: (031) 336 8727 Ms NP Mhlongo: Emnambithi Service Office Tel No: (033) 634 6600
<u>POST 16/177</u>	:	<u>FACILITY MANAGER: KHUSELEKA ONE STOP CENTRE REF NO: DSD05/05/2026KHUSELEKA</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R932 292 per annum (Level 11), (all-inclusive package) Khuseleka One Stop Centre: eThekweni South District Qualifications: Bachelor's Degree (NQF Level 7) in Social Work. Registration with the South African Council for Social Services Professions. Only Shortlisted candidates will submit proof of current registration with the South African Council for Social Services Professions. A valid driver's license. A minimum of 3 years junior managerial experience in social services environment. Knowledge: Constitution of the Republic of South Africa, Social Welfare Legislation, Policies, Norms and Standards including on Gender Based Violence and Femicide, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury regulations, Welfare Laws, Understanding of SASSA functions, Social dynamics of KwaZulu-Natal communities, Knowledge of Human Resource Management, Labour Relations Act, Service delivery frameworks, Public participation, Community outreach, Employee Performance Management and Development System. Skills: Communication, Interpersonal relations, Report writing, Financial management, Change management, Time management, Project management, Leadership, Diversity management, Decision Making, Counselling, Service delivery innovation, Client orientation and customer focus, Presentation, Facilitation, Problem Solving and analysis, Conflict Resolution, Driving, Interviewing, Computer literacy, Numeracy, Language.
<u>DUTIES</u>	:	Manage the provision of developmental social welfare services; Manage care and support services; Provide skills development services; Manage paramedical and support services; Ensure effective & efficient provision of corporate support services; Provide advice, guidance and input to policies; Provide leadership and strategic direction to the Office of the HOD and input to the Department Strategy; Manage resources of the Facility.
<u>ENQUIRIES</u>	:	Ms. NC Gebashe Tel No: (031) 336 8776
<u>POST 16/178</u>	:	<u>ASSISTANT DIRECTOR: DISCIPLINARY/MISCONDUCT REF NO: DSD09/05/2026HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09) Head Office, Pietermaritzburg Qualifications: National Diploma (NQF Level 6) in Human Resource Management/ Public Administration/ Labour Relations/ Industrial Relations/ Labour Law, A valid driver's license. A minimum of 3 years administrative experience in Labour Relations environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Service Regulations, Employment Equity Act, Public Administration Justice Act, Public Financial Management Act, Labour Relations Act, Basic Conditions of Employment Act, PSCBC/ PHWSBC Resolutions, Occupational Health and Safety Act, Employee Performance Management and Development System. Skills: Communication, Labour Relations models, Organization, Analytical thinking, Research, Interpersonal relations, Project management, Problem solving, Computer literacy, Numeracy, Language, Driving.
<u>DUTIES</u>	:	Facilitate and handle disciplinary cases; Investigate and preside in misconduct proceedings; Collect and keep statistics on misconduct and disputes; Maintain an electronic database of disciplinary cases; Provide advice and guidance and input to policy; Manage resources of the Division.
<u>ENQUIRIES</u>	:	Mr RM Madlala Tel No: (033) 264 2020
<u>POST 16/179</u>	:	<u>COMMUNITY DEVELOPMENT SUPERVISOR (X13 POSTS)</u>
<u>SALARY CENTRE</u>	:	Grade 1: R471 330 per annum Phoenix service Office Ref No: DSD10/05/2026Phoenix (X1 Post)

Mandeni Service Office Ref No: DSD11/05/2026Mandeni (X1 Post)
 Pietermaritzburg Service Office Ref No: DSD12/05/2026Pietermaritzburg (X1 Post)
 Umngeni Service Office Ref No: DSD13/05/2026Umngeni (X1 Post)
 uMshwathi Service Office Ref No: DSD14/05/2026uMshwathi (X1 Post)
 KwaSani Service Office Ref No: DSD15/05/2026KwaSani (X1 Post)
 Ezingolweni Service Office Ref No: DSD16/05/2026Ezingolweni (X1 Post)
 Bergville Service Office Ref No: DSD17/05/2026Bergville (X1 Post)
 eMadlangeni Service Office Ref No: DSD18/05/2026Madlangeni (X1 Post)
 Ingwavuma Service Office Ref No: DSD19/05/2026Ingwavuma (X1 Post)
 Ongoye Service Office Ref No: DSD20/05/2026Ongoye (X1 Post)
 Melmoth Service Office Ref No: DSD21/05/2026Melmoth (X1 Post)
 Umfolozi Service Office Ref No: DSD22/05/2026Umfolozi (X1 Post)

REQUIREMENTS

: Qualifications: Bachelor's Degree (NQF Level 7) in Community Development/Development Studies/Social Science, A valid driver's license. A minimum of 7 years recognizable experience in Community Development after obtaining the required qualification. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Basic Conditions of Employment Act, Batho-Pele principles, Knowledge and understanding of human behaviour and social system and legislation to assist with interventions at the point where people interact with their environments in order to promote self-empowerments, Ability and competence to coordinate community development structures, Understanding of social dynamics of communities, Employee Performance Management and Development System. Skills: Planning and organizing, Communication (verbal and written), Financial management, Interpersonal, Presentation, Monitoring and evaluation, People management, Project management, Research and report writing, Problem solving, Computer literacy, Numeracy, Language, Driving.

DUTIES

: Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and to assist employees engaged in this function by resolving problems; Supervise and support community development practitioners to ensure that there are communication and co-ordination with all relevant role players, internal and external (e.g. in Departments/Provinces, NGO's, local community structures and faith-based organizations) to facilitate intersectional collaboration, integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community; Supervise and guide community development practitioners to enhance their performance on community development and to perform administrative support on community development and related activities; Keep up to date with new developments in community development field to enhance service delivery; Supervise and advise community development practitioners to ensure an efficient and effective service.

ENQUIRIES

: Ms NC Gebashe: Phoenix service Office Tel No: (031) 3368787
 Ms SH Mfeka: Mandeni Service Office Tel No: (031) 336 8727
 Ms NR Nala: Pietermaritzburg; Umngeni & uMshwathi Service Offices Tel No: (033) 341 7903
 Ms TN Nkosi: KwaSani Service Office Tel No: (039) 259 7027
 Ms TFP Khuzwayo: Ezingolweni Service Office Tel No: (039) 682 7506
 Ms NP Mhlongo: Bergville Service Office Tel No: (036) 634 6600
 Ms ZB Mdlalose: eMadlangeni Service Office Tel No: (034) 317 1254
 Ms NHP Khanyile: Ingwavuma Service Office Tel No: (035) 874 8506
 Ms NW Dladla: Ongoye, Umfolozi and Melmoth Service Offices Tel No: (035) 794 5018

POST 16/180

: **SOCIAL WORK POLICY DEVELOPER: CRIME PREVENTION AND SUPPORT SERVICES REF NO: DSD23/05/2026HO**

SALARY CENTRE

: Grade1: R471 330 per annum
 : Head Office, Pietermaritzburg

REQUIREMENTS

: Qualifications: Bachelor's Degree (NQF Level 7) in Social Work. Registration with the South African Council for Social Services Professions as a Social Worker. Only Shortlisted candidates will submit Proof of current registration with the South African Council for Social Services Profession as a Social Worker. A valid driver's license. A minimum of 8 years appropriate experience in Social Work after registration as a Social Worker with SACSSP. Knowledge:

Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Professional Counselling, Research Methodology, Service Delivery Frameworks, Policy development and analysis, Ability to compile complex reports. Skills: Communication, Interpersonal relations, Report writing, Financial management, Change management, Policy development, Planning and Organizing, Research, Programme and Project management, Counselling, Presentation, Facilitation, Monitoring and Evaluation, People's Management, Problem Solving and analysis, Driving, Networking, Computer literacy, Numeracy.

DUTIES : Keep up to date with new developments in the crime prevention and support services; Conduct research and development; Develop, implement and maintain crime prevention and support policies; Perform all the administrative functions required in crime prevention and support services.

ENQUIRIES : Mr PK Chetty Tel No: (033) 264 2011

POST 16/181 : **CORPORATE SUPPORT OFFICER REF NO: DSD25/05/2026UMDONI**

SALARY : R413 001 per annum (Level 08)

CENTRE : uMdoni Service Office: uGu District

REQUIREMENTS : Qualifications: National Diploma (NQF Level 6) in Public Administration/ Public Management. A valid driver's license. A minimum of 3 years administrative experience at supervisory level. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations , Public Finance Management Act, Treasury Regulations, Employee Performance Management and Development System , Basic Conditions of Employment Act, Supply Chain Management Practices and procedures, Service delivery frameworks , Occupational Health and Safety, Labour Relations Act , Knowledge of Batho-Pele Principles , Road Traffic Act , Archives Act. Skills: Interpersonal, Networking, Problem solving, Driving, Time management, Communication, Financial Management, Decision making, Report writing, Numeracy, Computer literacy, Language, Supervisory.

DUTIES : Provide human resources management services; Monitor financial services; Provide fleet management services; Provide registry services; Provide staff supervision.

ENQUIRIES : Mr S Govender Tel No: (039) 682 7506

POST 16/182 : **STATE ACCOUNTANT: DISTRICTS (X7 POSTS)**

SALARY : R413 001 per annum (Level 08)

CENTRE : iLembe District Ref No: DSD26/05/2026iLembe (X1 Post)
 Harry Gwala District Ref No: DSD27/05/2026Harry Gwala (X1 Post)
 uGu District Ref No: DSD28/05/2026uGu (X1 Post)
 uThukela District Ref No: DSD29/05/2026uThukela (X1 Post)
 Amajuba District Ref No: DSD30/05/2026Amajuba (X1 Post)
 uMkhanyakude District Ref No: DSD31/05/2026uMkhanyakude (X1 Post)
 Zululand District Ref No: DSD32/05/2026Zululand (X1 Post)

REQUIREMENTS : Qualifications: National Diploma (NQF Level 6) in Financial Management/Accounting. A valid driver's license. A minimum of 1 year of administrative experience in Financial Management field. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act and Treasury Regulations, Basic Accounting System (BAS), Labour Relations Act, PERSAL, Employee Performance Management Development System, National and Provincial Treasury practice notes. Skills: Computer literacy, Report writing, Problem solving, Analytical, Interpersonal relations, Planning and organizing, Communication, Financial management, Driving, Numeracy/accounting.

DUTIES : Coordinate management accounting services; Coordinate financial accounting services; Facilitate transfer payments; Facilitate physical facilities management services; Supervise and provide guidance to personnel.

ENQUIRIES : Ms R Singh: iLembe District Tel No: (031) 336 8727
 Ms TW Gazu: Harry Gwala District Tel No: (039) 259 7027
 Mr S Govender: uGu District Tel No: (039) 682 7506
 Mr PP Ndaba: uThukela District Tel No: (036) 636 1000
 Ms NY Mthembu: Amajuba District Tel No: (017) 735 3822
 Ms SS Mngomezulu: uMkhanyakude District Tel No: (035) 571 1000
 Ms NF Ntombela: Zululand District Tel No: (035) 874 4561

POST 16/183 : **COMMUNITY DEVELOPMENT POLICY DEVELOPER: YOUTH AND WOMAN DEVELOPMENT REF NO: DSD24/05/2026HO**

SALARY : Grade 1: R403 635 per annum
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : Qualifications: Bachelor's Degree (NQF Level 7) in Community Development/ Development studies. A valid driver's license. A minimum of 8 years' experience in Community Development after obtaining the required qualification. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Research Methodology, Service Delivery Frameworks, Youth Development Policy, National Youth Development Agency Act, National Development Plan, Provincial Growth and Development Plan, Public participation, Community development, Project Management Principles, Skills: Communication, Interpersonal relations, Project Management, Organizational, Report writing, Analytical thinking, Policy analysis and development, Financial management, Presentation, Facilitation, Research, Language, Computer literacy, Numeracy, Driving.

DUTIES : Develop, implement and maintain youth and women development policies; Conduct research and development; Keep up to date with new developments in the youth and women development field; Perform the administrative functions required in the unit.

ENQUIRIES : Mr X Makhwasa Tel No: (033) 264 2173

POST 16/184 : **STATE ACCOUNTANT: ORGANIZATIONAL RISK MANAGEMENT SERVICES REF NO: DSD33/05/2026HO (X2 POSTS)**

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Qualifications: National Diploma (NQF Level 6) in Risk Management/Internal Auditing /Financial Management / Financial Accounting. A valid driver's license. A minimum of 1 year of clerical experience in the internal audit or risk management environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Financial Disclosure Framework, Public Sector Risk Management Framework, Prevention and Protection of Criminal Activities Act, Criminal Procedure Act, Labour Relations Act, Basic Conditions of Employment Act. Skills: Communication, Interpersonal relations, Planning and organizing, Analytical thinking, Presentation, Time management, Problem solving, Financial management, Language, Numeracy, Computer, Driving.

DUTIES : Provide risk assessment sessions and keep documents during the process of risk assessments; Compile and update risk register; co-ordinate and follow-up on responses to action plans as indicated on the risk register; Co-ordinate risk and fraud awareness campaigns.

ENQUIRIES : Mr SP Nxumalo Tel No: (033) 348 5573

POST 16/185 : **STATE ACCOUNTANT: FINANCIAL REPORTING AND INTERNAL CONTROL REF NO: DSD34/05/2026HO (X2 POSTS)**

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Qualifications: National Diploma (NQF Level 6) in Accounting/Management Accounting/ Finance/Auditing. A valid driver's license. A minimum of 1 year of administrative experience in Accounting, Management Accounting, Finance/Auditing. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Finance Management Act, Treasury Regulations, Public Service Regulations, Basic Accounting System, National Treasury Instruction Notes, Provincial Treasury Practice Notes, Service Delivery frameworks. Skills: Computer literacy, Report writing, Problem solving, Analytical, Planning and organizing, Communication, Policy Development, Auditing procedures, Driving, Numeracy.

DUTIES : Undertake a financial reporting service; Provide input and assistance in the submission of Annual Financial Statements to the Auditor-General and Provincial Treasury; Conduct relevant training on financial procedures; Ensure safekeeping of documents.

ENQUIRIES : Ms TNP Mbhele Tel No: (033) 264 5403

POST 16/186 : **SERVER ADMINISTRATOR REF NO: DSD35/05/2026HO**

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 07)
: Head Office: Pietermaritzburg
: Qualifications: National Diploma (NQF Level 6) in Information Technology / Computer Science / Certified Novel Engineer / Microsoft Certified System Engineer. A valid driver's license. A minimum of 2 years of experience in technical field. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Finance Management Act, Public Service Regulations, In-depth knowledge of Computer Software, In- depth knowledge of operating systems and computer languages, Service delivery framework, Departmental business processes. Skills: Communication, Project management, Decision making, Planning, Organizing, Interpersonal relations, Facilitation, Computer, Numeracy, Language, Driving.

DUTIES : Ensure availability of client/ server applications; Configure all new server implementations; Develop processes and procedures for the management server; Oversee the physical security, integrity and safety of the data center/ server.

ENQUIRIES : Mr VN Nyathikazi Tel No: (033) 264 2216

POST 16/187 : **IT SUPPORT TECHNOLOGIST REF NO: DSD36/05/2026HO**

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 07)
: Head Office: Pietermaritzburg
: Qualifications: National Diploma (NQF Level 6) in Information Technology / Computer Science / Information Systems. A valid driver's license. A minimum of 2 years of experience in Information Technology field. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, In- depth knowledge of Computer Software, In- depth knowledge of operating systems and computer languages, Service delivery framework, Departmental business processes, Employee Performance Management and Development System. Skills: Communication, Project management, Problem solving, Decision making, Planning, Organizing, Interpersonal relations, Facilitation, Computer, Numeracy, Language, Driving.

DUTIES : Provide network server and desktop support services; Provide End-Users support (including fault resolution); Install and maintain software and hardware; Facilitate access to management information system; Monitor help desk services.

ENQUIRIES : Mr VN Nyathikazi Tel No: (033) 264 2216

POST 16/188 : **IT SPECIALIST REF NO: DSD37/05/2026ETHEKWINI SOUTH**

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 07)
: eThekweni South District
: Qualifications: National Diploma (NQF Level 6) in Information Technology / Computer Science / Information Systems. A valid driver's license. A minimum of 2 years of experience in Information Technology field. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, In- depth knowledge of Computer Software, In- depth knowledge of operating systems and computer languages, Service delivery framework, Departmental business processes, Employee Performance Management and Development System. Skills: Communication, Project management, Problem solving, Decision making, Planning, Organizing, Interpersonal relations, Facilitation, Computer, Numeracy, Language, Driving.

DUTIES : Provide network server and desktop support services; Provide End-Users support (including fault resolution); Install and maintain software and hardware; Facilitate access to management information system; Monitor help desk services.

ENQUIRIES : Ms TN Ndlovu Tel No: (031) 336 8705

POST 16/189 : **HUMAN RESOURCE PRACTITIONER: RECRUITMENT AND SELECTION
REF NO: DSD38/05/2026HO (X2 POSTS)**

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Qualifications: National Diploma (NQF Level 6) in Human Resource Management/Personnel Management/ Public Management/ Public Administration. A valid driver's license. A minimum of 3 years of clerical experience in Human Resource environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, PERSAL, Collective agreements, Employee Performance Management and Development System. Basic Conditions of Employment Act. Skills: Communication, Interpersonal relations, Teamwork, Computer literacy, Planning, Organizing, Language, Numeracy, Driving.

DUTIES : Undertake the implementation of recruitment and selection; Undertake the implementation of appointments; Administer movement of personnel; Provide Human Resource Registry services; Supervise Human Resources.

ENQUIRIES : Mrs PN Mkhize Tel No: (033) 264 2079

POST 16/190 : **HUMAN RESOURCE PRACTITIONER: SERVICE CONDITIONS REF NO:
DSD39/05/2026HO (X2 POSTS)**

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Qualifications: National Diploma (NQF Level 6) in Human Resource Management/Public Management/ Public Administration. A valid driver's license. A minimum of 3 years administrative experience in Human Resource environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Financial Management Act, Republic of South Africa Constitution, Labour Relations Act, Basic Conditions of Employment Act, Promotion of Equality and Prevention of Unfair Discrimination, Employee Performance Management and Development System. Promotion of Access to information Act, Collective Agreement. Skills: Analytical thinking, Project management, Financial management, People management, Problem solving, Communication, Interpersonal relations, Facilitation, Presentation, Driving.

DUTIES : Provide leave of absence; Process allowances and deductions; Implement termination of services; Supervise human resource.

ENQUIRIES : Ms S Ranjith Tel No: (033) 264 2021

POST 16/191 : **HUMAN RESOURCE PRACTITIONER: PERFORMANCE MANAGEMENT
REF NO: DSD40/05/2026HO**

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Qualifications: National Diploma (NQF Level 6) in Human Resource Management / Human Resource Development / Public Administration / Public Management. A valid driver's license. A minimum of 3 years clerical experience in Human Resource environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Financial Management Act, PERSAL, Labour Relations Act, Basic Conditions of Employment Act, Promotion of Equality and Prevention of Unfair Discrimination, Employee Performance Management and Development System, Promotion of Access to information Act, Collective Agreement. Skills: Analytical thinking, Project management, Financial management, People management, Problem solving, Communication, Interpersonal relations, Facilitation, Presentation, Driving.

DUTIES : Facilitate the provision of Employee Performance Management and capacity development; Provide support in the implementation of Performance Management and Development System for Salary Level 1-12 employees and SMS Members; Assist in the provision secretariat services at Committee Meetings (DMC/Appeals); Coordinate the implementation of Competency Based Assessment for the development of SMS members.

ENQUIRIES : Mr CM Ndlovu Tel No: (033) 264 2208

<u>POST 16/192</u>	:	<u>HUMAN RESOURCE PRACTITIONER: DISTRICTS (X9 POSTS)</u>
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07) King Cetshwayo District Ref No: DSD41/05/2026King Cetshwayo (X1 Post) iLembe District Ref No: DSD42/05/2026iLembe (X1 Post) Harry Gwala District Ref No: DSD43/05/2026Harry Gwala (X1 Post) uGu District Ref No: DSD44/05/2026uGu (X2 Posts) uThukela District Ref No: DSD45/05/2026uThukela (X1 Post) uMzinyathi District Ref No: DSD46/05/2026uMzinyathi (X1 Post) Amajuba District Ref No: DSD47/05/2026Amajuba (X1 Post) uMkhanyakude District Ref No: DSD48/05/2026uMkhanyakude (X1 Post)
<u>REQUIREMENTS</u>	:	Qualifications: National Diploma (NQF Level 6) in Human Resource Management / Public Administration / Public Management. A valid driver's license. A minimum of 3 years of clerical experience in Human Resource environment. Knowledge: Constitution of the Republic of South Africa, Basic Conditions of Employment Act, Public Service Act, Public Service Regulations, PERSAL, Collective agreements, Departmental/Provincial Policies, Human resource management practices and procedures, Employee Performance Management and Development System. Skills: Problem solving, Communication, Time management, Report writing, Listening, Excellent writing skills, Analytical; creative and innovative thinking, Interpersonal, Planning and Organizing, Computer, Language, Numeracy.
<u>DUTIES</u>	:	Provide human resource administration practices concerning service conditions; Provide human administration practices concerning human resource provisioning; Provide human resource development; Provide labour relations services; Provide PERSAL support services; Prepare reports on personnel administration issues and statistics; Supervise and provide guidance to staff.
<u>ENQUIRIES</u>	:	Mr MT Mngomezulu: King Cetshwayo Tel No: (035) 794 5418 Ms R Singh: iLembe District Tel No: (031) 336 8727 Ms TW Gazu: Harry Gwala District Tel No: (039) 259 7027 Mr S Govender: uGu District Tel No: (039) 259 7027 Mr PP Ndaba: uThukela District Tel No: (036) 636 1000 Mr CM Ndaba: uMzinyathi District Tel No: (034) 212 2990 Ms NY Mthembu: Amajuba District Tel No: (017) 735 3822 Ms SS Mngomezulu: uMkhanyakude District Tel No: (035) 571 1000
<u>POST 16/193</u>	:	<u>ADMINISTRATIVE OFFICER: EXECUTIVE SUPPORT REF NO: DSD49/05/2026HO (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07) Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	Qualifications: National Diploma (NQF Level 6) /Bachelor's Degree (NQF Level 7) in Public Management / Public Administration / Social Sciences. A valid driver licence. A minimum of 3 years' clerical experience. Knowledge: Constitution of the Republic of South Africa; Working knowledge of public service; Public Service Act; Public Service Regulations. Skills: Communication; Listening; Analytical thinking; Interpersonal relations; Organising; Driving.
<u>DUTIES</u>	:	Provides administrative support services; Provide a secretariat function and establish, implement and maintain an efficient and effective filing system; Procure goods and services; Promote sound working relationships between the Office of the HoD and other stakeholders; Provide supervision of staff.
<u>ENQUIRIES</u>	:	Mr OE Kabasia Tel No: (033) 264 5402/06
<u>POST 16/194</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS PRACTITIONER: QUALITY OF WORK LIFE REF NO: DSD50/05/2026HO</u>
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07) Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree (NQF level 7) in Social Work/ Psychology. Registration with the South African Council for Social Services as a Social Worker or with the Health Professions Council as a Psychologist, Only Shortlisted candidates will submit proof of Current Registration with the South African Council for Social Services as a Social Worker or with the Health Professions Council as a Psychologist, A valid driver's license. A minimum of 1-year administrative experience in Employee Health and Wellness environment. Knowledge: Constitution of the Republic of South Africa, Public

Service Act, Public Service Regulations, Labour Relations Act, Treasury Regulations, Basic Conditions of Employment Act, Public Finance Management Act, Employee Performance Management and Development System, Collective Agreements, Service Delivery Frameworks, Employee Health and Wellness Programmes, Employment Equity Act. Skills: Communication, Report writing, Computer literacy, Time Management, Project Management, Financial Management, People management, Interpersonal relations, Counselling, Planning, Organizing, Problem Solving, Numeracy, Driving.

DUTIES : Implement Wellness Management Programme; Attend to referral cases and maintain confidential records for employees; Provide advisory services to line managers on Wellness Management Programme matters; Provide psychosocial, emotional and spiritual wellbeing of employees; Provide administrative functions.

ENQUIRIES : Mr VW Gumede Tel No: (033) 341 3579

POST 16/195 : **EMPLOYEE HEALTH AND WELLNESS PRACTITIONER: OCCUPATIONAL HEALTH REF NO: DSD51/05/2026HO**

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 07)
: Head Office: Pietermaritzburg
: Qualifications: Bachelor's Degree (NQF level 7) in General Nursing/Occupational Health and Safety. Registration with the South African Nursing Council (SANC)/South African Institute of Occupational Safety and Health (SAIOSHA). Only Shortlisted candidates will submit proof of current registration with the South African Nursing Council (SANC) / South African Institute of Occupational Safety and Health (SAIOSHA). A valid Driver's license. A minimum of 1 year of experience in Employee Health and Wellness environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Labour Relations Act, Treasury Regulations, Basic Conditions of Employment Act, Public Finance Management Act, Employee Performance Management and Development System, Collective, Agreements, Service Delivery Frameworks, Employee Health and Wellness Programmes, Employment Equity Act. Skills: Communication, Report writing, Computer literacy, Time Management, Project Management, Financial Management, People management, Interpersonal relations, Counselling, Planning, Organizing, Problem Solving, Driving.

DUTIES : Implement HIV/AIDS and TB workplace programmes; Facilitate health and productivity management programmes; Provide occupational health and safety services; Provide administrative functions.

ENQUIRIES : Mr VW Gumede Tel No: (033) 341 3579

POST 16/196 : **PERSONAL ASSISTANT (X3 POSTS)**

SALARY CENTRE : R338 106 per annum (Level 07)
: DDG: Community Development & Institutional Coordination Ref No: DSD52/05/20256DDG

REQUIREMENTS : Chief Director: Corporate Services Ref No: DSD53/05/2026Corporate
Director: Youth & Women Development Ref No: DSD54/05/2026Youth
: Qualifications: National Diploma (NQF level 6) in Office Management/ Management Assistant/ Public Administration/ Public Management/ Business Management. A minimum of 3 years secretariat experience in rendering support services to senior management. Knowledge: Knowledge on the relevant legislation/ policies/ prescripts and procedures, Basic knowledge on financial administration. Skills: Language, Good telephone etiquette, Computer literacy, Sound organizational behaviour, Communication (verbal & written), Numeracy.

DUTIES : Provide secretarial/ receptionist support service to the Senior Management; Provide administrative support services; Provide support to the Senior Management regarding meetings; Support the Senior Manager with the administration of the budget; Study the relevant Public Service and Departmental prescripts/ policies and other documents.

ENQUIRIES : Mrs GP Xaba - Makhetha Tel No: (033) 264 5576
Mr VW Gumede Tel No: (033) 341 3579
Mr X Makhwasa Tel No: (033) 264 2173

POST 16/197 : **PROFESSIONAL NURSE: PRINCESS MKABAYI CYCC REF NO: DSD55/05/2026PRINCESS MKABAYI**

SALARY : Grade 1: R337 359 per annum
CENTRE : Princess Mkabayi CYCC: uMzinyathi District
REQUIREMENTS : Qualifications: National Diploma (NQF Level 6) in Nursing. Registration with the South African Nursing Council (SANC) as a Professional Nurse. Only shortlisted candidates will submit proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A valid driver's license. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations as amended, Public Finance Management Act, Treasury Regulations, Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks, Nursing Act, Health Act, Occupational Health and Safety Act, Patients' rights Charter, Batho-Pele principles, Labour Relations Act, Employee Performance Management and Development System. Skills: Communication, Interpersonal relations, Report writing, Facilitation, Presentation, Problem solving, Analytical thinking, Self-disciplined, Organizing, Computer literacy, Numeracy, Language skills.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical/quality patient care); Implement standards, practices, criteria and indicators for quality nursing (quality of practices); Practice nursing and health care in accordance with the laws and regulations relevant to Nursing and Health Care; Maintain a constructive working relationship with nursing and other stakeholders; Manage resources of the Division.

ENQUIRIES : Mrs RZ Sibisi Tel No: (034) 299 7578

DEPARTMENT OF SPORT, ARTS AND CULTURE

APPLICATIONS : Applications must be posted to: The Director, KwaZulu-Natal Department of Sport, Arts and Culture, Private Bag X9140, Pietermaritzburg, 3200 or hand delivered to: Department of Sport, Arts and Culture, 171 Boshoff Street, Pietermaritzburg and marked for the attention of Mrs NIS Mbhele/ Ms P Mthembu. Moreover, applicants are also encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address recruitment@kzndsac.gov.za.

Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs."

CLOSING DATE : 05 June 2026

NOTE : Directions to applicants: Applicants using the manual application process must ensure that the new Z83 application form (obtainable from any Public Service institution) is completed, duly signed and initiated as failure to do so may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted. Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application. Further, all shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Further, shortlisted SMS candidates shall undergo a competency assessment prior to being recommended for appointment by the executive authority. Moreover, SMS candidates recommended for appointment will be required to produce a Pre-entry Certificate for the course offered by the National School of Government (NSG) prior to their appointment. The course is available at the NSG under the name Certificate for entry into and the full details can be obtained by following the link:

<https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme>. The KwaZulu-Natal Provincial Government is an equal opportunity, affirmative action employer and preference will be given to suitably qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Department reserves the right not to make these appointments.

MANAGEMENT ECHELON

<u>POST 16/198</u>	:	<u>CHIEF FINANCIAL OFFICER: FINANCIAL MANAGEMENT REF NO: DSAC01/2026</u>
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (an all-inclusive package to be structured in accordance with the rules of Senior Management Service [SMS])
<u>CENTRE</u>	:	Pietermaritzburg, Head Office
<u>REQUIREMENTS</u>	:	A Grade 12 certificate plus an appropriate bachelor's degree (NQF 7) in Accounting/ Finance or relevant qualification, coupled with a minimum of five (5) years' experience at a Senior Managerial level (SMS). The pre-entry certificate for the Senior Management Services (SMS) from the National School of Governance is compulsory prior to the appointment. Valid code 8/EB driver's license. Knowledge: Good understanding of Public Service Legislation and prescripts applicable to Government, including systems and procedures. Project Management principles. Sound knowledge of relevant legislation such as the PFMA, Treasury Regulations, etc. Knowledge of relevant financial systems such as PERSAL and BAS, etc. Experience in Strategic Planning and Financial Management. Skills: Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Ability to work independently yet function optimally as part of a dynamic and multi-disciplinary team. Computer literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.
<u>DUTIES</u>	:	Manage the budgeting and financial management functions. Develop and implement appropriate financial management policies, guidelines and procedures. Provide advice to the Accounting Officer on financial management. Manage the Supply Chain Management function. Develop and maintain internal control systems. Provide financial reports as required by Provincial Treasury. Ensure financial targets and budgets are consistent with the strategic plan. Manage fixed assets of the Department. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).
<u>ENQUIRIES</u>	:	Dr CT Sifunda Tel No. (033) 264 3400

OTHER POSTS

<u>POST 16/199</u>	:	<u>CULTURAL OFFICER: ZULULAND DISTRICT OFFICE REF NO: DSAC02/2026</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Ulundi
<u>REQUIREMENTS</u>	:	A Grade 12 certificate plus bachelor's degree/National Diploma (NQF6) in Fine Arts, Arts and Drama, Creative Arts or relevant qualification, coupled with a minimum of one (1) year relevant experience. Valid code 8/EB driver's license. Knowledge: Public Service Regulations and prescripts. Cultural Legislations. PFMA and SCM policies and regulations. Project management. Knowledge of the relevant prescript governing the Government. Clean criminal records. Basic knowledge of financial administration. Knowledge and Understanding of Accounting. Records management. Batho Pele Principles. Skills: Research and analytical skills. Negotiation/ Consultation skills. Resource management skills. Presentation skills. Computer literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.
<u>DUTIES</u>	:	Implement and develop programmes for the creative industry (visual and performing) as well as business developmental programmes for artists. Undertake the implementation social cohesion programmes, moral regeneration, indigenous knowledge system and culture advancement programmes. Support all arts and culture structures. Undertake the implementation of programmes in arts and culture organizations and cultural institutions. Render administrative functions in relation to programmes that are implemented.

<u>ENQUIRIES</u>	:	Ms BPN Dlodla at 064 616 1471
<u>POST 16/200</u>	:	<u>ARCHIVIST: DURBAN ARCHIVES - REPOSITORY MANAGEMENT REF NO: DSAC03/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07)
	:	Durban
	:	A Grade 12 certificate plus bachelor's degree/National Diploma (NQF 6) in Records Management or relevant qualification, coupled with one (1) year relevant experience in records management. Valid code 8/EB driver's license. Knowledge: All relevant archival prescripts. Public Service Act. Batho Pele Principles. EPMDs and PFMA. Skills: Analytical skills. Project management skills. Research and Presentation skills. Project management skills. Computer literacy (MS Word, Excel, Power Point, etc). Creation of finding aids. Good communication (written and verbal) skills.
<u>DUTIES</u>	:	Process enquiries and provide support and advise archivalia in the reading room. Create finding aids. Collection Management. Public programming. Preserve and digitize records in according to the procedure manual.
<u>ENQUIRIES</u>	:	Mr RB Singh Tel No: (031) 309 5681
<u>POST 16/201</u>	:	<u>SUPPLY CHAIN PRACTITIONER-DEMAND AND ACQUISITION MANAGEMENT REF NO: DSAC04/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07)
	:	Pietermaritzburg, Head Office
	:	A Grade 12 certificate plus National Diploma (NQF 6) in Financial Management or relevant qualification, coupled with a minimum of two (2) year relevant experience in Finance Management. Valid code 8/EB driver's license. Knowledge: Public Service Act and Regulations, PFMA, Departmental policies, objectives and business processes, Management reporting, SCM Procedures, Human Resource Management. Skills: Ability to multi-task. Ability to work independently. Problem solving, Tact and diplomacy, Project management skills, Policy analysis and development, Motivational, Negotiation, Conflict management, Strategy management and policy formulation, Labour Relations, Programme management, Report writing, financial management. Computer literacy (MS Word, Excel, Power Point, etc). Good Communication (verbal and written) skills.
<u>DUTIES</u>	:	Ensure time-consuming procurement of goods and services. Assist with the consolidation and capturing of Procurement plan. Authorize commitments on BAS. Attend bid/quotations briefing sessions. Provide secretariat functions for BSC committee. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDs)
<u>ENQUIRIES</u>	:	Mr M Mazibuko Tel No: (033) 264 3400
<u>POST 16/202</u>	:	<u>RECREATION PROMOTION AND DEVELOPMENT COORDINATOR: HARRY GWALA DISTRICT OFFICE REF NO: DSAC05/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07)
	:	Bulwer
	:	A Grade 12 certificate plus bachelor's degree/National Diploma (NQF 6) in Sport Management/Science or relevant qualification, coupled with a minimum of one (1) year relevant experience. Valid code 8 driver's license. Knowledge: Relevant legislatives, Regulations and Policy Framework, Computer operation / office automation, Departmental objectives, Departmental business processes service delivery and Service Level Agreements, PFMA, Departmental policies, Project management, Sport Management/Sport Science, National and Provincial sport and recreation strategies. Skills: Stakeholders Relations, Coaching and mentoring, Facilitation, Analytical Methods and techniques, good organizing, and planning. Problem solving. Good interpersonal relations, Programme management, Report writing, Leadership, Financial management. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.
<u>DUTIES</u>	:	Facilitate and coordinate the formation of recreation structures at district, wards, and local levels in collaboration with relevant stakeholders. Coordinate departmental programme activities at districts, wards and local levels for development of recreation. Facilitate, co-ordinate and monitor the effective

implementation of Departmental policies throughout the programmes. Render project management and administrative functions towards implemented programmes. Ensure collection, compilation and updating of data in all programme activities at wards to district levels. Provide effective utilization of resources and supervise staff.

ENQUIRIES : Harry Gwala: Ms T Mahlobo Tel No: (039) 834 5300

POST 16/203 : **RECREATION PROMOTION AND DEVELOPMENT COORDINATOR:
ZULULAND DISTRICT OFFICE REF NO: DSAC06/2026**

SALARY : R338 106 per annum (Level 07)

CENTRE : Ulundi

REQUIREMENTS : A Grade 12 certificate plus bachelor's degree/National Diploma (NQF 6) in Sport Management/Science or relevant qualification, coupled with a minimum of one (1) year relevant experience. Valid code 8 driver's license. Knowledge: Relevant legislatives, Regulations and Policy Framework, Computer operation / office automation, Departmental objectives, Departmental business processes service delivery and Service Level Agreements, PFMA, Departmental policies, Project management, Sport Management/Sport Science, National and Provincial sport and recreation strategies. Skills: Stakeholders Relations, Coaching and mentoring, Facilitation, Analytical Methods and techniques, good organizing, and planning. Problem solving. Good interpersonal relations, Programme management, Report writing, Leadership, Financial management. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES : Facilitate and coordinate the formation of recreation structures at district, wards, and local levels in collaboration with relevant stakeholders. Coordinate departmental programme activities at districts, wards and local levels for development of recreation. Facilitate, co-ordinate and monitor the effective implementation of Departmental policies throughout the programmes. Render project management and administrative functions towards implemented programmes. Ensure collection, compilation and updating of data in all programme activities at wards to district levels. Provide effective utilization of resources and supervise staff.

ENQUIRIES : Zululand: Ms BA Thabethe at 082 430 6782

POST 16/204 : **ADMINISTRATION CLERK SUPERVISOR- CULTURE DEVELOPMENT:
ADMIN SUPPORT REF NO: DSAC08/2026**

SALARY : R338 106 per annum (Level 07)

CENTRE : Pietermaritzburg, Head Office

REQUIREMENTS : Grade 12 certificate plus bachelor's degree/ National Diploma in Public Management or relevant qualification, coupled with a minimum of three (3) years relevant experience. Valid code 8 /EB driver's license. Knowledge: Public Service Regulations and prescripts. Cultural Legislations. PFMA and SCM policies and regulations. Project management. Knowledge of the relevant prescript governing the Government. Clean criminal records. Basic knowledge of financial administration. Knowledge and Understanding of Accounting. Records management. Batho Pele Principles. Skills: Good interpersonal relations. Ability to work under pressure. Good office administration, planning and organizational skills. Good Organizational and Planning Skills. Good Interpersonal and Intrapersonal Skills. Computer literacy (Ms Word, Excel, PowerPoint, etc). Good communication (written & verbal) skills.

DUTIES : Provide effective and efficient office management to the Directorate, which includes systems for receiving and distributing correspondence. Render effective administration support for the Directorate which includes HR, Finance and Transport etc. Render effective and efficient records management within the Directorate. Provide support regarding all logistics requirements within the Directorate. Coordination and analysis of monthly reports.

ENQUIRIES : Ms K Verrimaak Tel No: (033) 341 3600

POST 16/205 : **ADMIN CLERK: CORPORATE SERVICES UNIT: EASTERN DISTRICTS
CLUSTER REF NO: DSAC09/2026**

SALARY : R237 453 per annum (Level 05)

CENTRE : Durban

REQUIREMENTS : Grade 12 certificate or equivalent certificate. Valid Code 08/EB Driver's License. Knowledge: Basic knowledge of financial administration. Relevant legislation / Policies / prescripts and procedures. Knowledge and Understanding of Accounting Methods, Principles and Procedures. Skills: Good Organizational and Planning Skills. Good Interpersonal and Intrapersonal Skills. Telephonic Etiquette skil10ls. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES : Render general clerical support services. Provide supply chain clerical support services within the Component. Provide personnel administration and clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Durban: Ms HC Gumede at 063 8084995

POST 16/206 : **ADMIN CLERK: DUNDEE DEPOT: WESTERN DISTRICTS CLUSTER REF NO: DSAC10/2026**

SALARY CENTRE REQUIREMENTS : R237 453 per annum (Level 05)
: Dundee

REQUIREMENTS : Grade 12 certificate or equivalent certificate. Valid Code 08/EB Driver's License. Knowledge: Basic knowledge of financial administration. Relevant legislation / Policies / prescripts and procedures. Knowledge and Understanding of Accounting Methods, Principles and Procedures. Skills: Good Organizational and Planning Skills. Good Interpersonal and Intrapersonal Skills. Telephonic Etiquette skil10ls. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES : Render general clerical support services. Provide supply chain clerical support services within the Component. Provide personnel administration and clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Dundee Library: Ms BM Sadaw Tel No: (034) 212 2459

POST 16/207 : **ADMIN CLERK: ARCHIVES REPOSITORY MANAGEMENT: SOUTHERN DISTRICTS CLUSTER REF NO: DSAC11/2026**

SALARY CENTRE REQUIREMENTS : R237 453 per annum (Level 05)
: Pietermaritzburg, Head Office

REQUIREMENTS : Grade 12 certificate or equivalent certificate. Valid Code 08/EB Driver's License. Knowledge: Basic knowledge of financial administration. Relevant legislation / Policies / prescripts and procedures. Knowledge and Understanding of Accounting Methods, Principles and Procedures. Skills: Good Organizational and Planning Skills. Good Interpersonal and Intrapersonal Skills. Telephonic Etiquette skil10ls. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES : Render general clerical support services. Provide supply chain clerical support services within the Component. Provide personnel administration and clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Pietermaritzburg Archives Repository: Ince Edgar Tel No: (033) 342 4713

POST 16/208 : **ADMIN CLERK: MIDLANDS LIBRARY DEPOT-SOUTHERN DISTRICTS CLUSTER REF NO: DSAC12/2026**

SALARY CENTRE REQUIREMENTS : R237 453 per annum (Level 05)
: Pietermaritzburg

REQUIREMENTS : Grade 12 certificate or equivalent certificate. Valid Code 08/EB Driver's License. Knowledge: Basic knowledge of financial administration. Relevant legislation / Policies / prescripts and procedures. Knowledge and Understanding of Accounting Methods, Principles and Procedures. Skills: Good Organizational and Planning Skills. Good Interpersonal and Intrapersonal Skills. Telephonic Etiquette skil10ls. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES : Render general clerical support services. Provide supply chain clerical support services within the Component. Provide personnel administration and

clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Midlands Library Depot: Ms T Tshabalala Tel No: (033) 345 2226

POST 16/209 : **ADMIN CLERK: ADMIN SUPPORT LIBRARY & ARCHIVES SERVICES REF NO: DSAC13/2026**

SALARY : R237 453 per annum (Level 05)
CENTRE : Pietermaritzburg, Head Office
REQUIREMENTS : Grade 12 certificate or equivalent certificate. Valid Code 08/EB Driver's License. Knowledge: Basic knowledge of financial administration. Relevant legislation / Policies / prescripts and procedures. Knowledge and Understanding of Accounting Methods, Principles and Procedures. Skills: Good Organizational and Planning Skills. Good Interpersonal and Intrapersonal Skills. Telephonic Etiquette skil10Is. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES : Render general clerical support services. Provide supply chain clerical support services within the Component. Provide personnel administration and clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Ms N Masuku at 082 920 0883

POST 16/210 : **DRIVER/MESSENGER REF NO: DSAC14/2026**
Mbazwana Library Depot: Northern Districts Cluster

SALARY : R201 093 per annum (Level 04)
CENTRE : Mbazwana
REQUIREMENTS : Grade 12 certificate or equivalent certificate, coupled with a minimum of two (2) years' driving experience. Willingness to travel on overnight trips and working extra hours. Valid code 10 driver's license plus Professional Driving Permit (PDP). Knowledge: General understanding of the business environment. Postal procedures Departmental delegations. Skills: Numeracy and literacy. Good driving. Good communication (written and verbal).

DUTIES : Collect and send mail bag to and from the post office. Distribute mail and documents within and outside the Department. Provide driving duties within the directorate and attending to ad hoc requests. Ensure that the vehicle allocated to the Directorate is kept in good condition. Assist in recording of face value forms and documents for distribution.

ENQUIRIES : Ms Z Mdletshe at 079 6762 730

POST 16/211 : **DRIVER/MESSENGER REF NO: DSAC15/2026**
South Coast Depot: Eastern Districts Cluster

SALARY : R201 093 per annum (Level 04)
CENTRE : Pinetown
REQUIREMENTS : Grade 12 certificate or equivalent certificate, coupled with a minimum of two (2) years' driving experience. Willingness to travel on overnight trips and working extra hours. Valid code 10 driver's license plus Professional Driving Permit (PDP). Knowledge: General understanding of the business environment. Postal procedures Departmental delegations. Skills: Numeracy and literacy. Good driving. Good communication (written and verbal).

DUTIES : Collect and send mail bag to and from the post office. Distribute mail and documents within and outside the Department. Provide driving duties within the directorate and attending to ad hoc requests. Ensure that the vehicle allocated to the Directorate is kept in good condition. Assist in recording of face value forms and documents for distribution.

ENQUIRIES : Ms PP Sidlova Tel No: (031) 701 3237

POST 16/212 : **GENERAL ASSISTANT: COASTAL LIBRARY DEPOT REF NO: DSAC16/20262**

SALARY : R144 024 per annum (Level 02)
CENTRE : Pinetown
REQUIREMENTS : A Grade 12 certificate or equivalent certificate. Willingness to travel overnight trips. Ability to perform physically demanding duties. Knowledge: Numeracy&

DUTIES : Literacy. Library prescripts and procedures. Skills: Numeracy and literacy
 Communication skills, filing principles, report writing.
 : Provide support for library material exchange system. Provide support with
 the dispatch and collection of library material from Preparations Section and
 affiliated libraries. Maintain library material for loans by affiliated libraries.
ENQUIRIES : Provide labour support for the movement of library material and equipment.
 Ms N Nkosi Tel No: (031) 701 1234

POST 16/213 : **GENERAL ASSISTANT: PROMOTIONAL SUPPORT & PUBLISHING –
 LIBRARY SERVICES REF NO: DSAC17/2026**

SALARY : R144 024 per annum (Level 02)
CENTRE : Pietermaritzburg, Head Office
REQUIREMENTS : A Grade 12 certificate or equivalent certificate. Willingness to travel overnight
 trips. Ability to perform physically demanding duties. Knowledge: Numeracy &
 Literacy. Library prescripts and procedures. Skills: Numeracy and literacy
 Communication skills, filing principles, report writing.

DUTIES : Provide support for library material exchange system. Provide support with
 the dispatch and collection of library material from Preparations Section and
 affiliated libraries. Maintain library material for loans by affiliated libraries.
 Provide labour support for the movement of library material and equipment.

ENQUIRIES : Ms P Mthembu at 072 219 1609

POST 16/214 : **GENERAL WORKER**
 Administrative Support Section

SALARY : R144 024 per annum (Level 02)
CENTRE : **Pietermaritzburg, Head Office:**
 Heritage Services Ref No: DSAC18/2026
 Library & Archives Services Ref. No: DSAC19/2026

REQUIREMENTS : Standard 8/ ABET certificate or equivalent certificate. Knowledge: Utilizing
 cleaning equipment. Occupational health and safety measures. Skills: Basic
 communication (written and verbal).

DUTIES : General cleanliness of the buildings. Clean offices. Clean general areas of
 premises and their contents. Assist with cleaning of kitchens and their assets
 when required. Ensure that ablutions are hygienic and clean. Ensure that waste
 is controlled effectively and removed.

ENQUIRIES : Heritage Services: Ms EN Zondi Tel No. (033) 345 3171
 Library Services: Ms N Masuku at 082 920 0883

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : Applicants using electronic format must quote the relevant reference number on the application and apply on the following website: <https://erecruitment.limpopo.gov.za> and applicants submitting applications in a printed hard copy (manual or hand delivery) must quote the relevant reference number on the application and forward to the below address.
- Capricorn District:** The Director: Capricorn District, Limpopo Department of Agriculture and Rural Development, Private Bag X28, Chuenespoort, 0745 or hand delivered to: Block 28 Next to Traffic Government Offices: Lebowakgomo.
- Waterberg District:** The Director: Waterberg District Limpopo Agriculture and Rural Development, Private Bag X1048, Modimolle, 0510 or hand delivered to: NTK Building, Modimolle.
- Vhembe District:** The Director: Vhembe District Limpopo Agriculture and Rural Development, Private Bag X2247, Sibasa, 0970 or hand delivered to: Makwarela Government Offices.
- Mopani District:** The Director: Mopani District Limpopo Agriculture and Rural Development, Private Bag X577, Giyani, 0826 or hand delivered to: Old Parliamentary Building.
- Sekhukhune District:** The Director: Sekhukhune District, Limpopo Department of Agriculture and Rural Development, Private Bag X01, Chuenespoort, 0745 or hand delivered to: Block 27 Next to Traffic Government Offices: Lebowakgomo.
- CLOSING DATE** : 29 May 2026 at 16:00 (walk-in) and 00:00 (online)
- NOTE** : It is compulsory for the applicant to complete all the mandatory fields of the E-recruitment System. Once all the fields in an E-recruitment System are completed, the applicant shall confirm that they understand that by applying electronically, they agree that all the information presented is true, correct, and legally binding. All applications submitted through an electronic format shall be accepted as the final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. Applicants submitting applications in a printed hard copy (manual or hand delivery) must utilize the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, as amended, failure to do so will result in disqualification. The Z83 form must be completed in a manner that provides sufficient information about the candidate and the post he or she applies for by completing all relevant fields. The declaration must be signed in order for an applicant to be considered. The following must be considered in relation to the completion of the new z83 form by the applicants: All the fields in Parts A, B, C, and D must be completed. In Part B, all fields must be completed in full except the following; South African applicants need not provide passport numbers, If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "if your profession or occupation requires official registration, provide date and particulars of registration", if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information required is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The question related to conditions that prevent re-appointment under Part F must be answered (Applicants currently employed by the public service do not need to complete the section). The application must include only completed and signed Z83 form and a recently updated

comprehensive CV (with detailed previous experience). Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the date of the interview date. The applicant may submit additional information separately where the space provided on z83 form is not sufficient. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. By virtue of applying, you are consenting that the department subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial checks and security vetting. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful incumbents will be expected to sign a performance agreement within three months of the assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right not to make any appointment for the advertised posts. The employment decision shall be made by the Employment Equity Plan for the Department. Note: Due to austerity measures, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. Note: These posts will be posted on the following websites: www.ldard.gov.za / www.limpopo.gov.za and Departmental social media.

OTHER POST

POST 16/215

: **ANIMAL HEALTH TECHNICIAN (X18 POSTS)**

SALARY CENTRE

: R397 116 per annum (Level 08)
 : **Capricorn District (X2 Posts):**
 Capricorn East Ref No: LDARD 01/04/2026 (X1 Post)
 Capricorn North -West Ref No: LDARD 02/04/2026 (X1 Post)
Mopani District (X3 Posts):
 Mopani North Ref No: LDARD 03/04/2026 (X2 Posts)
 Mopani West Ref No: LDARD 04/04/2026 (X1 Post)
Vhembe District (X8 Posts):
 Vhembe East Ref No: LDARD 05/04/2026 (X2 Posts)
 Vhembe North Ref No: LDARD 06/04/2026 (X3 Posts)
 Vhembe West Ref No: LDARD 07/04/2026 (X2 Posts)
 Vhembe Central Ref No: LDARD 08/04/2026 (X1 Post)
Waterberg District (X2 Posts):
 Waterberg East Ref No: LDARD 09/04/2026 (X1 Post)
 Waterberg North Ref No: LDARD 10/04/2026 (X1 Post)
Sekhukhune District (X3 Posts):
 Sekhukhune Central Ref No: LDARD 11/04/2026 (X1 Post)
 Sekhukhune East Ref No: LDARD 12/04/2026 (X1 Post)
 Sekhukhune West Ref No: LDARD 13/04/2026 (X1 Post)

REQUIREMENTS

: Grade 12 plus an appropriate qualification NQF level 6 in Animal Health or equivalent appropriate tertiary qualification as recognised by SAQA. No experience required. Current registration with the South African Veterinary Council as Animal Health Technician is compulsory. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies, and Skills: Excellent interpersonal, communication and negotiation skills. Time management. Thorough knowledge of Animal Diseases Act, 1984 (Act 35 of 1984). Thorough knowledge of Animal Identification Act, 2002 (Act 6 of 2002). Knowledge of Meat Safety Act, 2000 (Act 40 of 2000). Thorough knowledge of

DUTIES

specific diseases control programmes and eradication schemes. Knowledge of the PFMA. Computer proficiency. Report writing skills.

: To render an Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act 35/1984). Implement disease control measures. Render a support service to the State Veterinarian regarding animal disease control, reproduction and production advancement, sample collection and law enforcement. Assist in the provision of extension services on animal health to animal owners. Perform administrative and related functions, which would, inter alia, entail populating databases and compile and submit monthly and quarterly reports.

ENQUIRIES

: Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR Tel No: (015) 632 8610
Waterberg District: Ms. Kekana RM Tel No: (014) 717 4949 or Mr. Nkoko KA Tel No: (014) 717 3298/1077
Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007
Sekhukhune District: Ms. Laka MA, Ms. Lepulana S or Ms. Mphahlele RS Tel No: (015) 632 7000
Mopani District: Ms. Malatji MA Tel No: (015) 811 9837 or Tel No: (015) 811 1189

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS
The Mpumalanga Department of Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity, affirmative action employer. It is the intention of the Department to promote representativity (disability, gender and race) through the filling of posts and candidates whose transfer/promotion/appointment promote representativity will receive first preference. Persons with disabilities and all races are encouraged to apply.

- APPLICATIONS** : Applications must be email to: Coghstarecruitment@mpg.gov.za OR, couriered OR Hand delivered to: Rhino Building extension 2 No.7 Government Boulevard, Riverside Park, Mbombela, 1200.
- FOR ATTENTION** : The Director: HRM & D
- CLOSING DATE** : 29 May 2026
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of all qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); Qualification verification. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Competency Assessment will be applicable to recommended candidates on SMS positions only. Short-listed candidates will be expected to avail themselves at the Department's convenience. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 16/216** : **CHIEF DIRECTOR: FINANCIAL MANAGEMENT REF NO: 2026/COGHSTA/09**
Chief Directorate: Financial Management
- SALARY** : R1 494 900 per annum (Level 14), (all-inclusive SMS remuneration package)
- CENTRE** : Mbombela (Head Office)
- REQUIREMENTS** : A recognised Advanced Diploma/ Bachelor's Degree at NQF Level 7 in Accounting and Auditing or any other relevant qualification. A minimum of 5 years' experience at senior management level. Experience in Public Financial Management. Experience in Supply Chain Management. Experience in preparations of AFS/IFS. Experience in dealing with internal/external Auditors. Knowledge of the principles and techniques of Corporate Governance. Pre Entry SMS or Nyukela Certificate is required prior to appointment. A valid driver's license. Skills and Competencies: Planning and organizing. Report writing. Decision making. Strategic capability and leadership, Financial management, Change management, Knowledge management, People management and empowerment, Programme and project management, Service delivery innovations, Client orientation and customer focus, Analytical thinking and problem solving, Communication and Presentation. Knowledge of Public Service Prescripts and local government policy frameworks. Computer Literate.
- DUTIES** : Provide support to the Head of Department and the other senior managers with regard to overall compliance to the PFMA and GRAP, related regulation and practice notes. Coordinate and manage an effective, efficient and economic Supply Chain Management System in the Department. Ensure effective and efficient financial management and financial accounting services. Ensure timely preparation, reporting of financial, and Supply Chain Management documents. Manage the external audit process, General management function, Contribute to the effective leadership of the Department, maintaining focus on its purpose and vision through rigorous analysis and challenge,

leading development of a medium term financial strategy and the annual budgeting process to ensure financial balance and a monitoring process to ensure its delivery. Contributing to the effective corporate management of the organization, including strategy implementation, cross-organizational issues, integrated business and resource planning, risk management and performance management. Manage the provision of administrative support services.

ENQUIRIES : Mr PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543

POST 16/217 : **CHIEF DIRECTOR: DEVELOPMENT AND PLANNING REF NO: 2026/COGHSTA/10**
Chief Directorate: Development and Planning

SALARY CENTRE REQUIREMENTS : R1 494 900 per annum (Level 14), (all-inclusive SMS remuneration package)
: Mbombela (Head Office)
: A Senior Certificate and a recognised Advanced Diploma/ Bachelor's Degree at NQF Level 7 in Development Planning Studies/Spatial Planning/ Town/Urban and Regional Planning or any other relevant qualification. A minimum of 5 years' experience at senior management level. A postgraduate in Development Planning Studies and Project Management will be an added advantage. Experience in Planning and Infrastructure and Public Financial Management. Pre Entry SMS or Nyukela Certificate is required prior to appointment. A valid driver's license. Compulsory registration with SACPLAN as a Professional Planner in terms of the Planning Professions Act, 2002 (Act 36 of 2002). Skills and Competencies: Planning and organising. Report writing. Decision making. Strategic capability and leadership, Financial management, Change management, Knowledge management, People management and empowerment, Programme and project management, Service delivery innovations, Client orientation and customer focus, Analytical thinking and problem solving, Communications and presentation. Policy and guidelines processes. Knowledge in Public Service Prescripts and Local Government policy frameworks. Knowledge in Spatial planning and land use management as well as integrated planning and LED. Computer literacy.

DUTIES : Coordinate and manage Integrated Development and Plannings (IDP) in municipalities and district development models in the province. Manage and coordinate the implementation of Local Economic Development Planning. Co-ordinate and manage the municipalities on sustainable land use Management services. Co-ordinate the development of Spatial Planning Services and Geographic Information System Services. Effective and efficient management of finance, physical and human resources including performance management. Manage the provision of administrative support services.

ENQUIRIES : Mr PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543

POST 16/218 : **DIRECTOR: MUNICIPAL CAPACITY BUILDING REF NO: 2026/COGHSTA/11**
Chief Directorate: Municipal Support

SALARY CENTRE REQUIREMENTS : R1 266 714 per annum (Level 13), (all-inclusive SMS remuneration package)
: Mbombela (Head Office)
: A Senior Certificate and recognised Advanced Diploma/Bachelor's Degree at NQF Level 7 in Human Resource Development/ Education Science/ Public Administration/ Public Management or any other relevant qualification. A minimum of 5 years' experience at middle/senior managerial level in the Municipal Capacity Building environment. Pre Entry SMS or Nyukela Certificate is required prior to appointment. A valid driver's license. Skills and Competencies: Planning and organising skills. Strategic capability and leadership, Financial management, Change management, Knowledge management, People management and empowerment, Programme and project management, Service delivery innovations, Client orientation and customer focus, Problem solving and analysis, The ability to interpret and apply policies. Negotiation, Communication and presentation skills. Report writing. Knowledge and understanding of national and provincial capacity building frameworks and all local government prescripts. Computer literacy.

DUTIES : Monitor the conducting of research on capacity building measures. Monitor the development and implementation of institutional and Municipal Capacity Development framework. Develop and implement Institutional Capacity

Building programmes and strategies for Municipalities. Monitor the impact of training programmes implemented. Establish and maintain key partnerships with external stakeholders. Monitor the provision of support to Municipalities to improve human resources capacity. Co-ordinate interventions directed at improvement of Human Capacity Building in Municipalities. Promote knowledge sharing programmes for improvement of service delivery in Municipalities. Ensure that the environment is properly managed and assist Municipalities to maximize their capacity to deliver their developmental responsibilities. Manage the development, financing and implementation of specific interventions that are intended to strengthen the capacity of Municipalities and the Local Government Systems to perform their development responsibilities. Monitor and support municipalities to develop and implement work skills plans. Develop programmes to provide targeted capacity interventions to identified gaps in municipalities. Manage the provision of administrative support services.

ENQUIRIES : Mr PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543

POST 16/219 : **DIRECTOR: MUNICIPAL FINANCIAL SUPPORT REF NO: 2026/COGHSTA/12**
Chief Directorate: Municipal Support

SALARY CENTRE REQUIREMENTS : R1 266 714 per annum (Level 13), (all-inclusive SMS remuneration package)
: Mbombela (Head Office)
: Senior Certificate and a recognized Advanced Diploma/ Bachelor Degree (NQF Level 07) in Financial Management/Management Accounting / Financial Accounting/Auditing or any other relevant qualification. A minimum of 5 years' experience at middle/senior managerial level in financial management. Pre Entry SMS or Nyukela Certificate is required prior to appointment. A valid driver's license. Skills and Competencies: Planning and organising. Report writing. Decision making. Competency in Microsoft Office Suite (Excel, Word and PowerPoint). Good people management. Analytical thinking and problem-solving skills. Good communication (verbal and written) and presentation. Interpersonal and writing skills. Knowledge of financial systems. Knowledge of local government and policy frameworks as well as other related frameworks and regulations. Knowledge of Public Service Prescripts. Computer literacy.

DUTIES : Monitor and follow up on reported unauthorised, irregular, fruitless and wasteful expenditure by municipalities. Assess annual financial statements for municipalities in the province, compile a section 131 report and submit to legislature, provide capacity building to municipalities on financial matters. Provide financial management support to identified municipalities. Monitor the implementation of Municipal Property Rates Act. Monitor the implementation of upper limits, monitor the implementation of anti-corruption measures, Monitor the implementation of Municipal Finance Management Act. Manage discretionary interventions (Section 106 of the Municipal Systems Act and 139 of the Constitution). Coordinate and administer Audit outcomes. Monitor the implementation of Anti-Corruption measures. General effective management of the Directorate and performance management of employees.

ENQUIRIES : Mr PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543

POST 16/220 : **DIRECTOR: SPATIAL PLANNING REF NO. 2026/COGHSTA/13**
Chief Directorate: Development And Planning

SALARY CENTRE REQUIREMENTS : R1 266 714 per annum (Level 13), (all-inclusive SMS remuneration package)
: Mbombela (Head Office)
: A Senior Certificate and a recognized Advanced Diploma/ Bachelor's Degree at NQF Level 7 in Town and Regional Planning/Urban and Regional Planning/Spatial Planning or any other relevant qualification. A minimum of 5 years' experience at middle/senior managerial level. Compulsory registration with SACPLAN as a Professional Planner in terms of the Planning Professions Act, 2002 (Act 36 of 2002). A broad knowledge of all facets of town and regional planning in urban and rural areas, including applicable planning legislation is a requirement. Proven ability in the field of strategic/forward planning with specific skills in developing spatial development frameworks and land use management systems. Pre Entry SMS or Nyukela Certificate is required prior to appointment. A valid driver's license. Skills and Competencies: Strategic

- capability and leadership, Financial management, Change management, Knowledge management, People management and empowerment, Programme and project management, Service delivery innovations, Client orientation and customer focus, Problem solving and analysis, Communications.
- DUTIES** : Develop and facilitate implementation of the Provincial Spatial Development Framework. Coordinate and support the development of spatial planning services in municipalities and traditional councils. Conduct quality reviews of spatial planning in municipalities. Provide GIS information for development planning. Support municipal town and regional planning. Coordinate spatial planning across all spheres of government in the province. Facilitate the development and maintenance of traditional community land use plans. Effective and efficient management of finances, physical and human resources including performance management. Manage the provision of administrative support services.
- ENQUIRIES** : Mr PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543
- POST 16/221** : **DIRECTOR: LOCAL ECONOMIC DEVELOPMENT REF NO: 2026/COGHSTA/14**
Chief Directorate: Development And Planning
- SALARY CENTRE REQUIREMENTS** : R1 266 714 per annum (Level 13), (all-inclusive SMS remuneration package)
Mbombela (Head Office)
: A recognized Advanced Diploma/ Bachelor's Degree at NQF Level 7 or equivalent qualification preferably in Local Economic Development, Development Planning and /or Economics or any other relevant qualification. A minimum of 5 years' experience at middle/senior managerial level in the relevant field. An understanding of various government programmes. Local government legislation, co-operative governance, community employment programmes, outcome-based approach five years local government Plan, the LED Framework, the linkages between LED, Integrated Development Planning and Spatial Planning and the National Growth Path. Pre Entry SMS or Nyukela Certificate is required prior to appointment. A valid driver's license. Skills and Competencies: Strategic capability and leadership, Financial management, Change management, Knowledge management, People management and empowerment, Programme and project management, Service delivery innovations, Client orientation and customer focus, Problem solving and analysis, Communications.
- DUTIES** : Provide support to municipalities in the development and implementation of LED strategies. Support municipalities in building vibrant LED structures. Monitor and evaluate LED programmes implementation and impact thereof. Mobilise and coordinate public/private sector support to municipal LED programmes. Development and implement LED capacity building programme.
- ENQUIRIES** : Mr PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543
- POST 16/222** : **DIRECTOR: HUMAN SETTLEMENTS, POLICY AND RESEARCH REF NO. 2026/COGHSTA/15**
Chief Directorate: Human Settlements Planning, Policy and Research
- SALARY CENTRE REQUIREMENTS** : R1 266 714 per annum (Level 13), (all-inclusive SMS remuneration package)
Mbombela (Head Office)
: A Senior Certificate and a recognized Advanced Diploma/ Bachelor's Degree at NQF Level 7 in Public Management/Administration or any other relevant qualification. A minimum of 5 years' experience at middle management level in policy development and research. Excellent knowledge of the applicable and relevant legislations applicable to the Human Settlements. Pre Entry SMS or Nyukela Certificate is required prior to appointment. A valid driver's license. Skills and Competencies: Strategic capability and leadership, Financial management, Change management, Knowledge management, People management and empowerment, Programme and project management, Service delivery innovations, Client orientation and customer focus, Problem solving and analysis, Communications.
- DUTIES** : Develop and review provincial human settlements policies and legislation. Conduct research and market analysis within housing sector environment. Manage the implementation of housing policy, strategy and guidelines, housing

norms and Standards. Develop and maintain province -wide medium term human settlements research. Conduct research on alternative building technologies / products in human settlements environment. Develop and implement human settlements delivery related (external)knowledge management systems.

ENQUIRIES : Mr PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543

OTHER POSTS

POST 16/223 : **COMMUNITY DEVELOPMENT WORKER SUPERVISOR (X17 POSTS)**
Directorate: Public Participation

SALARY CENTRE : R413 001 per annum (Level 08)
: All Municipalities:

Ehlanzeni District Municipality:

City of Mbombela Ref No: Sup/mbombela01

Bushbuckridge Ref No: Sup/bush02

Nkomazi Ref No: Sup/nkomazi03

Thaba Chweu Ref No: Sup/thaba04

Gert Sibande District Municipality:

Govan Mbeki Ref No: Sup/govan05

Albert Luthuli Ref No: Sup/chief06

Pixley ka-Isaka Seme Ref No: Sup/pixley07

Lekwa Ref No: Sup/lekwa08

Msukaligwa Ref No: Sup/msukwa09

Dipaleseng Ref No: Sup/dipale10

Mkhondo Ref No: Sup/mkhondo11

Nkangala District Municipality:

Thembisile Hani Ref No: Sup/thembi12

Emalaheni Ref No: Sup/emalah13

Dr JS Moroka Ref No: Sup/moroka14

Emakhazeni Ref No: Sup/emakha15

Steve Tshwete Ref No: Sup/steve16

Victor Khanye Ref No: Sup/victor17

REQUIREMENTS : A Senior Certificate and National Diploma in Public Administration/ Management/Social Sciences, Community Development Studies and or any relevant qualification. Three (3) years' relevant experience in community development environment and an in depth understanding of public participation and community development. The ability to demonstrate sound knowledge of policies and government practices. Must have planning and execution skills, leadership, supervisory and management skills; and the ability to delegate with empowerment. Understand people management, intergovernmental relations and using Information Communication and Technology to achieve work objectives. Applicants must reside in the Municipality where there is a vacancy. Ability to handle pressure and able to meet deadlines. A valid Driver's Licence. Skills and Competencies: Research skills; In-depth understanding and knowledge of ward and community dynamics; Good communicator; Networking skills; Analytical skills; Facilitating skills; In depth knowledge of government regulations and policies; Problem solving skills; Computer skills; Monitoring and evaluation skills; A thorough knowledge of the dynamics, culture and language of the target community and must be a resident of the target community; Project organisation skills; Ability to network efficiently and effectively; In depth knowledge of government spheres.

DUTIES : Develop work plans and a monitoring tool for work done by CDWs daily, translating to weekly, monthly, quarterly and annual reports. Conduct CDW Performance Assessments. Convene CDW monthly meetings. Coordinate the development and update of ward and community profiles. Network with various spheres of government and other government agencies to develop an integrated government response towards addressing community challenges. Monitor and support improvement of service delivery through coordination of intervention process by relevant structures. Coordinate CDWs to effectively report early warning in order to improve service delivery. Analyse municipal reports and identify common trends. Receive referrals and manage the escalations of reported community concerns. Monitor and support improved communication channels on community engagements. Facilitate dissemination

- of government information pamphlets, brochures and related materials. Attend relevant municipal and district meetings.
- ENQUIRIES** : Mr PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543
- POST 16/224** : **COMMUNITY DEVELOPMENT WORKER (X25 POSTS)**
Directorate: Public Participation
- SALARY CENTRE** : R280 278 per annum (Level 06)
: All Municipalities:
Ehlanzeni District Municipality:
City of Mbombela Ref No: Mbombela/w/44 Ward No: 44
Bushbuckridge Ref No: Bush/w/07 Ward No: 07
Nkomazi Ref No: Nkomazi/w/07 Ward No: 07
Thaba Chweu Ref No: Thaba/w/01 Ward No: 01
Thaba Chweu Ref No: Thaba/w/12 Ward No: 12
Gert Sibande District Municipality:
Govan Mbeki Ref No: Govan/w/08 Ward No: 08
Govan Mbeki Ref No: Govan/w/15 Ward No: 15
Govan Mbeki Ref No: Govan/w/26 Ward No: 26
Chief Albert Luthuli Ref No: Chief/w/14 Ward No: 14
Chief Albert Luthuli Ref No: Chief/w/23 Ward No: 23
Pixley ka-Isaka Seme Ref No: Pixley/w/02 Ward No: 02
Pixley ka-Isaka Seme Ref No: Pixley/w/05 Ward No: 05
Lekwa Ref No: Lekwa/w/03 Ward No: 03
Lekwa Ref No: Lekwa/w/09 Ward No: 09
Msukaligwa Ref No: Msukwa/w/03 Ward No: 03
Msukaligwa Ref No: Msukwa/w/11 Ward No: 11
Msukaligwa Ref No: Msukwa/w/15 Ward No: 15
Dipaleseng Ref No: Dipale/w/06 Ward No: 06
Mkhondo Ref No: Mkhondo/w/13 Ward No: 13
Nkangala District Municipality:
Thembisile Hani Ref No: Thembi/w/05 Ward No: 05
Emalahleni Ref No: Emalahleni/e/25 Ward No: 25
Dr JS Moroka Ref No: Moroka/w/13 Ward No: 13
Emakhazeni Ref No: Emakhaz/w/04 Ward No: 04
Steve Tshwete Ref No: Steve/w/17 Word No: 17
Victor Khanye Ref No: Victor/w/07 Word No: 07
- REQUIREMENTS** : Senior Certificate and Higher Certificate/Diploma NQF Level 5. In depth understanding of Community Development work. The successful Candidates will be registered on a 12 months part-time Community Development Learnership Programme with a recognised institution Higher Learning. The successful Candidates must reside in the ward where the vacancy is listed. Skills and Competencies: Research skills; In-depth understanding and knowledge of ward and community dynamics; Good communicator; Networking skills; Analytical skills; Facilitating skills; In depth knowledge of government regulations and policies; Problem solving skills; Computer skills; Monitoring and evaluation skills; A thorough knowledge of the dynamics, culture and language of the target community and must be a resident of the target community; Project organisation skills; Ability to network efficiently and effectively; In depth knowledge of government spheres.
- DUTIES** : Conduct a need analysis to develop a community profile. Conduct door to door work and community consultation. Identify and determine the needs of communities. Visit houses annually and keeping proper records of houses visited and cases referred (weekly monitoring form). Work with communities and structures in identifying and articulating their needs. Assist government departments to plan as per community needs. Advocate for the vulnerable. Promote network and enhance the activities of government (all 3 spheres) and other community-based workers aimed at improving service delivery. Conduct social awareness and community education to inform communities about services provided by government structures. Facilitate information dissemination to communities through all government departments. Mobilise communities to organise themselves into focus groups. Network with other government departments to source information and assist sector departments to reach focus groups per service area. Consult with all relevant government departments/institutions to determine services provided and mechanisms to access these services. Conduct online research on government services to

ensure that all relevant information on services available reaches the communities. Consult the Gateway electronic portal and other information sources such as Government Online for information on services. Liaise with local communities and stakeholders. Conduct regular research on all relevant policies and legislations to stay abreast of new developments. Conduct regular information sharing with other community workers, institutions and stakeholders. Raise awareness and advocacy work, including encouraging communities to engage with opportunities. Link up with existing programs of departments and other community workers. Network with relevant structures of civil society, business and community organizations towards community development. Monitor and report significant trends within communities related to community and social development, and livelihood security as well as the impact associated with development projects. Facilitate the initiation and development of projects in communities and linking them with relevant resource. Notify existing community project managers of available resources such as funding opportunities. Organize capacity building for projects. Monitor development projects within the ward. Act as eyes and ears of government on projects taking place in the ward. Report any irregularities and progress to the authorities and COGHSTA. Participate and support IDP, Community Based Planning and Asset Based Monitoring processes. Use of computer or digital device to compile reports as required on progress, issues attended to, actions taken and outcomes. Develop and maintain an electronic database on all interventions e.g. referrals, remedial actions taken or changes in systems to improve service delivery. Report on number of community members mobilized for community outreach programmes & keep records of those who attended. Report on the status of infrastructure and non-income generating projects in the Ward.

ENQUIRIES : Mr PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543

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.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.
CLOSING DATE : 29 May 2026
NOTE : N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only online applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note: The Department reserves the right to amend / review / withdraw the advertised

posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

- POST 16/225** : **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/MAY/26/260 (X6 POSTS)**
- SALARY CENTRE** : R1 041 402 - R1 121 241 per annum
: **Gert Sibande District:**
Amajuba Memorial Hospital (X2 Posts)
Bethal Hospital (X2 Posts)
Ermelo Hospital (X2 Posts)
- REQUIREMENTS** : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2026) (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. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice.
- 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, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
- POST 16/226** : **MEDICAL OFFICER GRADE 1: NEONATAL - ICU REF NO: MPDOH/MAY/26/261**
- SALARY CENTRE** : R1 041 402 - R1 121 241 per annum
: Ermelo Hospital (Gert Sibande District)
- REQUIREMENTS** : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2026) (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. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice.

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, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 16/227 : **MEDICAL OFFICER GRADE 1: ICU – ADULT REF NO: MPDOH/MAY/26/263 (X2 POSTS)**

SALARY : R1 041 402 - R1 121 241 per annum
CENTRE : Ermelo Hospital (Gert Sibande District)
REQUIREMENTS : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2026) (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. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice.

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, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/228</u>	:	<u>MEDICAL OFFICER GRADE 1: PAEDIATRIC - ICU REF NO: MPDOH/MAY/26/264</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 041 402 - R1 121 241 per annum Ermelo Hospital (Gert Sibande District) MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2026) (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. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice.
<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, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/229</u>	:	<u>CHIEF NETWORK CONTROLLER: SERVER ADMINISTRATOR REF NO: MPDOH/MAY/26/265</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R932 292 per annum (Level 11), (all-inclusive package) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 plus Bachelor's Degree / Advance Diploma in Information Technology (NQF Level 7) as recognized by SAQA. Professional certifications such as CISSP, CISM, CCNP, and Azure/AWS Certified Solutions Architect are highly desirable. Minimum 7–10 years of experience in IT infrastructure and security, with at least 3 years in a managerial role. Strong knowledge of networking, virtualization, cloud platforms (AWS, Azure), and cybersecurity frameworks. Excellent leadership, communication, and problem-solving skills. Valid driver's licence. Knowledge: Deep understanding of IP networking (TCP/IP, MPLS, BGP, OSPF, ISIS). Knowledge of transport

		networks (DWDM, Microwave, and SDH/SONET). Familiarity with core systems (EPC/5GC, IMS/VoLTE for telecom). Routing & switching expertise (Cisco, Huawei, and Aruba). Skills: Business analysis. Project management. Network and telecommunications security. Problem solving abilities. Personal Attributes: Proactive and resourceful abilities.
<u>DUTIES</u>	:	To provide Information and Communication Technology Infrastructure and Security services for Data Centres Systems and Network in all facilities. Provide ICT Governance and management processes. Manage and coordinate the acquisition, installation and maintenance of new ICT systems. Manage and monitor services of external service providers in accordance with SLA. Manage user support, systems maintenance and performance of service levels. Manage provision of system security and training. Manage and monitor implementation of IT Projects.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/230</u>	:	<u>CHIEF DATA TECHNOLOGIST: INFORMATION AND KNOWLEDGE MANAGEMENT REF NO: MPDOH/MAY/26/266</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R932 292 per annum (Level 11), (all-inclusive package) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 plus Bachelor's degree / Advanced Diploma in IT, Computer Science, Informatics (NQF Level 7) as recognized by SAQA. A minimum three (3) years of experience in IT as a Principal Data Technologist. 5+ years' experience working with Business Intelligence tools (Power BI, Excel Advanced, Tableau, SSRS, or similar). Hands-on experience with data cleaning, validation, ETL processes, and data integration from multiple sources. Experience producing routine performance dashboards, reports, and analytic summaries. Experience working with large datasets, data warehousing concepts, and BI system support. Experience troubleshooting BI systems, resolving user issues, and managing enhancements. Valid driver's licence. Knowledge: Data modelling and data warehousing concepts. ETL processes and data integration. Dashboard development (Power BI/Tableau/Excel/SSRS). Statistical analysis, trend analysis, forecasting. Data quality management and validation techniques. SQL or query-writing ability (advantageous). Understanding of information systems and databases. Skills: Data extraction, cleaning, transformation (ETL). Handling large datasets and multiple data sources. Dashboard and report development (Power BI, Excel Advanced). Data visualization and storytelling. Basic database/querying skills (SQL advantageous). Understanding of data warehousing concepts. BI systems monitoring and troubleshooting. Automation of reporting processes. Personal Attributes: Proactive and resourceful abilities.
<u>DUTIES</u>	:	To provide Information and Communication Technology Infrastructure and Security services for Data Centres Systems and Network in all facilities. Provide ICT Governance and management processes. Manage and coordinate the acquisition, installation and maintenance of new ICT systems. Develop, monitor and maintain policies and guidelines for information and knowledge management services. Manage and monitor IT Governance and Compliance. Manage and monitor the provision of Business Intelligence Services. Manage and monitor the support and coordination of districts information management components. Manage and monitor the provision of data analysis and reporting processes.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/231</u>	:	<u>PRINCIPAL NETWORK CONTROLLER: IT SERVICE MANAGEMENT REF NO: MPDOH/MAY/26/267</u>
<u>SALARY CENTRE</u>	:	R932 292 per annum (Level 11), (all-inclusive package) Provincial Office, Mbombela (Nelspruit)

<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Bachelor's Degree / Advance Diploma in Information Technology (NQF Level 7) as recognized by SAQA. ITIL certification (Intermediate or Expert preferred). A minimum three (3) years of experience in IT service management, LAN & Desktop Support role. Understanding of networks (LAN/WAN/Wi-Fi), servers, and storage systems. Basic database management and SQL query skills (advantageous). Proficiency with Windows OS, Active Directory, and Microsoft 365. Understanding of cloud technologies (Azure, AWS—advantageous). System performance monitoring and diagnostic tools. Backup, restore, and patch management skills. ICT documentation and technical writing. Valid driver's licence. Knowledge: Windows 2003/2008. MS Exchange Server 2007/2010. Active Directory. ITIL and COBIT. MS 365 Packages. SKILLS: Project management experience (PMP, PMBOK or PRINCE2 certification is a plus). Experience in managing outsourced or hybrid IT environments. Familiarity with Agile and DevOps practices. Strong analytical and reporting capabilities. Personal Attributes: Business Analysis and Design. Strong understanding of software development life cycle (SDLC). Excellent communication and presentation skills for training purposes. Ability to explain technical concepts to non-technical users. Strong problem-solving and analytical skills. Patience and adaptability when working with diverse user groups. Ability to manage multiple tasks and meet deadlines.
<u>DUTIES</u>	:	To Manage and coordinate Information and Communication Technology Operations. Provide ICT Governance and management processes. Monitor and coordinate the acquisition, installation and maintenance of new ICT systems. Develop and implement ITSM strategy and governance. Provide it service delivery and operations. Provide team leadership and development. Manage stakeholder engagement. Deploy tools and technology services across the Department. Develop and implement continuous improvement plans.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/232</u>	:	<u>ELECTRICAL ENGINEER (PRODUCTION) GRADE A: MAINTENANCE REF NO: MPDOH/MAY/26/268</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R914 517 - R975 582 per annum Provincial Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus (NQF Level 7) in Engineering as recognized by SAQA. A minimum (3) years' experience post qualification. Current registration with Engineering Council of South Africa (ECSA) as a Professional Engineer as Electrical Engineer (2026). A valid driver's licence. Computer literacy. Knowledge: PFMA / Treasury Regulations / Practice Notes / Instructions / Circulars. Provincial / Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations. Engineering Profession Act of 2000.
<u>DUTIES</u>	:	Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate electronic and electrical engineering installations and equipment, undertake design work and implement corrective measures. Oversee implementation [construction] and commissioning of electrical engineering installations. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 16/233 : **QUANTITY SURVEYOR (PRODUCTION) GRADE A: MAINTENANCE REF NO: MPDOH/MAY/26/269**

SALARY : R791 604 - R849 525 per annum
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus (NQF Level 7) in Quantity Surveying as recognized by SAQA. A minimum of three (3) years' experience post qualification. Current registration with the South African Council for the Quantity Surveying Profession (SACQSP) as Quantity Surveyor (2026). A valid driver's licence. Computer literacy. Knowledge: Health Act and Regulations. Quantity Surveying Profession Act of 2000. Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations.

DUTIES : Development, interpretation and customisation of quantity surveying planning and cost norms and standards. Policies, strategies, plans, procedures and criteria of all infrastructure projects/programmes. Contribute to Project Briefing documents, costing models and operational narratives. Preparation of quantity surveyor inputs to the preparation of the User Asset Management Plan, the final project lists, the budgets and Infrastructure Programme Management Plan. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.

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

POST 16/234 : **OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/MAY/26/272 (X3 POSTS)**

SALARY : R720 819 – R821 484 per annum
CENTRE : **Ehlanzeni District:**
Shabalala Clinic
Matsulu CHC
Dwaleni Clinic

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2026) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. At least five (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Primary Health Care Nursing Science. Experience and knowledge of the District Health System. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impact on service delivery. Demonstrate a basic understanding of HR and finance and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem Solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal and communication and communication skills. Demonstrate an in-depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.

DUTIES : Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance with the PHC

delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

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

POST 16/235 : **OPERATIONAL MANAGER NURSING (PN-B3): NEONATAL–ICU REF NO: MPDOH/MAY/26/273**

SALARY CENTRE REQUIREMENTS : R720 819 – R821 484 per annum
: Ermelo Hospital (Gert Sibande District)
: Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2026). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Neonatal–ICU Nursing Science. A minimum of nine (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. At least five (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Neonatal–ICU Nursing Science. Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

DUTIES : Provide effective management and professional leadership in the specialized units of Neonatal–ICU. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required. Effective management, utilization and supervision of all resources. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele. Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students. Monitor implementation Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Coordinate and participate in health promotion activities and monitor and evaluation of data. Demonstrate basic computer literacy as a support tool to enhance service delivery. Support Nursing Services Management by working weekend and night duty when required.

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

POST 16/236 : **OPERATIONAL MANAGER NURSING (PN-B3): PAEDIATRIC-ICU REF NO: MPDOH/MAY/26/274**

SALARY : R720 819 – R821 484 per annum
CENTRE : Gert Sibande District: Ermelo Hospital
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2026). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Paediatric-ICU Nursing Science. Diploma/Degree in nursing management A minimum of nine (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. At least five (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Paediatric-ICU Nursing Science. Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

DUTIES : Provide effective management and professional leadership in the specialized units of Paediatric-ICU. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students. Monitor implementation Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery. Support Nursing Services Management by working weekend and night duty when required.

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, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 16/237 : **OPERATIONAL MANAGER NURSING (PN-B3): TRAUMA AND EMERGENCY REF NO: MPDOH/MAY/26/275**

SALARY : R720 819 – R821 484 per annum
CENTRE : Bethal Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2026). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Trauma and Emergency Nursing Science. Diploma/Degree in nursing management. A minimum of nine (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. At least five (05) years of period referred to above must be appropriate/recognizable in the specific

specialty after obtaining the one (01) year post basic qualification in Trauma and Emergency Nursing Science. Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

DUTIES : Provide effective management and professional leadership in the specialized units of Trauma and Emergency. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required. Effective management, utilization and supervision of all resources. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele. Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students. Monitor implementation Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data. Demonstrate basic computer literacy as a support tool to enhance service delivery. Support Nursing Services Management by working weekend and night duty when required.

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

POST 16/238 : **ASSISTANT MANAGER NURSING (PN-A7) REF NO: MPDOH/MAY/26/276**

SALARY : R720 819 - R846 282 per annum
CENTRE : Waterval Boven Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic Qualification accredited with the SANC in terms Government Notice 425 (i.e. diploma/degree in nursing) that allows registration with SANC as a Professional Nurse. A minimum of eight (8) years appropriate/recognizable experience in unit/ward management. At least three (3) years of the period referred to above must be recognizable experience at management level. Good leadership qualities. Good interpersonal and communication skills. Good organizing and planning skills. Report writing skills, ability to work under pressure. Valid driver's licence. Computer literacy.

DUTIES : Provide duties of the Nursing Service Manager. Provide support to all nursing programs. Supervise optimal holistic nursing care with set standards and with professional legal frameworks. Effective management and utilization of resources. Maintain professional growth and self-development. Provide conducive environment for all patients and staff. Provide Strategic Support and quality nursing care. Compile reports as required. Participate in-service trainings.

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

POST 16/239 : **CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC REF NO: MPDOH/MAY/26/286 (X9 POSTS)**

SALARY CENTRE : R495 423–R581 931 per annum

Ehlanzeni District:
Khumbula Clinic (X2 Posts)
Mbonisweni Clinic (X1 Post)
Shabalala Clinic (X1 Post)
Matsulu CHC (X1 Post)
KaNyamazane CHC (X1 Post)
Mpakeni Clinic (X1 Post)
Legogote Clinic (X1 Post)
Dwaleni Clinic (X1 Post)

REQUIREMENTS : 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 (2026), 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. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the 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 the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your 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 people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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

POST 16/240 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): ADVANCED MIDWIFERY: NEONATAL REF NO: MPDOH/MAY/26/293 (X7 POSTS)**

SALARY CENTRE : R495 423 – R581 931 per annum

Ermelo Hospital (Gert Sibande District)

REQUIREMENTS : 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 (2026), 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 Advanced Midwifery: Neonatal Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Labour Unit: Neonatal. 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, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your 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 people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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

POST 16/241 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): ICU TRAINED / EXPERIENCED REF NO: MPDOH/MAY/26/303 (X10 POSTS)**

SALARY : R495 423 – R581 931 per annum
CENTRE : Ermelo Hospital (Gert Sibande District)
REQUIREMENTS : 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 (2026), 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 ICU Trained Nursing Science / experienced. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the ICU 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, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your 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 people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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

POST 16/242 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): PAEDIATRIC-ICU REF NO: MPDOH/MAY/26/330 (X6 POSTS)**

SALARY : R495 423 – R581 931 per annum
CENTRE : Ermelo Hospital (Gert Sibande District)
REQUIREMENTS : 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 (2026), 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 Paediatric-ICU Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. 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 Paediatric-ICU 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, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your 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 people 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, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/243</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): CHILD HEALTH CARE REF NO: MPDOH/MAY/26/331</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R495 423 – R581 931 per annum
	:	Witbank Hospital (Nkangala District)
	:	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 (2026), 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 Critical Care Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. 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 Child 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 the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your 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 people 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, Mr.

Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 16/244 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE REF NO: MPDOH/MAY/26/332**

SALARY : R495 423 – R581 931 per annum
CENTRE : Witbank Hospital (Nkangala District)
REQUIREMENTS : 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 (2026), 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 Operating Theatre Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Operating Theatre 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, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your 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 people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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

POST 16/245 : **CONTROL PROGRAMMER: IT INFORMATION SYSTEMS REF NO: MPDOH/MAY/26/277**

SALARY : R487 197 per annum (Level 09), (plus service benefits)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus National Diploma / Degree (NQF Level 6/7) in Information Technology as recognised by SAQA. Proficiency in programming languages (e.g., Java, C#, Python, or similar). Experience with databases (SQL, Oracle, etc.) and system integration. Strong understanding of software development life cycle (SDLC). Excellent communication and presentation skills for training purposes. Ability to explain technical concepts to non-technical users. Valid driver's licence. Knowledge: Windows 2003/2008. MS Exchange Server 2007/2010. Active Directory. Experience with databases (SQL, Oracle, etc.) and system integration. Skills: Business Analysis and Design. Strong understanding of software development life cycle (SDLC). Excellent communication and presentation skills for training purposes. Ability to explain technical concepts to non-technical users. Strong problem-solving and analytical skills. Patience and adaptability when working with diverse user groups. Ability to manage multiple tasks and meet deadlines. Personal Attributes: Proactive and resourceful abilities.

DUTIES : To provide System Development and Training to end-users. Provide Systems Development and Design. Conduct Training & Support for Systems. Provide Customer Relations and Online Support to users. Execute Test Planning & Designs.

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

POST 16/246 : **ASSISTANT DIRECTOR: FINANCE REF NO: MPDOH/MAY/26/304**

SALARY : R487 197 per annum (Level 09), (plus service benefits)
CENTRE : Bethal Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Finance / Financial / Accounting Management as recognized by SAQA. At least a minimum of three (3) years' extensive at supervisory / managerial (Level 7/8) within Finance Environment. Knowledge of legislative prescripts governing the public sector Financial Administration, but emphasis should be on the Public Finance Management Act and Treasury Regulations, the Preferential Procurement Policy Framework Act of 2000, supply chain management. A guide to Accounting Officer / Authority and practice notes. Full knowledge of management and performance on the transversal system used in Government. Skills such as MS Word and Excel Spreadsheet application of any software, financial analytical skills, will be a pre-requisite. Extensive knowledge of all relevant legislation. Practical knowledge of Basic Accounting System (BAS) and LOGIS including SCOA (Standard Chart of Accountants). Analytical skills. A valid driver's licence.

DUTIES : Responsible for the effective financial management and accounting which includes: the implementation of financial systems and timely submission of financial reports in strict compliance with the PFMA and other prescripts, preparation and maintenance of bank reconciliation statements, preparation, compilation and interpretation of Interim and Annual Financial Statements. Develop and manage the budget processes in the institution in conjunction with hospital management and other stakeholders in line with departmental financial strategy. Improve supply chain management compliance in line with related prescripts. Develop, implement and monitor measures designed to optimize revenue collection. Manage institutional fleet, and maintenance/repairs of infrastructure and buildings. Ensure that all payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Reconcile all ledger accounts with control accounts in the ledger. Liaise with relevant role players regarding transversal financial matters. Ensure that all financial records and documents are kept safe and up to date. Must be able to identify, develop and implement internal controls (including policies) to prevent unauthorized, irregular and fruitful expenditure. Ensure effective management of debtors. Manage Finance staff, undertake human resources and other related administrative functions, and ensure sound financial management is provided all the time within the hospital. Identification of measure cost drivers and develop strategies to minimize overspending of budget.

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

POST 16/247 : **ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: MPDOH/MAY/26/305**

SALARY : R487 197 per annum (Level 09), (plus service benefits)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Public Policy / Public Management / Development Studies / Public Administration. as recognized by SAQA. A relevant postgraduate qualification (e.g. in Public Health) will be an added advantage. Knowledge of Strategic Planning, Monitoring and Evaluation mechanisms, Public Service Regulations, Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations and other local government legislation. Must possess the following skills: facilitation, coordination, presentation, communication, analytical and problem-solving, report writing and stakeholder

		management. Proficiency in Microsoft suite is desirable, with strong working capability in Excel, Word and PowerPoint. Valid driver's licence.
<u>DUTIES</u>	:	Coordinate the planning calendar, templates and internal processes for development and revision of the Strategic Plan and Annual Performance Plan, in line with national and provincial directives and timelines. Consolidate and technically quality-assure programme inputs into draft Strategic Plan/APP and aligned operational/implementation plans. Support alignment across planning instruments to strengthen coherence and traceability of objectives, indicators, targets and interventions. Provide technical guidance to programmes and districts on formulating and refining measurable, consistent indicators and targets aligned to departmental objectives. Contribute to departmental visioning and strategic direction-setting, including preparing technical inputs for strategic sessions. Coordinate and support alignment between strategic/statutory plans and municipal Integrated Development Plans by providing health-sector inputs to municipal/district processes and ensuring departmental priorities are integrated into district/metro planning instruments.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/248</u>	:	<u>ASSISTANT DIRECTOR: OPERATIONAL PLANNING REF NO: MPDOH/MAY/26/306</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09), (plus service benefits)
<u>CENTRE</u>	:	Provincial Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management / Development Studies / Health Management / Project Management as recognized by SAQA. A relevant postgraduate qualification (e.g. Public Health, Programme / Project Management) will be an added advantage. Knowledge of Strategic Planning, Monitoring and Evaluation mechanisms, Public Service Regulations, Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations and other local government legislation. Must possess the following skills: facilitation, coordination, presentation, communication, analytical and problem-solving, report writing and stakeholder management. Proficiency in Microsoft suite is desirable, with strong working capability in Excel, Word and PowerPoint. Valid driver's licence.
<u>DUTIES</u>	:	Coordinate operational planning calendar, templates and processes for developing, consolidating and annually reviewing the Department's Annual Operational Plans across programmes and districts, per provincial and national timelines and directives. Facilitate translation of Strategic Plan and APP commitments, ensuring coherence and alignment to departmental priorities. Support integration with resource planning, including human resource implications. Track and review implementation through monitoring engagements, consolidated status updates and identification of bottlenecks requiring management action. Compile analytical planning and implementation reports for management structures, including EXCO, committees and oversight forums, and provide inputs for quarterly and annual performance reporting. Maintain planning tools, templates and systems, ensuring complete, accurate and consistent data. Coordinate alignment with municipal Integrated Development Plan priorities, translating agreed health commitments into implementable activities.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/249</u>	:	<u>HEALTH PROMOTION PRACTITIONER REF NO: MPDOH/MAY/26/308 (X2 POSTS)</u>
<u>SALARY</u>	:	R413 001 per annum, (Level 08), (plus service benefits)
<u>CENTRE</u>	:	Sead Clinic and Winfred Maboja CHC (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent plus an appropriate and recognized National Diploma in Health Promotion or equivalent qualification. At least three

(03) years' appropriate experience in the field of health promotion. 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.

DUTIES : Implement health promotion programmes, strategies, interventions and campaigns at facility and community level. Plan and provide information, education and communication activities. Promote community, inter-sectoral and non-governmental participation in health promotion programmes and interventions. Establish household community components of integrated management of childhood illness, healthy lifestyle interventions and health promoting schools. Participate in Local forums to build relationships across sectors and to identify opportunities for health advocacy. Distribute IEC materials and resources within the sub-district. Support health sector initiatives in the sub-district, including those initiated by local authorities, schools, workplaces and other settings. Submit reports.

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

POST 16/250 : **CLINICAL CASE MANAGER REF NO: MPDOH/MAY/26/333**
Re-advertisement

SALARY : R413 001 per annum (Level 08), (plus service benefits)
CENTRE : Bethal Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification 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 (2026), 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 ICU / Critical Care Science will be an added advantage. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. NB: Non OSD posts. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Good knowledge of the Uniform Patient Fees Schedule (UPFS), Knowledge of the Medical Schemes Act 131 of 1998 i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP) and the application of Prescribed Minimum Benefit (PMB) legislation. Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedure codes will be an advantage.

DUTIES : Identify and select externally funded patients for case management intervention Perform Case Management functions, i.e. obtaining pre-authorisation for emergency admissions, verify benefits with medical schemes and send clinical updates and assist with the implementation of Case Management policies, protocols and procedures. Daily ward rounds to identify billable services done on RAF, M/A, SAPS, PCS, IOD, DOJ, H3. Liaise with the various role players e.g. clinicians and medical scheme case managers to monitor utilisation while in hospital. Monitor ICD-10 coding and other clinical information to prevent rejections by funders. Assist in Revenue office with ICD-10 coding accuracy before submitting a claim, provide most appropriate procedure codes. Dissemination of information. Do clinical statistics monthly of the cases managed, ICD10 codes used, medical schemes, authorizations obtained, updates done and clinical rejections monitored.

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

POST 16/251 : **ADMINISTRATIVE OFFICER: PATIENT ADMINISTRATION REF NO: MPDOH/MAY/26/309**

SALARY : R338 106 per annum (Level 07), (plus service benefits)
CENTRE : Themba Hospital (Ehlanzeni District)

- REQUIREMENTS** : Senior Certificate / Grade 12 plus three (3) years' experience in Patient Administration or Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management as recognized by SAQA or equivalent qualification. Extensive knowledge of outpatient administration, reception in and help desk functions. Extensive knowledge of PEIS, Billing system and UPFS user guide/procedure book. Knowledge of Revenue policies and understanding of sector financial administration and the provisions of PFMA. Knowledge of relevant prescripts such as Government Gazette. Good communication skill, report writing skills be computer literate and have ability to work under pressure. Be available to work extra hours in a 24-hour shift environment and be part of the hospital's multidisciplinary committees. A valid driver licence will serve as an added advantage.
- DUTIES** : Manage patient admin in 24 hours shift system, manage and sustain internal control for collection of revenue, process debtors account, banking of revenue collected, excising control over the maintenance and application of the filing system for medical records, facilitate proper classification and re-classification of patients, compile management, reports, manage archiving of patient records, evaluation of staff in terms of the performance management system. Prepare on / off duties for staff including ward clerk. Control overtime, stand-by and Sunday/public holiday claims. Control queue Marshall, porter and mortuary services. Handle enquiries relating to patient admin, assist with case management and compile daily, weekly and monthly statistics and reports.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
- POST 16/252** : **DATA TECHNOLOGIST: LAN AND DESKTOP SUPPORT REF NO: MPDOH/MAY/26/310 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum (Level 07), (plus service benefits)
: Provincial Office, Mbombela (Nelspruit)
: Senior Certificate / Grade 12 plus National Diploma / Degree (NQF Level 6/7) in Information Technology as recognized by SAQA. ITIL Foundation certification (ITIL Intermediate or Expert preferred). A minimum three (3) years of experience in IT service management, LAN & Desktop Support role. Strong knowledge of ITSM frameworks, tools, and methodologies. Excellent communication, leadership, and problem-solving skills. Experience with service management platforms (e.g., Service Now, Any desk, BMC Remedy). Valid driver's licence. Knowledge: Windows 2003/2008. MS O365 packages. Active Directory. Remote Support. Skills: Remote support platforms. Business analysis. Project management. Network and telecommunications security. Problem solving abilities. Personal Attributes: Proactive and resourceful abilities. Team player.
- DUTIES** : To provide Local Area Network, Wide Area Network and Desk top Support services to all users. Provide Technical Support & Troubleshooting. Perform Hardware & Software Maintenance. Provide Network & Systems Administration. Maintain Security & Compliance for Server and Network. Provide Project Support.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
- POST 16/253** : **PROVISIONING ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: MPDOH/MAY/26/334**
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum (Level 07), (plus service benefits)
: Mpumalanga College of Nursing, Kabokweni (Ehlanzeni District)
: Senior Certificate / Grade 12 Certificate or equivalent qualification plus three (3) years relevant experience in Finance or Diploma / Degree (NQF Level 6/7) Finance / Logistic / Management Accounting / Financial Management as recognized by SAQA. Knowledge of relevant legislation/ regulations and policies as well as transversal financial system in Government such as BAS and LOGIS. Sound interpersonal and communication skills. Computer literacy.

- Self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility.
- DUTIES** : To render provisioning services. Maintain sound provisioning and logistical systems and processes. Maintain updated provisioning records. Manage and maintain the logistical and warehouse administration systems. Maintain and control consumable stores. Issuing of consumable store items. Monitor and control of the adherence to sound accounting. Monitor and control all payments on the transversal systems. Knowledge of legal framework and any other policies. Ensure correct allocation of expenditure and revenue. Draw financial reports as well as preparing financial statement, projections and provide meaningful interpretation reports. The incumbent will be expected to assist in the budget formulation, compiling of cash flow budget as well as the monthly reports. Attend monthly meetings and operational meetings.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
- POST 16/254** : **STATE ACCOUNTANT: SUPPLY CHAIN MANAGEMENT REF NO: MPDOH/MAY/26/335**
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum (Level 07), (plus service benefits)
: Witbank Hospital (Nkangala District)
: Senior Certificate / Grade 12 plus three (3) years relevant experience in Supply Chain Management or Diploma / Degree (NQF Level 6/7) in Finance / Logistics / Procurement / Supply Chain Management / Financial / Accounting Management as recognized by SAQA. Knowledge and experience of provisioning administration, main focus in the following areas: LOGIS, Preferential Procurement Policy Framework (PPPFA), Public Finance Management Act (PFMA) and Treasury Regulations and general knowledge of Basic accounting system (BAS). Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's licence will be an added advantage. Knowledge of BAS and LOGIS financial systems. Ability to work under pressure.
- DUTIES** : Supervise and render demand and acquisition services. Supervise and undertake logistical services. Supervise and control the work of sub-ordinate (including training) in the supply chain management unit. Deal with more advanced and complicated matters pertaining to provisioning administration. Manage all aspects of orders such as quotations, purchase and processing of requisitions, authorization of procurement advice and guidance to all clients, chief user clerks and responsibility managers. Ensure compliance with departmental and Treasury Regulations. Evaluate and test compliance of all purchasing transactions. Manage all open orders. Deal with Human resources matters such as leave and perform development system of quarterly evaluation reports. Adhere to regulations and legislation pertaining supply chain management unit. Facilitate and administer requisitions for good and services. Implement internal procurement policies, regulations systems and procedures. Maintain procurement and provisioning systems and processes. Administer payment processes. Supervision of the subordinates. Attend and respond to audit queries.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
- POST 16/255** : **PROFESSIONAL NURSE GRADE 1 (PN-A2): WITH MIDWIFERY REF NO: MPDOH/MAY/26/318 (X8 POSTS)**
- SALARY CENTRE** : R337 359 – R397 392 per annum
: **Ehlanzeni District:**
: KaNyamazane CHC (X2 Posts)
: Msogwaba Clinic (X2 Posts)
: Matsulu CHC (X2 Posts)
: Mpakeni Clinic (X1 Post)

<u>REQUIREMENTS</u>	:	Phola-Nsikazi CHC (X1 Post) Senior Certificate / Grade 12 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 (2026). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.
<u>DUTIES</u>	:	Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/256</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2): ICU-ADULT REF NO: MPDOH/MAY/26/324 (X6 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R337 359 – R397 392 per annum Ermelo Hospital (Gert Sibande District)
<u>DUTIES</u>	:	Senior Certificate / Grade 12 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 (2026). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 16/257</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/MAY/26/3387 (X3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R337 359 – R397 392 per annum Ehlanzeni District: Mapulaneng Hospital (X1 Post) Nkangala District: Witbank Hospital (X2 Posts)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 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 (2026). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.

DUTIES

: Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

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, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF PROVINCIAL TREASURY**

The Northern Cape Provincial Administration 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). Women and persons with disabilities are encouraged to apply.

- APPLICATIONS** : Applications quoting the relevant reference number, should be forwarded as follows: The Deputy Director – Human Resource Management, Post To: Department of Northern Cape Provincial Treasury, Private Bag X5054, Kimberley 8300 or Hand Deliver to: Metlife Towers Building, Cnr Knight & Stead, 7th Floor, Post Office Building, Kimberley, or Email Online applications should be emailed to specific e-mail addresses under each post.
- FOR ATTENTION** : Ms. SB. Louw
- CLOSING DATE** : 29 May 2026
- NOTE** : In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name "Certificate for entry into SMS" and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS posts will be subjected to a technical exercise and a compulsory competency based assessment. 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 social media accounts of shortlisted applicants may be accessed. The successful candidate will sign the performance agreement and employment contract 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. Applications submitted using the incorrect (old) Z83 form will not be considered. Further note that the new Z83 form must be completed in full and signed in order for the applicant to be considered. The new employment (Z83) form can be downloaded at www.dpsa.gov.za/vacancies or obtained at any government department. 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. 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. 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. Correspondence will be limited to successful candidates only. 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 social media accounts of shortlisted applicants may be accessed. The successful candidate will sign the performance agreement and employment contract 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 department reserves the right not to make appointments to the advertised posts. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic

requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

MANAGEMENT ECHELON

<u>POST 16/258</u>	:	<u>CHIEF FINANCIAL OFFICER (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R1 494 900 – R1 787 328 per annum (Level 14), (TCE package)
	:	Kimberley: Ref No: NCPT/2026/20 (Department of Roads and Public Works) (DRPW) Ref No: NCPT/2026/21 (Department of Transport, Safety and Liaison) (DTSL) Ref No: NCPT/2026/22 (Department of Agriculture, Environmental and Land Reform) (DAERL)
<u>REQUIREMENTS</u>	:	NQF 7 tertiary qualification in Finance / Accounting or equivalent. Post graduate qualification in Finance / Accounting or equivalent will be added advantage. Minimum 5 year's relevant senior management experience dealing with financial matters. A valid driver's license. Skills & Knowledge: Constitution of the Republic of South Africa. Public Finance Management Act. Financial Norms and Standard (PFMA, MFMA, Treasury Regulations, Provincial Treasury Directives). Knowledge of the Medium Term Expenditure Framework budget. Knowledge of legislation, Directives and procedures with regards to Financial Management (PFMA, MFMA, Treasury regulations, Directives, Division of Revenue act, Appropriation Act, Intergovernmental Fiscal Relations Act. B.B.B.E.E Policy framework. Knowledge of the Department's constitutional mandate. Auditing practices. Business partnering. Labour relations Act. Research Methodology. Employee Performance Management and Development System. Employment Equity Act. Policy analysis and development. Planning and Organizing skills. Strategist. Analytical. Decision-making skills. Problem solving skills. Facilitation skills and Conflict management. Computer literacy (Word, Excel and PowerPoint).
<u>DUTIES</u>	:	Support and advice the Department on effective utilization of resources and implementation of strategies: Provide advice on financial related matters for the fulfilment of the Department's mandate. Development of financial management and procedures. Monthly reporting on implementation of projects and related finances. Oversee and manage the provision of accounting management services to the department: Develop management accounting policies, processes and procedures. Conduct medium and long term financial planning in line with the MTEF processes. Compile budget estimates, monthly forecast, project planning and produce adjusted cash flow. Advice program and responsibility managers with regards to allocation, re-allocation, approval of budget and other budgetary matters. Monitor and report on expenditure trends and compile appropriation statements. Oversee and manage the provision of financial accounting, administration and salary administration services: Ensure the provision of financial accounting and administration services. Ensure the provision of salary administration processes. Oversee the provision of internal control services: Ensure the implementation of internal audit recommendations. Ensure and manage Financial System Controls within financial management. Ensure compliance in relation of policies, process and procedures. Ensure financial information and service assurance. Liaise and manage relations with the Auditor General and other stakeholders. Oversee the provision of Supply Chain and Asset management services: Ensure and manage the provision of supply chain (demand, acquisition and logistics) management services. Ensure and manage the provision of assets and disposal management services. Oversee and Manage Resources within the Chief directorate personnel: Training and development of officials. Performance Management. Work allocation. Asset Management. Ensure maintenance of discipline.
<u>ENQUIRIES APPLICATIONS</u>	:	GL Bosvark at 083 391 8154 E-mail: Ncpt-HR@ncpg.gov.za

DEPARTMENT OF TRANSPORT SAFETY AND LIAISON

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department

- APPLICATIONS** : No Hand Delivery or mailed applications will be accepted. Applications stating the relevant reference number must be submitted on the link provided hereto below. <https://form.jotform.com/261233339528559>
- FOR ATTENTION** : Ms. JJ Jafta
- CLOSING DATE** : 29 May 2026
- NOTE** : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Failure to do so, your application will be disqualified. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of these positions and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. 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).

MANAGEMENT ECHELON

- POST 16/259** : **DIRECTOR: FINANCIAL ACCOUNTING AND REVENUE MANAGEMENT**
REF NO: S4.1/04/13
- SALARY** : R1 266 714 – R1 492 122 per annum (Level 13)
- CENTRE** : Kimberley (Frances Baard District)
- REQUIREMENTS** : Relevant tertiary qualification at NQF level 7 in Financial Management/Accounting. Relevant experience: 5 years of experience in the financial field at middle/senior management level. Computer skills. Certificate of SMS (Nyukela) submitted prior to appointment. Knowledge and Skills:

		Knowledge of financial legislation and prescripts related to the PFMA. Knowledge on financial regulations related to revenue management, Knowledge on legislation related to the AFS AND IFS, Management skills and Knowledge and experience in financial management processes.
<u>DUTIES</u>	:	Provide strategic management direction and advice. Development and monitor the implementation of financial accounting and revenue policies, procedures and internal control measures. Provide strategic guidance in line with the Departmental Annual Performance Plan. Ensure alignment of departmental policies with Treasury Frameworks. Ensure timely recording of financial transactions in compliance with the PFMA, Treasury Regulations, and GRAP/GAAP standards. Oversee the month end and year end closure processes. Identify financial risk and implementation mitigation strategies. Facilitate external and internal audit processes and ensure the implementation of audit recommendations. Manage the Financial Management aspects of the department. Prepare and compile annual and interim financial statements. Manage and monitor the general ledger, suspense accounts and financial adjustments. Manage the correct utilization and capturing of the financial systems, BAS, PERSAL, LOGIS etc. Institute risk management processes. Manage the provision of financial accounting and administration services in terms of ledgers, journals, interim and annual financial statements. Manage Revenue management services within the department. Ensure accurate billing, recording and collection of all departmental revenue. Monitor and manage debtors to ensure effective debt recovery and minimize losses. Ensure compliance with National Treasury guidelines, PFMA provisions and the Division of the Revenue Act in terms of management and collection of revenue. Management responsibilities: Responsible for human resource management, this includes monitoring of performance, leave, disciplinary issues, training and development. Financial Management includes budget monitoring and planning. Responsible for policy development in order to ensure that the directorates performance is aligned to the strategic plan of the department. Responsible for policy analysis and implementation to ensure the efficient governing of the integration of directorates functions
<u>ENQUIRIES</u>	:	Ms. JJ Jafta at 068 344 0742
<u>NOTE</u>	:	Women, Youth and Persons with Disabilities are encouraged to apply
<u>POST 16/260</u>	:	<u>DIRECTOR: SUPPLY CHAIN, ASSET AND MANAGEMENT ACCOUNTING SERVICES REF NO: S4.1/04/08</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 – R1 492 122 per annum (Level 13)
	:	Kimberley (Frances Baard District)
	:	Relevant tertiary qualification at NQF level 7 in Management Accounting/financial Accounting or Supply Chain and Asset Management. 5 years of experience in the financial field at middle/senior management level. Computer skills. Certificate of SMS (Nyukela) submitted prior to appointment. Knowledge and Skills: Knowledge of financial legislation and prescripts related to the PFMA, Knowledge on financial regulations related to Supply Chain and Asset management. Knowledge on the tender legislation, processes and protocols, Management skills, Knowledge of management accounting legislation. Knowledge of the national framework for contract management.
<u>DUTIES</u>	:	Provide Strategic management guidance and advice to the department in terms Management Accounting Services. Compile and manage the departmental budget. Responsible for the determination of additional funds required from the budget adjustment estimates. Ensure that there is alignment between the departmental budget and the strategic priorities of the department and MTDP priorities. Advise the CFO on budgetary implications and other matters that needs strategic intervention. Evaluate the performance of the department against pre-determined key measurable objectives and standards. Ensure budget allocations to the different programs in accordance to the relevant legislation and guidelines. Manage the assessment of expenditure trends within the department. Ensure the preparation of the Annual and Adjustment Budgets for the department. Ensure that the SCM and Assets processes are aligned to the departmental strategic operational plan. Provide strategic advice in terms of the Supply Chain and Asset Management process. Provide strategic advice on SCM matters. Develop and ensure the implementation of the SCM and Asset policies and frameworks in line with the PFMA and Treasury Regulations. Ensure that the demand management procurement strategy aligns with the budget and strategic objectives. Ensure

adequate systems and internal controls for receipt, storage and issuance of goods. Manage the disposal of redundant, obsolete or unserviceable items in accordance with legislative processes. Ensure that a correct and update Asset register is in place for control and financial reporting purpose. Ensure proper record keeping of all financial matters as set out in the prescribed norms and standards. Ensure prevention of irregular expenditure and accurate reporting thereof. Manage the coordination of the SCM and Asset management audits and ensure the implementation of audit recommendations. Manage asset acquisition, movement, maintenance and disposal of assets. Manage the functioning of departmental Bid Committees: Ensure protocols is in place that guide the compiling of bid documents. Ensure the set criteria for the registration of the various bid applications is adhered to. Ensure that all procedures are aligned to the relevant regulations and frameworks. Manage the contract allocation and supplier performance: Ensure the set criteria for contract allocation is adhere to. Ensure the effective contract management and compliance with service level agreement. Ensure the updating of the supplier database. Responsible for addressing of non-performance, disputes and irregularities in contracts. Management Responsibilities: Responsible for human resource management, this includes monitoring of performance, leave, disciplinary issues, training and development. Financial Management includes budget monitoring and planning. Responsible for policy development in order to ensure that the directorates performance is aligned to the strategic plan of the department. Responsible for policy analysis and implementation to ensure the efficient governing of the integration of directorates functions.

ENQUIRIES : Ms. JJ Jafta at 068 344 0742
NOTE : Women, Youth and Persons with Disabilities are encouraged to apply

OTHER POSTS

POST 16/261 : **DISTRICT MANAGER: ZWELENTLANGA FATMAN MGCAWU (ZFM) REF NO: S4.1/04/12**

SALARY : R932 292 – R1 098 195 per annum (Level 11)
CENTRE : Uppington (ZFM District)
REQUIREMENTS : NQF Level 7 Degree in Public Management with Project Management as an added benefit. Relevant experience: 3-5 Years middle management. Computer skills. Valid driver's licence. Management and leadership qualities. Knowledge and Skills: Establish and manage a positive relationship with colleagues and customers. Manage resources to achieve planned outcomes. Implement and monitor quality and continuous improvement processes, Participate in planning and reviewing quality and improvement processes, Influence the development and direction of the district office to be in line with mandate of the department.

DUTIES : Manage police service support and coordination to the Civilian Secretariat for Police within the Districts. Ensure the efficient administration of departmental funds and logistical support allocated to police oversight in the districts. Manage the coordination of development programmes and training programmes for officials involved in policing oversight operations. Monitoring of police operations to ensure adherence to the relevant national and provincial prescripts and act. Manage Transport Operations in the district: Provide support and input in terms of the development of public transport infrastructure, e.g. taxis, taxi ranks bus shelters. Monitor the quality and effectiveness of public transport services that are provided. Manage the process of license and permits in district: Manage Transport Regulations and Law Enforcement in the district. Ensure the implementation of road safety campaigns and educational programmes that target the high-risk areas and behaviours. Ensure that Traffic Law Enforcement which includes speed enforcement, drunken driving operations, vehicle and driver fitness compliance takes place in the district. Manage the provision of over loading control services and weighbridge compliance matters. Management responsibilities: Responsibilities for human resource management, this includes monitoring of performance, leave, disciplinary issues, training and development. Financial Management which includes budget monitoring and planning.

ENQUIRIES : Ms. JJ Jafta at 068 344 0742
NOTE : Women, Youth and Persons with Disabilities are encouraged to apply

POST 16/262 : **DEPUTY DIRECTOR: OPERATOR LICENSE AND PERMITS REF NO: S4.1/04/07 (X1 POST)**

SALARY : R932 292 – R1 098 195 per annum (Level 11)
CENTRE : Kimberley Frances Baard District
REQUIREMENTS : Degree at NQF level 7 Transport Management. Legal qualifications would be an advantage. Relevant experience: 3-5 Years middle management. Computer skills. Valid driver's licence. Management and leadership qualities. Knowledge and Skills: Knowledge of National Transport Amended Act and Regulations. Knowledge of planning processes. Analytical skills, monitoring and reporting skills, Participate in planning and renewing and improving on processes, Knowledge of the National Transport Act, Manage Human Resources and ensure that the objectives of the component are achieved.

DUTIES : Ensure the effective operations of the Provincial Regulatory Entity. Provide advice in terms of operating procedures and legislation. Provide guidance to the PRE committee in terms of the adjudication of applications operating license. Management the taxi and public transport route allocations: Advice on the route allocation and ensure that allocations is done effectively and, in a manner, to enhance service delivery. Manage risk assessments in terms of public transport system in the province. Responsible for risk assessments and the identification of possible risks for the province. Liaise with SAPS and the municipalities of the various regions in terms of traffic planning and transport planning in order to mitigate risks. Manage the NLTIS in the Province. Ensure the proper and effective administration of the NLTIS System and Legislation.

ENQUIRIES : Ms. JJ Jafta at 068 344 0742
NOTE : Women and Persons with Disabilities are encouraged to apply

POST 16/263 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: S4.1/04/03**

SALARY : R487 197 – R573 897 per annum (Level 09)
CENTRE : Kimberley
REQUIREMENTS : A relevant tertiary qualification in financial Management at NQF Level 7. 3 Years Relevant supervisory experience. Knowledge and Skills: Knowledge of PFMA, Treasury Regulations, GRAP, BAS, PERSAL and LOGIS.

DUTIES : Collection and recording of revenue: Cashier, banking service and electronic payments. Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Monitor and review the receipt and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorded. Oversee that the banking of monies are done in accordance with the prescribed processes. Oversee that bank reconciliations are performed and are correct. Oversee the verification of the validity and allocation of payments received via electronic transfers. Oversee the safeguarding of source documents and face value forms. Debt management: Oversee the identification and accurate recording of debts owed to the department. Liaise with debtors in the most complex and problematic cases to determine payback conditions and time span. Oversee the process of obtaining the accounting officer's approval for debt collection conditions. Obtain the accounting officer's approval for debt payback conditions and time span on the cases handled. Oversee the accurate allocation of monies received. Monitoring and reporting on revenue: Oversee and monitor income against budget and review reconciliations. Oversee and undertake the development of corrective measures when required. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Expenditure management: Compensation of employees. Oversee the verification of the capturing of payroll transactions on the accounting system. Oversee quality assure al payroll transactions. Authorises reimbursement transactions on the accounting system. Oversee the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS). Authorises payments to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliations etc) outside the payroll system. Oversee verification of information for payroll certification. Goods and services: Oversee verification of source documents. Oversee the quality assurance and verification of transactions on BAS/LOGIS. Ensure that expenditure is in line with budget and item provisioning. Oversee the correct capturing of banking details on the accounting system. Oversee creditor reconciliation (ensure that

service providers are paid timely and correctly). Reporting: Oversee the processing of information to determine expenditure against budget. Review and analyse expenditure report, distribute to budget holders and obtain inputs on expenditure status. Oversee the compilation of interim and annual reports on conditional grants. Ensure the safeguarding of all source documents. Supervise employees to ensure and effective financial accounting service. This would inter alia entail the following: General supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work system and processes to ensure efficient and effective functioning.

**ENQUIRIES
NOTE**

: Ms. JJ Jafta at 068 344 0742
: Youth, Women and Persons with Disabilities are encouraged to apply

POST 16/264

: **ASSISTANT DIRECTOR: STRATEGIC MANAGEMENT AND ORGANISATIONAL DEVELOPMENT REF NO: S4.1/04/04 (X1 POST)**

**SALARY
CENTRE
REQUIREMENTS**

: R487 197 – R573 897 per annum (Level 09)
: Kimberley Frances Baard District)
: Degree, NQF 7, in Organisational Development/Industrial Psychology/Strategic Planning. 3-4 years' experience in the organisational development and planning environment. Officially trained in Job Evaluation, initial and follow-up training certificate. Computer skills. Valid driver's licence. Analytical thinking. Management and leadership qualities. Knowledge and Skills: Establish and manage a positive relationship with colleagues and stakeholders. Implement and monitor quality and continuous improvement processes. Participated in planning and reviewing of the quality in terms of processes. Knowledge of legislation and directives convening the field of Knowledge of the evaluation system and standard operating procedure software. Knowledge on conducting research. Analytical thinking and presentation skills. Planning and communication skills.

DUTIES

: Ensure that the plans are aligned to the regulations and national frameworks. Responsible for the consolidation of inputs taking in to account the service delivery agreement and mandate of the department. Provide advice to managers on the development of measurable performance indicators and planned targets taking in to consideration the long-term impact of the strategic goals. Ensure that performance indicators are sector relevant and addresses the strategic plan and APP. Advise managers on this aspect. Attend the national and provincial meetings regarding the strategic and operational planning of the department and provide feedback report. Develop and maintain departmental organisational organogram in line with strategic plan. Analyse the current structure and identify gaps that must be considered when redesigning and updating the structure. Consult stakeholders on inputs, analysing inputs. Collate information towards the review of the Organisational Structure of the Department annually. Develop and advise on changes to the structure. Monitor the implementation of the approved organisational structure. Responsible for organisational functionality assessment in order for the department to be effective in terms self-assessments readiness to deliver services effectively. Responsible for Job Evaluation and provide advice on the development of Job descriptions. In terms of the job descriptions research must be conducted to confirm the content of the post. Provide input and advice on the drafted job descriptions. In terms of Job Evaluations, information must be collected and analysed after the job evaluation interview has been concluded. Capture the information on the Job Evaluation System considering the information on the job description and information gathered during the job evaluation interview. Present the Job Evaluation information to the Preliminary Committee sitting and Provincial job Evaluation Panel for approval. Responsible for proper record keeping of all approved job evaluation submissions and job descriptions. Facilitate the performing of Operational Management Framework Functions. Gather and analyse information needed to develop the Service Delivery Charter, Service Delivery improvement plan and the Service Delivery Model. Consultation with the other stakeholders. Drafting of the Standard Operational Procedures and Business Process Maps for the various functions within the department. Consulting and advising the process owners in the drafting of these documents.

<u>ENQUIRIES</u>	:	Ms. JJ Jafta at 068 344 0742
<u>NOTE</u>	:	Women, Youth and Persons with Disabilities are encouraged to apply
<u>POST 16/265</u>	:	<u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: S4.1/04/05 (X1 POST)</u>
<u>SALARY</u>	:	R487 197 – R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Kimberley (Frances Baard District)
<u>REQUIREMENTS</u>	:	A relevant tertiary qualification in Financial Management at NQF level 7. 3 year relevant supervisory experience. Knowledge and Skills: Knowledge of PFMA, Treasury Regulations, GRAP, BAS, PERSAL and LOGIS.
<u>DUTIES</u>	:	<p>Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Coordinate and review the necessary financial supporting documentation required for the strategic and annual performance planning process. Analyse and quality assures the relevant financial information required in the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Budgeting – Coordinate, review, analyse and quality assure the budget preparation process. Coordinate the preparation and consultation for the MTEF budget process. Analyse, interpret and implement the treasury guidelines for the estimates of national expenditure (ENE). Develop templates for the collection of budget information from functionaries. Align budget statements with the annual performance plan, strategic plan, national and provincial spending priorities. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommended corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of adjustment estimates process. Assess where shifting of funds/virements is required and possible reviewing expenditure against budget and make recommendations. Supervise the recording of adjustments and provide feedback to the relevant components. Provide information for the preparation of the annual financial statements. Monitor that all shifts/virements are included in the adjusted budget. Analyse requests for rollovers and make recommendations compliance with prescripts (including funds committed but not spent). Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes. Evaluate information on monthly reports produced (variance between actual versus budget expenditure) and recommend appropriate actions where necessary. Monitor that all shifts/virements are included in the Year Monitoring Report. Provide advice and guidance to role players on the use of forecasting methods and tools. Compile information for the interim and annual performance reports. Manage the operational processes, resources and procedural associated with the management. accounting functions: Develop and review departmental policies and procedures applicable to management accounting (planning and budgeting). Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards. Determine workflow requirements. Monitor performance of employees and determine training needs. Control leave and related personnel matters applying Human Resource procedures.</p>
<u>ENQUIRIES</u>	:	Ms. JJ Jafta at 068 344 0742
<u>NOTE</u>	:	Women, Youth and Persons with Disabilities are encouraged to apply
<u>POST 16/266</u>	:	<u>ASSISTANT DIRECTOR: PUBLIC TRANSPORT SERVICES REF NO: S4.1/04/06 (X1 POST)</u>
<u>SALARY</u>	:	R487 197 – R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Kimberley Frances Baard District)
<u>REQUIREMENTS</u>	:	Degree; NQF 7 in Transport Management, Transport Planning. Legal Knowledge would be an advantage. Relevant experience: 3-5 Years experience in the Public Transport field. Knowledge and Skills: Knowledge of the Public Transport Operating Grant (PTOG) Framework and DoRA. Knowledge of contract management, analytical skills, monitoring and reporting skills, participate in planning and renewing and improving on processes, Knowledge of the National Transport Act, Manage Human Resources and ensure that the objectives of the component are achieved, driving license and computer skills.

DUTIES : Ensure proper monitoring of subsidised Transport Contract Management. Management of the bus services contracts, taxi services contracts and service schedules set out for the service provider. Ensure that all contracts and service providers adhere to the NLTA prescripts, safety standards and operational conditions of the transport vehicles. Provide Inputs into the Provincial Integrated Transport Plan (ITP). PTOG Financial Oversight role. Verify the operator of the services providers kilometre claims and monthly invoices. Monitoring of PTOG expenditure, projections and utilisation levels. Ensure compliance with PTOG FRAMEWORK, DoRA and the PFMA. Maintain evidence portfolios for the internal and external audit requirements. Monitoring of any deviations and under-expenditure risks. Route monitoring and Service Delivery Compliance. Evaluate adherence to timetables, loading conditions, vehicles safety requirements and road worthiness. Align subsidised routes to settlement patterns, mobility needs and passenger demands. Ensure that the service provider is adhering to his/her contract standards and agreements. Document monitoring finding with photographic evidence, checklists and reports. Investigate service complaints, community concerns and operator-related disputes. Recommend route changes and changes in service providers. Responsible for preparing reports. Prepare monthly, quarterly and annual reports to management, the CFO, HOD and National DOT. Compile quarterly PTOG Performance reports and ensure submission to NDOT/National Treasury. Maintain a comprehensive Transport Risk Register.

ENQUIRIES : Ms. JJ Jafta at 068 344 0742
NOTE : Women, Youth and Persons with Disabilities are encouraged to apply

POST 16/267 : **ADMINISTRATION OFFICER- CSP DISTRICT MONITORING EVALUATION FIELDWORKER REF NO: S4.1/04/11 (X1 POST)**

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Upington (Zwelentlanga Fatman Mgcawu District)
REQUIREMENTS : NQF Level 6 Diploma in Public Administration. Diploma in Police Science as an added advantage. Computer skills. Valid driver's licence. Knowledge and Skills: Knowledge of national legislation. Knowledge on compliance monitoring and evaluation. Knowledge of Public Administration Regulations Act on Police Service. Report writing skills. Drivers License. Traveling will be required.

DUTIES : Conduct monitoring exercises and evaluate the effectiveness of the police services at various police stations. Conduct unannounced station visits to monitor the performance of the SAPS Station. Identify the police stations that are non-compliant in terms of the National Monitoring Tool (NMT) and Domestic Violence Act Tool (DVA). Identify the gaps or challenge during these assessments. Draft improvement plan for the station to address the shortcoming/s found during the NMT&DVA assessments. Ensure that the Checklist is completed and that the visit is captured in the Occurrence Book. Develop a District Report on the unannounced visit, the findings and improvement recommendations made. Evaluate the performance of the police stations in accordance to Civilian Secretariat for Police Act of 2011. Monitoring progress on cases reported, indicate if the cases are resolved within the specific time frame provided by legislation. Evaluate the stations in terms of compliance to set standards. Assist in resolving of service delivery complaints. Identify the main areas of complaints and provide advice on improving performance in these areas. Implementing District Court Watch Brief Assessment at District Courts. Visit the District/Local Court and obtain or peruse the charge sheet. Identify dockets that were struck from the court roll due to inefficiency and ineffectiveness of SAPS in handling the investigation. Compile report with findings and recommendations. Reporting on the outcome of service delivery standards at police stations after the proper monitoring and evaluation tools has been utilized. Reporting on the gaps and challenges identified as well as the improvement plan that has been put in place. Reporting on information gathered after the improvement plan been in place.

ENQUIRIES : Ms. JJ Jafta at 068 344 0742
NOTE : Women, Youth and Persons with Disabilities are encouraged to apply

POST 16/268 : **ADMINISTRATION CLERK REF NO: S4.1/04/09 (X1 POST)**

SALARY : R237 453 – R279 708 per annum (Level 05)
CENTRE : Mothibistad (John Taole Gaetsewe District)

<u>REQUIREMENTS</u>	:	Grade 12. No previous experience required. Knowledge and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office terms. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash of the component.
<u>ENQUIRIES</u>	:	Ms. JJ Jafta at 068 344 0742
<u>NOTE</u>	:	Women, Youth and Persons with Disabilities are encouraged to apply
<u>POST 16/269</u>	:	<u>SECRETARY TO THE DIRECTOR OF CORPORATE SERVICES REF NO: S4.1/04/01</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 with typing as subject or any other training course / qualification that will enable the person to perform work satisfactorily. Knowledge and Skills: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. Good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation skills.
<u>DUTIES</u>	:	Provide secretarial/receptionist support services to the Director. Receives telephone call and refers the calls to the correct role players if not meant for the relevant Manager. Records appointments and events in the diary of the Director. Types documents for the manager and other staff within the unit on a word processor. Operates office equipment like fax machines and photocopiers. Provide secretarial support services to the Directorate. Liaise with travel agencies to make travel arrangements. Checks the arrangements when the relevant documents are received. Arrangements and events for the manager and the staff in the Unit. Identifies venues, invites role players, organizes refreshments and sets up for meetings and events. Processes the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the manager. Records basic minutes of the meetings of the manager where required. Drafts routine correspondence and reports. Does filing of documents for the manager and the unit where required. Administrative matters like the leave register and telephone accounts. Receives, records and distributes all incoming and outgoing documents. Handles the procurement of standards items like stationary, refreshment etc. Collects all relevant documents to enable the manager to prepare for meetings. Remains up to date with regard to prescripts/ policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the Director. Studies the relevant Public Service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood. Remains abreast with the procedures and processes that apply in the office of the Director.
<u>ENQUIRIES</u>	:	Ms. JJ Jafta at 068 344 0742
<u>NOTE</u>	:	Women, Youth and Persons with Disabilities are encouraged to apply

<u>POST 16/270</u>	:	<u>ADMINISTRATION CLERK REF NO: S4.1/04/10 (X1 POST)</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05)
<u>CENTRE</u>	:	Springbok (Namakwa District)
<u>REQUIREMENTS</u>	:	Grade 12. No previous experience required. Knowledge and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office terms. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash of the component.
<u>ENQUIRIES</u>	:	Ms. JJ Jafta at 068 344 0742
<u>NOTE</u>	:	Women, Youth and Persons with Disabilities are encouraged to apply
<u>POST 16/271</u>	:	<u>MESSENGER/DRIVER REF NO: S4.1/04/02 (X1 POST)</u>
<u>SALARY</u>	:	R201 093 – R236 877 per annum (Level 04)
<u>CENTRE</u>	:	Kimberley (Frances Baard District)
<u>REQUIREMENTS</u>	:	Must have successfully completed Grade 10/Standard 8/(ABET level 4). No experience required. Be in possession of a code B driver's license, and a valid Public Driving Permit (PDP). Knowledge and Skills: Knowledge of the procedures to perform messenger functions and routine office support functions like registry functions and the making of photo copies. Knowledge of the procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre). Knowledge of prescripts for the correct utilisation of the motor vehicle e.g. how and what purposes can the motor vehicle be utilised, what is the requirements for the storage of the vehicle. Knowledge of the procedures to ensure that the motor vehicle is maintained properly.
<u>DUTIES</u>	:	Core Driver Functions: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the relevant office. This would, inter alia, entail the following: Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry.
<u>ENQUIRIES</u>	:	Ms. JJ Jafta at 068 344 0742
<u>NOTE</u>	:	Youth and Women are encouraged to apply

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

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

- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- CLOSING DATE** : 29 May 2026, 17:00 PM
- NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

MANAGEMENT ECHELON

- POST 16/272** : **CHIEF DIRECTOR: METRO HEALTH SERVICES**
Chief Director: Metro Health Services
- SALARY** : R1 494 900 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Stationed at Bellville Health Park
- REQUIREMENTS** : Minimum educational qualification: An appropriate tertiary qualification (NQF level 7) in a Health / Social Science or related field with at least 5 years' experience at a senior managerial level. Pre-entry Certificate for the Senior Management Services is a requirement (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS" and the full details can be sourced from the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated herewith are the responsibility of the applicant). Experience: Proven extensive management experience of health services. Inherent requirements of the job: Valid driver's license and willingness to travel extensively in the province. Competencies (knowledge/skills): Knowledge and understanding of the National and Provincial Health related legislation, guidelines and other health related policies and prescripts. Proven strategic and leadership capabilities. Programme and project management knowledge and skills. Proven leadership capabilities. Proven knowledge and understanding of Change, Financial, People Management and empowerment.
- DUTIES** : Strategic leadership, oversight and accountability in respect of the rendering of efficient and cost-effective metro health services in support of departmental service delivery across the metro district (eight subdistricts/four sub-structures offices) and General Specialist Hospitals services inclusive of Primary Health Care Services, and Specialised Hospital Services. Facilitate an integrated clinical implementation support service. Facilitate alignment with departmental strategic, policy, planning, Information Technology and assurance management processes. Ensure interface with Facility and Infrastructure Management to facilitate input for planning and implementation. Interface between Macro and Operational Management levels to facilitate alignment regarding departmental clinical strategy, policy and planning priorities, frameworks and protocols as well as facilitation of integrated implementation support for service delivery. Facilitation of the alignment of strategy development, priority setting and implementation within the Metro District. Health intelligence support to facilitate alignment with Departmental health intelligence processes and application of knowledge in management decisions for the improvement of services and clinical outcomes in the Metro District. Assurance support to facilitate alignment and assurance regarding Departmental processes and actions in support of the improvement of services and clinical outcomes in the Metro District. As member of Top Executive Committee (TEXCO) of the Department actively influences the departmental strategic agenda, processes and decisions with special emphasis on Metro

Health Services. Corporate support across the metro district (eight subdistricts/four sub-structures offices) and General Specialist Hospital services inclusive of Primary Health Care Services and Specialised Hospital Services. Overall responsible for People - and Financial Management of the Chief Directorate.

ENQUIRIES : Dr S Kariem Tel No: (021) 483-4304
NOTE : No payment of any kind is required when applying for this post.

POST 16/273 : **CHIEF DIRECTOR: STRATEGY**

SALARY : R1 494 900 per annum (A portion of the package can be structured according to individual needs)

CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate tertiary qualification (NQF level 7) in Health/Social Science or related field with at least 5 years' experience at a senior managerial level. The Pre-entry Certificate for the Senior Management Services is a requirement. Candidates not possessing this entry requirement can still apply but are requested to register for the course and complete it, as no appointment can be made in its absence. The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS", and full details can be sourced from the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated herewith are the responsibility of the applicant. Experience: Proven extensive management experience. Proven knowledge and understanding of planning and policy development approach. Inherent requirements of the job: Valid driver's license and willingness to travel extensively in the province. Competencies (knowledge/skills): Knowledge and understanding of the National and Provincial Health related legislation, guidelines and other health related policies and prescripts. Proven knowledge and understanding of developmental management and inter-sectoral actions for Health and Community development. Proven knowledge and understanding of development, strategy management and strategy monitoring and review processes within a system thinking paradigm. Proven strategic and leadership abilities Programme and project management knowledge and skills Proven knowledge and understanding of Change, Financial, People Management empowerment.

DUTIES : Leading technical advisor and facilitator to the departmental executive with regard to the departmental strategic management processes, in collaboration with external partners and spheres of government. Responsible for strategic leadership oversight and accountability in respect of the Chief Directorate. Implement and maintain Health Intelligence Systems and data to enable informed management decision making to improve service delivery, patient care and quality of life. Facilitate Strategy and policy development, priority setting, planning and coordination of implementation actions. Establish and maintain IT solutions and technical support and advice for departmental processes. Responsible for departmental assurance with regard to optimal patient experience and outcomes. Lead and coordinate the Chief Directorates strategic planning processes in a seamless and integrated manner in alignment with departmental strategic processes. Define and review on a continual basis the purpose, objectives, priorities and activities of the Chief Directorate. Overall responsible for People and Financial Management of the Chief Directorate.

ENQUIRIES : Dr K Cloete Tel No: (021) 483 3647
NOTE : No payment of any kind is required when applying for this post.

OTHER POSTS

POST 16/274 : **MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY) PAEDIATRIC CRITICAL CARE**

SALARY : Grade 1: R1 615 818 per annum
Grade 2: R1 844 151 per annum
Grade 3: R2 014 278 per annum
A portion of the package can be structured according to the individual's personal needs).

CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a

Medical Sub-Specialist in Paediatric Critical Care. Registration with a Professional Council: Registration with the HPCSA as Medical Sub-specialist in Paediatric Critical Care. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Paediatric Critical Care. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatric Critical Care. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Paediatric Critical Care. Inherent requirements of the job: Post specialisation experience in Paediatric Intensive Care including peri-operative care of cardio-thoracic, neuro-surgical and trauma patients is essential. A valid driver's licence. Commuted overtime is compulsory 16 hours per week. Competencies (knowledge/skills): Good interpersonal and communication skills Ability to work under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team Proven Leadership abilities Experience in supervision of staff and students Proven knowledge/skills and experience in principles of service planning, organizing, implementation, monitoring and evaluation. Computer literacy.

DUTIES

: Clinical Service Delivery: Within the PICU and 16 hours per week commuted overtime. Provide comprehensive, high-quality paediatric critical care clinical services. Conduct ward rounds/ multidisciplinary clinical meetings, Morbidity and mortality meetings. Manage and effectively/efficiently use allocated resources. Effective and efficient administration of clinical services. Teaching: Undergraduate & post graduate students, nursing staff, rotating registrars / medical officers and senior registrars. Research: Participation in existing and conducting new research projects within the department and stay abreast of clinical developments. Administration: Liaising with Hospital management and the Department of Paediatrics and Child Health

ENQUIRIES

: Dr S Salie, email: shamiel.salie@uct.ac.za Tel No: (021) 658 5111

NOTE

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

POST 16/275

: **MANAGER: MEDICAL SERVICES GRADE 1**

SALARY

: R1 479 723 per annum A portion of the package can be structured according to the individual's personal needs.

CENTRE

: Groote Schuur Hospital, Observatory

REQUIREMENTS

: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years' appropriate experience after registration with the HPCSA as an Medical Practitioner. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge and managerial experience in managing Clinical Services within hospitals and health systems. Engaging with Corporate services including Human Resource, Financial Management, Patient Administration and Support and Logistic services. Knowledge of health delivery systems, policies and applicable legislation, and processes governing resource allocations. Applicable and proven managerial experience in a Healthcare environment, showing leadership, strategic and operational skills. Understanding of clinical governance and audit including quality improvement methods and understanding of the national quality assurance system. Excellent communication (written and verbal), interpersonal skills and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel, PowerPoint and Power BI) with the ability to understand and analyse statistical and financial information.

- DUTIES** : Overall strategic and operational management, including clinical and corporate governance of clinical service departments. Ensure the highest standards of patient care are maintained and develop standard operating practices regarding admission, treatment and discharge of patients within available resources. Effective, efficient and sustainable human resource management and planning within relevant general specialist and highly specialised clinical departments. Participate in strategies to strengthen the regional and district health care system ensuring equity of access to tertiary care. Facilitate and own improvement projects relating to technical quality, internal efficiency, effectiveness and appropriateness of relevant FBUs, i.e. ensuring well-functioning and governed clinical center within available resources. Special portfolios/projects, which may include data collection, analysis and reporting. Facilitate platform for teaching, training and development.
- ENQUIRIES** : Dr S De Vries Tel No: (021) 404-3178
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to competency test. Please ensure that you attach an updated CV.
- POST 16/276** : **MEDICAL SPECIALIST GRADE 1 TO 3 (EMERGENCY MEDICINE)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum
A portion of the package can be structured according to the individual's personal needs.
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Emergency Medicine. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Emergency Medicine. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Emergency Medicine. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Emergency Medicine. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Emergency Medicine. Inherent requirements of the job: Valid SA driver's license. Participate in the after-hours call system. Competencies (knowledge/skills): Proven leadership abilities and experience in supervision of staff. Proven experience in principles of planning, organizing and implementation. Proven knowledge of Public health policies, guidelines and related prescript to manage resources effectively. Computer literacy.
- DUTIES** : Ensure the delivery of comprehensive, efficient, cost-effective, and high-quality healthcare services that place the patient at the centre of care. Promote a positive patient experience that is fully aligned with the Value System of the Western Cape Department of Health and Wellness. Promote and sustain strong clinical governance through a culture of continuous quality improvement, evidence-based practice, and research. Ensure the department remains up to date with evolving clinical developments, standards, and best practices. Create and support a conducive learning environment for students, junior staff, and peers at both undergraduate and postgraduate levels, as required. Maintain and continuously improve own professional knowledge, clinical competence, and skills through ongoing learning and development. Provide effective outreach and support services to strengthen healthcare delivery and clinical capacity within the Rural Central Ecosystem, contributing to improved access, quality, and continuity of care. Ensure compliance with corporate governance requirements through the effective and efficient management of financial and physical resources. Adhere to all People Management policies, procedures, and legislative requirements to support accountability, transparency, and organisational sustainability.
- ENQUIRIES** : Dr LA Hodsdon Tel No: (023) 348 1194, Lesley.Hodsdon@westerncape.gov.za
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only

applicable 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).

<u>POST 16/277</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (UROLOGY) (TYGERBERG HOSPITAL, PAARL HOSPITAL AND WORCESTER HOSPITAL)</u>
<u>SALARY</u>	:	Grade 1: R1 395 528 per annum Grade 2: R1 592 274 per annum Grade 3: R1 844 151 per annum (A portion of the package can be structured according to the individual's personal needs.)
<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 a Medical Specialist in Urology. Registration with a professional council: Registration with HPCSA as a Medical Specialist in Urology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Urology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Urology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Urology. Inherent requirement of the job: Valid (Code B/EB) driver's licence, willingness to travel between Tygerberg, Paarl, and Worcester Hospitals, and participation in after-hours commuted overtime. Competencies (knowledge/skills): Sound knowledge and clinical expertise in all aspects of Urology, including emergency, inpatient, outpatient, and theatre-based care. Ability to work across multiple facilities within the Metro East and Rural West/Central ecosystems, ensuring equitable access to specialist urology services. Strong leadership, teaching, training, and mentoring skills for undergraduate and postgraduate students, interns, and medical officers. Capacity for service planning, clinical governance, and development of protocols and SOPs. Administrative and communication skills to effectively manage a clinical department across more than one facility. Research interest and willingness to participate in quality improvement and academic activities. Computer literacy, including use of electronic health record platforms (SPV, HECTIS, ECCR, NHLS, etc.).
<u>DUTIES</u>	:	Provide inpatient, outpatient, emergency, and surgical urology services at Paarl Hospital and Worcester Hospital per week with Commuted overtime performed at Tygerberg Hospital according to the jointly funded service model. Perform specialist-level urology services, including ward rounds, OPD, emergency cover, surgical procedures, and after-hours work. Ensure effective clinical governance: morbidity and mortality reviews, adverse event reporting, audits, and protocol development in line with provincial guidelines. -Support outreach services to district hospitals within the Rural West and Rural Central ecosystems. Participate in teaching and training of registrars, medical officers, interns, and students rotating in urology. Collaborate with other surgical units and hospital management to strengthen access, quality, and efficiency of surgical care. Participate in clinical research, academic activities, and continuous professional development (CPD). Contribute to the development of sustainable urology services across the Metro and Rural platforms, ensuring continuity of care when on leave and supporting skill transfer to junior staff.
<u>ENQUIRIES NOTE</u>	:	Prof A van der Merwe Tel No: (021) 938-4141 or email: arvdm@sun.ac.za No payment of any kind is required when applying for this post. This post will be established on the Tygerberg Hospital staff establishment, with service commitments shared between Paarl and Worcester Hospitals according to the jointly funded governance agreement. Candidates must be willing to accept allocation and rotation across the three hospitals. "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 registration as Medical Specialist in

Urology with the relevant council (including individuals who must apply for change in registration status)".

POST 16/278 : **CHIEF ENGINEER GRADE A (ELECTRICAL)**
Directorate: Infrastructure Planning

SALARY : Grade A: R1 317 108 annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Head Office, Cape Town
Minimum educational qualification: Degree in Electrical Engineering (B Eng/BSc Eng). Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Experience: At least 6 years appropriate/recognisable experience, post professional registration as Pr Eng. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office). A health-sciences related post-graduate qualification will be beneficial. Experience in and understanding of the design and construction of complex buildings. Proven experience with feasibility studies in terms of life cycle costing of electrical elements, Green Building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Understand how to interpret existing and develop new Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good communication skills.

DUTIES : Development, interpretation and customisation of functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications. Investigate electrical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of electrical engineering installations. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

ENQUIRIES NOTE : Mr C Maud, email: Chris.Maud@westerncape.gov.za
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 compliance with the requirements, including the academic qualification, as prescribed by the relevant professional council for registration in the applicable professional category; proof of application for registration as a Professional Engineer with ECSA and proof of payment of the prescribed registration fees to the council are submitted on or before the day of the interview." Appointment is subject to compulsory (actual) registration within six (6) calendar months after appointment.

POST 16/279 : **MEDICAL OFFICER GRADE 1 TO 3 (FAMILY AND EMERGENCY MEDICINE) (X2 POSTS)**
Chief Directorate: Rural Health Services

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

CENTRE REQUIREMENTS : George Regional Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional 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 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 requirement of the job: Willingness to work after-hours duties, including nights, weekends, and public holidays when needed. 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.

DUTIES : Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in Rural East in the Western Cape. 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.

ENQUIRIES : Prof LS Jenkins Tel No: (044) 802-4619

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

POST 16/280 : **MEDICAL OFFICER GRADE 1 TO 3 (ANAESTHETICS) (X2 POSTS)**
Chief Directorate: Metro Health Services

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

CENTRE REQUIREMENTS : Mowbray Maternity Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with the professions Council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a 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: A valid driver's licence. After-hours duties, including nights, weekends, and public holidays, are compulsory to ensure continuous and uninterrupted patient care. Appropriate experience in Anaesthesia. Diploma in Anaesthetics (DA) from the College of Medicines of South Africa (CMSA). Competencies (knowledge/skills): Ability to work independently and in a multi-disciplinary team. Interest in developing an academic career. Computer literate. Demonstrate clinical leadership qualities, motivating and leading junior staff.

- DUTIES** : To deliver comprehensive anaesthesia and critical care services to patients in theatre and the wards at Mowbray maternity Hospital. Pre-operative, intraoperative and post-operative anaesthetic management of surgical patients. Delivering critical care to surgical ICU patients at Groote Schuur Hospital. Teaching, training and supervision of interns, students and nursing colleagues. Rotating through the hospitals affiliated with the University of Cape Town, namely Groote Schuur Hospital, New Somerset Hospital and Mowbray Maternity Hospital. This includes partaking in the call roster for these facilities. Management duties such as statistics, presentations and research.
- ENQUIRIES** : Dr CP Fister Tel No: (021) 404-5001
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". 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.
- POST 16/281** : **MEDICAL OFFICER GRADE 1 TO 3 (ORTHOPAEDIC SURGERY)**
Chief Director: Metro Health Services
- SALARY** : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
A portion of the package can be structured according to the individual's personal needs.
- CENTRE** : Karl Bremer Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Practitioner. Registration with a Professional Council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license; willingness and ability to travel. Full commuted overtime is mandatory. Competencies (knowledge/skills): Ability to render high quality Orthopaedic Surgical service with appropriate skills and experience at district level or equivalent. Proven clinical skills including surgical and procedural competency with willingness to teach & train undergraduates and junior doctors. Strong ethical principles and resilience, with excellent communication, leadership and problem-solving skills. Strong administrative and clinical governance skills including digital literacy.
- DUTIES** : Clinical service delivery in Orthopaedic Surgery, performed in all areas of the hospital, including wards, outpatients, theatre and the EC, with relevant procedural and surgical interventions. Clinical and administrative governance with effective self-organization, stewardship of scarce resources, participation in clinical reviews, with quality improvement, accurate medical record keeping and compliance with human resources and other policies. Teaching, training &

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

**ENQUIRIES
NOTE**

: Dr C Brown Tel No: (021) 918 1911
: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with their relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 16/282

: **DEPUTY DIRECTOR: FINANCIAL MANAGER**

SALARY

: R932 292 per annum. A portion of the package can be structured according to the individual's personal needs.

**CENTRE
REQUIREMENTS**

: Red Cross War Memorial Children's Hospital, Rondebosch
: Minimum educational qualification: An appropriate 3-year National Diploma/Degree in Commerce or Accounting or equivalent qualification. Experience: Appropriate experience and advanced proficiency in Financial and Management Accounting. Appropriate proven experience in financial management at management level within a large organisation. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of best practices in procurement in a health environment. Appropriate and proven managerial experience showing enabling, nurturing leadership with strategic and operational skills. Knowledge and proven managerial experience with regard to managing human resources. Extensive knowledge of National and Provincial policies and legal frameworks regarding the management of public finances, including treasury regulations and Public Finance Management Act requirements. Excellent communication and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint).

DUTIES

: Engage with and live out the core values of the Western Cape Department of Health. Pro-active management and maintenance of the expenditure and revenue budgets of the hospital. Implementation and support in respect of the cost centres' financial management and accounting responsibilities. Ensuring timely and accurate financial and management information required for strategic decision-making. Understanding and implementation of financial and budget management best practices. Ensuring effective and efficient financial control measures and internal control systems. Assistance with and development of revenue generation opportunities and overseeing effective revenue collection and debt control. Implement Internal controls to ensure compliance with standing financial regulations and instructions. Manage the information management function at RCWMCH. Ensure implementation of relevant policies. Ensuring an integrated financial management budgeting and procurement system. Effective management of the Supply Chain Management process including warehousing and finance, as well as Asset Management. Coordination of the audit process for RCWMCH. Effective people management.

**ENQUIRIES
NOTE**

: Dr AN Parbhoo Tel No: (021) 658-5005
: No payment of any kind is required when applying for this post.

POST 16/283

: **ENGINEER PRODUCTION GRADE A TO C (MECHANICAL)**
Directorate: Infrastructure Planning

SALARY

: Grade A: R914 517 per annum
Grade B: R1 030 296 per annum
Grade C: R1 172 184 per annum
(A portion of the package can be structured according to the individual's personal needs)

CENTRE

: Head Office, Cape Town

- REQUIREMENTS** : Minimum educational qualification: An appropriate 4-year degree in Mechanical Engineering (BEng/BScEng). Registration with a professional council: Registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. Experience: **Grade A:** At least 3 years appropriate/recognisable experience after obtaining the relevant qualification e.g. B Eng / BSc (Eng.). **Grade B:** At least 14 years' appropriate/recognisable experience after registration as a Professional Engineer. **Grade C:** At least 26 years appropriate/recognisable after registration as a Professional Engineer. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office). Experience in designing building services engineering systems (air conditioning, ventilation, plumbing, drainage, medical gas, fire reticulation, vertical transportation) for healthcare facilities. Experience in and understanding the design and construction of complex buildings (e.g. Hospitals). Proven experience with feasibility studies in terms of life cycle costing of mechanical elements, green building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Understand how to interpret existing and develop new Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Knowledge and experience in terms of fire regulations and vertical transportation systems is advantageous. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills.
- DUTIES** : Development, interpretation and customisation of functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of mechanical engineering installations. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.
- ENQUIRIES** : Mr I Parker, email: Imran.Parker@westerncape.gov.za
- 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 compliance with the requirements, including the academic qualification, as prescribed by the relevant professional council for registration in the applicable professional category; proof of application for registration as a Professional Engineer with ECSA and proof of payment of the prescribed registration fees to the council are submitted on or before the day of the interview." Appointment is subject to compulsory (actual) registration within six (6) calendar months after appointment.
- POST 16/284** : **MEDICAL SPECIALIST GRADE 1 TO 3 (OTORHINOLARYNGOLOGY) (5/8TH POST)**
- SALARY** : Grade 1: R872 205 per annum
Grade 2: R995 172 per annum
Grade 3: R1 152 594 per annum
(A portion of the package can be structured according to the individual's personal needs)
- CENTRE REQUIREMENTS** : Tygerberg Hospital, Parow Valley
- : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Otorhinolaryngology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Otorhinolaryngology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Otorhinolaryngology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Otorhinolaryngology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Otorhinolaryngology. Competencies (knowledge/skills): Ability to render high

quality surgery for Tertiary and Secondary Otorhinolaryngology Head and Neck patients. Ability to render high quality surgery for pertinent elective otorhinolaryngology surgery. Ability to initiate own research projects and supervise research projects. Ability to render high quality teaching and training in ENT to registrars, medical officers, interns, medical students and other health care workers. Involvement in academic activities of Otorhinolaryngology Department. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. High level of competencies in the field of secondary, tertiary, elective, and emergency ENT surgery. This would include Head and Neck surgery.

DUTIES : Definitive care of ENT patients and quality assurance of clinical services in ENT. Deal with expected share of patient workload per day, providing the best possible level of care and resulting in satisfied patients. Support more junior staff in their patient management. Leading and participating in assessment and definitive care of ENT cases. Teaching and training. Informal teaching in the clinical areas and/or formal lectures, seminars and tutorials. Participate in the academic program, congresses, and workshops. -Research and data capture. Supervision of data collection. Data management and reporting of data audits. Creating opportunities for research and data utilization for MMed studies. Writing articles for publication. Clinical governance and administrative management. Supervision and performance of administrative tasks, related to submission of reports, statistics, data collection, staff administration and medico-legal documentation. Clinical governance of ENT surgery. Training Workshops, Courses and Congresses of highest possible standard to provide Continuing Medical Education for GP's, ENT trainees and qualified Specialists. Dr J Grobelaar Tel No: (021) 938- 9318

ENQUIRIES 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 registration as Medical Specialist in Otorhinolaryngology with the relevant council (including individuals who must apply for change in registration status)".

POST 16/285 : **COUNSELLOR GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R 741 102 per annum
Grade 2: R844 128 per annum
Grade 3: R953 094 per annum
A portion of the package can be structured according to the individual's personal needs.

CENTRE REQUIREMENTS : Northern/Tygerberg Sub-Structure Office
Minimum educational qualification: Appropriate qualification allows registration with the Health Professions Council of South Africa as Registered Counsellor. Registration with a Professional Council: Registration with the Health Professions Council of South Africa as a Registered Counsellor. Experience: **Grade1:** None after registration with the health professions Council of South Africa as a Registered Council. **Grade 2:** A minimum of 8 years appropriate experience after Registration with the HPCSA as Counsellor. **Grade 3:** A minimum of 16 years appropriate experience after registration with HPCSA as Counsellor. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel in the Sub-Structure to consult with 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. Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Work within your professional scope of practice and know when to refer for more specialized mental health interventions. Knowledge and experience in providing mentoring and supervision of other lay health workers. Computer literacy (i.e. MS Word, PowerPoint & Excel).

DUTIES : Providing preventative and developmental counselling service 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. Provide psychoeducation and mental health promotion. Report writing and providing feedback to clients/supervisor(s) on interventions. Provide supervision, mentoring and support to lay health workers. Attend regular clinical supervision. Form part of the sub-structure and district mental health teams.

**ENQUIRIES
NOTE**

: Mr. A Patientia Tel No: (021) 815 8866
: No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". Candidates will be subjected to a practical/oral assessment.

POST 16/286

: **ASSISTANT MANAGER NURSING (HEAD OF NURSING SERVICES)
[EDUCATION AND TRAINING (PNA 7)]**
Directorate: People Development

**SALARY
CENTRE
REQUIREMENTS**

: R720 819 per annum
: Sub-Directorate Nursing Education and Training
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1-year accredited with the SANC in Nursing education. OR A 4-year Bachelor's Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-graduate diploma (R635) qualification with the SANC in Nursing Education. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid Driver's Licence. Competencies (knowledge/skills): Thorough knowledge of nursing education and clinical placement legislation and prescripts, including SANC requirements. Appropriate knowledge of provincial clinical placement frameworks, accreditation processes and Memoranda of Agreement (MOAs). Relevant knowledge of public service governance, including PFMA, Treasury Regulations and departmental policies. Sound knowledge of workforce planning, nursing education and clinical training environments. Strong information management, reporting and data analysis skills. Sound interpersonal, negotiation and communication skills (written and verbal). Computer literacy (MS Word, Excel, TEAMS, and data management systems).

DUTIES

: Coordinate and administer the provincial clinical placement framework in line with SANC, HPCSA and WCDHW prescripts. Coordinate clinical placement of nursing and relevant health sciences students within approved clinical training platforms. Liaise with Nursing Education Institutions, Higher Education Institutions and clinical services regarding placement, accreditation and compliance. Monitor and maintain clinical placement, accreditation and training databases and prepare required reports. Provide operational support and advice to management on nursing education, clinical placement and workforce development. Identify, coordinate and monitor resources related to nursing education and training in accordance with relevant legislation and directives.

**ENQUIRIES
NOTE**

: Ms M van As, email: Martha.Vanas@westerncape.gov.za
: No payment of any kind is required when applying for this post.

POST 16/287

: **OPERATIONAL MANAGER NURSING (SPECIALTY: HIGH CARE UNIT)**
Chief Directorate: Metro Health Services

**SALARY
CENTRE**

: R720 819 per annum
: Victoria Hospital

- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General. OR A 4- year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Critical Care Nursing (Adult). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period above must be appropriate/recognisable experience in the specific speciality after obtaining the 1- year post-basic qualification or a post graduate diploma in the relevant speciality. Inherent requirements of the job: Willingness to work public holidays, weekends, after-hours, weekend, night duty, cover for Nursing and deputising for Assistant Manager: Nursing. Competencies (knowledge/skills): Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Basic computer literacy. Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.
- DUTIES** : The candidate will be responsible for planning, managing, coordinating and maintaining an optimal, specialized Nursing service as an Operational Manager. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the nursing service and the institution. To maintain ethical standards and promote professional growth and self-development.
- ENQUIRIES** : Mr. E Nywagi Tel No: (021) 7991125)/: e-mail address: Eric.nywagi@westerncape.gov.za
- NOTE** : No payment of any kind is required when applying for this post.
- POST 16/288** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum
- CENTRE** : Valkenberg Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC Occupational Health Nursing Science (R212). OR A 4 -year bachelor's degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Occupational Health Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in Occupational Health Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in Occupational Health 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. Or a post graduate diploma (R635) accredited with the SANC in Occupational Health Nursing. Inherent requirement of the job: Willingness to work shifts, day/night duty, weekends and public holidays to meet the operational requirements. Assist with medical emergencies when required. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Practical knowledge of Occupational Health and Risk

Management. Practical knowledge of research methodology and Quality Management. Computer literacy in MS Word, Excel, PowerPoint and Outlook. Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation.

DUTIES : Promote wellness and prevent injuries and diseases. Provision of advisory services on Occupational Health and Safety matters. An effective and efficient system/control for the Occupational Health Clinic. Provision of occupational health clinical services and a safe healthy workplace.

ENQUIRIES : Mr V Nel Tel No: (021) 826-5801

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

POST 16/289 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**

Chief Directorate: Rural Health Services

SALARY : Grade 1: R495 423 per annum

Grade 2: R607 350 per annum

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency (R212). OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post graduate diploma (R635) accredited with the SANC in Critical care Nursing (Adult) or Emergency Nursing. Registration with a professional council: Registration with SANC as a Professional Nurse. 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 after obtaining the 1-year post-basic qualification or post graduate diploma in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends, overtime and public holidays to meet the operational requirements. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organise & coordinate the service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the Trauma & Emergency Department.

DUTIES : Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the Trauma & Emergency department. Render and supervise specialized clinical nursing care and support clinical staff with surgical & medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain & promote professional growth/ethical standards and development of self & others. Display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.

ENQUIRIES : Ms LK De Goede Tel No: (044) 802-4352

NOTE : No payment of any kind is required when applying for this 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 with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

- POST 16/290** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY) (X4 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum
- CENTRE** : Du Noon Community Health Centre (X1 Post)
Vanguard Community Health Centre (X2 Posts)
Retreat Community Health Centre (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science (R212). OR A 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-graduate diploma (R635) accredited in Midwifery. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as 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 speciality after obtaining the 1-year post-basic nursing qualification in Advanced Midwifery and Neonatal Nursing Science (R212). or A post-graduate diploma (R635) accredited in Midwifery. Inherent requirements 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, Outlook and Excel). Communication skills (both written and verbal). Ability to facilitate and promote training. Analytical thinking, independent decision making and problem-solving skills.
- DUTIES** : 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.
- ENQUIRIES** : Ms U Van Ster Tel No: (021) 7139 754 (Retreat CHC)
Mr R Hall Tel No: (021) 200 4500 (Du Noon CHC)
Dr L Johnson Tel No: (021) 695 8200 (Vanguard CHC)
- NOTE** : 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 or A post-graduate diploma (R635) accredited in Midwifery.

POST 16/291 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE REQUIREMENTS : Gugulethu Community Health Centre
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited in Emergency Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC 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 after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Communication 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, Outlook and Excel). Ability to facilitate and promote training. Analytical thinking, independent decision making and problem-solving skills.

DUTIES : 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.

ENQUIRIES : Mr S Menziwa Tel No: (021) 699-8729

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

POST 16/292 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X2 POSTS)**
Cape Winelands Health District

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : De Doorns CC (X1 Post)
Breede Valley Sub-district (stationed at Rawsonville Clinic) (X1 Post)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a

Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48) OR a 4 Year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a Professional Council: Current registration with the South African Nursing Council as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Diploma in Clinical Nursing Science, Health Assessment, Treatment Care or a post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Inherent requirements of the job: Assist at other clinics (mobiles, satellites, etc) and community (COPC concept) within the SD, when there is a need. A valid (Code B/EB) driver's license. Competencies (knowledge/skills): NIMART training or experience. 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.

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

ENQUIRIES : Ms. C Van Staden Tel No: (023) 348-1350
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care or a post graduate diploma (R635) accredited with the SANC in Primary Care Nursing.

POST 16/293 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X3 POSTS)**
 Cape Winelands Health District

SALARY : Grade 1: R495 423 per annum
 Grade 2: R607 350 per annum

CENTRE : Kylemore CC (X1 Post), Kyamandi CDC (X1 Post), Franchhoek/Groendal Clinic (X1 Post), Stellenbosch Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (48) OR a 4 year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a Professional Council: Current registration with the South African Nursing Council as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after

registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Clinical Nursing Science: Health Assessment, Treatment and Care or a post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Inherent requirements of the job: Assist at other clinics (mobiles, satellites, etc) and community (COPC concept) within the SD, when there is a need. A valid (Code B/EB) driver's license. Competencies (knowledge/skills): NIMART training or experience. 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.

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

ENQUIRIES : Ms. MM Muller Tel No: (021) 808-6109

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care or a post graduate diploma (635) accredited with the SANC in Primary Care Nursing.

POST 16/294 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3**
Garden Route District

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum

CENTRE REQUIREMENTS : PHC Support and Outreach, Knysna/Bitou Sub-district
Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** A Minimum of 20 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willingness to drive in the Sub-district. Competencies (knowledge/skills): Excellent communication skills (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office mandatory.

DUTIES : Provide Occupational Therapy service (individual patient assessments and treatment of patients) at Knysna Hospital and Knysna/Bitou sub-district Clinics.

Functional rehabilitation of patients including hand rehabilitation. Health education and group therapy. -Coordinate. assess, prescribe, order and fitting of wheelchairs, as well as assistive devices. Service and repair wheelchairs as well as support wheelchair repair workshops. Administration of Occupational Therapy service in the subdistrict.

**ENQUIRIES
NOTE**

: Dr FR Potgieter Tel No: (044) 302 - 8400
: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 16/295

: **PHYSIOTHERAPIST GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY

: Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum

**CENTRE
REQUIREMENTS**

: Bothasig CDC
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPSA) as a Physiotherapist. Registration with a Professional Council: Registration with the HPSA as a Physiotherapist. Experience: **Grade 1:** None after registration with the HPCSA as a Physiotherapist in respect of RSA employees. One-year relevant experience after registration as a Physiotherapist with a recognised foreign HPCSA in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A Minimum of 10 years relevant experience after registration in as a Physiotherapist with a recognised foreign HPCSA in respect of RSA qualified employees. Minimum of 11 years relevant experience after registration as a Physiotherapist with a recognised foreign HPCSA 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 as a Physiotherapist with the HPCSA in respect with RSA qualified employees. A Minimum of 21 years relevant experience after registration as a Physiotherapist with a recognised foreign HPCSA in respect of foreign qualified employees whom it is not required to perform Community Service as required in SA. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to assist in other PHC Clinics in the Sub-Structure when there is a need. Willingness to perform overtime and on-call duties. Willingness to be involved in research projects at the institution. Competencies (knowledge/skills): Experience working with community health initiatives as part of Community Orientated Primary Care practice. Appropriate clinical physiotherapeutic skills in assessment and treatment of patients. Ability in assessing and issuing Mobility Assistive Devices. Ability to function within a multi-disciplinary team setting, to be flexible and to work independently. Good problem solving, conflict resolution, interpersonal, good communication skills (written and verbal), leadership and organizational skills. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.

DUTIES

: Responsible for the rendering of clinical physiotherapy services in various clinical areas. Assist the manager in the strategic planning process of the Physiotherapy Department. Perform duties in line with the department's operational plans. Mentor Physiotherapists are on a more junior level. Effective utilization of physical and human resources in a clinical area and coordinate all relevant administrative activities regarding the patient's clinical area. Assist with relevant research activities.

**ENQUIRIES
NOTE**

: Ms. C Lloyd Tel No: (021) 818 0940
: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only

applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". Candidates will be subjected to a practical/oral assessment.

POST 16/296

: **SPEECH THERAPIST GRADE 1 TO 3**
Chief Directorate: Rural Health District

SALARY

: Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum

CENTRE REQUIREMENTS

: George Regional Hospital
: Minimum educational qualification: Appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and Audiologist or Speech therapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and Audiologist or Speech therapist. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist OR Speech Therapist and Audiologist. One-year relevant experience after registration with the Health Professions Council of South Africa as a Speech Therapist OR Speech Therapist and Audiologist 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 Health Professions Council of South Africa (HPCSA) as a Speech Therapist OR Speech Therapist and Audiologist. -A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as a Speech Therapist OR Speech Therapist and Audiologist 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 Health Professions Council of South Africa (HPCSA) as a Speech Therapist OR Speech Therapist and Audiologist. A minimum of 21 years relevant experience after registration with the Health Professions Council of South Africa as a Speech Therapist OR Speech Therapist and Audiologist 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: Availability to work flexible hours if necessary. A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good verbal and written communication skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Operating Theatre.

DUTIES

: Provide effective speech therapy service for in- and outpatients by assessing, diagnosing, and treating patients within a multidisciplinary team. Providing education and counselling to patients, family and caregivers. Monitoring and reviewing progress. Documenting patient information, patient statistics. Attending ward rounds, discussion, meeting with the multidisciplinary team. Liaising and referring appropriately. Outreaches to other facilities in the Eco System as needed Contributing to service development by monitoring, evaluating and co-ordinating existing services, identifying departmental needs, managing waiting lists, participating in implementing new services and developing management protocols for improved patient care. Assist with management of departmental resources.

ENQUIRIES NOTE

: Ms SJ Van Wyngaard Tel No: (044) 802-4472
: No payment of any kind is required when applying for this post. Candidates may be subjected 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 with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

- POST 16/297** : **PRIMARY HEALTH CARE ADMINISTRATIVE SUPPORT**
Chief Directorate: Metro Health Services
- SALARY** : R413 001 per annum
CENTRE : Du Noon CHC
REQUIREMENTS : Minimum educational qualification: Grade 12 (or equivalent) plus Higher certificate. Experience: Extensive experience in administration and support services within a health/public sector environment. Inherent requirements of the job: Standby duties as required. Competencies (knowledge/skills): Knowledge of public sector legislation, including PFMA, Public Service Act, Labour Relations Act, POPIA, OHS Act and SCM prescripts. Computer literacy (MS Office and applicable systems such as PERMIS, LOGIS, BAS, etc.). Sound knowledge of administrative processes, people management practices, financial and supply chain processes, information management, facility infrastructure maintenance, and applicable public service prescripts. Strong organisational, planning, communication and interpersonal skills are essential, along with proven contract management experience. Ability to draft and implement standard operating procedures. Good verbal and written communication skills. Ability to work under pressure and meet strict deadlines. Strong leadership and people management capability. Ability to analyse data and compile management reports.
- DUTIES** : Ensure effective and compliant patient administration and support services, including reception, cleaning services, information management, healthcare waste management and transport. Manage people, performance, leave administration and staff development in line with public service prescripts. Oversee supply chain, inventory and asset management to ensure audit readiness and uninterrupted service delivery. Coordinate infrastructure maintenance and provide utilities oversight to maintain a safe and functional facility environment. Lead quality assurance and continuous improvement initiatives to ensure regulatory compliance across support services.
- ENQUIRIES** : Mr R Hall Tel No: (021) 200-4501
NOTE : No payment of any kind is required when applying for this post.
- POST 16/298** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE AND MEDICAL RECORDS (PATIENT ADMINISTRATION AND HOSPITAL FEES)**
Chief Directorate: Rural Health Services
- SALARY** : R413 001 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Diploma/Degree. Experience: Appropriate experience in Revenue (Hospital Fees and Patient Administration) and Medical Records. Appropriate supervisory experience in the Revenue (Hospital Fees and Patient Administration) and Medical Records field. Competencies (knowledge/skills): Computer literacy in Microsoft Office (MS Word, Excel, Outlook, Access). Workable knowledge of AR System, Clinicom, BAS and JAC as well as knowledge of UPFS, Chapter 18, PFMA, handling of state money, patient valuables (Chapter 6) and patient records management and all circulars, instructions and policies related to the above. Good supervisory, interpersonal, leadership and communication skills and a strong sense of responsibility and willingness to travel and work after hours when required. Good organizational and administrative skills and the ability to function in a team and under pressure
- DUTIES** : Manage Patient Administration Services and Medical Records with the aim of improving data quality and patient information and records according to Finance instructions, circulars, and policies. Manage the Fees Department and ensure implementation and compliance with relevant Finance Instructions, Revenue notices, SOP's and PFMA as well as conducting and attending meetings and forums. Effective management of Revenue debt and budget control. Ensure completion and submission of monthly reports and provide feedback to management. Ensure effective Human Resources Management, which includes the management of disciplinary procedures as well as supervision and evaluation of personnel under your control.
- ENQUIRIES** : Ms L Kombrink Tel No: (044) 802-4332
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment.

POST 16/299 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (SCM/FINANCE MANAGEMENT)**
Cape Winelands Health

SALARY CENTRE REQUIREMENTS : R413 001 per annum
: Ceres Hospital
: Minimum educational qualification: Appropriate 3-year Diploma/Degree. Experience: Appropriate and proven experience in Finance and Supply Chain Management. Appropriate (sound) knowledge of all financial systems: BAS, LOGIS. Appropriate proven supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Extensive knowledge of relevant financial prescripts, departmental policies, delegations, and procedures. An aptitude for working with financial figures, good organisational, managerial, and leadership skills, and good interpersonal relations skills. Extensive knowledge and practical experience in Basic Accounting System (BAS), LOGIS, Electronic Procurement Solutions (EPS), and Microsoft Office.

DUTIES : Responsible for overall management for all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes, Demand, Acquisition, Contract, Logistics, Asset, and Disposal Management within the sub-district. Inventory control and warehouse management – this includes regular feedback to end users. System Management (ensure system controller functions are carried out as well as the maintenance of the system) and approver duties on BAS, Logis, and EPS. Management of Creditor's Payments and Management of Contract Administration. Effective and efficient Account Management. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Perform data exploration, cleaning, and transformation to ensure high-quality datasets for financial and operational analysis. Identify and analyse financial and budgetary risks through the review of expenditure and operational data. Prepare cost estimates, financial assessments, and supporting documentation to inform planning and budgeting processes. Develop and monitor service volume and expenditure indicators to assess their impact on resource utilisation and expenditure efficiency. Extract, validate, and consolidate data from multiple financial and operational systems for reporting purposes. Manage all reporting requirements in respect of Financial Administration for the sub-district. Ensure audit compliance and handle audit queries related to Finance, SCM, and render a support function to management. Manage all People Management-related functions allocated to the post of SAO within the SCM and Finance components.

ENQUIRIES NOTE : Mr M Wessels Tel No: (023) 316-9602
: No payment of any kind is required when applying for this post.

POST 16/300 : **SENIOR ADMINISTRATIVE OFFICER: HRM (X2 POSTS)**
West Coast District

SALARY CENTRE REQUIREMENTS : R413 001 per annum
: Vredendal Hospital, Matzikama Sub-district (X1 Post)
: Citrusdal Hospital, Cederberg Sub-district (X1 Post)
: Minimum educational qualification: Appropriate three-year National Diploma / Degree. Experience: Appropriate experience in the field of Human Resource Management. Appropriate experience in the PERSAL system. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to drive between the various PHC Clinics in the Sub-Districts if required. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, GroupWise and PERSAL). Good knowledge and experience in Human Resource Manage. Ability to provide training. Good interpersonal, communication, presentation and writing skills.

DUTIES : Responsible for co-ordination, supervision and control of component as well as support to supervisor. Assist with all transversal personnel practices, including all employment practices, conditions of service and terminations, SPMS and establishment within the Sub-district. Responsible for the Human Resource Development function within the Sub-district which includes the compiling of the workplace skills plan, training statistics and relevant administrative duties regarding Human Resource Development. Render a support, training and advisory service with regard to personnel administration and human resource management, as well as monitoring of compliance. Handle Labour Relation

		issues which include grievances, dispute resolutions, IMLC matters and the capturing of Labour Relation information on PERSAL with regard to human resource matters. Coordinate the recruitment and selection process.
<u>ENQUIRIES</u>	:	Mr WA Phillipus (Vredendal Hospital) Tel No: (027) 213 2039 Mr R Layman (Clanwilliam/Citrusdal Hospital) Tel No: (022) 921 2153
<u>POST 16/301</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT</u> Cape Winelands District
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Cape Winelands District Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate three-year National Diploma/Degree. Experience: Appropriate experience in an Information Management environment in a supervisory capacity. Inherent requirements of the job: A valid Driver's license (Code B/EB). Willingness to travel across the district. Competencies (knowledge/skills): Advance computer literacy skills, especially MS 365, with a highly developed understanding of public health information systems such as SINJANI, DHIS, PHCIS, eCCR, Clinicom, etc. Technical knowledge of data management, good numerical and analytical skills to support the compilation, interpretation and analysis of reports. In-depth knowledge of monitoring and evaluation of performance data, National and Provincial Indicators, National and Provincial Information Management policies, data, processes and standard operating procedures. Good communication skills (verbal and written), data visualisation, and presentation skills. Good leadership, supervisory and problem-solving skills.
<u>DUTIES</u>	:	Build and maintain partnerships with all stakeholders, including provincial and district Departments of Health (DoH) staff and non-governmental organisations (NGOs), to ensure effective implementation of health information policies and systems in support of district health service delivery. Support sub-districts IM and external stakeholders in terms of data management, data analysis, use of data and training. Conduct audits and assessments and provide feedback to stakeholders. Produce high-quality reports and presentations to facilitate data-driven decision-making across district structures. Management and supervision of information management staff, staff performance management, training, capacity-building, HR, labour relations and disciplinary process.
<u>ENQUIRIES</u>	:	Ms GE Barnardt Tel No: (023) 348-8116
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 16/302</u>	:	<u>PERSONAL ASSISTANT</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Emergency Medical Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Experience: Experience in rendering secretarial and/or administrative support services to management or senior management. Inherent requirement of the job: Valid Code 8 driver's licence. Ability to work under pressure and meet tight deadlines. Willingness to work beyond normal working hours and travel when required. High level of professionalism, integrity, diplomacy and confidentiality. Competencies (knowledge/skills): Advanced MS Office skills (Word, Excel, Outlook, PowerPoint). Excellent written and verbal communication. Minute-taking, report writing and document management proficiency. Strong organisational, planning, coordination, project management and time management skills. Knowledge of government protocol, administrative procedures, correspondence standards, POPIA, MISS, National Archives Act, Treasury Regulations and SCM processes. Interpersonal, stakeholder liaison and problem-solving skills. Ability to exercise discretion, sound judgement and maintain confidentiality.
<u>DUTIES</u>	:	Provide executive secretarial and strategic diary management support to the Director, including managing competing diary demands, meeting logistics and preparation of briefing packs. Facilitate high level stakeholder liaison, including interaction with MEC/HOD offices, senior government officials and external partners while ensuring adherence to protocol. Renders administrative support services and manage confidential documents and information flow, ensuring compliance with POPIA, MISS and departmental records management

requirements. Provides support to manager regarding meetings, events and projects, and track project deliverables. Support the Director with the administration of the budget and track spending. Provide office administration and people management support, including leave tracking, performance management coordination, supplies/asset control and general office systems management. Remain abreast of the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Mr C Wylie Tel No: (021) 508-4517
NOTE : No payment of any kind is required when applying for this post.

POST 16/303 : **PRINCIPAL PERSONNEL OFFICER: ADVERTISING**
 Directorate: People Management Planning and Practices

SALARY : R338 106 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in advertising. Appropriate supervisory experience. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Outlook, Internet). Accurate typing skills. Good organising and interpersonal skills.

DUTIES : Processing of requests received for advertising, liaison with various role players and ensure timeous placement. Quality assurance of adverts prior distribution of vacancy lists. Administer and coordinate the weekly placement of adverts in the external media, Public Service Vacancy Circular and Government website. Ensure timeous activation of posts on the Online Recruitment Portal. Verify invoices received and ensure timeous payments to Service Provider. Administer and coordinate the effective and efficient record keeping of documentation. Follow-up on regular outstanding matters and liaise with Districts/Institutions/Line Managers. Handle correspondence and enquiries (written and verbal) as well as providing advice and support to various role-players. Train and advise Line Managers/Districts/Institutions on the advertising of vacancies. Supervision of staff and optimal support to supervisor.

ENQUIRIES : Mr B Brenton Tel No: (021) 483-5009
NOTE : No payment of any kind is required when applying for this post.

POST 16/304 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)**
 Chief Directorate: Metro Health Services

SALARY : R338 106 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in line with the duties (key result areas/outputs) of the post. Appropriate administrative duties within a healthcare environment. Inherent requirements of the job: Valid code B/EB driver's license. Competencies (knowledge/skills): Working knowledge and experience of Procurement and Supply Chain Management in the Public Service. Computer skills in MS Office (i.e. Word, Excel, PowerPoint and Outlook), good interpersonal skills, organisational skills, communication skills and strong analytical and strategic thinking abilities. Ability to work in a team context, motivate team members, ability to manage multiple priorities, work independently, attention to detail and adherence to deadlines. Knowledge of the PFMA, Finance Instructions, Provincial and National Treasury regulations, Supply Chain Management Instructions as well as the Accounting Officer System and familiarity with LOGIS or Syspro.

DUTIES : Value driven leadership and management and management of the Procurement section within the SCM component. Ensure that all transactions comply with legislative requirements (Audit compliance). Management of monthly, quarterly and annual reporting. Compilation of the annual Procurement Plan. Effective Human Resources Management. Support to Supervisor and Management.

ENQUIRIES : Mr W Jacobs Tel No: (021) 918 1208

- NOTE** : No payment of any kind is required when applying for this post.
- POST 16/305** : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
- SALARY** : R338 106 per annum
CENTRE : Western Cape Health Warehouse
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in the full spectrum of Supply Chain Management, with the focus being on rendering general administrative support pertaining to the co-ordination of personnel and administration matters for the Western Cape Health Warehouse (WCHW). Inherent requirement of the job: Valid code B driver's licence. Competencies (knowledge/skills): Good managerial and supervisory skills. Good written and verbal communication skills. Knowledge of PFMA, Finance instructions, Treasury regulations, inventory management procedures, warehouse management and electronic materials management system. Knowledge of BAS/LOGIS. Knowledge and ability to provide advise the disciplinary code. Computer literacy in Microsoft Package (MS Word, MS Excel, PowerPoint, MS Outlook). Skills Development Facilitator (SDF) functions. Supervisory skills. Skills Development Facilitator duties. Knowledge of tools for report generation (MS Word, Excel, and PowerPoint, etc.
- DUTIES** : Assist and support training and development of staff and be the Skills Development Facilitator (SDF) for the WCHW. Assist and support recruitment and selection processes. Assist and support employee relations matters. Assist and support personnel matters. Support people management practices. Assist and support performance management systems.
- ENQUIRIES** : Mr Q Manuel Tel No: (021) 833 7600/04
NOTE : No payment of any kind is required when applying for this post.
- POST 16/306** : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**
- SALARY** : R338 106 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Personnel and Human Resource Management as applicable to Housing and managing and coordinating Pension and Injury on duty processes. Appropriate supervisory experience. Appropriate experience in all aspects of personnel administration. Appropriate experience of PERSAL and the relevant functions. Competencies (knowledge/skills): Knowledge of relevant Legislation. Working knowledge of all aspects regarding Human Resources. Good interpersonal and conflict resolution skills. Ability to function independently and within a team context. Leadership, organization, creative problem-solving and decision-making skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and PERSAL).
- DUTIES** : The management and supervision of staff within the Housing office, Pension office, IOD office with a very high workload, Handling of HR Transversal matters within the Department such as Overseas applications, salary recalls and management of overtime authorisations for the Institution. Supervise, plan and co-ordinate these section with regards to the relevant policies, procedures, prescripts about Housing, Pension and IOD. Responsible for the monitoring and evaluation of staff in terms of the Staff Performance Management Systems (PERMIS). Act as revisor of PERSAL work. Submit service terminations on PCM. Completion of ad-hoc tasks for example the answering of audit reports and ordering of stationary for People Management component. Provide training to personnel and clients in terms of the relevant section. Provide assistance to clients, personnel, management and supervisors.
- ENQUIRIES** : Ms DS Jacoman Tel No: (021) 938-5670
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
- POST 16/307** : **PRINCIPAL PERSONNEL OFFICER: ADVERTISING**
 Directorate: People Management Planning and Practices
- SALARY** : R338 106 per annum

<u>CENTRE REQUIREMENTS</u>	:	Head Office, Cape Town
	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in advertising. Appropriate supervisory experience. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Outlook, Internet). Accurate typing skills. Good organising and interpersonal skills.
<u>DUTIES</u>	:	Processing of requests received for advertising, liaison with various role players and ensure timeous placement. Quality assurance of adverts prior distribution of vacancy lists. Administer and coordinate the weekly placement of adverts in the external media, Public Service Vacancy Circular and Government website. Ensure timeous activation of posts on the Online Recruitment Portal. Verify invoices received and ensure timeous payments to Service Provider. Administer and coordinate the effective and efficient record keeping of documentation. Follow-up on regular outstanding matters and liaise with Districts/Institutions/Line Managers. Handle correspondence and enquiries (written and verbal) as well as providing advice and support to various role-players. Train and advise Line Managers/Districts/Institutions on the advertising of vacancies. Supervision of staff and optimal support to supervisor.
<u>ENQUIRIES NOTE</u>	:	Mr B Brenton Tel No: (021) 483-5009
	:	No payment of any kind is required when applying for this post.
<u>POST 16/308</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3: GENERAL (NURSING RELIEF TEAM, BTCF NURSING SERVICES) (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	Brackengate TCF (X1 Post) Western Cape Rehab Centre (X2 Posts)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR a 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR a 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a Professional Council: Registration with SANC as a Professional Nurse or General 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 work shifts, overtime, weekends and public holidays to meet operational requirements. Willingness to rotate to other wards when required. Competencies (knowledge/skills): Knowledge and understanding of Nursing processes, procedures and other relevant legal and ethical practises. Computer literacy in MS Office and MS Outlook. Good Communication skills (both written and verbal) Ability to function independently as well as in a multi-disciplinary team to ensure good patient care. Good report writing skills.
<u>DUTIES</u>	:	Provision of optimal, holistic, Nursing Care within set standards and within a professional, legal framework as a Professional Nurse. Effective utilization of human and financial resources to ensure optimal operational function. Participation in training, development, and research within the nursing department. Delivering a support service to the Nursing Service and the institution. Maintaining ethical standards and promoting professional growth and self-development. Supporting and participating in interdisciplinary team functioning to ensure comprehensive rehabilitation service delivery. Contributing to discharge planning for integration of patients into home and community. Assist nursing staff in the application of nursing care processes and procedures.
<u>ENQUIRIES NOTE</u>	:	Ms P Fourie tel. no. (021) 370-2489
	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also

apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 16/309 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (FAMILY MEDICINE) (X3 POSTS)**
Chief Directorate: Rural Health Services

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

CENTRE REQUIREMENTS : George Regional Hospital
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A 4-year bachelor's degree in nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 3-year diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Experience: **Grade 1:** None after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Registration with a Professional Council: Registration with the South African Nursing Council (SANC) as a Professional Nurse. Inherent requirements of the job: Willingness to work shifts, including day and night duty, weekends and public holidays. Overtime as requested and rotate within departments (excluding maternity ward) as required, in line with operational needs. 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.

DUTIES : 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.

ENQUIRIES NOTE : Ms LA Campbell Tel No: (044) 802-4371
No payment of any kind is required when applying for this 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).

POST 16/310 : **PROFESSIONAL NURSE GRADE 1 TO 3: GENERAL (PALLIATIVE CARE)**
Chief Directorate: Metro Health Services

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

CENTRE : New Somerset Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4-year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 3-year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) as a General Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work, weekends, public holidays, night duty, and perform overtime as required. Willingness to undergo palliative care training. Competencies (knowledge/skills): Computer literacy in MS Office and Outlook. Demonstrate an in-depth knowledge of nursing and public service legislation and policies. Knowledge of legal framework and regulations regarding nursing practice. Good leadership and people management skills, maintain constructive relationships with members of the multi-disciplinary team.
<u>DUTIES</u>	:	Facilitate the provision of holistic institutional nursing care to patients in an environment that promotes core values and human dignity. Ensure that quality of nursing care is facilitated cost effectively, efficiently, and equitably whilst at the same time ensuring compliance to the requirements of professional and ethical practices. Ensure realisation of strategic goals and objectives of the Palliative unit with regard to inpatient and outpatient care. Ensure supportive role from ward staff i.r.o end of life patients, receiving and referrals of patients, performing patient assessments, and ensuring patients are appropriately managed and monitored by mentoring and guiding ward staff appropriately. Ensure that effective health promotion and comprehensive healthcare are in place for the treatment of patients and ensure the effective utilisation of resources to provide quality and sustainable patient care. Coordination of relevant monthly meetings, liaison and communication with multi-disciplinary teams, effective utilisation of training and research opportunities, and effective administrative management of reporting on Palliative care.
<u>ENQUIRIES</u>	:	Ms S Basardien Tel No: (021) 402 6485
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".
<u>POST 16/311</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: TRAINING RELIEF)</u> West Coast District (9 Month Contract)
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum Annual salary plus 37% in lieu of service benefits.
<u>CENTRE REQUIREMENTS</u>	:	Swartland Hospital, Swartland Sub-District
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR - A 4 year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the

job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Willingness to work overtime. Willingness to rotate within Swartland Hospital. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health, Western Cape.

DUTIES : Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms L Julius Tel No: (022) 487 9204

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

POST 16/312 : **PERSONNEL OFFICER (TRANSVERSAL EMPLOYMENT AND COID MATTERS)**

Directorate: People Management Planning and Practices

SALARY : R237 453 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in COIDA and Basic Conditions of Employment Act. Appropriate experience in BAS system transaction processing. Competencies (knowledge/skills): Knowledge of the Public Service Act and Collective Agreements. Sound knowledge of Compensation for Occupational and Diseases Act, (COIDA). Sound knowledge of the administration of the COIDA systems. Good verbal and written communication skills. Ability to deal with high volumes of work and to work under pressure. Computer literacy (PERSAL, MS Excel, MS Word, Outlook).

DUTIES : Administer compensation for Occupational Injuries and Diseases claims and liaise with all the relevant stake holders (Compensation Commissioner, private doctors and hospitals, etc). Maintain COIDA database. Processing of COID claims on the Department of Employment Labour's (DEL) online system. Deal with telephonic and written enquiries. Process various allowances and deductions on PERSAL including standby, normal overtime, commuted overtime, relocation costs, parking, subsistence travel and travel concessions. Process applications for foreign travel and sabbatical leave.

ENQUIRIES : Mr TJ Kwatala Tel No: (021) 483-5711

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

POST 16/313 : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**
 Garden Route District

SALARY : R237 453 per annum
CENTRE : Knysna Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management. Appropriate experience in PERSAL. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint). Basic understanding of Human Resource Management.

DUTIES : Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly pay slips, debt management, verify documents, qualifications, etc. Responsible for capturing transactions on PERSAL. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars and maintain registers, i.e. PILIR, RWOPS, Appointments, Service Terminations and audit personnel/leave records. Assist

with recruitment and selection process. Assist staff, supervisor, management and members of the Public with regard to Human Resource and Personnel matters and effective support service to Supervisor, i.e. relief duties, attending meetings

ENQUIRIES : Ms AL Borchers Tel No: (044) 302 - 8474
NOTE : No payment of any kind is required when applying for this post.

POST 16/314 : **ADMINISTRATION CLERK: WARDS**
Chief Directorate: Rural Health Services

SALARY : R237 453 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a hospital environment with appropriate experience in Clinicom and Logis. Inherent requirements of the job: Required to work in health environment where infectious diseases are treated. Required to work shifts on day/night duty, weekends and public holidays. Required to work overtime on short notice. Must be willing to rotate in different departments within the Nursing Component and/or relief colleagues. Competencies (knowledge/skills): Good interpersonal and communication skills. Good verbal and writing skills. Be able to work accurately and under pressure. Computer literacy in MS Office Suite (Word, Excel, PowerPoint, Outlook Access).

DUTIES : Professional, confidential, effective and efficient patient administration. Contribute to effective patient admission system and register patients by performing Clinicom, revenue generation, bed management and booking of patient transport functions. Ensure that all UPFS functions are performed. Management and administration of equipment by ordering, monitor and control of consumables and equipment, manually as well as electronic processing on LOGIS. Professional and loyal conduct. Provide general administrative support to line managers and Nurse Management. Relief of colleagues. Knowledge on Information management.

ENQUIRIES : Ms. M Rust Tel No: (021) 860 2504
NOTE : No payment of any kind is required when applying for this post.

POST 16/315 : **ADMINISTRATION CLERK: REGISTRY**
Directorate: People Development (Registry)

SALARY : R237 453 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in registry. Competencies (knowledge/skills): Good communication skills. Computer literacy.

DUTIES : Render an effective filing and records management services. Handling incoming and outgoing correspondence. Process documents for archiving and /or disposal. Operate office machine in relation to the registry functions. Provide registry counter services.

ENQUIRIES : Ms L Zothani Tel No: (021) 483-4478
NOTE : No payment of any kind is required when applying for this post.

POST 16/316 : **ADMINISTRATION CLERK: SUPPORT (STUDENT MATTERS)**

SALARY : R237 453 per annum
CENTRE : Western Cape College of Nursing (Southern Cape Karoo Campus, George)
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior (or equivalent) Certificate. Experience: Appropriate experience in supporting and using student administration systems in an academic environment. Inherent requirements of the job: Valid (code B/EB) drivers' licence. Willingness to travel and work overtime if required. Competencies (knowledge/skills): Computer literacy in Microsoft Word and Excel. Good interpersonal and communication skills. Ability to communicate eloquently. Good numerical skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Ability to effectively handle conflict. Self-Motivated and the ability to monitor and improve own work performance.

DUTIES : Advanced academic administration of higher education and South African Nursing Council. Responsible for Academic Programme administration. Effective delivery of advanced clerical tasks. Responsible for all student

		matters administration and related. Effective control of assets and ordering of stock.
<u>ENQUIRIES</u>	:	Dr S Mottian Tel No: (044) 813- 1993
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to do a practical test.
<u>POST 16/317</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X6 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R229 440 per annum Grade 2: R272 778 per annum Grade 3: R319 071 per annum
<u>CENTRE</u>	:	Retreat CHC (X1 Post) Greenpoint CDC (X1 Post) Mamre CDC (X1 Post) Du Noon CHC (X2 Posts) Vanguard CHC (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allow registration with SANC as an Enrolled Nurse. Registration with a Professional Council: Registration with the South African Nursing Council as an Enrolled Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years recognisable nursing experience as an Enrolled Nurse after registration with the SANC. Grade 3: A minimum of 20 years recognisable experience as an enrolled nurse after registration with the SANC. Inherent requirements of the job: Willingness to work overtime. Will be required to work shifts, weekends and Public Holidays. Must be prepared to assist in all departments according to operational needs. Willingness to render relief duties at the PHC platform with Southern Western Sub-Structure when necessary. Willingness to rotate between departments. Competencies (knowledge/skills): Ability to interpret basic clinical signs and symptoms. Knowledge of Nursing Practices and IPC, control measures and practices. Ability to lift and turn patients, stand long hours and lift heavy equipment. Good communication skills. Basic computer literacy. Self-discipline. Motivation.
<u>DUTIES</u>	:	Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of human and financial resources. Maintain professional growth and ethical standards and self-development.
<u>ENQUIRIES</u>	:	Retreat CHC: Ms U Van Ster Tel No: (021) 713 9754 Greenpoint CDC: Ms N Tshongweni Tel No: (021) 421 0288 Du Noon CHC: Mr R Hall Tel No: (021) 200 4501 Mamre CDC: Ms A Marcus Tel No: (021) 810 4907 Vanguard CHC: Dr L Johnson Tel No: (021) 695 8242
<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).
<u>POST 16/318</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (MATERNITY/NEONATAL) (X2 POSTS)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R181 230 per annum Grade 2: R211 401 per annum Grade 3: R249 141 per annum
<u>CENTRE</u>	:	Vredenburg Hospital, Saldanha Bay Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/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 rotate to other wards, willingness to work shifts, public

- holidays, after-hours, night duty and weekend cover for nursing. Competencies (knowledge/skills): Ability to function under pressure, ability to accept accountability and responsibility. Ability to work independently and as part of the team. Knowledge of the Medicines Control Act, Mental Health Care Act, Child Health Act, and other relevant legislation. Knowledge of the Nursing Act and relevant regulations.
- DUTIES** : Provide basic nursing care. Provide elementary clinical nursing care. Assist Patients with activities of daily living which includes patient hygiene, nutritional status, mobility, and elimination needs. Maintaining professional growth, Ethical standards, and Self-development. Assist with effective record keeping.
- ENQUIRIES** : Ms S Van Wyk Tel No: (022) 709-5079
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be requested to undertake 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"
- POST 16/319** : **NURSING ASSISTANT GRADE 1 TO 3 (ADVANCED PSYCHIATRIC UNIT) (X23 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R181 230 per annum
Grade 2: R211 401 per annum
Grade 3: R249 141 per annum
- CENTRE** : Eerste River Hospital (X21 posts) and Khayelitsha District Hospital (X2 posts); Khayelitsha Eastern Sub-structure
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognizable nursing experience after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Willingness to rotate within the various components of the facility based on operational needs. Competencies (knowledge/skills): Knowledge of nursing processes and procedures as outlined in Nursing, Health related and Public service legislation, regulations and policies. Skills to effectively communicate verbally and in writing, function within the team, and facilitate on the level of the post.
- DUTIES** : 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.
- ENQUIRIES** : Ms MM Lumphondo Tel No: (021) 902-8010/57
- NOTE** : No payment of any kind is required when applying for this post.
- POST 16/320** : **DRIVER (HEAVY DUTY VEHICLE)**
Directorate: Engineering and Technical Support Services
- SALARY** : R170 226 per annum
- CENTRE** : Head Office, Cape Town (Bellville Mobile Workshop)
- REQUIREMENTS** : Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience as a driver. Inherent requirement of the job: Valid Public Driver's Permit (PDP). Valid code C1 (Code10) manual driver's licence. Willingness to work overtime, shifts, sleepout and perform standby duties after hours, including weekends and public holidays as operationally required. Competencies (knowledge/skills): Knowledge of Transport Circular U2 of 2000. Good knowledge of road networks in the Western Province. Ability to accept accountability and responsibility and to work independently and

		unsupervised and safety conscious. Good interpersonal skills. Sober habits. Capacity to work in a workshop environment.
<u>DUTIES</u>	:	Schedule and plan transport routes for the transport of goods, services and personnel from one point to another. Ensure accurate completion of logbooks. Conduct routine maintenance, inspecting vehicles and timely reporting of defects. Adhere to departmental codes and procedures. Assist the Transport Officer with basic administrative and general tasks. Assist workshop staff with the loading and off-loading of equipment and the safe operation of the fixed crane on truck.
<u>ENQUIRIES</u>	:	Mr SB Qamza Tel No: (021) 830-3755
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 16/321</u>	:	<u>TRADESMAN AID (ELECTRICAL) (X2 POSTS)</u> Directorate: Engineering and Technical Support Services
<u>SALARY</u>	:	R170 226 per annum
<u>CENTRE</u>	:	Head Office, Cape Town (Bellville Mobile Workshop)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience within the electrical field within a workshop environment. Inherent requirement of the job: Willingness to travel throughout the Western Cape Province. Physically fit to do manual labour. Competencies (knowledge/skills): Ability to handle tools. Good interpersonal skills. Good communication skills.
<u>DUTIES</u>	:	Carry out minor maintenance tasks. Assist with repairs and emergency breakdowns (including after-hour repairs). Assist with the installation of plant, equipment, and alterations. Clear areas where work has been carried out. Ensure that tools and materials are available when needed. Assist the Artisans in the execution of their duties.
<u>ENQUIRIES</u>	:	Mr G Willemse Tel No: (021) 918-1894
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 16/322</u>	:	<u>CLEANER</u> Garden Route District
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Plettenberg Bay Clinic, Knysna/Bitou Sub- district
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy. Experience: Appropriate domestic/cleaning experience in a health environment. Inherent requirement of the job: Physical ability to lift and/or move heavy objects and supplies. Willingness to rotate between clinics in the Sub District according to operational needs and requirements. Competencies (knowledge/skills): Good communication (written and verbal) and interpersonal skills. Appropriate knowledge of the correct methods of handling and disposal of refuse/waste products and to adhere to policies and cleaning procedures. Ability to do physical tasks and operate heavy duty cleaning equipment. Knowledge of legislation and policies of the Department of Health and Wellness relevant to cleaning practise.
<u>DUTIES</u>	:	General cleaning, housekeeping and maintenance (i.e dust/sweep/ polish/ scrub/ mop/ clean windows/ walls/equipment/machinery and refuse removal.) Ensure effective Waste management, Linen Management etc. Effective and efficient utilization and storage of cleaning materials and equipment. Provide optimal support to the supervisor and colleagues with general housekeeping duties and services. Adhere to general hygienic and safe environment in terms of standards and procedures
<u>ENQUIRIES</u>	:	Sr J A. Stander Tel No: (044) 302 - 8400
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment.
<u>POST 16/323</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHESIOLOGY) (18 SESSIONS)</u> (Contract until 31 March 2027)
<u>SALARY</u>	:	Grade 1: R671 per hour Grade 2: R766 per hour Grade 3: R887 per hour
<u>CENTRE</u>	:	Victoria Hospital

- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Anaesthesiology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Anaesthesiology. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Anaesthesiology. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Anaesthesiology. Inherent requirement of the job: Willingness to shifts as required by the institution. Competencies (knowledge/skills): Ability to work in a team and with all levels of staff and interest in developing an academic career.
- DUTIES** : To deliver comprehensive anaesthesia and critical care services to patients in theatre and in the intensive care unit at Victoria Hospital. This would include the following roles: Pre-operative, intraoperative and post-operative anaesthetic management of surgical patients from ASA1-5. Supervising junior MOs and interns. Delivering critical care to surgical ICU patients. Teaching and training. Management duties such as statistics, presentations and research.
- ENQUIRIES** : Dr Z Fullerton Tel No: (021) 799-1170, email: zahnne.fullerton@westerncape.gov.za
- 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 to health professionals who apply for the first time for registration as a Medical Specialist in Anaesthesiology with the relevant council (including individuals who must apply for a change in registration status).
- POST 16/324** : **MEDICAL OFFICER GRADE 1 TO 3 (SESSIONS) (14 HOURS PER WEEK)**
Chief Directorate: Metro Health Services
(Contract until 30 June 2027)
- SALARY** : Grade 1: R501 per hour
Grade 2: R572 per hour
Grade 3: R662 per hour
- CENTRE** : Reed Street CDC, Northern/Tygerberg Sub-Structure Office
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A Valid driver's license. Willingness to travel and perform relief duties when required. Competencies (knowledge/skills): Experience in general medical and surgical conditions on PHC level. Experience of South African TB and HIV care guidelines (including drug resistant TB and HIV in children). Computer literacy (MS Excel, Word, Outlook)

etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to do outreach services to clinics throughout the Northern/Tygerberg Sub-District, guiding health care colleagues in managing difficult PHC cases.

DUTIES : Experience in general medical and surgical conditions on PHC level. Experience of South African TB and HIV care guidelines (including drug resistant TB and HIV in children). Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to do outreach services to clinics throughout the Northern/Tygerberg Sub-District, guiding health care colleagues in managing difficult PHC cases.

ENQUIRIES : Mr. A Patientia Tel No: (021) 815 8866

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

POST 16/325 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3 (SESSIONAL) (16 HOURS PER WEEK)**

Chief Directorate: Metro Health Services
(Contract until 30 June 2027)

SALARY : Grade 1: R273 per hour
Grade 2: R318 per hour
Grade 3: R373 per hour

CENTRE REQUIREMENTS : Northern/Tygerberg Sub-Structure Office
Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: **Grade 1:** None after registration with the HPCSA as either an Occupational Therapist in respect of RSA employees. One-year relevant experience after registration as an Occupational Therapist with a recognised foreign HPCSA in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A Minimum of 10 years relevant experience after registration with HPCSA as Occupational Therapist in respect of RSA qualified employees. Minimum of 11 years relevant experience after registration as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with HPCSA as Occupational Therapist in respect with RSA qualified employees. A Minimum of 21 years relevant experience after registration with HPCSA as Occupational Therapist of foreign qualified employees whom it is not required to perform Community Service as required in SA. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to do outreach and assist at other PHC facilities in the Sub-Structure. Competencies (knowledge/skills): Relevant skills in assessing, developing and implementing OT interventions. Sound knowledge of relevant national, provincial legislation and Health Care 2030. Experience in student training/supervision. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.

DUTIES : Deliver, coordinate & manage integrated OT Services for a designated area. People management of Rehab Care Workers, students, volunteers. Liaise and collaborate with internal and external stakeholders. Screen, assess and intervene as required & appropriate Link to appropriate levels of care.

ENQUIRIES : Ms N Kassen Tel No: (021) 815-8798

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

proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.” This concession is only applicable 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)”. Candidates will be subjected to a practical/oral assessment.

- POST 16/326** : **SPEECH THERAPIST: GRADE 1 TO 3 (8 SESSIONS PER WEEK)**
- SALARY** : Grade 1: R273 per hour
Grade 2: R318 per hour
Grade 3: R373 per hour
- CENTRE REQUIREMENTS** : Northern Tygerberg Sub-structure Office
: Minimum educational qualification: An appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and Audiologist or Speech Therapist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and Audiologist or Speech Therapist. Experience: **Grade 1:** None after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech Therapist in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Speech Therapy 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 either a Speech Therapist and Audiologist or Speech therapist in respect of SA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in Speech Therapy 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 either a Speech Therapist and Audiologist or Speech Therapist in respect of SA-qualified employees. A minimum of 21 years’ relevant experience after registration with the HPCSA in Speech Therapist and Audiologist or Speech therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Willingness to do outreach to other PHC facilities in the Sub-Structure. Willingness to be involved in research projects at the institution. Competencies (knowledge/skills): Ability to provide Speech Therapy services independently and as part of the team. Excellent report, clinical note and referral writing skills. Sound verbal and written communication skills. Comply with the National Core Standards requirements. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.
- DUTIES** : Assess and manage Speech, Language and Swallowing fallouts in the adult and Paediatric Populations. Coordinate and manage the Speech department and services at a district level. Participate in multi-disciplinary team discussions and departmental and training programmes. Effective and sufficient resource management such as managing stock and ordering consumables. Complete weekly stats and service reports as required. Maintain own professional development, facilitate in-service training as identified. Manage review of personal performance.
- ENQUIRIES** : Ms. N Kassen Tel No: (021) 815- 8798
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.” This concession is only applicable 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)”. Candidates will be subjected to a practical/oral assessment.

POST 16/327 : **CLEANER (SESSIONS) (20 HOURS PER WEEK) (X3 POSTS)**
Cape Winelands Health District
(Contract till 31 March 2029)

SALARY : R94. 86 per hour
CENTRE : Breede Valley Sub-district
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience as a Cleaner in a health environment. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies and working at heights requiring the use of a stepladder. The ability to do physical tasks, operate heavy duty cleaning and household equipment. Rotate in different clinics according to operational needs and requirements. Competencies (knowledge/skills): Ability to work effectively in a team, independently and unsupervised, to accept accountability and responsibility. Ability to handle conflict and the ability to work under pressure. Ability to operate machinery and equipment.

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

ENQUIRIES : Ms. C van Staden Tel No: (023) 348-1350
NOTE : No payment of any kind is required when applying for this post.

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox.

CLOSING DATE : 05 June 2026
NOTE : The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae, applicants are therefore required to ensure that their profiles are fully completed. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

POST 16/328 : **SOCIAL WORK POLICY MANAGER REF NO: 220**
Directorate: Early Childhood Development

SALARY : R1 009 512 per annum, (SWPM)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate (or equivalent) and a Three-year relevant qualification. Registration with the South African Council for Social Service

Professions as Social Worker. A minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development. Project Management skills. Planning and organizing. Networking skills. Communication written and verbal. Professional counselling skills. Policy Analysis and development. Financial management. Presentation skills. Monitoring and evaluation skills. People management skills. Ability to compile complex reports. Skills: Project Management skills. Planning and organizing. Networking skills. Communication written and verbal. Professional counselling skills. Policy Analysis and development. Financial management. Presentation skills. Monitoring and evaluation skills. People management skills. Ability to compile complex reports.

DUTIES

: Develop or facilitate the development of policies for rendering a social work service in departments. Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. Develop proposals to amend or maintain the relevant acts, policies and procedures and develop new policies or procedures where required. This includes costing the relevant policies. Develop programs to implement the relevant policies. Manage a social work policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilisation of human resources. This would, inter alia, include the following. General consultation with stakeholders and advising subordinates regarding social work policy to be taken. Management of a social policy unit. This would, inter alia, entail the following. Ensure that the necessary personnel are recruited and retained within the budgetary constraints. Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regard to all aspects of the work. Manage the performance and conduct of subordinates and the social work policy unit. Ensure that subordinates are trained and developed to be able to deliver work of the required standard. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriated skills. Establish, implement and maintain efficient and effective communication arrangements in the unit. Ensure that subordinates maintain their professional registration as required. The development and management of the business plan of the unit and reporting on progress as required. Keep up to date with new developments in the social work and management fields. This would, inter alia, entail the following. Study professional journals and publications to ensure that cognisance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Liaise or attend meetings with other departments and non government institutions to take cognisance of the latest developments in the relevant field and to provide inputs, where required, into the work of such departments and other organisations. Engage in continuous professional development activities as prescribed. Monitor and study the human resource, financial and general management frameworks of the Public Service to stay abreast of the latest developments. Plan and ensure that social work policy research and development are undertaken. Undertake complex social work research. Perform and or ensure that all the administrative functions required in the unit are performed.

ENQUIRIES

: Ms R Leukes Tel No: (021) 883 8477

POST 16/329

: **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 185**
District Office: Cape Winelands Education District Office

SALARY

: R932 292 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS.

CENTRE REQUIREMENTS

: Worcester
: National Senior Certificate (or equivalent) and a Three-year relevant qualification in finance or management. A valid Driver's licence. 5 years management experience. Knowledge of departmental policies and procedures. Knowledge of the Promotion of Administrative Justice Act. Knowledge of the OHS Act. Knowledge of the Promotion of Access to Information Act (PAIA). Knowledge of the Archives and Records Service Act. Knowledge of SCM processes and procedures. Knowledge of COIDA. Knowledge of facilities management or logistical services. Skills: Communication skills. Language skills. Computer skills. Planning and organising skills. Presentation skills.

		Report writing skills including specifications and submissions. Interpretation skills. Interpersonal skills.
<u>DUTIES</u>	:	Responsible for sound financial and SCM services. Ensure effective and efficient financial accounting and financial management practices. Ensure asset management service. Ensure effective and efficient implementation of SCM practices with line components. Responsible for financial compliance of Public Ordinary and Public Special Schools and hostels. Evaluate approved budgets and financial statements. Oversee quarterly financial statements and norms and standards transfer payment recommendations. Monitor management, coordination and administration of pre-forensic investigations and implementation of recommendations. Provide logistical support services including management of GG and public transport, record management services, facilities management, maintenance, grounds, venue management, reception and telecommunication services, and compliance with OHS legislation. Perform managerial tasks including recruitment and selection, motivating, training and guiding staff, managing performance, evaluation and rewarding of staff, monitoring information capacity building, promoting sound labour relations and maintaining discipline.
<u>ENQUIRIES</u>	:	Mr N.Solomon Tel No: (023) 348 4679
<u>POST 16/330</u>	:	<u>DEPUTY DIRECTOR: PEOPLE POLICY AND ANALYTICS REF NO: 256</u> Directorate: Strategic People Management
<u>SALARY</u>	:	R932 292 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	National Senior Certificate, or equivalent and a relevant 3 year post school qualification. 3 years' middle management experience. Knowledge of: people policy and analytics processes; related prescripts; educator/public servant prescripts; Labour Relations Act (LRA), 66 of 1995.; Employment of Educators Act 76 of 1998.; Public Service Act, 1994.; South African Schools Act 84 of 1996.; Basic Conditions of Employment Act (BCEA) 75 of 1997.; other related legislation. Skills: Numeracy, Literacy, Computer Literacy, Language skills, Project Management, Accounting Finance and Audit, Legal Administration, Managerial skills, Leadership skills, Interpersonal skills, Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising, Good written and oral communication skills.
<u>DUTIES</u>	:	Plan, organise, control and facilitate people management data, information, trend analysis and research reports: Manage the analysis, development, interpretation and report on Human Resource (HR) Information and data management. Manage the conversion of personnel data to HR management information and ensure the administration of HR information management. Ensure the generation of HR information in line with requests. Provide operational support for the HR information technology needs assessments for the Chief Directorate PMP. Manage the compilation, packaging and distribution of standardised HR reports, including: Quarterly District Management Report. Annual Under-performing Schools Report. Quarterly Leave Report to Sub-directorate People Empowerment. Annual Exit Management Report. Annual Report (Part D). Teacher Profiling Report. Manage the deactivation of bulk user accounts (HR information). Manage the coordination of standardised people management business intelligence systems: Manage the implementation of the People Management Practices System (PMPS) in terms of: System administration (registering, modifications, terminations of user accounts, etc.). Maintenance and governance of the system to ensure efficient and optimal functioning. Maintenance of the PMPS Helpdesk. Completion of Change Control Forms for any notices, enhancements, changes etc. Follow-ups with the Department of the Premier (DotP): Centre for e-Innovation (CEI) on changes requested by stakeholders. Training and user support. Ensure attendance of monthly System User Access Forum meetings. Manage the interpretation, development, monitoring and maintenance of HR policy guidelines and circulars: Oversee the development of HR policies and provide the department with administration and secretariat support for HR policy development processes. Coordinate HR policy research information and package this to support HR policy development processes within the department. Ensure the operational delivery and administrative support of HR policy consulting within the department. Ensure packaging and dissemination of HR policy frameworks, guidelines, and circulars within the department

through manual or electronic channels. Ensure that the WCED complies with the Directive on HR Delegations. Manage the provision of employment equity (EE) and transformation services: Oversee the establishment and maintenance of the EE Consultative Forum, including the coordination and secretariat functions. Oversee the gathering of data and compile the Annual EE Report. Ensure the accurate calculation of the quarterly EE Statistics and scores used in the recruitment and selection processes. Oversee the compilation of the EE and transformation related plans, reports and policies. People Management: Manage the human resources of the component to achieve the predetermined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations: Participate in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the component's Business Plan. Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the component. Monitor information capacity building within the component. Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan, for the component. Promote sound labour relations within the component. Actively manage and promote the maintenance of discipline within the component. Financial Management: Plan the component's budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve component objectives effectively and efficiently. Prepare budget required to achieve component objectives. Maintain internal control policies and processes in line with the Public Finance Management Act (PFMA) and National Treasury (NT) Guidelines and Best Practice Notes. Prepares short-term (1 year) and longer-term (2-5 years) budget plans. Ensure conformity with PFMA and auditing requirements. Monitor revenue and expenditure for the purpose of sound fiscal responsibility. Project long-term financial requirements needed to achieve component objectives. Explain or justify the component budget to other stakeholders and departmental groups. Oversee or help procure equipment, facilities, supplies and services. Foster an environment where cost-benefit outcomes are continuously improved. Prepare consolidated financial reports for presentation.

- ENQUIRIES** : Mr R Oosthuizen Tel No: (021) 467 2480
- POST 16/331** : **DEPUTY DIRECTOR: RECRUITMENT AND SELECTION REF NO: 271**
Directorate: Recruitment and Selection: Office- Based Educators and Public Servants
- SALARY** : R932 292 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS.
- CENTRE** : Cape Town
- REQUIREMENTS** : National Senior Certificate (or equivalent) and a Three-year relevant qualification (HR, Public Administration/ Management, Industrial Psychology). 3 years middle management experience. Knowledge: Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Skills: Numeracy. Literacy. Computer Literacy. Language skills. Project Management. Accounting Finance and Audit. Legal Administration. Managerial skills. Leadership skills. Interpersonal skills. Communication skills (written and verbal). Analytical skills. Problem solving. Decision Making. Facilitation and Presentation skills. Conflict resolution. Organising.
- DUTIES** : Plan, organise, control and coordinate the recruitment and selection process of institution and office-based educators. Manage the: Issuing of educator vacancy lists. Issuing of vacancy rosters. Verification of adverts captured by schools/Circuit Managers in terms of compliance and quality. Capturing and vetting of adverts to ensure compliance with legislation. Processing of nominations received from schools. Facilitation of the placement of advertisements in applicable media. Process of conducting personnel suitability checks in respect of all nominated candidates. Submissions for approval by the delegated authority. Maintenance of recruitment and selection databases. Monitoring and verification of nominations forwarded to Service

Benefits for capturing on Personnel and Salary system (PERSAL). Provide advice on technical, recruitment and selection related enquiries. Recommends recruitment related submissions for approval by the delegated authority. Provide a recruitment advisory service to all stakeholders. Monthly reporting on recruitment and selection progress. Manage the vacancies to an acceptable vacancy rate. Ensure the provision of support in labour relations cases. Advocacy campaigns and recruitment training at Tertiary Institutions. Advocacy and training of School Governing Bodies (SGBs) and other stakeholders. Plan, organise, control and coordinate the recruitment and selection of institution and office based public servants. Manage the: Issuing of vacancy bulletins and rosters. Capturing of adverts. Verification of adverts captured by schools in respect of compliance and quality. Vetting of adverts to ensure compliance and legislation. Processing of nominations received from schools. Facilitation of the placement of advertisements in applicable media. Process of conducting personnel suitability checks in respect of all nominated candidates. Submissions for approval by the delegated authority. Maintenance of recruitment and selection databases. Monitoring and verification of nominations forwarded to Service Benefits for capturing on PERSAL. Provide advice with technical, recruitment and selection related enquiries. Recommends recruitment related submissions for approval by the delegated authority. Draft Senior Management Service (SMS) submissions for approval by the delegated authority. Draft SMS appointment letters in respect of nominated candidates. Provide a recruitment advisory service to all stakeholders. Monthly reporting on recruitment and selection progress. Manage the vacancies to an acceptable vacancy rate. Ensure the provision of support in labour relations cases. Advocacy and training of SGBs and other stakeholders. People Management. Manage the human resources of the component to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations: Participate in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the component's Business Plan. Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the component. Monitor information capacity building within the component. Active involvement in the compilation of a HR plan, a service delivery improvement programme, and an information resources plan, for the component. Promote sound labour relations within the component. Actively manage and promote the maintenance of discipline within the component. Financial Management. Plan the component's budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve component objectives effectively and efficiently. Prepare budget required to achieve component objectives. Maintain internal control policies and processes in line with the Public Finance Management Act (PFMA) and National Treasury (NT) Guidelines and Best Practice Notes. Prepares short-term (1 year) and longer-term (2-5 years) budget plans. Ensure conformity with PFMA and auditing requirements. Monitor revenue and expenditure for the purpose of sound fiscal responsibility. Project long-term financial requirements needed to achieve component objectives. Explain or justify the component budget to other stakeholders and departmental groups. Oversees or help procure equipment, facilities, supplies and services. Foster an environment where cost-benefit outcomes are continuously improved. Prepare consolidated financial reports for presentation.

ENQUIRIES

: Ms M Mocke Tel No: (021) 467 9278

POST 16/332

: **GEOGRAPHIC INFORMATION SYSTEM TECHNICIAN: GRADE A REF NO: 226**

Directorate: Physical Resource Planning and Property Management

SALARY CENTRE REQUIREMENTS

: R791 604 per annum, (CICS)
 : Cape Town
 : National Senior Certificate and a National Diploma in GIS or equivalent qualification. Meeting requirements by PLATO to register as Professional GIS Technician. Minimum of Three years' experience post qualification. Knowledge of South African Schools Act of 1996, Regulations and Guidelines. PLATO Act of 1984. Spatial planning systems and norms of Government. Government Immovable Asset Management Act of 200. Occupational Health and Safety Act

DUTIES

of 1993 and Regulations. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. National Archives and Records Service Act of 1996.

: Perform technical GIS activities for infrastructure planning through utilisation of education information systems: Collect credible data from different sources. Capture data and update on a regular basis on required formats. Analyse data according to application requirements. Implement quality assurance. Contribute to the design of an appropriate spatial database for infrastructure planning in line with existing Education Information Systems: Document functional and user requirements. Identify gap analysis. Verify spatial data. Update information. Capture metadata records. Produce fully functional maps customised to requirements of users. Compile reports. GIS Equipment, software, data and products: Assist to validate GIS software. Test GIS equipment. Assist to validate GIS data and products. Assist to customise GIS software to meet needs of users. Assist to train end users. Participate in regular systems audits and implementation of GIS standards: Adhere to GIS standards in terms of maps and information. Provide updated information in terms of system audits. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

ENQUIRIES

: Mr G.Coetzee Tel No: (021) 467 9261

POST 16/333

: **ASSISTANT DIRECTOR: COMPLIANCE REF NO: 189**
District Office: Metro South Education District Office

SALARY
CENTRE
REQUIREMENTS

: R487 197 per annum (Level 09)
: Mitchells Plain

: National Senior Certificate (or equivalent) and a Three-year post matric qualification in audit or financial management. 3-5 years relevant experience. Constitution of the Republic of South Africa No.108 of 1996. Public Finance Management Act (PFMA). South African Schools Act No.84 of 1996. The Western Cape Provincial School Education Act No.12 of 1997. National Treasury Regulations. Government Gazette No.35617 on Amended National Norms and Standards for Schools Funding 2012. Manual Basic Financial System for Public Ordinary Schools. Treasury Guidelines Preparation of Estimates for Medium Term Expenditure Framework. Budget Prescriptions promulgated in Provincial Gazette 6103 of 23 January 2004. Policy to Monitor the Financial Management Capability of all Public Ordinary Schools Draft 2016. Knowledge of modern systems of governance and administration. Knowledge of monitoring and reporting processes. Skills: Financial Administration. Analytical thinking. Written and verbal communications including reports and submissions. Motivational. Organisational and Planning. Numerical skills. Computer literacy. Presentation. Interpretation analyse and conceptualise. Ability to gather and process information. Interpersonal skills.

DUTIES

: Manage and coordinate the evaluation of the Approved Budget for Public Ordinary Schools and hostels. Ensure that notifications and reminders are send to all Public Ordinary Schools to finalise their budgets and to submit to the District Office before or on the official due date. Manage the evaluation of the entire Public Ordinary Schools within the Education Districts approved budgets. Ensure that feedback is provided on the outcome of the evaluation to the Public Ordinary School including SGB, School Management and Governance and Circuit Manager. Ensure the update and maintenance of the Red-flag database and upload to EduInfoSearch. Ensure that all information and documentation is recorded within the approved record and electronic content management system. Manage and coordinate the evaluation of the Annual Financial Statements of the Public Ordinary Schools within the Education District. Ensure that notifications and reminders are send to all Public Ordinary Schools to complete their Annual Financial Statements and to send it to the District Office before or on the official due date. Ensure that all

Audited Annual Financial Statements with supporting documents are evaluated. Ensure that feedback is provided to all Public Ordinary Schools including SGB, Circuit Manager, School Management and Governance on the outcome of the evaluation. Ensure the update and maintenance of the Red-flag and submit the Red-flag database and upload onto EduInfoSearch. Ensure that all information and documentation is recorded within the approved record and electronic content management system. Manage the evaluation of the Bi-Annual Financial Statements (WCED 043) of the Public Ordinary and Public Special Schools within the Education District. Ensure that notifications and reminders are sent to all Public Schools to finalise the Bi-Annual Financial Statements (WCED 043) and to submit it to the District Office before or on the official due date. Ensure that all Bi-Annual Financial Statements of Public Schools are evaluated. Ensure that feedback is provided to all Public Schools including SGB, Circuit Manager, School Management and Governance on the outcome of the evaluation. Ensure the update and maintenance of the Red-flag and submit the Red-flag database and upload onto EduInfoSearch. Ensure that all information and documentation is recorded within the approved record and electronic content management system. Manage, coordinate and administer pre-forensic investigations. Investigate all pre-forensic, specified financial-related allegations and irregularities. Provide guidance and support to investigation teams. Plan and prioritise investigations. Determine the content of the allegation. Interviews with numerous role players to determine the validity of the allegations. Collect all relevant documents, information and affidavits. Confiscate all relevant documents. Compile pre-forensic reports with findings and recommendations. Send to Head Office, Employee Relations or Provincial Forensic Services. Follow-up additional information and recommendations required. Represent the department as witness in labour or court cases. Submit recommendations to Circuit Manager or Management and Governance. Follow up on the implementation of recommendations. Participation in the recruitment of staff. Motivate, train and guide staff. Compile standard operating procedures for functions performed. Manage the performance, evaluation and rewarding of staff. Promote sound employee relations. Manage and promote the maintenance of discipline.

ENQUIRIES

: Mr A.Engel Tel No: (021) 370 2076

POST 16/334

: **E-LEARNING PROJECTS FACILITATOR: CURRICULUM SUPPORT REF NO: 196**
District Office: Metro Central Education District Office

SALARY CENTRE REQUIREMENTS

: R487 197 per annum (Level 09)
: Maitland
: National Senior Certificate (or equivalent) and a Three-year post matric qualification. 3-5 years' experience in project management in an ICT environment. Preference will be given to experience in an education environment. Knowledge of relevant provincial e-Learning policies, legislation and regulations including White Paper 7 and knowledge of project management within an ICT environment. Skills: Advanced computer literacy, negotiation skills, presentation skills, communication skills, project planning skills, planning and organizational skills, analytical and systematic thinking skills and report writing skills.

DUTIES

: Manage e-Learning projects at district level by assisting in confirming priority schools for new and refreshed technology, conducting technology audits to inform decisions in collaboration with CeI, managing the retrieval and redistribution of technology, coordinating and managing implementation of all e-Learning project deliverables including project plans, site visits and installations, ensuring schools with subject-specific needs are adequately resourced according to approved plans, checking and reporting on schedules of needs and project plans for technology provisioning, submitting project plans for approval and coordinating and project managing technology provisioning for e-Learning and e-Administration. Develop and implement plans, processes and systems to implement e-Learning and technology provision projects, liaise with Head Office regarding technology provisioning and innovation projects, implement and support new and refreshed technology at public ordinary and special schools, ensure support and maintenance as per service level agreements, collaborate with Head Office and district units on e-Learning projects and ensure first-line administrative technical support to schools and School Network Administrators regarding connectivity, software and hardware.

Provide information management and reporting by developing, managing and maintaining updated databases and records of e-Learning project implementation including financial aspects, updating and maintaining project registers and reporting regularly to stakeholders on e-Learning projects, technology provisioning and connectivity.

ENQUIRIES : Ms N Awaldien: Tel No: (021) 514 6700

POST 16/335 : **ASSISTANT DIRECTOR: ACCOMMODATION REF NO: 223**
Directorate: Physical Resource Planning and Property Management

SALARY : R487 197 per annum (Level 09)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate, or equivalent and an appropriate 3-year post school qualification. 5 years' experience in project management – preference will be given to experience in an education environment. Knowledge of Financial and Project Management experience. Sound understanding of Project Management methodology. Proven experience in handling / managing accommodation projects / educational environment. Proven experience in budgeting and financial control. Knowledge of the policies / norms in respect of government accommodation. Knowledge of legislation, regulations, acts, agreements, policies, associated schedules and procedures: Policies on accommodation, SITA, Public Finance Management Acts (PFMA); procurement processes, BAS, SourceLink; BEE, WCSD. Skills: Advanced computer literacy – specific expertise in spreadsheets. Budgeting. Ability to think analytically and systematically. Ability to negotiate. Advanced report writing.

DUTIES : Co-ordination and project management of office accommodation for Head-and District Offices: Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders; develop full-scale project plans and associated communications documents; Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion; Liaise with project stakeholders on an on-going basis; Estimate the resources and participants needed to achieve project goals. Develop and implement appropriate policies, business process plans, process and systems to effectively manage, monitor, evaluate and report on all office accommodation projects. Develop and manage an updated database/record of all relevant aspects including financial aspects of all projects in line with project management principles: Allocate budget per project; Where required, negotiate with other department managers for the acquisition of required personnel from within the company; Monitor budget spending; Draft quarterly and financial reports. Manage the administrative deliverables of accommodation projects: Plan and schedule project timelines and milestones using appropriate tools; Track project milestones and deliverables; Develop and deliver progress reports, proposals, requirements, documentation and presentations. Collaborate and liaise with the different role players with respect to all office accommodation projects.

ENQUIRIES : Mr G.Coetzee Tel No: (021) 467 9261

POST 16/336 : **ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: 227**
Directorate: Service Benefits

SALARY : R487 197 per annum (Level 09)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate (or equivalent) and a Three-year relevant qualification. 5 years relevant experience. Knowledge of South African Schools Act (SAST). Service Benefits processes and systems. Compliance with educator and public service prescripts. Constitution of the Republic of South Africa (RSA) / WCG. Public Service Act (PSA). Public Service Regulations (PSR). Employment of Educators Act. Personnel Administration Measures (PAM). Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). Government Employees Pension Fund (GEPF) Law. Labour Relations Act (LRA). White Paper on Transformation & Batho Pele Principals. White Paper on Service Delivery in the Public Service. Human Rights Practices. People Management. Skills Development Strategy of the Public Service / CS Educators. New Management Framework. Education Law and Policy. Disciplinary Codes and Procedures. CORE & Compensation Management (job evaluation & job descriptions). Collective agreements &

resolutions. SPMS. PERSAL. Public Finance Management Act (PFMA). Sense of the demographics of WCED. Skills: Numeracy. Literacy. Language skills. Computer Literacy. Project Management. Interpersonal skills. Communication skills. Analytical skills. Leadership. Problem solving. Decision Making. Facilitation and Presentation skills. Conflict resolution. Organising. Demonstrate the ability to use the following IT Software: Microsoft (MS) Office Package (MS Word, MS Excel, MS Power-point, Office 365, MS Outlook), PERSAL.

DUTIES

: Implement and operationalise the appointment and salary administration. Institutionalise the implementation of various types of appointments in compliance with all HR related prescripts, policies and legislative requirements. Appointments: Ensure that all qualifications before the appointment is effected and regular updating of new personal information on the Personnel and Salary system (PERSAL). Ensure that the transfer of personnel from other government departments is implemented correctly. Quality assure and monitor the approval of appointments on PERSAL. Quality assure contracts of employment for completeness and ensure a copy of the contract is available on personnel files. Quality assure progress reports in respect of compliance. Salary Administration: Quality assure and monitor the implementation of all employment appointments processed. Ensure that data loaded on PERSAL corresponds with information on file/nomination documents. Implement and ensure that any amendments to prescripts pertaining to salaries are brought to the attention of management and staff. Operationalise the timeous payment of salaries to ensure that all appointments, acting allowances, 37% in lieu of service benefits transactions are captured correctly and approved timeously on PERSAL. Ensure the improvement of qualifications, cash bonuses, recognition of previous experience or notch adjustments for corrections. Quality assure official's appointment date is correct and approve transactions Long service payments. Quality assure and ensure the correct banking details are captured. Operationalise the implementation of the following functions: Ensure the registration of all incoming correspondence (eg. Leave applications). Ensure the processing of leave forms including temporary (short & long term) incapacity applications and permanent incapacity (ill-health) applications. Quality assure, institutionalise and monitor the implementation of the following processes: Auditing and verification of leave gratuities. Internal audits of service benefits. Government Employees Housing Scheme (GEHS). Other general allowances. Service Terminations (Pensions). Long service recognition. Performance Management. Resettlement. Service Bonus. Medical Aid. Injury on duty (IODs). NSC payments. Consolidate and report on people service benefits information (inclusive of statutory reporting). Implement the continuous development and refinement of Standard Operating Procedures (SOPs) in respect of all service benefits, conditions of service and related processes. Ensure the day to day implementation of the SOPs. Provide inputs towards the development and implementation of work plans. Provide input with the development of processes and procedures in relation to Service Benefits. Advise and guide management in District offices and institutions. Liaise with other components within HR, the Department (WCED), other departments (provincially and nationally) and Unions (on transversal matters and grievances). Ensure the adherence of HR delegations. People Management. Participation in the recruitment and selection of staff. Motivate, train and guide staff. Manages the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Guide on policy issues with regard to the functions of the components under his/her command.

ENQUIRIES

: Ms D Pillay Tel No: (021) 467 2477

POST 16/337

: **ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: 228**
Directorate: Service Benefits

**SALARY
CENTRE
REQUIREMENTS**

: R487 197 per annum (Level 09)
: Cape Town
: National Senior Certificate (or equivalent) and a Three-year relevant qualification. 5 years relevant experience. Knowledge of South African Schools Act (SAST). Service Benefits processes and systems. Compliance with educator and public service prescripts. Constitution of the Republic of South Africa (RSA) / WCG. Public Service Act (PSA). Public Service Regulations (PSR). Employment of Educators Act. Personnel Administration Measures

(PAM). Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). Government Employees Pension Fund (GEPF) Law. Labour Relations Act (LRA). White Paper on Transformation & Batho Pele Principals. White Paper on Service Delivery in the Public Service. Human Rights Practices. People Management. Skills Development Strategy of the Public Service / CS Educators. New Management Framework. Education Law and Policy. Disciplinary Codes and Procedures. CORE & Compensation Management (job evaluation & job descriptions). Collective agreements & resolutions. SPMS. PERSAL. Public Finance Management Act (PFMA). Sense of the demographics of WCED. Skills: Numeracy. Literacy. Language skills. Computer Literacy. Project Management. Interpersonal skills. Communication skills. Analytical skills. Leadership. Problem solving. Decision Making. Facilitation and Presentation skills. Conflict resolution. Organising. Demonstrate the ability to use the following IT Software: Microsoft (MS) Office Package (MS Word, MS Excel, MS Power-point, Office 365, MS Outlook), PERSAL.

DUTIES

: Implement and operationalise the appointment and salary administration. Institutionalise the implementation of various types of appointments in compliance with all HR related prescripts, policies and legislative requirements. Appointments: Ensure that all qualifications before the appointment is effected and regular updating of new personal information on the Personnel and Salary system (PERSAL). Ensure that the transfer of personnel from other government departments is implemented correctly. Quality assure and monitor the approval of appointments on PERSAL. Quality assure contracts of employment for completeness and ensure a copy of the contract is available on personnel files. Quality assure progress reports in respect of compliance. Salary Administration: Quality assure and monitor the implementation of all employment appointments processed. Ensure that data loaded on PERSAL corresponds with information on file/nomination documents. Implement and ensure that any amendments to prescripts pertaining to salaries are brought to the attention of management and staff. Operationalise the timeous payment of salaries to ensure that all appointments, acting allowances, 37% in lieu of service benefits transactions are captured correctly and approved timeously on PERSAL. Ensure the improvement of qualifications, cash bonuses, recognition of previous experience or notch adjustments for corrections. Quality assure official's appointment date is correct and approve transactions Long service payments. Quality assure and ensure the correct banking details are captured. Operationalise the implementation of the following functions: Ensure the registration of all incoming correspondence (eg. Leave applications). Ensure the processing of leave forms including temporary (short & long term) incapacity applications and permanent incapacity (ill-health) applications. Quality assure, institutionalise and monitor the implementation of the following processes: Auditing and verification of leave gratuities. Internal audits of service benefits. Government Employees Housing Scheme (GEHS). Other general allowances. Service Terminations (Pensions). Long service recognition. Performance Management. Resettlement. Service Bonus. Medical Aid. Injury on duty (IODs). NSC payments. Consolidate and report on people service benefits information (inclusive of statutory reporting). Implement the continuous development and refinement of Standard Operating Procedures (SOPs) in respect of all service benefits, conditions of service and related processes. Ensure the day to day implementation of the SOPs. Provide inputs towards the development and implementation of work plans. Provide input with the development of processes and procedures in relation to Service Benefits. Advise and guide management in District offices and institutions. Liaise with other components within HR, the Department (WCED), other departments (provincially and nationally) and Unions (on transversal matters and grievances). Ensure the adherence of HR delegations. People Management. Participation in the recruitment and selection of staff. Motivate, train and guide staff. Manages the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Guide on policy issues with regard to the functions of the components under his/her command.

ENQUIRIES

: Ms D Pillay Tel No: (021) 467 2477

POST 16/338

: **ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: 229**
Directorate: Service Benefits

SALARY
CENTRE
REQUIREMENTS

: R487 197 per annum (Level 09)
: Cape Town
: National Senior Certificate (or equivalent) and a Three-year relevant qualification. 5 years relevant experience. Knowledge of South African Schools Act (SAST). Service Benefits processes and systems. Compliance with educator and public service prescripts. Constitution of the Republic of South Africa (RSA) / WCG. Public Service Act (PSA). Public Service Regulations (PSR). Employment of Educators Act. Personnel Administration Measures (PAM). Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). Government Employees Pension Fund (GEPF) Law. Labour Relations Act (LRA). White Paper on Transformation & Batho Pele Principals. White Paper on Service Delivery in the Public Service. Human Rights Practices. People Management. Skills Development Strategy of the Public Service / CS Educators. New Management Framework. Education Law and Policy. Disciplinary Codes and Procedures. CORE & Compensation Management (job evaluation & job descriptions). Collective agreements & resolutions. SPMS. PERSAL. Public Finance Management Act (PFMA). Sense of the demographics of WCED. Skills: Numeracy. Literacy. Language skills. Computer Literacy. Project Management. Interpersonal skills. Communication skills. Analytical skills. Leadership. Problem solving. Decision Making. Facilitation and Presentation skills. Conflict resolution. Organising. Demonstrate the ability to use the following IT Software: Microsoft (MS) Office Package (MS Word, MS Excel, MS Power-point, Office 365, MS Outlook), PERSAL.

DUTIES

: Implement and operationalise the appointment and salary administration. Institutionalise the implementation of various types of appointments in compliance with all HR related prescripts, policies and legislative requirements. Appointments: Ensure that all qualifications before the appointment is effected and regular updating of new personal information on the Personnel and Salary system (PERSAL). Ensure that the transfer of personnel from other government departments is implemented correctly. Quality assure and monitor the approval of appointments on PERSAL. Quality assure contracts of employment for completeness and ensure a copy of the contract is available on personnel files. Quality assure progress reports in respect of compliance. Salary Administration: Quality assure and monitor the implementation of all employment appointments processed. Ensure that data loaded on PERSAL corresponds with information on file/nomination documents. Implement and ensure that any amendments to prescripts pertaining to salaries are brought to the attention of management and staff. Operationalise the timeous payment of salaries to ensure that all appointments, acting allowances, 37% in lieu of service benefits transactions are captured correctly and approved timeously on PERSAL. Ensure the improvement of qualifications, cash bonuses, recognition of previous experience or notch adjustments for corrections. Quality assure official's appointment date is correct and approve transactions Long service payments. Quality assure and ensure the correct banking details are captured. Operationalise the implementation of the following functions: Ensure the registration of all incoming correspondence (eg. Leave applications). Ensure the processing of leave forms including temporary (short & long term) incapacity applications and permanent incapacity (ill-health) applications. Quality assure, institutionalise and monitor the implementation of the following processes: Auditing and verification of leave gratuities. Internal audits of service benefits. Government Employees Housing Scheme (GEHS). Other general allowances. Service Terminations (Pensions). Long service recognition. Performance Management. Resettlement. Service Bonus. Medical Aid. Injury on duty (IODs). NSC payments. Consolidate and report on people service benefits information (inclusive of statutory reporting). Implement the continuous development and refinement of Standard Operating Procedures (SOPs) in respect of all service benefits, conditions of service and related processes. Ensure the day to day implementation of the SOPs. Provide inputs towards the development and implementation of work plans. Provide input with the development of processes and procedures in relation to Service Benefits. Advise and guide management in District offices and institutions. Liaise with other components within HR, the Department (WCED), other departments (provincially and nationally) and Unions (on transversal matters and

grievances). Ensure the adherence of HR delegations. People Management. Participation in the recruitment and selection of staff. Motivate, train and guide staff. Manages the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Guide on policy issues with regard to the functions of the components under his/her command.

ENQUIRIES

: Ms D Pillay Tel No: (021) 467 2477

POST 16/339

: **ASSISTANT DIRECTOR: STATEGIC PEOPLE MANAGEMENT: EMPLOYEE HEALTH AND WELLNESS REF NO: 264**
Directorate: Employee Health and Wellness

SALARY CENTRE REQUIREMENTS

: R487 197 per annum (Level 09)
: Cape Town
: National Senior Certificate, or equivalent and a 3-year, relevant, post-school qualification. 5 years' relevant experience. Knowledge: Knowledge of: Employee Health and Wellness related process, Employee Health and Wellness related systems and of related prescripts. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation. Skills: Numeracy. Literacy, Computer Literacy, Language skills, Project Management, Leadership skills, Interpersonal skills, Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising, Good written and oral communication skills.

DUTIES

: Implement the employee health and wellness programme: Coordinate EHW services by: Providing advisory services on reported cases; Providing advisory services to relevant clients; Providing feedback through various reporting and statistical platforms. Coordinate and facilitate communication and awareness by: Implementing a communication and awareness plan; Creating awareness and marketing EHW services and policies; Conducting roadshows and wellness events in districts. Coordinate and facilitate client liaison responsibilities with regards to: Liaising with management on EHW matters; Establish, maintain and enhance the relationship amongst EHW stakeholders; Acting as a point of contact for complaints from client and escalate challenges. Represent the department on various EHW structures: Monitor and analyse the absenteeism reports and sick leave profiles and propose relevant interventions. Facilitate the procurement of EHW offerings and monitor the service providers. Facilitate the implementation of Provincial Employee Aids Programme (PEAP) (HIV/AIDS). Monitor service provided by service provider and the utilisation of the programme. Report on relevant executed projects on various reporting and statistical platforms. Provide financial administration support and payment processing with regards to the EHW programme: Monitor EHW programme budgets and report on expenditure; Ensure all payments are made within 30 days period; Quality assure all invoices from service providers for accuracy and compliance; Review the proofs of payments for all Basic Accounting System (BAS) payments done in a month; Draw a Document Control Report for all payments done on BAS; Ensure that the Administration Clerk submits to Finance all the payment vouchers and the Document Control Report before the 7th of each month; Ensure database of all payments made. Implement, facilitate and monitor EHW governance and compliance: Develop relevant EHW governance and standards. Conduct topic specific research. Develop and participate in draft/review of frameworks/strategies, standards and plans. Participate on various committees and meetings prevalent to EHW processes. Identify and analyse EHW themes and trends. Plan relevant projects for the department. Monitor and report on compliance of EHW projects in the Department. Report on relevant executed projects on various reporting and statistical platforms. Develop and maintain EHW database. Provide statutory reports in respect of the Department. Assess EHW programmes. Draft reports on EHW programme impact. Operationalise the provisioning of reasonable accommodation services: Investigate cases requesting reasonable accommodation and/or assistive devices. Facilitate disability disclosures with employees. Follow up on disclosure capturing on Personnel and Salary systems (PERSAL). Liaise with Health Risk Manager and Occupational Therapist for Functional Capacity Evaluations, where necessary. Liaise with various directorates for purpose of placement in terms of reasonable

accommodation. People Management: Participation in the recruitment and selection of staff. Motivate, train and guide staff. Manages the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Guide on policy issues with regard to the functions of the components under his/her command.
Mr R.Oosthuizen Tel No: (021) 467 2480

ENQUIRIES

POST 16/340

**ASSISTANT DIRECTOR: PLANNING AND INFORMATION MANAGEMENT
REF NO: 255**
District Office: Cape Winelands Education District Office

**SALARY
CENTRE
REQUIREMENTS**

R487 197 per annum (Level 09)
Worcester
National Senior Certificate (or equivalent) and a Three-year post matric qualification. A valid Driver's licence (excluding code A/A1). 3-5 years administrative experience. Knowledge: Knowledge of WCG, WCED and general government information systems. Departmental policies and procedures. Intergovernmental Relations / Stakeholder Management. Knowledge of ICT strategy, processes and procedures. Knowledge of Departmental strategic and operational planning processes and procedures. Knowledge of Departmental programme and project management processes and procedures. Knowledge of Departmental performance monitoring processes and procedures. Knowledge of intergovernmental and intra institutional relations at district level. Skills: Written and verbal communication. Motivational. Interpretation of prescripts and policies. Organising and planning. Report writing. Data and Information Management. Computer literacy. Analytical thinking. Facilitation and Presentation skills.

DUTIES

Manage, monitor and review the district strategic annual business plans. Manage the district strategic annual business process. Coordinate the submission, monitoring, review and reporting on the implementation of the operational and business plans. DIP Calendars NSLA Special Programmes (e.g. EMGD, HSIP, GET, FET, Positive Behaviour, etc.). Coordinate the integrated planning process with government departments, local government, municipalities, local business, NGOs within the district. IDP engagements. Joint Planning Initiatives (JPIs). Intergovernmental steering committees. Community outreach programmes (Thusong Centres), etc. Liaison meetings with stakeholders. Interface between the office of the District Director and internal/external stakeholders. NCOP (National Council of Provinces). Parliamentary Standing Committee. SG visits. Reporting on external and intergovernmental matters. Analyse, present and report on district data and information. Provide management and decision making information. Manage and maintain all aspects of information at district level (Management Information systems and facilitate ICT services). Enable access and utilisation of the Education Management Information Systems (EMIS) and related information Technology (IT) solutions. Oversee and monitor the maintenance of all Educational Management Information and related systems. CEMIS/SAMI (including School Information). DMIS. Edu Info Search (EIS). Facilitate Knowledge and Information Management Systems user training and support in collaboration with the Directorate Information and Knowledge Management. Render support in terms of the publication and dissemination of institutional knowledge and information generated within education information systems. Coordinate surveys (e.g. DBE, WCED, etc.) to be conducted at district level. Provide secretarial support at District Management Meetings. Maintain all relevant district databases. NGO stakeholders working in schools. Exchange programmes in schools. Partnerships. District staff (contact details), etc. Supervision of staff. Participation in the recruitment of staff. Motivate, train and guide staff. Compile standard operating procedures for functions performed. Manage the performance, evaluation and rewarding of staff. Promote sound employee relations. Manage and promote the maintenance of discipline.

ENQUIRIES

POST 16/341

**ANALYST INFORMATION MANAGER: EDUCATION KNOWLEDGE AND
INFORMATION SYSTEMS REF NO: 257**
Directorate: Education Knowledge and Info Systems

**SALARY
CENTRE**

R487 197 per annum (Level 09)
Cape Town

- REQUIREMENTS** : National Senior Certificate (or equivalent) and a Three-year relevant qualification. 3 years management experience. Knowledge: Thorough knowledge of knowledge management and information systems. Sense of the demographics of WCED. Literacy (2 Official Languages). Numeracy. In-depth knowledge of Organization (structure & processes). Skills: Excellent oral and written communication skills. High degree of focus on departmental needs, customer satisfaction. Quality orientated. Excellent diagnostic skills. Excellent problem-solving skills. Excellent interpersonal / organisational skills. Strong attention to detail. Project Management. Presentation Skills. Decision-making. Computer literacy. Problem solving. Leadership and Planning. Relationship building skills. Co-ordination. Research skills. Facilitation and Presentation skills. Strong Decision-making. Conflict resolution. Meeting skills. Interpersonal relations.
- DUTIES** : Helping to develop corporate knowledge management strategy. Identifying and developing various techniques to facilitate knowledge transfer. Assist with knowledge management design, development, implementation and ongoing support and maintenance. Create a process to easily identify knowledge required to meet organisational needs. Determine the appropriate structure and format in the knowledge management system, and determine the sources and acquisition methods for the knowledge. Ensure the continued enhancements of knowledge management techniques in conjunction with evolving industry trends and standards. Primary contact internally regarding relevant tools and technologies. Finding sources of expertise and acquiring necessary knowledge. Implementing and maintaining the knowledge throughout the organisation.
- ENQUIRIES** : Mr C. Adriaans Tel No: (021) 467 9255
- POST 16/342** : **ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION: SYSTEMS AND ADMINISTRATION: ESTABLISHMENTS REF NO: 274**
Directorate: Recruitment and Selection
- SALARY CENTRE REQUIREMENTS** : R487 197 per annum (Level 09)
: Cape Town
: A National Senior Certificate, or equivalent and a 3-year relevant qualification. 5 years' relevant experience. Knowledge: Knowledge of recruitment process. Knowledge of recruitment systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. PERSAL. Establishments. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation. Skills: Numeracy, Literacy, Language skills, Computer Literacy, Project Management, Leadership skills, Interpersonal skills, Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising, Good written and oral communication skills, ability to analyse, conceptualise and interpret policy, PERSAL.
- DUTIES** : Operationalise and coordinate an establishment administration and control function: Manage the approved establishment of the department. Ensure the creation and abolishment of posts on the approved establishment. Control and monitor use of functions pertaining to establishment control. Develop, analyse and maintain establishment statistics. Manage the reconciliation of organisational structures with Personnel. and Salary (PERSAL) system. Check and verify establishment related information. Implement establishment related policies and procedures: Manage the development and implementation of policies and procedures related to establishment administration. Advise and guide management and staff on the interpretation of policies and prescripts. Provide accurate and up-to-date information and reports to relevant stakeholders on establishment matters: Ensure the coordination and compilation of information for top management. Ensure the development and maintenance of establishment databases for the department. Manage the provision of people administrative information (including statutory reporting). Manage responses and provide reports to Auditor General (AG) requests for establishment information. People management: Participation in the recruitment and selection of staff. Motivate, train and guide staff. Manages the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Advise on policy issues with regard to the functions of the components under his/her command.
- ENQUIRIES** : Ms M Mocke Tel No: (021) 467 9278

POST 16/343 : **ADMINISTRATIVE OFFICER: PROPERTY MANAGEMENT REF NO: 222**
 Directorate: Physical Resource Planning and Property Management

SALARY : R413 001 per annum (Level 08)
CENTRE : Cape Town
REQUIREMENTS : Appropriate B-degree with 3-5 years appropriate experience or Grade 12 with 6-10 years appropriate experience. Knowledge of government systems Knowledge of the government policies Knowledge of the Constitution, legal and institutional arrangements governing the SA public sector. Skills: Analytical and systems thinking skills. Conceptual and formulation skills. Excellent communication skills. Computer literacy skills.

DUTIES : Management of Leases Facilitating the lease agreement process: Facilitate the renewal of contracts process Loading of leases on the system and continuously updating the commitment property register. Issue payment instructions to finance office: Provide finance with the banking details form consisting of the supplier details for loading on the BAS system. Provide finance with the annual template for loading on the BAS system. Provide finance with the template of all leases that needs to be paid on a monthly basis. Facilitation of opening, closing and merging of schools as well as transfers of independent schools to public schools. Receipt of application (whether it's opening, closing, merging of schools or transfer of independent schools). Draft submission for MEC for approval. Draft letter for notification. Notify all components/parties affected by the decision. Planning of scheduled and emergency maintenance. Receive priority list from District Offices/application form directly from schools in cases of emergency repairs In cases of scheduled maintenance, the priority list is forwarded to Public Works for execution. In cases of emergency maintenance, the Supply Chain Management process must be followed. Facilitate SGB building projects. Assist schools with the whole process until final approval is granted. Facilitate the process of the relinquishing of school property. The process can start in 2 ways: Firstly, a telephonic enquiry can be received directly from Public or Secondly, an enquiry can be received from Public Works. Acquisition of sites and leased schools: Facilitate the process from beginning to end. Regular contact with all role players during the process.

ENQUIRIES : Mr C Paris Tel No: (021) 467 2010

POST 16/344 : **SCHOOL SAFETY OFFICER: SCHOOL MANAGEMENT AND GOVERNANCE SUPPORT REF NO: 236**
 District Office: Metro Central Education District Office

SALARY : R413 001 per annum (Level 08)
CENTRE : Maitland
REQUIREMENTS : National Senior Certificate (or equivalent) and a Three-year relevant qualification in Health Safety, Education, Industrial Hygiene, Environmental Safety or Ergonomics. Desirable: SAMTRAC training course and SACE Registration. 2 years relevant experience, preference will be given to experience within the education field. A valid Driver's licence (excluding code A/A1). Knowledge of Occupational Health and Safety Act, 85 of 1993. Compensation for Occupational Health and Safety Act, 85 of 1993. Compensation for Occupational Injuries and Diseases Act, 130 of 1993. National Environmental Management Act, 107 of 1998. Finance including SCM and budgetary processes. Knowledge and application of relevant education policies, prescripts and legislation. National School Safety Framework. National Development Plan. Project planning. Skills: Report writing skills. Planning and organising skills. Monitoring and evaluation skills. Problem solving skills. Human relations skills. Analytical skills. Negotiation skills. Communication skills in at least two of the official languages of the Western Cape Government. Computer literacy. Presentation and facilitation skills.

DUTIES : Implementation of Occupational Health and Safety Policies, National and Provincial School Safety Framework, work procedures and relevant policies in schools. Ensure the establishment of a properly constituted and functional safety committee. Assist with the development of a safety policy to protect property and keep employees and learners safe. Assist with the creation of a comprehensive safety plan which will include a contingency plan. Define the role of each employee in maintaining workplace safety including RCL, SGB and SMT. Determine the type of training each employee needs. Keep up to date with all aspects of relevant health and safety workplace legislation and

communicate relevant changes. Conduct safety and security awareness campaigns and programmes. Provide a high level Safety Health Environmental consultancy and advisory service based on legal and other regulatory frameworks. Conduct regular inspections at Public Ordinary Schools and Public Special Schools to check that policies and procedures are being properly implemented. Monitor and report on the implementation of policies and procedures and drills conducted at Public Schools to DCES School Management and Governance Support. Conduct security audits, risk assessments and safety inspections at schools. Establish a full programme of documented health and safety inspections, audits and assessments in relation to learner and employee safety. Evaluate workplace safety risk assessments and consider how risks could be reduced. Establish safe working practices that comply with legislation. Conduct safety inspections at schools relating to evacuation drills and emergency alarms, safety risk assessments and standard operating procedures, employee awareness of responsibilities, installation and maintenance of safety equipment, and record keeping of all safety related matters. Provide a list of safety findings and recommendations to the Principal. Procure safety infrastructure and services to limit risks in alignment with procurement policies. Assist the Safety Committee with the development of an action plan. Monitor and report on the implementation of action plans. Keep records of audits, assessments and safety inspection findings and provide relevant reports to DCES School Management and Governance Support. Support the effective management of the District Occupational Health and Safety Committee. Serve on the District Occupational Health and Safety Committee. Support the Corporate Services Component with the development and implementation of a Health and Safety Plan for the Education District. Mobilise and advocate safety and security at district level. Guide the development and implementation of disaster management preparedness plans. Report on the support given to the District Occupational Health and Safety Committee to the DCES School Management and Governance Support. Coordinate and facilitate Health and Safety Training for Public Ordinary and Public Special Schools. Establish a structured programme of Health and Safety Training within the Education District. Liaise with external health and safety consultants in the provision of training programmes and services. Coordinate the delivery of training including evacuation plans, fire prevention, fire protection and hazardous materials communication. Ensure full and accurate health and safety training records are maintained. Review training feedback from employees. Maintain a database of employees who have completed the required training. Report on the implementation of occupational health and safety training to DCES School Management and Governance Support. Coordinate and facilitate various attitudinal and behavioural programmes to support, modify or influence learner and educator behaviour to create safe learning environments and promote quality teaching and learning. Organise, manage and facilitate all school based crime control, crime prevention and developmental initiatives including youth clubs, anti truancy and back

- ENQUIRIES** : Mr W Abrahams Tel No: (021) 514 6921
- POST 16/345** : **SCHOOL FINANCE AND RECORDS OFFICER: SCHOOL MANAGEMENT AND GOVERNANCE SUPPORT REF NO: 247**
District Office: Metro East Education District Office
- SALARY** : R413 001 per annum (Salary Level 8)
- CENTRE** : Kuilsrivier
- REQUIREMENTS** : National Senior Certificate (or equivalent) and a Three-year relevant qualification in finance. A valid Driver's licence (excluding code A/A1). 2 years relevant administrative experience. Preference given to finance and records management experience. Knowledge: Knowledge of relevant departmental policies and procedures. Knowledge of Archives and Records Service Act. Knowledge of Public Financial Management PFMA. Knowledge of budgeting processes and techniques. Knowledge of Financial Systems for example Pastel. Knowledge of School Administrative processes and procedures. Knowledge of Information Management Systems EMIS, CEMIS and Leave Management Systems. Knowledge of SCM processes and procedures. Skills: Communication. Language two official languages of the Western Cape. Computer literacy including skills in Pastel. Planning and organising. Presentation. Report writing skills reports and submissions. Analytical and

DUTIES

interpretation skills. Interpersonal skills. Problem solving. Financial skills including bookkeeping.

: Monitor, verify, develop and report on all aspects of Record Management. Check if the following registers are in place, verify that registers are in line with policy, prescripts, norms and standards and in line with the approved National Archives Policy: Approved File Plan. Telephone, Fax and Mail Registers. Stock Registers for Assets, Library, LTSM, IT equipment, Tuck Shop and Key Register. Handing Over Register and or Certificates. Learner Transport File, including WCED 061 and Inspection Form WCED 095. Admission Register CEMIS. Attendance Registers Educators, Public Servants and Learners. Leave Registers Educators, Public Servants. Incident Register. Disciplinary Registers Educators, Public Servants and Learners. Minutes of all meetings for example Staff, SMT, RCL, SGB, SDT. Records of Training Staff, SMT, RCL, SGB, SDT. Daily Decisions Register. Record of SACE registration for SGB posts. Record of Health and Safety including Evacuation Plans. Assist with the development of file plans and registers in line with prescripts. Support and follow up on all required corrective actions. Report in writing and electronically on all aspects of school administration to the Assistant Director School Financial Management and Administration. Monitor, verify, develop and report on sound Financial Administration Systems. Check that all the following financial administration processes and practices are in line with policy, prescripts, norms and standards and in line with the approved National Archives Policy: Financial Management finance and procurement. School Budget processes and meetings. Cash, receipt, class receipt and bank deposit book. Cheque requisitions. Petty Cash. Bank Statements. Bank Reconciliation Statements. Procurement. Asset Management including issuing and retrieval of textbooks and furniture including hostels. Assist with administrative tasks regarding the finance and assets with the opening and closing of schools. Contracts SGB employment and Service Providers. Risk Management internal control and fraud prevention. Fundraising. School Fee Exemptions. Transfer payments electronic funds transfer. Donation Register 18A. Loans, overdrafts and investments finance. Educator and public servants additional remuneration Section 38A. SARS Registration and other Tax Obligations. Municipal Accounts payment of Section 21 Schools. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist and train with the development and implementation plan to ensure improvement with regard to sound financial administration. Conduct school assessment and evaluations on financial management. Support and follow up on all required corrective actions. Report in writing and electronically on all aspects of School Financial Administration to the Assistant Director School Financial Management and Administration.

ENQUIRIES

: Mr H Carolissen Tel No: (021) 900 7019

POST 16/346

: **SCHOOL FINANCE AND RECORDS OFFICER: SCHOOL MANAGEMENT AND GOVERNANCE SUPPORT REF NO: 248**
District Office: Metro East Education District Office

SALARY CENTRE REQUIREMENTS

: R413 001 per annum (Level 08)
: Kuilsrivier
: National Senior Certificate (or equivalent) and a Three-year relevant qualification in finance. A valid Driver's licence (excluding code A/A1). 2 years relevant administrative experience. Preference given to finance and records management experience. Knowledge: Knowledge of relevant departmental policies and procedures. Knowledge of Archives and Records Service Act. Knowledge of Public Financial Management PFMA. Knowledge of budgeting processes and techniques. Knowledge of Financial Systems for example Pastel. Knowledge of School Administrative processes and procedures. Knowledge of Information Management Systems EMIS, CEMIS and Leave Management Systems. Knowledge of SCM processes and procedures. Skills: Communication. Language two official languages of the Western Cape. Computer literacy including skills in Pastel. Planning and organising. Presentation. Report writing skills reports and submissions. Analytical and interpretation skills. Interpersonal skills. Problem solving. Financial skills including bookkeeping.

DUTIES

: Monitor, verify, develop and report on all aspects of Record Management. Check if the following registers are in place, verify that registers are in line with

policy, prescripts, norms and standards and in line with the approved National Archives Policy: Approved File Plan. Telephone, Fax and Mail Registers. Stock Registers for Assets, Library, LTSM, IT equipment, Tuck Shop and Key Register. Handing Over Register and or Certificates. Learner Transport File, including WCED 061 and Inspection Form WCED 095. Admission Register CEMIS. Attendance Registers Educators, Public Servants and Learners. Leave Registers Educators, Public Servants. Incident Register. Disciplinary Registers Educators, Public Servants and Learners. Minutes of all meetings for example Staff, SMT, RCL, SGB, SDT. Records of Training Staff, SMT, RCL, SGB, SDT. Daily Decisions Register. Record of SACE registration for SGB posts. Record of Health and Safety including Evacuation Plans. Assist with the development of file plans and registers in line with prescripts. Support and follow up on all required corrective actions. Report in writing and electronically on all aspects of school administration to the Assistant Director School Financial Management and Administration. Monitor, verify, develop and report on sound Financial Administration Systems. Check that all the following financial administration processes and practices are in line with policy, prescripts, norms and standards and in line with the approved National Archives Policy: Financial Management finance and procurement. School Budget processes and meetings. Cash, receipt, class receipt and bank deposit book. Cheque requisitions. Petty Cash. Bank Statements. Bank Reconciliation Statements. Procurement. Asset Management including issuing and retrieval of textbooks and furniture including hostels. Assist with administrative tasks regarding the finance and assets with the opening and closing of schools. Contracts SGB employment and Service Providers. Risk Management internal control and fraud prevention. Fundraising. School Fee Exemptions. Transfer payments electronic funds transfer. Donation Register 18A. Loans, overdrafts and investments finance. Educator and public servants additional remuneration Section 38A. SARS Registration and other Tax Obligations. Municipal Accounts payment of Section 21 Schools. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist and train with the development and implementation plan to ensure improvement with regard to sound financial administration. Conduct school assessment and evaluations on financial management. Support and follow up on all required corrective actions. Report in writing and electronically on all aspects of School Financial Administration to the Assistant Director School Financial Management and Administration.

- ENQUIRIES** : Mr H Carolissen Tel No: (021) 900 7019
- POST 16/347** : **INFORMATION SYSTEMS OFFICER: PLANNING AND INFORMATION MANAGEMENT REF NO: 250**
District Office: West Coast Education District Office
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum (Level 08)
: Paarl
: National Senior Certificate (or equivalent) and a Three-year relevant qualification. A valid Driver's licence (excluding code A/A1). 1-2 years relevant experience. Knowledge: Knowledge of an ICT Strategy and operational plan. Knowledge of Education Information Systems (DMIS/CEMIS/PMPS, EduInfoSearch, SAMI, IMS). Processes and procedures of CITCOM and DITCOM. Knowledge of SCM processes and procedures. Knowledge of Education policies and guidelines regarding ICT. Knowledge of Data and Information Management. Skills: Written and verbal communication in 2 official languages of the Western Cape. Interpersonal. Problem solving. Presenting and facilitation. Report writing. Computer literacy (Advance level). Data analysis. Analytical thinking. Planning and organising skills.
- DUTIES** : Enable access and utilisation of the Education Knowledge and Information Management Systems and related information and Communication Technology (ICT) solutions within the Western Cape Education Districts. Facilitate and provide access to users within the district and schools. Provide support and assistance with the development and enhancement of electronic business solutions to enable effective information, knowledge management and business intelligence within the WCED. Assist with continuous integration, development and enhancements to information systems. Facilitate the provisioning of infrastructure (hardware, software and connectivity) to enable utilisation of the Education Knowledge and Information Management Systems

for the District. Receive, process and submit applications to Director and Network Technologist (Cel) for approval. Ensure request is in line with prescripts. Maintain and update the infrastructure (hardware, software and connectivity) asset register. Maintain EMIS and provide data analysis service within the Education District. Assist with the facilitation of interfaces with other ICT solutions within the District. Assist with the gathering, collation, analysis and dissemination of information. Perform system and data analysis processes to ensure data integrity within the District. Execute interventions for review and improvement of the EMIS and related systems with relevant stakeholders within the District. Facilitate Knowledge and Information Management systems user training and support in collaboration with the Directorate Knowledge and Information Management. Implement a decentralised training support process in collaboration with Directorate Knowledge and Information Management with the identification of EMIS training requirements within the District and Schools. Render EMIS support as requested by schools telephonically, e-support or in loco. Render support in terms of the internal publication and dissemination of institutional knowledge and information generated within education information systems. Render support in terms of internal publication and dissemination of educational information over appropriate platforms. Render support with the integration and diffusion of Knowledge Management Systems within the Education District by identifying, updating, promoting and facilitating institutional knowledge techniques. Liaison with stakeholders relating to standardised reporting requests as well as ad hoc requests.

ENQUIRIES

: Mr H Bastiaan Tel No: (021) 860 1229

POST 16/348

: **MANAGEMENT AND GOVERNANCE SUPPORT: LEARNER TRANSPORT OFFICER REF NO: 251**

District Office: West Coast Education District Office

SALARY CENTRE REQUIREMENTS

: R413 001 per annum (Level 08)

: Paarl

: National Senior Certificate, or equivalent and a 3-year relevant, post school qualification. A Valid driver's licence (excluding code A/A1). 2 years' relevant experience. Knowledge: Knowledge of National and Provincial Legislation, Policies and guidelines, National Road Traffic Act (Act 93 of 1996) and Regulations, Western Cape Provincial School Education Act, 1997 (Act 12 of 1997), National Learner Transport Policy (June 2015), Western Cape Education Department Learner Transport Policy, Contract Management, SCM, the process for the testing of vehicles, information management systems (including GIS), financial administration processes, Standard Operating Procedures (SOP) Manual for Learner Transport Schemes (LTSs) (2015). Skills: Written and verbal communication in 2 official languages of Western Cape, Organising and planning, Numeracy, Computer literacy, Recordkeeping, Interpersonal, Report writing.

DUTIES

: Administer the Learner Transport Scheme (LTS) applications process for new and existing Learner Transport routes: Receive learner transport applications with the Circuit Manager's recommendation. Maintain a database / register of the received applications for tracking purposes. Verifies the correctness of the information in the application including the verification of learner details on CEMIS. Provide a detailed route map with verified distances and Geographic Positioning System (GPS) coordinates for new learner transport routes and extensions / curtailments of existing routes. Request and attach additional written motivation where learners are transported past the nearest school/s. Present the completed applications to the relevant district manager/s and District Director for the final recommendation. Submit the signed applications to the relevant component at head office. Record management function with regards to LTS: Open a separate file for each LTS route as per District File Plan. File all relevant correspondence in route files. Maintain a database of the expiry dates of all LTS contracts and ensure the timeous submission of the application for the re-advertisement of expired contracts. Facilitation of bi-annual vehicle testing: Ensure the timeous testing of all approved learner transport vehicles. Timeous submission of monthly vehicle testing schedules and reports to the relevant district manager and head office component. Payment of monthly claims: Oversee the timeous processing of monthly claims received from principals / learner transport contractors. Verify the correctness of each claim and submit the claims for payment. Ascertain whether all principals / learner transport contractors submitted their claims and issue a

written request where claims were not timeously received. Maintain a database of claims received and processed. Report monthly on the prescribed template to the relevant district manager and head office component. Monitoring of Learner Transport Schemes: Quarterly identify and inspect a pre-determined number of learner transport routes with respect to general condition of learner transport vehicles, overloading, roadworthiness, valid licences and general compliance to contract conditions. Inform the principals / learner transport contractors in writing of non-compliance with an instruction to comply within a predetermined due date. Attend to learner transport complaints received from schools and other relevant stakeholders. Conduct unannounced learner transport route inspections where required. Ensure that the database for learner transport complaints received is maintained and updated. Identify and report on cases of non-compliance and follow due process. Report monthly on the prescribed template to the relevant district manager and head office component. Supervisory functions: Motivate, train and guide staff to achieve and maintain excellence in service delivery. Manage the performance, evaluation and rewarding of staff. Promote sound employee relations. Manage and promote the maintenance of discipline. Perform all the supervisory tasks with regard to the section.

ENQUIRIES : Mr H Bastiaan Tel No: (021) 860 1229

POST 16/349 : **INFORMATION ANALYST: EDUCATION KNOWLEDGE AND INFORMATION SYSTEMS REF NO: 258**
Directorate: Education Knowledge and Info Systems

SALARY CENTRE REQUIREMENTS : R413 001 per annum (Level 08)
: Cape Town
: National Senior Certificate (or equivalent) and a Three-year relevant qualification. 1-year relevant experience in information management. Knowledge: Excellent oral and written communication skills. High degree of focus on departmental needs, customer satisfaction. Quality orientated. Excellent diagnostic skills. Excellent problem-solving skills. Excellent interpersonal/organisational skills. Strong attention to detail. Through knowledge of knowledge management and information systems. Project Management. Sense of Demographics of WCED. Skills: Literacy (2 Official Languages). Numeracy. Presentation Skills. Decision –making. Computer literacy. Problem solving. Leadership and Planning. Relationship building skills. Coordination. Research skills. Facilitation/Coordination/ Presentation skills. Strong Decision making. Conflict resolution. Meeting skills. Interpersonal relations. In-depth knowledge of Organisation (structure and processes).

DUTIES : Enable access and utilisation of the Education Management Information System (EMIS) and related Information Technology (IT) solutions within the Western Cape Education Department (WCED) in collaboration with DotP: Cel: Provide access to users. Facilitate the provisioning of infrastructure (hardware, software and connectivity) to enable utilisation of the EMIS. Provide support and assistance with the development and enhancement of electronic business solutions to enable effective information, knowledge management and business intelligence within the WCED. Assist with continuous integration, development and enhancements to information systems. Maintain EMIS and related systems within the WCED and provide information analysis: Facilitate updates and enhancements to the WCED EMIS and related systems e.g. CEMIS, LURITS, SA-SAMS. Assist with the facilitation of interfaces with other ICT solutions. Perform system and data analysis processes to ensure data integrity. Execute interventions for review and improvement of the EMIS and related systems with relevant stakeholders. Execute and support interventions for review and improvement of the EMIS and related systems. Facilitate Knowledge and Information Management systems user training and support in collaboration with Education Districts: Implement a decentralised training and support process in collaboration with Districts. Assist with the Identification of EMIS training requirements within the WCED. Render support in terms of the publication and dissemination of institutional knowledge and information generated within education information systems: Render support in terms of publication and dissemination of educational information over appropriate platforms. Render support with the integration and diffusion of Knowledge Management systems within the WCED by identifying, updating, promoting and facilitating institutional knowledge techniques. Liaison with stakeholders relating to standardised reporting requests as well as adhoc requests.

ENQUIRIES : Mr C Adriaans Tel No: (021) 467 9255

POST 16/350 : **INFORMATION ANALYST: EDUCATION KNOWLEDGE AND INFORMATION SYSTEMS REF NO: 259**
 Directorate: Education Knowledge and Info Systems

SALARY CENTRE REQUIREMENTS : R413 001 per annum (Level 08)
 : Cape Town
 : National Senior Certificate (or equivalent) and a Three-year relevant qualification. 1-year relevant experience in information management. Knowledge: Excellent oral and written communication skills. High degree of focus on departmental needs, customer satisfaction. Quality orientated. Excellent diagnostic skills. Excellent problem-solving skills. Excellent interpersonal/organisational skills. Strong attention to detail. Through knowledge of knowledge management and information systems. Project Management. Sense of Demographics of WCED. Skills: Literacy (2 Official Languages). Numeracy. Presentation Skills. Decision –making. Computer literacy. Problem solving. Leadership and Planning. Relationship building skills. Coordination. Research skills. Facilitation/Coordination/ Presentation skills. Strong Decision making. Conflict resolution. Meeting skills. Interpersonal relations. In-depth knowledge of Organisation (structure and processes).

DUTIES : Enable access and utilisation of the Education Management Information System (EMIS) and related Information Technology (IT) solutions within the Western Cape Education Department (WCED) in collaboration with DotP: Cel: Provide access to users. Facilitate the provisioning of infrastructure (hardware, software and connectivity) to enable utilisation of the EMIS. Provide support and assistance with the development and enhancement of electronic business solutions to enable effective information, knowledge management and business intelligence within the WCED. Assist with continuous integration, development and enhancements to information systems. Maintain EMIS and related systems within the WCED and provide information analysis: Facilitate updates and enhancements to the WCED EMIS and related systems e.g. CEMIS, LURITS, SA-SAMS. Assist with the facilitation of interfaces with other ICT solutions. Perform system and data analysis processes to ensure data integrity. Execute interventions for review and improvement of the EMIS and related systems with relevant stakeholders. Execute and support interventions for review and improvement of the EMIS and related systems. Facilitate Knowledge and Information Management systems user training and support in collaboration with Education Districts: Implement a decentralised training and support process in collaboration with Districts. Assist with the Identification of EMIS training requirements within the WCED. Render support in terms of the publication and dissemination of institutional knowledge and information generated within education information systems: Render support in terms of publication and dissemination of educational information over appropriate platforms. Render support with the integration and diffusion of Knowledge Management systems within the WCED by identifying, updating, promoting and facilitating institutional knowledge techniques. Liaison with stakeholders relating to standardised reporting requests as well as adhoc requests.

ENQUIRIES : Mr C Adriaans Tel No: (021) 467 9255

POST 16/351 : **ADMINISTRATIVE OFFICER: LEARNER TRANSPORT SCHEMES REF NO: 266**
 Directorate: Learner Transport Schemes

SALARY CENTRE REQUIREMENTS : R413 001 per annum (Level 08)
 : Cape Town
 : National Senior Certificate, or equivalent and a relevant 3-year qualification (Degree/National Diploma or equivalent); A valid driver's license (excluding code A/A1); Two years relevant experience in an administrative environment, preferably in Learner Transport Schemes. Knowledge: Relevant Legislation, Policies and guidelines; The National Road Traffic Act/Regulations; Provincial School Education Act; National/ Provincial LTS Policy; Contract Management; Information management (including GIS & CEMIS); Financial administration; The LTS Standard Operating Procedures Manual. Skills: Computer literacy in MS Office; Good verbal and written communication skills; Organisational, planning and numeracy skills; submission/Report Writing, Supervisory Skills.

DUTIES : Provide administrative support and assist with: Manage the planning and coordination of the Learner Transport Schemes: Maintain a register of LTS applications received from Districts and a Schedule of LTS routes. Quality Assurance of LTS application and presentation to WCED Bus Committee. Verify LTS route details by using Google Maps & GIS system. Verify/ Capture learner and route details on the Central Education Management Information System (CEMIS). Compile LTS submissions to Delegated Official for approval. Conduct route verifications where required. Communicate with Districts/Schools/Circuit. Managers regarding shortcomings identified. Compile Letters and Memorandums to Districts/Schools/Directorate Procurement Management regarding the outcome of LTS applications. Capture Learners/Application outcomes on EduInfoSearch system. Monitor LTS contract duration with a view to request the re-advertisement of services by the Directorate: Procurement Management. Ensure the creation and maintenance of a separate file for each LTS route. Attend to LTS enquiries from all stakeholders. Supervision: Perform a supervisory function: Motivate, train and guide staff. Manage staff performance and evaluation. Promote sound employee relations. Manage/ promote the maintenance of discipline.

ENQUIRIES : Ms K Lackay Tel No. (021) 467 2327

POST 16/352 : **ADMINISTRATIVE OFFICER: LEARNER TRANSPORT SCHEMES REF NO: 267**
 Directorate: Learner Transport Schemes

SALARY CENTRE REQUIREMENTS : R413 001 per annum (Level 08)
 : Cape Town
 : National Senior Certificate, or equivalent and a relevant 3-year qualification (Degree/National Diploma or equivalent); A valid driver's license (excluding code A/A1); Two years relevant experience in an administrative environment, preferably in Learner Transport Schemes. Knowledge: Relevant Legislation, Policies and guidelines; The National Road Traffic Act/Regulations; Provincial School Education Act; National/ Provincial LTS Policy; Contract Management; Information management (including GIS & CEMIS); Financial administration; The LTS Standard Operating Procedures Manual. Skills: Computer literacy in MS Office; Good verbal and written communication skills; Organisational, planning and numeracy skills; submission/Report Writing, Supervisory Skills.

DUTIES : Provide administrative support and assist with: Manage the planning and coordination of the Learner Transport Schemes: Maintain a register of LTS applications received from Districts and a Schedule of LTS routes. Quality Assurance of LTS application and presentation to WCED Bus Committee. Verify LTS route details by using Google Maps & GIS system. Verify/ Capture learner and route details on the Central Education Management Information System (CEMIS). Compile LTS submissions to Delegated Official for approval. Conduct route verifications where required. Communicate with Districts/Schools/Circuit. Managers regarding shortcomings identified. Compile Letters and Memorandums to Districts/Schools/Directorate Procurement Management regarding the outcome of LTS applications. Capture Learners/Application outcomes on EduInfoSearch system. Monitor LTS contract duration with a view to request the re-advertisement of services by the Directorate: Procurement Management. Ensure the creation and maintenance of a separate file for each LTS route. Attend to LTS enquiries from all stakeholders. Supervision: Perform a supervisory function: Motivate, train and guide staff. Manage staff performance and evaluation. Promote sound employee relations. Manage/ promote the maintenance of discipline.

ENQUIRIES : Ms K Lackay Tel No: (021) 467 2327

POST 16/353 : **LANGUAGE PRACTITIONER: EDITORIAL AND LANGUAGE SERVICE REF NO: 263**
 Directorate: Communication

SALARY CENTRE REQUIREMENTS : R413 001 per annum (Level 08)
 : Cape Town
 : National Senior Certificate, or equivalent and a 3-year post-school qualification (NQF 6) in communication and translation studies, linguistics or related studies. 1 – 2 years' relevant experience. Knowledge of Communication policy and strategies. Profound working knowledge of at least two official languages of the Western Cape. Editing and translation of documents. Skills: Interpret and apply

		relevant policies and procedures. Problem solving skills. Facilitation skills. Presentation skills. Communication (written and verbal). Organising. Analytical thinking. Project management. Research. Computer literacy (MS Office).
<u>DUTIES</u>	:	Provide language and translation services to the Department: Provide input into the development and implementation of necessary policies and procedures with regard to departmental language services. Translate and edit documents in the official languages. Liaise with Department of Cultural Affairs and Sport (DCAS) for outsourced translation of documents. Quality-check all documents and products managed by the unit. Perform administrative tasks eg. record keeping. Participate in the development of standard terminology for the Department: Provide language advisory services to the Department. Develop and record terminology. Compile and maintain databases relating to language matters. Compile lists of terms requiring standardization during the translation process. Participate in the Terminology Forum to develop proposed standardised terms.
<u>ENQUIRIES</u>	:	Ms M Merton Tel No: (021) 467 2707
<u>POST 16/354</u>	:	<u>ADMINISTRATIVE OFFICER: FINANCE, ADMIN, GOVERNANCE: INSTITUTIONAL MANAGEMENT AND GOVERNANCE: NON-CURRICULUM REF NO: 268</u> Directorate: Management And Governance (Non-Curriculum)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08) Cape Town National Senior Certificate (or equivalent) and a relevant B-Degree. 1 year relevant experience. Knowledge: Knowledge of South African Schools Act and the FET Act. Knowledge of modern systems of governance and administration. Knowledge of public policy making processes. Knowledge of the policies of the government of the day. Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector. Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector. Knowledge of communication, media management, public relations, public participation and public education. Knowledge of project management processes. Skills: Analytical and systems thinking skills. Conceptual and formulation skills. Team building and strong interpersonal skills. Excellent communication skills. Outstanding planning, organizing and people management skills. Computer literacy skills.
<u>DUTIES</u>	:	Develop policy and guidelines on management and governance issues in respect of Financial Management and Governance, Procurement Administration and Governance, Institution Administration including HRM and Office Administration and Governance, Learner Administration and Governance, and Physical Resource Administration and Governance. Provide policy and guidelines for building capacity of SGBs and RCLs. Develop systems, standards and practices for institutional management and governance.
<u>ENQUIRIES</u>	:	Mr N.Petersen Tel No: (023) 348 4601
<u>POST 16/355</u>	:	<u>EMPLOYEE RELATIONS PRACTITIONER: EMPLOYEE RELATIONS: MISCONDUCT, GRIEVANCES AND DISPUTES REF NO: 269</u> Directorate: Employee Relations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08) Cape Town National Senior Certificate, or equivalent and a 3-year, relevant post-school qualification. 3 years' relevant experience. Knowledge: Labour relations Act (LRA) 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. All applicable resolutions and collective agreements pertaining to educators and public servants. Good understanding of modern labour relations management/ development and its processes, methods and techniques. Knowledge of the requirements of all labour-related legislation. Knowledge of grievances, disciplinary and misconduct procedures. Knowledge of negotiations. Knowledge of other related legislation. Skills: Numeracy, Literacy, Computer Literacy, Language skills, Project Management, Interpersonal skills, Communication skills (written and verbal), Analytical skills,

DUTIES

Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising.

Render effective misconduct, grievances, disputes and case matters: Misconduct: Handle misconduct cases through investigation, initiation, and liaising with organised labour; Compiling of submissions to obtain mandate to institute disciplinary action and/or the finalisation thereof; Assist in securing a presiding officer to be appointed, where necessary; Maintain a management plan to ensure compliance with timeframes; Deal with all types of enquiries relating to misconduct; Provide guidance on misconduct matters; Perform general administrative duties; Capture cases on Personnel and Salary System (PERSAL); Stay abreast with latest case law and policies. Grievances: Facilitate the grievance procedure in terms of the rules for the handling of complaints and grievances for the public service and educators; Monitor time frames and follow-up on outstanding grievances with designated line managers' delegated to deal with such matters; Finalise grievance based on the outcome report received from the respective line manager; Provide guidance and deal with all types of enquiries relating to grievance, legal and/or financial implications of personnel related matters; Perform general administrative duties; Capture cases on PERSAL. Disputes: Obtain background information on the dispute; Analyse the dispute referral in order to prepare for the conciliation and/or arbitration; Keep abreast with latest case law/collective agreements/regulatory framework in order to prepare submission and obtain a mandate to defend and/or settle a dispute; Represent the department in the dispute resolution process during conciliation and/or arbitration for both educators and public servants; Deal with all types of enquires relating to disputes; Liaise with organised labour and representatives; Perform general administrative duties; Capture cases on PERSAL. ER case matters: Prepare and support role players with the relevant documents for labour court case i.e. review applications or similar; Monitor and check the adherence to the respective timeframes for the respective court procedures; Keep diary for consultations with counsel and court dates; Implementation of court judgements; Maintain and update a monthly record of court cases. Execute Collective Bargaining and Training services: Assist in collective bargaining consultations with education unions: Provincial Education Labour Relations Chamber (PELRC): Arrange caucus meetings and log arrangements for PELRC, Provide feedback report to Head of Department (HoD), Compile follow up on action list; and, File documents and update statistics Task Teams: Caucus meetings for task teams and log arrangements; Compile minutes and action lists for task teams; and Follow up actions of each task teams. Assist in collective bargaining consultations with public service unions: Multi-laterals and bi-lateral meetings with unions: Arrange caucus meetings and log arrangements; Compile minutes of meeting and action lists; and Follow up and compile notices and reminders. Assist with secondments and time-off for union secondments: Compile submissions to HoD for approval with letters to role players; Send approved/signed letters to various role players; and File documents/letters, etc. Execute recruitment and selection notices to unions. Send notices to unions of adverts. Assist in the Medium-Term Expenditure Framework (MTEF) consultation processes including: Execute administrative duties; Logistical arrangements; and; Notices and reminders to stakeholders. Execute training and support: Identify training needs for educators and public servants; Assist with the formulation of training programmes; Conduct training sessions on labour relations matters; Procurement of training material and presenters; Evaluate trainers and training material; and Perform general administrative duties. Deal with all types of enquiries relating to collective bargaining and training. Keep a monthly record of cases (statistics). Assist with collective bargaining matters. Perform advisory and policy research services. Keeping abreast with updated legislation and the latest relevant case law in the Labour relations field; o Gather information on the latest amended relevant legislation, case law, articles, law journals etc.; and Provide guidance to staff on the latest developments. Gather and compile information on topical matters affecting WCED. Assist the sub-directorate with: Gathering of information on topical matters arising from arbitration awards; and Update staff on the latest developments in the labour relations/law field. Perform all activities related to data-capturing, information processing, analysis, sharing and reporting relating to the functions of the component. Gather information and provide trend analysis on all employee related matters. Compile a register and maintain record of misconduct cases such as Remuneration outside of the public service

(RWOPS), appeals, legal opinions, court cases, and the provision of labour relations advisory services to the WCED. Handle and compile appeal documents for the Provincial Minister (Educators), and Appeal Authority (Public servants): Prepare appeal bundles from all the relevant disciplinary hearings documents and the recordings; Submit appeals to the Provincial Minister and Appeal Authority; Follow up on outstanding appeals from said authorities; and Update and maintain the case management system. Keep a monthly record of appeal statistics. Execute administrative support to the specific functions: Apply efficient management and protection of sensitive and confidential information coming in and going out the sub-directorate in compliance with the applicable prescripts. Represent the employer at conciliation/arbitration meetings and act as Presiding Officer in disciplinary hearings. Assist with advice to management on all aspects of labour relations. Act as departmental representative in formal disciplinary hearings (educators and public servants). Contribute to the operational objectives of the directorate. Promote sound labour relations in the public education sector. Keep up to date with matters relating to grievances, disputes and misconduct cases. Assist with procurement, inventory and general finance processes. Draft submissions and memoranda on various challenges. Redistribute correspondence and redirect enquiries to the relevant officials. Keep record and follow up on enquiries and correspondence. Direct general inquiries from the public, media and administration. Check and verify outgoing documentation. Assist with diary management by coordinating meetings and appointments. Prepare all relevant documentations for appointments and meetings.

- ENQUIRIES** : Mr C Esau Tel No: (021) 467 2362
- POST 16/356** : **EMPLOYEE RELATIONS PRACTITIONER: EMPLOYEE RELATIONS: MISCONDUCT, GRIEVANCES AND DISPUTES REF NO: 270**
Directorate: Employee Relations
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum (Level 08)
: Cape Town
: National Senior Certificate, or equivalent and a 3-year, relevant post-school qualification. 3 years' relevant experience. Knowledge: Labour relations Act (LRA) 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. All applicable resolutions and collective agreements pertaining to educators and public servants. Good understanding of modern labour relations management/ development and its processes, methods and techniques. Knowledge of the requirements of all labour-related legislation. Knowledge of grievances, disciplinary and misconduct procedures. Knowledge of negotiations. Knowledge of other related legislation. Skills: Numeracy, Literacy, Computer Literacy, Language skills, Project Management, Interpersonal skills, Communication skills (written and verbal), Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising.
- DUTIES** : Render effective misconduct, grievances, disputes and case matters: Misconduct: Handle misconduct cases through investigation, initiation, and liaising with organised labour; Compiling of submissions to obtain mandate to institute disciplinary action and/or the finalisation thereof; Assist in securing a presiding officer to be appointed, where necessary; Maintain a management plan to ensure compliance with timeframes; Deal with all types of enquiries relating to misconduct; Provide guidance on misconduct matters; Perform general administrative duties; Capture cases on Personnel and Salary System (PERSAL); Stay abreast with latest case law and policies. Grievances: Facilitate the grievance procedure in terms of the rules for the handling of complaints and grievances for the public service and educators; Monitor time frames and follow-up on outstanding grievances with designated line managers' delegated to deal with such matters; Finalise grievance based on the outcome report received from the respective line manager; Provide guidance and deal with all types of enquiries relating to grievance, legal and/or financial implications of personnel related matters; Perform general administrative duties; Capture cases on PERSAL. Disputes: Obtain background information on the dispute; Analyse the dispute referral in order to prepare for the conciliation and/or arbitration; Keep abreast with latest case law/collective agreements/regulatory framework in order to prepare submission and obtain a mandate to defend and/or settle a dispute; Represent

the department in the dispute resolution process during conciliation and/or arbitration for both educators and public servants; Deal with all types of enquires relating to disputes; Liaise with organised labour and representatives; Perform general administrative duties; Capture cases on PERSAL. ER case matters: Prepare and support role players with the relevant documents for labour court case i.e. review applications or similar; Monitor and check the adherence to the respective timeframes for the respective court procedures; Keep diary for consultations with counsel and court dates; Implementation of court judgements; Maintain and update a monthly record of court cases. Execute Collective Bargaining and Training services: Assist in collective bargaining consultations with education unions: Provincial Education Labour Relations Chamber (PELRC): Arrange caucus meetings and log arrangements for PELRC, Provide feedback report to Head of Department (HoD), Compile follow up on action list; and, File documents and update statistics Task Teams: Caucus meetings for task teams and log arrangements; Compile minutes and action lists for task teams; and Follow up actions of each task teams. Assist in collective bargaining consultations with public service unions: Multi-laterals and bi-lateral meetings with unions: Arrange caucus meetings and log arrangements; Compile minutes of meeting and action lists; and Follow up and compile notices and reminders. Assist with secondments and time-off for union secondments: Compile submissions to HoD for approval with letters to role players; Send approved/signed letters to various role players; and File documents/letters, etc. Execute recruitment and selection notices to unions. Send notices to unions of adverts. Assist in the Medium-Term Expenditure Framework (MTEF) consultation processes including: Execute administrative duties; Logistical arrangements; and; Notices and reminders to stakeholders. Execute training and support: Identify training needs for educators and public servants; Assist with the formulation of training programmes; Conduct training sessions on labour relations matters; Procurement of training material and presenters; Evaluate trainers and training material; and Perform general administrative duties. Deal with all types of enquiries relating to collective bargaining and training. Keep a monthly record of cases (statistics). Assist with collective bargaining matters. Perform advisory and policy research services. Keeping abreast with updated legislation and the latest relevant case law in the Labour relations field; o Gather information on the latest amended relevant legislation, case law, articles, law journals etc.; and Provide guidance to staff on the latest developments. Gather and compile information on topical matters affecting WCED. Assist the sub-directorate with: Gathering of information on topical matters arising from arbitration awards; and Update staff on the latest developments in the labour relations/law field. Perform all activities related to data-capturing, information processing, analysis, sharing and reporting relating to the functions of the component. Gather information and provide trend analysis on all employee related matters. Compile a register and maintain record of misconduct cases such as Remuneration outside of the public service (RWOPS), appeals, legal opinions, court cases, and the provision of labour relations advisory services to the WCED. Handle and compile appeal documents for the Provincial Minister (Educators), and Appeal Authority (Public servants): Prepare appeal bundles from all the relevant disciplinary hearings documents and the recordings; Submit appeals to the Provincial Minister and Appeal Authority; Follow up on outstanding appeals from said authorities; and Update and maintain the case management system. Keep a monthly record of appeal statistics. Execute administrative support to the specific functions: Apply efficient management and protection of sensitive and confidential information coming in and going out the sub-directorate in compliance with the applicable prescripts. Represent the employer at conciliation/arbitration meetings and act as Presiding Officer in disciplinary hearings. Assist with advice to management on all aspects of labour relations. Act as departmental representative in formal disciplinary hearings (educators and public servants). Contribute to the operational objectives of the directorate. Promote sound labour relations in the public education sector. Keep up to date with matters relating to grievances, disputes and misconduct cases. Assist with procurement, inventory and general finance processes. Draft submissions and memoranda on various challenges. Redistribute correspondence and redirect enquiries to the relevant officials. Keep record and follow up on enquiries and correspondence. Direct general inquiries from the public, media and administration. Check and verify outgoing documentation. Assist with diary

		management by coordinating meetings and appointments. Prepare all relevant documentations for appointments and meetings.
<u>ENQUIRIES</u>	:	Mr C Esau Tel No: (021) 467 2362
<u>POST 16/357</u>	:	<u>HR PRACTITIONER: RECRUITMENT AND SELECTION: SYSTEMS AND ADMINISTRATION REF NO: 276</u> Directorate: Recruitment and Selection
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	National Senior Certificate, or equivalent and a relevant 3 year qualification. 3 years' relevant experience in talent sourcing and administration. Knowledge: National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act. Skills: Analytical thinking. Strategic thinking. Communication. Computer Literacy. Ability to analyse, conceptualise and implement policy. Conflict resolution. Monitoring, evaluation and reporting. Presentation. Problem Solving. Research.
<u>DUTIES</u>	:	Compile advertisements and placement thereof in applicable media: Write/create an advert in line with job description and job evaluation. Create Provincial and DPSA bulletin. Compile newspaper adverts. Request for publication in various media (internally via Directorate: Corporate Communication). Attend to all queries relating to adverts and advise in this regard. Facilitate and advise on the recruitment process (inclusive of e-recruitment procedures): Receive applications per post from the service provider. Control the applications against final lists to ensure 100% reconciliation. Transmit applications with supporting HR documentation to selection committees. Liaise with OD regarding competency assessment process (level 9 and higher). Co-ordinate a data base of all relevant recruitment information. Facilitate and advise on the selection process, inclusive of interviews and personnel suitability checks in respect of all nominated candidates. Compile integrated and individual short-list grids. Prepare the interview file with all relevant documentation. Inform relevant managers of their responsibility to assist and support the shortlisting process. Render logistical arrangements i.e. accommodation/flights, preparing agenda's and informing the candidates of the interview details. Attend preparatory meetings with line manager/chair/panel. Render secretariat function during actual interviews. Monitor procedures and processes during actual interview and advise accordingly. Draft submission and appointment letters in respect of nominated candidates: Compile post-interview submissions for approval by relevant manager. Submit the approved submission to the relevant line manager. Submit relevant documentation to the appointment section. Co-ordinate the data base with relevant information regarding submission letters, appointment letters, nomination and assumption of duty letters. Provide a capacity building and talent sourcing advisory service: Conduct capacity building information sessions at department components. Maintain and update talent sourcing procedures and manuals. Render general recruitment advisory service. Perform managerial / supervisory tasks: Participate in the recruitment and selection of staff. Motivate, train and guide staff. Manage the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Give strategic direction to and manage policy issues with regard to the functions of the components under his/her command. Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards. Determine workflow requirements.
<u>ENQUIRIES</u>	:	Ms M Mocke Tel No: (021) 467 9278
<u>POST 16/358</u>	:	<u>ADMINISTRATIVE SUPPORT OFFICER: CURRICULUM SUPPORT REF NO: 203</u> District Office: Metro East Education District Office
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Kuilsrivier
<u>REQUIREMENTS</u>	:	National Senior Certificate (or equivalent) and a One-year post matric qualification. 3 years relevant clerical or administrative experience. Knowledge of provincial and national education strategies, advanced knowledge of

relevant software packages and computer programmes, knowledge of relevant legislation, policies, prescripts and procedures and basic financial administration. Skills: Drafting documentation such as submissions and letters, sound organising, planning and time management skills, minute taking and record keeping, running and maintaining record management systems, effective written and verbal communication, procurement of goods and services, ability to work under pressure, sound judgement, basic research and information gathering skills, analysis of documents and situations, ability to access research sources and ability to function as a team member.

DUTIES

: Render line administrative support services by managing support staff in administrative duties, developing and maintaining processes and systems to improve efficiency, overseeing the flow of information and documents to and from the Curriculum Support Component, preparing documentation and verifying responses received from schools and internal and external stakeholders, obtaining inputs, collating and compiling progress, monthly and management reports, assisting with monitoring and evaluating performance against predetermined objectives, ensuring effective record keeping of activities and resources, assisting with the planning of workshops, meetings and conferences, following up on outstanding documentation, data and information and collating curriculum data available on WCED systems such as CEMIS, EduInfoSearch, SAMI and DMIS. Coordinate monitoring and evaluation activities by updating and maintaining information systems for curriculum projects, compiling memoranda and reports on the validity and relevance of data, tracking issues through the Issue Management System, coordinating project development queries including parliamentary and ministerial enquiries, analysing reports and making notes or recommendations, assisting with analysis of business reports, drafting progress reports and keeping detailed records of teacher and school performance. Provide support to the unit for supply chain management by coordinating supporting documents, managing and maintaining an effective filing system, screening documents for meetings, collecting and compiling project information, rendering secretariat services including agenda management and circulation of memoranda, managing procurement of standard items, obtaining required signatures and keeping records of procurement activities. Render advice and liaison on administrative matters by remaining updated on WCED online systems, studying relevant public service and departmental prescripts and policies, remaining abreast of project procedures and compiling reports and submissions as requested.

ENQUIRIES

: Mr T Daniels Tel No: (021) 900 7169

POST 16/359

: **ADMINISTRATIVE OFFICER: ASSESSMENT AND EXAMINATION: CURRICULUM SUPPORT REF NO: 207**
District Office: Eden and Central Karoo Education District Office

SALARY CENTRE REQUIREMENTS

: R338 106 per annum (Level 07)
: George
: National Senior Certificate, or equivalent and a 3-year, relevant post school qualification. 3 years' relevant clerical/administration experience. A valid driver's license (excluding code A/A1). Knowledge of Provincial and National education strategies, advanced knowledge of relevant software packages & sound application of relevant computer programmes, NSC/SC/AET examinations directives, various exam databases/platforms, relevant legislation/policies/prescripts and procedures (assessment and examination policies), basic financial administration. Skills: Drafting of documents (submissions, letters). Sound organising, planning and time management skills (workshops, conferences events), Diary management, travel itineraries, document flow in the office, property record minutes and decisions at meetings, run and maintain a record management system, communicate effectively (written and verbally), procure goods and services, work under pressure, interpretation and application of various exam directives, client service orientated skills, sound judgement, basic research (information gathering), analyse documents and situations, ability to access research sources (information platforms), function as a team member.

DUTIES

: Render Assessment and examination administration services to clients within the Education District: Execute all assessment and examination administrative process within the prescribed timelines and frameworks. Verify and approve all processed applications. Handle all investigations regarding registration,

certifications and result related enquiries and execution post-approval. Administer the certification process through: Processing and publishing of results; queries and remarking: a) perform client services, b) execute queries emanating from the client service, c) deal with all exam related result queries in an effective and efficient manner, d) issue all results in accordance with policy and prescripts, e) deal with all telephonic queries, f) record, reprint and post remark and missing mark results. Certification: a) deal effectively and efficiently with all certification queries, b) attend workshops and training sessions relating to certifications, c) guide co-workers / clients on directives, d) issue circulars and notifications to schools concerning certification, e) provide and capture results for WCED, f) processing of remark requests, g) create a database of all certificates, h) receive and distribute certificates. Administer the registration process, including: processing of re-write requests, processing of applications for Amended Senior Certificate (ASC); processing of applications for National Senior Certificate (NSC) repeaters / improved qualifications; verify on-line applications; make personal and subject corrections on the Exams mainframe; collection and filing of SBA mark sheets; send and receive schedules and preliminary schedules from schools; receive and process invigilator applications. Provide support with the following administrative processes: assessment and promotion appeals; collation of School Based Assessment (SBA), Practical Assessment Task (PAT), Oral Mark Sheets; identification registration and auditing of examination and re-write centers; the District Assessment Irregularities Committee (DAIC) assessment accommodation for immigrant learners. Develop and maintain processes and systems that will contribute towards improving efficiency of the Assessment and Examinations unit. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the assessment and examination coordinator. Prepare documentation and verify response information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the assessment and examination unit and advise/sensitise the assessment and examination coordinator e.g.: (i) progress reports; (ii) monthly reports and (iii) management reports. Manage and maintain an effective filing system. Assist with the planning of workshops, large meetings, conferences and events as and when they occur. Follow up with outstanding documentation/data/information from relevant stakeholders. Collate Assessment and Examination data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate assessment and examination administrative activities and maintain the relevant administration systems: Update and maintain the information systems for Assessment and Examination projects (e.g. APP Projects). Compile memoranda and reports on validity and relevance of data received from project stakeholders. Track issues referred to and from the Assessment and Examination Coordinator through Issue Management System (IMS). Coordinate queries related to parliamentary/ministerial enquiries referred to the Assessment and Examination Coordinator. Assist the Assessment and Examination Coordinator in the analysis of business reports. Assist the Assessment and Examination Coordinator with the drafting of progress reports. Assist with school audits for state of readiness. Provide support to the Assessment and Examinations Unit: Coordinate evidence/supporting documents for the Assessment and Examination coordinator. Manage and maintain an effective filing system. Screen documents to determine actions/information/documents required for meetings. Collect and compile information regarding challenges that needs to be discussed at meetings. Render secretariat services: Arrange for the placement of items on the agenda of meetings chaired by the Assessment and Examination Coordinator, and to ensure circulation of accompanying memoranda. Obtain the necessary signatures on documents e.g. procurement advices and attendance records.

ENQUIRIES

: Ms C.Buitendach Tel No: (021) 803 8389

POST 16/360

: **SCHOOL LIBRARY SERVICE OFFICER: CURRICULUM SUPPORT REF NO: 212**
District Office: Metro North Education District Office

SALARY CENTRE

: R338 106 per annum (Level 07)
: Parow

REQUIREMENTS : National Senior Certificate (or equivalent) and a Bachelor or National Diploma in Library and Information Science. A valid Driver's licence. 1 year relevant experience in libraries. Knowledge of library and information science matters, national and provincial library policies and legislation, procedures and processes, national and provincial education policies and legislation and National Curriculum Statements. Skills: Organising skills, problem-solving skills, customer care, good interpersonal relations, computer literacy including MS Word, Excel and SLIMS, financial administration skills, ability to work under pressure, language skills in two official languages, communication skills, analytical thinking and conflict management skills.

DUTIES : Implement national and provincial library policies by assisting Head Office EDULIS with the development of policies, developing the district implementation plan for the roll-out of the School Library Policy, conducting information sessions with principals, teachers and district officials, training School Library Coordinators, monitoring implementation of the School Library Policy at school level and reporting on implementation. Manage training and development of School Library Coordinators by conducting training needs analyses, identifying coordinators for training within the district or at the CTLI, planning and preparing training material and support resources, presenting and facilitating targeted library courses, liaising with and developing partnerships with library-based organisations, following up on implementation of training, supporting, monitoring, evaluating and reporting on training interventions, preparing summary reports based on programme evaluations and supporting nominations for professional development and awards. Implement DBE and WCED requirements for special library projects by assisting EDULIS with project planning, managing implementation at district level, liaising with partner organisations, evaluating project roll-out and reporting on implementation. Provide guidance and support to Public Ordinary and Special Ordinary Schools by conducting site visits, advising on appropriate school library models, assisting principals and SGBs with development, design and policy alignment of library models, supporting infrastructure planning, advising on management, administration, staffing, collection development, programmes, advocacy, monitoring and evaluation and compiling regular reports on library services. Promote and support reading and literacy programmes by assisting curriculum and learner support initiatives, facilitating provisioning of library materials, implementing and promoting national and international literacy celebrations, managing partnerships and dissemination of donated library materials and reporting on library services.

ENQUIRIES : Ms M Makena Tel No: (021) 938 3104

POST 16/361 : **ADMINISTRATIVE OFFICER: ASSESSMENT AND EXAMINATION: CURRICULUM SUPPORT REF NO: 218**
District Office: West Coast Education District Office

SALARY CENTRE : R338 106 per annum (Level 07)
Paarl

REQUIREMENTS : National Senior Certificate, or equivalent and a 3-year, relevant post school qualification. 3 years' relevant clerical/administration experience. A valid driver's license (excluding code A/A1). Knowledge of Provincial and National education strategies, advanced knowledge of relevant software packages & sound application of relevant computer programmes, NSC/SC/AET examinations directives, various exam databases/platforms, relevant legislation/policies/prescripts and procedures (assessment and examination policies), basic financial administration. Skills: Drafting documents (submissions, letters). Sound organising, planning and time management skills (workshops, conferences events), Diary management, travel itineraries, document flow in the office, property record minutes and decisions at meetings, run and maintain a record management system, communicate effectively (written and verbally), procure goods and services, work under pressure, interpretation and application of various exam directives, client service orientated skills, sound judgement, basic research (information gathering), analyse documents and situations, ability to access research sources (information platforms), function as a team member.

DUTIES : Render Assessment and examination administration services to clients within the Education District: Execute all assessment and examination administrative process within the prescribed timelines and frameworks. Verify and approve all processed applications. Handle all investigations regarding registration,

certifications and result related enquiries and execution post-approval. Administer the certification process through: Processing and publishing of results; queries and remarking: a) perform client services, b) execute queries emanating from the client service, c) deal with all exam related result queries in an effective and efficient manner, d) issue all results in accordance with policy and prescripts, e) deal with all telephonic queries, f) record, reprint and post remark and missing mark results. Certification: a) deal effectively and efficiently with all certification queries, b) attend workshops and training sessions relating to certifications, c) guide co-workers / clients on directives, d) issue circulars and notifications to schools concerning certification, e) provide and capture results for WCED, f) processing of remark requests, g) create a database of all certificates, h) receive and distribute certificates. Administer the registration process, including: processing of re-write requests, processing of applications for Amended Senior Certificate (ASC); processing of applications for National Senior Certificate (NSC) repeaters / improved qualifications; verify on-line applications; make personal and subject corrections on the Exams mainframe; collection and filing of SBA mark sheets; send and receive schedules and preliminary schedules from schools; receive and process invigilator applications. Provide support with the following administrative processes: assessment and promotion appeals; collation of School Based Assessment (SBA), Practical Assessment Task (PAT), Oral Mark Sheets; identification registration and auditing of examination and re-write centers; the District Assessment Irregularities Committee (DAIC) assessment accommodation for immigrant learners. Develop and maintain processes and systems that will contribute towards improving efficiency of the Assessment and Examinations unit. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the assessment and examination coordinator. Prepare documentation and verify response information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the assessment and examination unit and advise/sensitise the assessment and examination coordinator e.g.: (i) progress reports; (ii) monthly reports and (iii) management reports. Manage and maintain an effective filing system. Assist with the planning of workshops, large meetings, conferences and events as and when they occur. Follow up with outstanding documentation/data/information from relevant stakeholders. Collate Assessment and Examination data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate assessment and examination administrative activities and maintain the relevant administration systems: Update and maintain the information systems for Assessment and Examination projects (e.g. APP Projects). Compile memoranda and reports on validity and relevance of data received from project stakeholders. Track issues referred to and from the Assessment and Examination Coordinator through Issue Management System (IMS). Coordinate queries related to parliamentary/ministerial enquiries referred to the Assessment and Examination Coordinator. Assist the Assessment and Examination Coordinator in the analysis of business reports. Assist the Assessment and Examination Coordinator with the drafting of progress reports. Assist with school audits for state of readiness. Provide support to the Assessment and Examinations Unit: Coordinate evidence/supporting documents for the Assessment and Examination coordinator. Manage and maintain an effective filing system. Screen documents to determine actions/information/documents required for meetings. Collect and compile information regarding challenges that needs to be discussed at meetings. Render secretariat services: Arrange for the placement of items on the agenda of meetings chaired by the Assessment and Examination Coordinator, and to ensure circulation of accompanying memoranda. Obtain the necessary signatures on documents e.g. procurement advices and attendance records.

ENQUIRIES : Ms S Gqotso Tel No: (021) 860 1568

POST 16/362 : **ADMINISTRATIVE OFFICER: ASSESSMENT AND EXAMINATION: CURRICULUM SUPPORT REF NO: 219**
District Office: West Coast Education District Office

SALARY : R338 106 per annum (Level 07)
CENTRE : Paarl

REQUIREMENTS

: National Senior Certificate, or equivalent and a 3-year, relevant post school qualification. 3 years' relevant clerical/administration experience. A valid driver's license (excluding code A/A1). Knowledge of Provincial and National education strategies, advanced knowledge of relevant software packages & sound application of relevant computer programmes, NSC/SC/AET examinations directives, various exam databases/platforms, relevant legislation/policies/prescripts and procedures (assessment and examination policies), basic financial administration. Skills: Drafting documents (submissions, letters). Sound organising, planning and time management skills (workshops, conferences events), Diary management, travel itineraries, document flow in the office, property record minutes and decisions at meetings, run and maintain a record management system, communicate effectively (written and verbally), procure goods and services, work under pressure, interpretation and application of various exam directives, client service orientated skills, sound judgement, basic research (information gathering), analyse documents and situations, ability to access research sources (information platforms), function as a team member.

DUTIES

: Render Assessment and examination administration services to clients within the Education District: Execute all assessment and examination administrative process within the prescribed timelines and frameworks. Verify and approve all processed applications. Handle all investigations regarding registration, certifications and result related enquiries and execution pot-approval. Administer the certification process through: Processing and publishing of results; queries and remarking: a) perform client services, b) execute queries emanating from the client service, c) deal with all exam related result queries in an effective and efficient manner, d) issue all results in accordance with policy and prescripts, e) deal with all telephonic queries, f) record, reprint and post remark and missing mar results. Certification: a) deal effectively and efficiently with all certification queries, b) attend workshops and training sessions relating to certifications, c) guide co-workers / clients on directives, d) issue circulars and notifications to schools concerning certification, e) provide and capture results for WCED, f) processing of remark requests, g) create a database of all certificates, h) receive and distribute certificates. Administer the registration process, including: processing of re-write requests, processing of applications for Amended Senior Certificate (ASC); processing of applications for National Senior Certificate (NSC) repeaters / improved qualifications; verify on-line applications; make personal and subject corrections on the Exams mainframe; collection and filing of SBA mark sheets; send and receive schedules and preliminary schedules from schools; receive and process invigilator applications. Provide support with the following administrative processes: assessment and promotion appeals; collation of School Based Assessment (SBA), Practical Assessment Task (PAT), Oral Mark Sheets; identification registration and auditing of examination and re-write centers; the District Assessment Irregularities Committee (DAIC) assessment accommodation for immigrant learners. Develop and maintain processes and systems that will contribute towards improving efficiency of the Assessment and Examinations unit. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the assessment and examination coordinator. Prepare documentation and verify response information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the assessment and examination unit and advise/sensitise the assessment and examination coordinator e.g.: (i) progress reports; (ii) monthly reports and (iii) management reports. Manage and maintain an effective filing system. Assist with the planning of workshops, large meetings, conferences and events as and when they occur. Follow up with outstanding documentation/data/information from relevant stakeholders. Collate Assessment and Examination data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate assessment and examination administrative activities and maintain the relevant administration systems: Update and maintain the information systems for Assessment and Examination projects (e.g. APP Projects). Compile memoranda and reports on validity and relevance of data received from project stakeholders. Track issues referred to and from the Assessment and Examination Coordinator through Issue Management System (IMS). Coordinate queries related to parliamentary/ministerial enquiries referred to the Assessment and Examination Coordinator. Assist the Assessment and Examination Coordinator

in the analysis of business reports. Assist the Assessment and Examination Coordinator with the drafting of progress reports. Assist with school audits for state of readiness. Provide support to the Assessment and Examinations Unit. Coordinate evidence/supporting documents for the Assessment and Examination coordinator. Manage and maintain an effective filing system. Screen documents to determine actions/information/documents required for meetings. Collect and compile information regarding challenges that needs to be discussed at meetings. Render secretariat services: Arrange for the placement of items on the agenda of meetings chaired by the Assessment and Examination Coordinator, and to ensure circulation of accompanying memoranda. Obtain the necessary signatures on documents e.g. procurement advices and attendance records.

ENQUIRIES : Ms S Gqotso Tel No: (021) 860 1568

POST 16/363 : **ADMINISTRATIVE SUPPORT OFFICER REF NO: 180**
District Circuits: Metro East Education District Office: Circuit Team 5

SALARY : R338 106 (Level 07)
CENTRE : Kuilsrivier
REQUIREMENTS : National Senior Certificate (or equivalent) and 3 years relevant clerical or administrative experience. Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages and sound application of relevant computer programmes. Knowledge of relevant legislation, policies, prescripts and procedures. Basic financial administration. Skills: Ability to draft documentation including submissions and letters. Sound organising, planning and time management skills including diary management, travel itineraries and document flow. Ability to record minutes and decisions at meetings. Ability to run and maintain a record management system. Communicate effectively both written and verbally. Procure goods and services. Work under pressure. Make sound judgments. Conduct basic research and information gathering. Analyse documents and situations. Ability to access research sources and information platforms. Function as a team member.

DUTIES : Render line administrative support services. Assist management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the circuit office. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the circuit. Prepare documentation and verify responses information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the circuit and advise/ sensitise the office, e.g.: (i) Progress reports, (ii) Monthly reports, and (iii) Management reports. Assist with monitoring and evaluating the performance of the circuit office on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the circuit. Assist with the planning and execution of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation / data /information from schools. Collate circuit data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc.Co-ordinate M&E activities and maintain the relevant systems. Update and maintain the M&E systems for circuit projects (e.g. APP Projects). Provide support to conduct basic research on education providers and their activities at schools in the circuit. Compile memoranda and reports on validity and relevance of data received from project stakeholders. Track issues referred to and from the circuit office through Issue Management System (IMS). Coordinate projects development queries-related parliamentary/ ministerial enquiries referred to the circuit. Analyse reports and make notes and/or recommendations with regard to projects implemented by the circuit. Assist the circuit manager in the analysis of business reports. Draft progress reports on all plans. Keep detail records of teacher and school performance. Provide support to the circuit for supply chain management. Coordinate evidence/ supporting documents for the circuit. Manage and maintain an effective filing system. Screen documents to determine actions/information/documents required for meetings. Collect and compile information on project with regard to issues that needs to be discussed at meetings. Render secretariat services, arrange for the placement of project related items on the agenda of meetings chaired by the Circuit Manager, and ensure circulation of accompanying memoranda. Manage the procurement of standard items, like stationary,

refreshments etc. for the circuit office. In terms of the project-related activities, obtain the necessary signatures on documents e.g. procurement advices and attendance records. Keep record of all procurement activities. Render advice and liaise w.r.t administrative matters. Keep updated on WCED school online systems including, but not limited to, LTSM online system, SAMI, CEMIS and Eduinfosearch. Studies the relevant public services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain abreast with project procedures and processes that apply to the district office. Advise relevant stakeholders on departmental prescripts and policies regarding own KRAs. Compile reports and submissions on request.

ENQUIRIES : Mr A.Magadla Tel No: (021) 900 7093

POST 16/364 : **ADMINISTRATIVE SUPPORT OFFICER REF NO: 182**
District Circuits: Eden and Central Karoo Education District Office: Circuit Team 6

SALARY : R338 106 per annum (Level 07)
CENTRE : Oudtshoorn
REQUIREMENTS : National Senior Certificate (or equivalent) and 3 years relevant clerical or administrative experience. Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages and sound application of relevant computer programmes. Knowledge of relevant legislation, policies, prescripts and procedures. Basic financial administration. Skills: Ability to draft documentation including submissions and letters. Sound organising, planning and time management skills including diary management, travel itineraries and document flow. Ability to record minutes and decisions at meetings. Ability to run and maintain a record management system. Communicate effectively both written and verbally. Procure goods and services. Work under pressure. Make sound judgments. Conduct basic research and information gathering. Analyse documents and situations. Ability to access research sources and information platforms. Function as a team member.

DUTIES : Render line administrative support services. Assist management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the circuit office. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the circuit. Prepare documentation and verify responses information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the circuit and advise/ sensitise the office, e.g.: (i) Progress reports, (ii) Monthly reports, and (iii) Management reports. Assist with monitoring and evaluating the performance of the circuit office on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the circuit. Assist with the planning and execution of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation / data /information from schools. Collate circuit data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc.Co-ordinate M&E activities and maintain the relevant systems. Update and maintain the M&E systems for circuit projects (e.g. APP Projects). Provide support to conduct basic research on education providers and their activities at schools in the circuit. Compile memoranda and reports on validity and relevance of data received from project stakeholders. Track issues referred to and from the circuit office through Issue Management System (IMS). Coordinate projects development queries-related parliamentary/ ministerial enquiries referred to the circuit. Analyse reports and make notes and/or recommendations with regard to projects implemented by the circuit. Assist the circuit manager in the analysis of business reports. Draft progress reports on all plans. Keep detail records of teacher and school performance. Provide support to the circuit for supply chain management. Coordinate evidence/ supporting documents for the circuit. Manage and maintain an effective filing system. Screen documents to determine actions/information/documents required for meetings. Collect and compile information on project with regard to issues that needs to be discussed at meetings. Render secretariat services, arrange for the placement of project related items on the agenda of meetings chaired by the Circuit Manager, and ensure circulation of accompanying memoranda. Manage the procurement of standard items, like stationary,

refreshments etc. for the circuit office. In terms of the project-related activities, obtain the necessary signatures on documents e.g. procurement advices and attendance records. Keep record of all procurement activities. Render advice and liaise w.r.t administrative matters. Keep updated on WCED school online systems including, but not limited to, LTSM online system, SAMI, CEMIS and Eduinfosearch. Studies the relevant public services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain abreast with project procedures and processes that apply to the district office. Advise relevant stakeholders on departmental prescripts and policies regarding own KRAs. Compile reports and submissions on request.

ENQUIRIES : Mr H Daniels Tel No: (044) 4729 1681

POST 16/365 : **TRANSPORT CONTROL OFFICER: GG TRANSPORT: LOGISTICAL SUPPORT REF NO: 187**
District Office: Metro East Education District Office

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 07)
: Kuilsrivier
: National Senior Certificate (or equivalent) and a valid Driver's licence. 6-10 years clerical experience. Knowledge of the Public Service Act and Regulations, PFMA and Treasury Regulations, Department of Transport policies relating to GG Transport, and WCED Acts, policies, circulars, processes and procedures. Skills: Financial skills, interpretation of prescripts, organising and planning, report writing, motivation, interpersonal skills and communication in two official languages.

DUTIES : Monitor, maintain and control the GG fleet at district level by applying and registering new GG users with GMT and providing all relevant documentation, monitoring the motor driver's licences register of all personnel, monitoring all trip authorities and garaging, ensuring drivers have knowledge of prescribed transport circulars, ensuring all trips are recorded in logbooks, verifying toll card systems with trip authorities and registers, ensuring all logbooks are signed off monthly and submitted to Head Office and GMT, verifying expenditure with GMT invoices, compiling and submitting monthly utilisation reports, managing fleet daily, monitoring registers for control purposes, allocating pool vehicles for optimal use, monitoring daily inspections of vehicles after trips, reconciling GG invoices with utilisation reports, liaising with GMT for replacement vehicles, checking damage claims submitted by GMT and submitting to Head Office, ensuring vehicles are roadworthy, serviced, licensed and securely parked, organising services, tyres, batteries and cleaning, coordinating fines, analysing databases for disciplinary follow-up, coordinating accident reporting including SAPD reporting, finalising accident reports, organising breakdown services, obtaining quotations for minor vehicle damages, obtaining reports for GMT and coordinating the submission of log sheets, accident reports, fines and holiday garaging for Public Special School vehicles. Order taxi transport as requested by GMT including collecting, verifying and filing taxi trip authorities and verifying GMT invoices before payment. Administer, verify and monitor the use of rentals including receiving applications for rental cars, collecting and inspecting rental vehicles, entering vehicles into the rental register, opening logbooks and following GG-vehicle procedures up to payment. Supervise employees by allocating duties, performing quality control, advising and leading staff, assessing performance, developing employees, implementing work systems, maintaining discipline and participating in recruitment when required.

ENQUIRIES : Ms M Solomon Tel No: (021) 900 7190

POST 16/366 : **CHIEF HR CLERK: SERVICE BENEFITS REF NO: 230**
Directorate: Service Benefits

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 07)
: Cape Town
: National Senior Certificate (or equivalent) and 6 years relevant experience. Knowledge of Service benefits processes. Knowledge of Service benefits systems. Knowledge of related prescripts. Ensure compliance with educator and public servant prescripts. Labour Relations Act, 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act 75 of 1997. Knowledge of other related legislation. PERSAL. Skills: Numeracy. Literacy. Computer

Literacy. Language skills. Organisational skills. Good written and oral communication skills. Interpersonal skills. Problem solving. Analytical skills. Facilitation and Presentation skills. Demonstrate the ability to use Microsoft Office 365, Microsoft Outlook and PERSAL.

DUTIES

: Supervise and undertake the more complex implementation and maintenance of policies related to the divisions specific field of work. Execute and comply to new and amended departmental policies and procedures. Check and verify that amendments to new policies, as recommended, are implemented. Provide input on the review/amendment on policies. Liaise with other Divisions within HR. Provide assistance with the interpretation and application of policies and prescripts. Responsible for the implementation and compliance to new and amended departmental policies. Supervise and undertake the more complex implementation and maintenance of the administration of the appointment of personnel. Verify all qualifications before the appointment is effected and regular updating of new personal information on the Personnel and Salary system (PERSAL). Check and verify that the transfer of personnel from other government departments is implemented correctly. Ensure the approval of appointments on PERSAL. Check contracts of employment for completeness and ensure a copy of the contract is available on personnel files. Provide progress reports in respect of compliance. Supervise and undertake the more complex implementation and maintenance of salary administration pertaining to the appointment process. Check and verify that all employment appointments received are processed timeously and correctly on PERSAL by screening nomination forms received for contract, substitute, periodical, or permanent Public Service staff and Educators, before approving any transaction on PERSAL captured by HR Clerks. Check that data loaded on PERSAL corresponds with information on file or nomination documents. Ensure that any amendments to prescripts pertaining to salaries are brought to the attention of management and staff. Ensure the timeous payment of salaries to ensure that all appointments, acting allowances, 37 percent in lieu of service benefits transactions are captured correctly and approved timeously on PERSAL. Check the improvement of qualifications, cash bonuses, recognition of previous experience or notch adjustments for corrections. Check if official's appointment date is correct and approve transactions long service payments. Check and verify that the correct banking details are captured. Supervise and undertake the more complex implementation and maintenance of leave administration. Allocate leave forms to HR Clerks for processing. Check leave transactions captured on PERSAL by HR Clerks for accurateness as per the leave application. Deal with all aspects of leave, but especially those applications that have to be dealt with in terms of Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR). Screen applications for temporary incapacity leave to ensure the correctness thereof. Refer PILIR cases to the Health Risk Manager within the prescribed timeframes. Compile and submit recommendation of HRM for approval. Inform employees of the outcome of their applications. Provide advice and guidance to employees on the process and in the completion of application forms. Assist with PILIR training in the Department. Monitor the processing of PILIR cases and manage challenges. Provide input towards the monthly PILIR Report. Report on leave patterns or tendencies that might impact on the service delivery of schools, districts, circuits or Head Office. Deal with enquiries pertaining to all leave entitlements. Prepare submission for special leave, leave without pay and ill-health retirements. Audit leave records in respect of leave gratuities. Compile a leave audit report upon exit. Arrange for payment of leave gratuity where applicable. Amend errors identified during the audit. Check for corrections and implementation of incapacity leave in terms of the PILIR Policy, accurate capturing on PERSAL before submission to HRM. Supervise and undertake the more complex implementation and maintenance of Exit Management. Provide an exit management service to employees exiting the service. Notify employees of the outcome of his or her application, the last day of service and applicable benefits. Quality assure applications before dispatching to staff for processing. Arrange for the payment of leave gratuities, Individual-Linked Savings Facility payments, pro rata service bonus and outstanding salary. Provide statistics to relevant bodies exiting the service. Identify employees due for compulsory retirement and ensure that these employees are informed at least three months in advance about the termination of their services. Check that all necessary administrative processes are duly followed and completed before signing off on Z102's prepared by HR Clerks for pension application to

be submitted online via the Pension System to the Government Employee Pension Fund System. Advising clients on the process and status of their pension application. Check and verify that a clearance certificate for outstanding debt is completed and dispatch to Finance. Check and verify that particulars of debt, as indicated on clearance certificate are captured on PERSAL. Handle queries with regard to exit management and benefits. Keep databases of applications submitted to the GEPP and regularly update such. Provide quarterly report on the status of pension applications. Supervise and undertake the more complex implementation and maintenance with regard to service benefits and conditions of service. Administer all service benefits, but especially with regard to Housing Allowance, Injury on Duty, Overtime, Resettlement costs, all other allowances and salary deductions. Check and verify approval of stop orders in terms of bond repayments. Liaise with employees with regards to a paid up bond. See to the termination of Housing Allowances in cases of retirement or death. See to the finalisation of claims with regard to Injury on Duty. Arrange for payment of medical accounts for Injury on Duty cases. Arrange for payment of resettlement claims. Arrange for payment of overtime claims and all other allowances. Responsible for monitoring of real time databases to ensure tasks are completed accurately and on time. Execute functions pertaining to probation, long service awards, Senior Management Services and Middle Management Service salary structures, general salary adjustments. Report on these cases and note them in registers or systems for these purposes. Supervise human resources or staff. Participate in the recruitment and selection of staff. Motivate, train and guide staff. Manage the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Guide on policy issues with regard to the functions of the components under his or her command.

ENQUIRIES

: Ms D Pillay Tel No: (021) 467 2477

POST 16/367

: **CHIEF HR CLERK: SERVICE BENEFITS REF NO: 231**
Directorate: Service Benefits

SALARY CENTRE REQUIREMENTS

: R338 106 per annum (Level 07)
: Cape Town
: National Senior Certificate (or equivalent) and 6 years relevant experience. Knowledge of Service benefits processes. Knowledge of Service benefits systems. Knowledge of related prescripts. Ensure compliance with educator and public servant prescripts. Labour Relations Act, 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act 75 of 1997. Knowledge of other related legislation. PERSAL. Skills: Numeracy. Literacy. Computer Literacy. Language skills. Organisational skills. Good written and oral communication skills. Interpersonal skills. Problem solving. Analytical skills. Facilitation and Presentation skills. Demonstrate the ability to use Microsoft Office 365, Microsoft Outlook and PERSAL.

DUTIES

: Supervise and undertake the more complex implementation and maintenance of policies related to the divisions specific field of work. Execute and comply to new and amended departmental policies and procedures. Check and verify that amendments to new policies, as recommended, are implemented. Provide input on the review/amendment on policies. Liaise with other Divisions within HR. Provide assistance with the interpretation and application of policies and prescripts. Responsible for the implementation and compliance to new and amended departmental policies. Supervise and undertake the more complex implementation and maintenance of the administration of the appointment of personnel. Verify all qualifications before the appointment is effected and regular updating of new personal information on the Personnel and Salary system (PERSAL). Check and verify that the transfer of personnel from other government departments is implemented correctly. Ensure the approval of appointments on PERSAL. Check contracts of employment for completeness and ensure a copy of the contract is available on personnel files. Provide progress reports in respect of compliance. Supervise and undertake the more complex implementation and maintenance of salary administration pertaining to the appointment process. Check and verify that all employment appointments received are processed timeously and correctly on PERSAL by screening nomination forms received for contract, substitute, periodical, or permanent Public Service staff and Educators, before approving any

transaction on PERSAL captured by HR Clerks. Check that data loaded on PERSAL corresponds with information on file or nomination documents. Ensure that any amendments to prescripts pertaining to salaries are brought to the attention of management and staff. Ensure the timeous payment of salaries to ensure that all appointments, acting allowances, 37 percent in lieu of service benefits transactions are captured correctly and approved timeously on PERSAL. Check the improvement of qualifications, cash bonuses, recognition of previous experience or notch adjustments for corrections. Check if official's appointment date is correct and approve transactions long service payments. Check and verify that the correct banking details are captured. Supervise and undertake the more complex implementation and maintenance of leave administration. Allocate leave forms to HR Clerks for processing. Check leave transactions captured on PERSAL by HR Clerks for accurateness as per the leave application. Deal with all aspects of leave, but especially those applications that have to be dealt with in terms of Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR). Screen applications for temporary incapacity leave to ensure the correctness thereof. Refer PILIR cases to the Health Risk Manager within the prescribed timeframes. Compile and submit recommendation of HRM for approval. Inform employees of the outcome of their applications. Provide advice and guidance to employees on the process and in the completion of application forms. Assist with PILIR training in the Department. Monitor the processing of PILIR cases and manage challenges. Provide input towards the monthly PILIR Report. Report on leave patterns or tendencies that might impact on the service delivery of schools, districts, circuits or Head Office. Deal with enquiries pertaining to all leave entitlements. Prepare submission for special leave, leave without pay and ill-health retirements. Audit leave records in respect of leave gratuities. Compile a leave audit report upon exit. Arrange for payment of leave gratuity where applicable. Amend errors identified during the audit. Check for corrections and implementation of incapacity leave in terms of the PILIR Policy, accurate capturing on PERSAL before submission to HRM. Supervise and undertake the more complex implementation and maintenance of Exit Management. Provide an exit management service to employees exiting the service. Notify employees of the outcome of his or her application, the last day of service and applicable benefits. Quality assure applications before dispatching to staff for processing. Arrange for the payment of leave gratuities, Individual-Linked Savings Facility payments, pro rata service bonus and outstanding salary. Provide statistics to relevant bodies exiting the service. Identify employees due for compulsory retirement and ensure that these employees are informed at least three months in advance about the termination of their services. Check that all necessary administrative processes are duly followed and completed before signing off on Z102's prepared by HR Clerks for pension application to be submitted online via the Pension System to the Government Employee Pension Fund System. Advise clients on the process and status of their pension application. Check and verify that a clearance certificate for outstanding debt is completed and dispatch to Finance. Check and verify that particulars of debt, as indicated on clearance certificate are captured on PERSAL. Handle queries with regard to exit management and benefits. Keep databases of applications submitted to the GEPF and regularly update such. Provide quarterly report on the status of pension applications. Supervise and undertake the more complex implementation and maintenance with regard to service benefits and conditions of service. Administer all service benefits, but especially with regard to Housing Allowance, Injury on Duty, Overtime, Resettlement costs, all other allowances and salary deductions. Check and verify approval of stop orders in terms of bond repayments. Liaise with employees with regards to a paid up bond. See to the termination of Housing Allowances in cases of retirement or death. See to the finalisation of claims with regard to Injury on Duty. Arrange for payment of medical accounts for Injury on Duty cases. Arrange for payment of resettlement claims. Arrange for payment of overtime claims and all other allowances. Responsible for monitoring of real time databases to ensure tasks are completed accurately and on time. Execute functions pertaining to probation, long service awards, Senior Management Services and Middle Management Service salary structures, general salary adjustments. Report on these cases and note them in registers or systems for these purposes. Supervise human resources or staff. Participate in the recruitment and selection of staff. Motivate, train and guide staff. Manage the performance, evaluation and rewarding of staff.

		Monitor information capacity building. Promote sound labour relations. Maintain discipline. Guide on policy issues with regard to the functions of the components under his or her command.
<u>ENQUIRIES</u>	:	Ms D Pillay Tel No: (021) 467 2477
<u>POST 16/368</u>	:	<u>PERSONAL ASSISTANT: DISTRICT DIRECTOR REF NO: 235</u> District Office: Overberg Education District Office
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Caledon
<u>REQUIREMENTS</u>	:	National Senior Certificate (or equivalent) and a Secretarial Diploma or equivalent qualification (1 year post matric qualification). 3 years experience in rendering a support service to senior management. Knowledge on the relevant legislation, policies, prescripts and procedures. Basic knowledge of financial administration. Skills: Language skills and the ability to communicate well with people at different levels and backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good grooming and presentation. Self-management and motivation.
<u>DUTIES</u>	:	Provides a secretarial / receptionist support service to the manager. Receives telephone calls requiring discretion in directing calls. Performs advanced typing work. Operates and ensures office equipment is in good working order. Records engagements of the senior manager. Uses discretion to manage meeting requests based on importance and urgency. Coordinates with and advises the manager on engagements. Compiles realistic schedules of appointments. Renders administrative support services. Ensures effective flow and safekeeping of information. Obtains, inputs, collates and compiles reports including progress, monthly and management reports. Scrutinizes routine submissions and makes notes or recommendations. Responds to enquiries from stakeholders. Drafts documents and files records. Coordinates travel arrangements. Prioritizes issues in the manager's office. Manages leave register and telephone accounts. Handles procurement of standard items. Provides support regarding meetings. Determines required actions and documents for meetings. Compiles documents to inform the manager. Records minutes and decisions and follows up on progress. Prepares brief notes. Coordinates logistical arrangements. Supports administration of the manager's budget. Coordinates documents related to the budget. Assists with funding requirements for MTEF submissions. Keeps records of expenditure commitments and monitors expenditure. Checks BAS reports for correct allocation. Identifies need for fund shifts and drafts memos. Compares MTEF allocation with requested budget and informs the manager. Studies relevant Public Service and departmental prescripts and ensures proper understanding. Remains up to date with policies and procedures applicable to the work terrain and the office of the manager.
<u>ENQUIRIES</u>	:	Ms I Senosi Tel No: (028) 214 7301
<u>POST 16/369</u>	:	<u>CARE AND SUPPORT OFFICER (HIV/AIDS AND TB AND LIFE SKILLS EDUCATION PROGRAMME): LEARNER SUPPORT REF NO: 237</u> District Office: Metro East Education District Office
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Kuilsrivier
<u>REQUIREMENTS</u>	:	National Senior Certificate (or equivalent) and a three-year relevant qualification in Education, Health or Social Sciences. 1 year relevant administrative experience and a valid Driver's Licence. Knowledge and Understanding of national HIV/AIDS and TB policy, knowledge of Life Skills and Life Orientation, understanding of financial and supply chain management processes including the PFMA and knowledge of departmental education policies, procedures and practices. Skills: Computer literacy including Excel and MS Word, financial administration and budgeting skills, report writing skills, sound organisation and planning skills, facilitation skills, communication skills, basic knowledge and information management skills and language proficiency in two official languages of the Western Cape Government.
<u>DUTIES</u>	:	Coordinate and facilitate advocacy and social mobilisation programmes within the district according to the Conditional Grant Framework and DORA for HIV/AIDS, TB and Life Skills Education by implementing advocacy

interventions related to prevention of learner pregnancies, substance abuse, HIV/AIDS and TB, reporting on these interventions, assisting public schools with planning and implementation of social mobilisation interventions such as World AIDS Day commemorations, liaising with Head Office regarding funding of interventions, monitoring spending of allocated funds per intervention, ensuring that all claims are submitted timeously and reporting monthly, quarterly and annually to the Head of Learner Support and Head Office. Facilitate and coordinate training and development regarding HIV/AIDS and TB programmes by being responsible for training and development of teachers and learners within the education district, ensuring interventions are rolled out according to the nationally approved business plan, arranging training interventions including venues, catering, time frames, attendance registers and submission of claims, ensuring district training plans incorporate HIV/AIDS and TB programmes and reporting back to the Head of Learner Support and Head Office on training interventions. Assist with coordination and facilitation of co-curricular activities within the district by implementing national and provincial co-curricular activities such as Peer Education and Soul Buddyz programmes and monitoring and reporting on co-curricular activities and related financial processes. Be responsible for implementation of care and support within the district according to the Conditional Grant Framework and DORA by assisting with recruitment and selection of Care and Support Assistants at identified public schools, collating and submitting documentation to Head Office for appointments, monitoring and reporting on the functioning of Care and Support Assistants within public schools, monitoring functioning of the Orphans and Vulnerable Children programme, reporting on OVC programmes and overseeing implementation of the Care and Support for Teaching and Learning Strategy. Coordinate and facilitate provisioning of Learning and Teaching Support Material by assisting with provisioning of LTSM to public schools, monitoring provisioning and reporting to Head Office on whether all schools received LTSM. Support and monitor the HIV/AIDS, TB and Life Skills Education Programme within public schools by ensuring implementation in line with national and provincial prescripts and monitoring and reporting quarterly and monthly to Head Office.

ENQUIRIES

: Ms O Rustin Tel No: (021) 900 7187

POST 16/370

: **ADMINISTRATIVE OFFICER: PEOPLE MANAGEMENT REF NO: 254**
District Office: Cape Winelands Education District Office

**SALARY
CENTRE
REQUIREMENTS**

: R338 106 per annum (Level 07)
: Worcester
: National Senior Certificate (or equivalent) and 1 year clerical or administrative experience. Knowledge: Extensive knowledge of applicable policies and procedures. Public service procedures. Knowledge of people management processes. Labour relations. Financial management. Project planning. Skills: Interpret and apply relevant policies and procedures. People resource planning. Problem solving. Sound budgeting. Facilitation. Presentation. Communication. Analytical skills. Computer literacy.

DUTIES

: Implement and administer the Workplace Skills Plan at district level. Assist with the process to obtain and collate training needs. Provide support to the DCES People Management in drafting the Workplace Skills Plan in conjunction with the District Skills Development Committee. Assist with the implementation of the Workplace Skills Plans. Ensure that administration pertaining to training interventions is up to date, accurate and thorough. Assist the DCES People Management with the compilation of training reports ensuring alignment with SETA requirements. Administer the training and professional development plan at district level. Administer the process regarding the identification and nomination of candidates and participants for in service training courses. Administer the identification and nomination of teachers for the Teacher Qualification Improvement Programmes. Administer the roll out of the District Professional Development Plan and monitor against the approved budget. Administer the implementation of SACE CPTD MS. Assist in the administration and monitoring of professional participation at school level in line with Professional Growth Plans School Improvement Plans and WCED Professional Development Priorities. Administer and ensure that all data pertaining to professional development points of teachers are captured accurately and are relevant per district intervention. Compile submissions of district interventions for CPTD MS from district components for SACE

endorsement. Provide administrative support to teachers or refer them to relevant support systems regarding participation in the CPTD Management System and professional development uptake. Administer and monitor the National Teaching Awards process at district level. Compile monthly quarterly and annual reports for WCED and CTLI relating to training interventions. Assist with the monitoring and administration of the Staff Performance Management Systems at district and school level. Assist in the administration and dissemination of performance management training information. Schedule and plan performance management events and activities aligning plans and timetables with Head Office structures and assist in compiling progress reports. Assist with administrative and operational support for alignment of individual and district performance plans. Assist with communication dissemination and gathering of information on performance management implementation trends and report to supervisor. Administer and file personal development plans skills development programmes and performance related management processes and assist in identifying gaps and overlaps. Develop implement and comply with new and amended departmental policies and procedures at district and school level. File all documents relating to the SPMS including IPDP quarterly review forms appraisal certificates and circulars. Render support and advice to district management regarding the Employee Assistance Programme. Facilitate mediation of policies procedures and guidelines and provide support to staff on interpretation of the EAP policy through workshops and information sessions. Assist with provision of information on appropriate health welfare and psychosocial facilities support and counselling services. Draft letters and progress or status reports as required in terms of prescripts and policies. Perform supervisory functions attached to the post. Provide general supervision of employees. Allocate duties and conduct quality control of work delivered. Advise and lead employees in all aspects of work. Assess staff performance. Develop employees to deliver work at required standards efficiently and effectively. Develop implement and monitor work systems and processes. Manage and promote maintenance of discipline. Participate in recruitment and selection where required.

ENQUIRIES

: Mr B Jacobs Tel No: (023) 348 4660

POST 16/371

: **HR OFFICER: RECRUITMENT AND SELECTION: SYSTEMS AND ADMINISTRATION: ESTABLISHMENTS REF NO: 275**
Directorate: Recruitment and Selection

SALARY CENTRE REQUIREMENTS

: R338 106 per annum (Level 07)
: Cape Town
: National Senior Certificate, or equivalent and a relevant, post-school Diploma. 3 years' relevant experience. Driver's license (excluding A/A1). Knowledge: Thorough knowledge of establishment functions on PERSAL. Good command of MS Office. Skills: Diplomacy, Networking, Communication, Negotiation, Problem-solving, Computer literacy, Language proficiency (at least 2 of the 3 official Western Cape languages).

DUTIES

: List and monitor all applications for contract, substitute and acting and permanent appointments. Write submissions for the approval of contract, substitute and acting posts. Create, amend and abolish posts on PERSAL, in line with the approved establishment. Reserve posts for appointments. Write submissions and letters regarding official requests for transfers. Reserve posts for advertising. Continuous training for PERSAL staff within the department. Administer the annual establishment adjustments. Administer excess staff profiles on PERSAL. Provision of statistical data and PERSAL information to various managers and role-players. Receive and process Exception Reports on establishment issues. Administer establishment administration.

ENQUIRIES

: Ms M Mocke Tel No: (021) 467 9278

POST 16/372

: **ADMINISTRATIVE SUPPORT OFFICER: MANAGEMENT AND GOVERNANCE REF NO: 244**
District Office: Cape Winelands Education District Office

SALARY CENTRE REQUIREMENTS

: R338 106 per annum (Level 07)
: Worcester
: National Senior Certificate (or equivalent) and 1 year post matric qualification. 3-5 years relevant clerical/administrative experience. Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of

relevant software packages and sound application of relevant computer programmes. Knowledge on the relevant legislation, policies, prescripts and procedures. Basic financial administration. Skills: Draft documentation like submissions, letters, etc. Sound organising, planning and time management skills, for example workshops, conferences, events. Diary management, travel itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively written and verbally. Procure goods and services. Work under pressure. Make sound judgments. Do basic research (information gathering). Analyse documents and situations. Ability to access research sources (information platforms). Function as a team member.

DUTIES

: Render line administrative support services. Management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the component. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the Management and Governance Component. Prepare documentation and verify responses information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the Management and Governance Component and advise/sensitize the office, e.g.: (i) Progress reports (ii) Monthly reports (iii) Management reports. Assist with monitoring and evaluating the performance of the Management and Governance Component on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the Management and Governance Component. Assist with the planning of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation/data/information from relevant stakeholders. Collate management and governance data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate M&E activities and maintain the relevant systems. Update and maintain the information systems for management and governance projects (e.g. APP Projects). Compile memoranda and reports on validity and relevance of data received from project stakeholders. Track issues referred to and from the Management and Governance Component through Issue Management System (IMS). Coordinate projects development queries-related parliamentary/ministerial enquiries referred to the Management and Governance Component. Analyse reports and make notes and/or recommendations with regard to projects implemented by the Management and Governance Component. Assist the Head Management and Governance in the analysis of business reports. Draft progress reports on all plans. Keep detail records of public schools management and governance performance. Provide support to the Unit for supply chain management. Coordinate evidence/supporting documents for the Management and Governance Component. Manage and maintain an effective filing system. Screen documents to determine actions/information/documents required for meetings. Collect and compile information on project with regard to issues that needs to be discussed at meetings. Render secretariat services. Arrange for the placement of project related items on the agenda of meetings chaired by the Head Management and Governance, and to ensure circulation of accompanying memoranda. Manage the procurement of standard items like stationary, refreshments etc. for the Management and Governance Component. In terms of the project-related activities, obtain the necessary signatures on documents e.g. procurement advices and attendance records. Keep record of all procurement activities. Render advice and liaise with regard to administrative matters. Keep updated on WCED school online systems including, but not limited to, SAMI, CEMIS and Eduinfosearch. Studies the relevant Public Services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain abreast with project procedures and processes that apply to the Management and Governance Component. Compile reports and submissions on request.

ENQUIRIES

: Mr B Jacobs Tel No: (023) 348 4660

POST 16/373

: **ADMINISTRATION CLERK REF NO: 178**
District Circuits: Eden And Central Karoo Education District Office: Circuit Team 3

SALARY CENTRE

: R237 453 per annum (Level 05)
: George

<u>REQUIREMENTS</u>	:	National Senior Certificate (or equivalent). Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operating computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills. Planning and organisation. Language. Good verbal and written communication skills.
<u>DUTIES</u>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Keep and update databases of the profile of all schools in the circuit. Handle routine enquiries and keep record of enquiries. Make photocopies and receive or send facsimiles and e-mails when necessary. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters, presentations, training material, minutes, business plans and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Assist with meeting arrangements. Render reception duties where applicable. Assist with office support duties within the circuit. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation and claims stemming from this. Keep detailed records of the CM's school visits and activities. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims and submit for approval. Handle telephone call record book, telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Mr T.Bango Tel No: (044) 803 8303
<u>POST 16/374</u>	:	<u>ADMINISTRATION CLERK REF NO: 179</u> District Circuits: West Coast Education District Office: Circuit Team 3
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05)
	:	Vredenburg
	:	National Senior Certificate (or equivalent). Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operating computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills. Planning and organisation. Language. Good verbal and written communication skills.
<u>DUTIES</u>	:	Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the Purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component.
<u>ENQUIRIES</u>	:	Ms N Gaika Tel No: (022) 482 2737
<u>POST 16/375</u>	:	<u>SCM CLERK: FINANCE AND SUPPLY CHAIN MANAGEMENT REF NO: 191</u> District Office: Metro South Education District Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05)
	:	Mitchells Plain
	:	National Senior Certificate (or equivalent). Basic knowledge of supply chain duties and practices including data capturing, computer operation and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of SCM work procedures in the working environment. Skills: Computer skills. Planning and organisation. Language skills. Good verbal and written communication skills.
<u>DUTIES</u>	:	Render asset management clerical support including compiling and maintaining records such as asset records and databases, checking and issuing furniture, equipment and accessories to components and individuals, identifying redundant, non-serviceable and obsolete equipment for disposal

and verifying inventories and the asset register. Render demand and acquisition clerical support including receiving and logging requisitions on LOGIS and adjudications, requesting and receiving quotations, capturing specifications on the electronic purchasing system, placing orders, issuing and receiving bid documents, providing secretariat or logistical support during bid consideration and contract conclusion processes and compiling draft documents as required. Render logistical support services including receiving and verifying goods from suppliers, capturing goods in registers and databases, receiving requests for consumables from end users, issuing consumables to end users and maintaining consumable registers.

ENQUIRIES : Mr A.Engel Tel No: (021) 370 2076

POST 16/376 : **ADMINISTRATION CLERK: CURRICULUM SUPPORT REF NO: 195**
District Office: Metro Central Education District Office

SALARY : R237 453 per annum (Level 05)
CENTRE : Maitland
REQUIREMENTS : National Senior Certificate (or equivalent). Knowledge of clerical duties and practices as well as the ability to capture data, operate a computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills including MS Word and Excel. Planning and organisation. Language skills in two official languages. Good verbal and written communication skills. Interpersonal skills.

DUTIES : Render general clerical support services by recording, organising, storing, capturing and retrieving correspondence and data, updating registers and statistics, handling routine enquiries, making photocopies and receiving or sending facsimiles, distributing documents and packages to stakeholders as required, keeping and maintaining the filing system for the component, typing letters or other correspondence when required and keeping and maintaining the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component by liaising with internal and external stakeholders regarding procurement of goods and services, obtaining quotations, completing procurement forms for the purchasing of standard office items, managing stock control of office stationery and keeping and maintaining the asset register of the component. Provide personnel administration clerical support services within the component by maintaining a leave register, keeping and maintaining personnel records, keeping and maintaining the attendance register and arranging travelling, accommodation and booking of venues. Provide financial administration support services in the component by capturing and updating expenditure, checking the correctness of subsistence and travel claims of officials and submitting them to the Curriculum Support Manager for approval and handling telephone accounts and petty cash for the component.

ENQUIRIES : Ms N Awaldien Tel No: (021) 514 6700

POST 16/377 : **REGISTRY CLERK: HR REGISTRY REF NO: 232**
Directorate: Service Benefits

SALARY : R237 453 per annum (Level 05)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate, or equivalent. Knowledge of Organisation and structure of WCED/Head Office, Boundaries of the Head Office/EMDC, Guidelines and policies of WCED, Archives Act and related Treasury Instructions and Regulations governing Registry, Knowledge of and ability to handle cheques. Skills: Language proficiency, Communication, Interpersonal relations/teamwork, Ability to interpret and apply policies and guidelines, Co-ordinate work.

DUTIES : The classification of records in accordance with a system that best serve the needs of the Department. The proper maintenance and application of an approved filing system; The proper filing of records. Receipt and flow of documentation internally and externally: The receipt and opening of mail; The sorting of mail; The distribution of cheques, salary advices, FMS statements and recording thereof; Franking of mail; Make files available on request; Tracing / locating of files, Pending of files, Dispatching of outgoing mail. Store and maintain records as well as the disposal of closed records: The

safekeeping of records, obtain authorisation to dispose or transfer records;
Control access to records.

ENQUIRIES : Ms D Pillay Tel No: (021) 467 2477

POST 16/378 : **REGISTRY CLERK: FINANCIAL ACCOUNTING: SALARIES: SALARY SUPPORT REF NO: 233**
Directorate: Division: Salary Administration

SALARY CENTRE REQUIREMENTS : R237 453 per annum (Level 05)
: Cape Town
: National Senior Certificate (or equivalent). Job knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Computer. Planning and organisation. Language. Good verbal and written communication skills. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry.

DUTIES : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management services. Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittance to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : Ms S Dlamini Tel No: (021) 467 2739

POST 16/379 : **REGISTRY CLERK: FINANCIAL ACCOUNTING: SALARIES: SALARY SUPPORT REF NO: 234**
Directorate: Division: Salary Administration

SALARY CENTRE REQUIREMENTS : R237 453 per annum (Level 05)
: Cape Town
: National Senior Certificate (or equivalent). Job knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Computer. Planning and organisation. Language. Good verbal and written communication skills. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry.

DUTIES : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management services. Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittance to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process

documents for archiving and/disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
Ms S Dlamini Tel No: (021) 467 2739

ENQUIRIES

POST 16/380

ADMINISTRATION CLERK: PEOPLE MANAGEMENT REF NO: 252
District Office: Cape Winelands Education District Office

SALARY

CENTRE

REQUIREMENTS

R237 453 per annum (Level 05)
Worcester
National Senior Certificate (or equivalent) and 6-11 months relevant clerical experience. Knowledge: Extensive knowledge of applicable policies and procedures. Public service procedures. Knowledge of people management processes. Skills: Interpret and apply relevant policies and procedures. Computer literacy.

DUTIES

Assist with the implementation and administration of the Workplace Skills Plan (WSP) at district level. Provide clerical support with the obtaining of training needs. Assist with the logistical arrangements in respect of the implementation of the Workplace Skills Plan. Provide support to the Administrative Officer in the drafting of the Workplace Skills Plan in conjunction with the District Skills Development Committee. Assist with logistical arrangements in respect of arranging District Skills Development Committee meetings. Assist the Administrative Officer with the collation and compilation of training reports. Be responsible for the filing of all documents according to the approved file plan. Render clerical support with the coordination and facilitation of the training and professional development plan at district level. Assist with the administration processes regarding the identification and nomination of candidates and participants for in-service training courses. Assist with the administration processes regarding the identification and nomination of teachers for the Teacher Qualification Improvement Programmes. Assist with administration processes with regard to the roll-out of the professional development plan and checking it against the approved budget. Provide clerical support with the implementation including advocacy and training of SACE CPTD-MS (Continuing Professional Teacher Development Management System). Provide clerical support in the administration processes regarding the monitoring of professional participation at school level in line with Professional Growth Plans and School Improvement Plans and WCED Professional Development Priorities. Check that all data pertaining to the professional development points of all teachers are captured accurately and that the information recorded is relevant per district intervention. Assist with the provisioning of support to teachers or refer them to the relevant support systems regarding participation in the CPTD Management System and professional development uptake. Provide clerical support with the administration of the National Teaching Awards process at district level. Assist with the administration of monthly, quarterly and annual reports for WCED and CTLI including training interventions relating to the District Professional Development Plan. Be responsible for the filing of all correspondence and documentation according to the district file plan. Render clerical support with the administration of Staff Performance Management Systems at district level. Assist in the administration of performance management training and information dissemination within the district and at school level. Assist with the scheduling and planning of performance management events and activities aligning the performance management plan and timetables with that of the Head Office performance management structure. Assist with the communication and dissemination of information on the performance management framework and assist with the gathering of information regarding performance management implementation trends within the district and report to the supervisor. File all documents relating to the Staff Performance Management System including Individual Performance Development Plans, quarterly review forms, appraisal certificates and circulars in line with the district file plan.

ENQUIRIES

Mr B Jacobs Tel No: (023) 348 4660

POST 16/381

ADMINISTRATION CLERK: PEOPLE MANAGEMENT REF NO: 253
District Office: Cape Winelands Education District Office

SALARY

R237 453 per annum (Level 05)

<u>CENTRE REQUIREMENTS</u>	:	Worcester
	:	National Senior Certificate (or equivalent) and 6-11 months relevant clerical experience. Knowledge: Extensive knowledge of applicable policies and procedures. Public service procedures. Knowledge of people management processes. Skills: Interpret and apply relevant policies and procedures. Computer literacy.
<u>DUTIES</u>	:	Assist with the implementation and administration of the Workplace Skills Plan (WSP) at district level. Provide clerical support with the obtaining of training needs. Assist with the logistical arrangements in respect of the implementation of the Workplace Skills Plan. Provide support to the Administrative Officer in the drafting of the Workplace Skills Plan in conjunction with the District Skills Development Committee. Assist with logistical arrangements in respect of arranging District Skills Development Committee meetings. Assist the Administrative Officer with the collation and compilation of training reports. Be responsible for the filing of all documents according to the approved file plan. Render clerical support with the coordination and facilitation of the training and professional development plan at district level. Assist with the administration processes regarding the identification and nomination of candidates and participants for in-service training courses. Assist with the administration processes regarding the identification and nomination of teachers for the Teacher Qualification Improvement Programmes. Assist with administration processes with regard to the roll-out of the professional development plan and checking it against the approved budget. Provide clerical support with the implementation including advocacy and training of SACE CPTD-MS (Continuing Professional Teacher Development Management System). Provide clerical support in the administration processes regarding the monitoring of professional participation at school level in line with Professional Growth Plans and School Improvement Plans and WCED Professional Development Priorities. Check that all data pertaining to the professional development points of all teachers are captured accurately and that the information recorded is relevant per district intervention. Assist with the provisioning of support to teachers or refer them to the relevant support systems regarding participation in the CPTD Management System and professional development uptake. Provide clerical support with the administration of the National Teaching Awards process at district level. Assist with the administration of monthly, quarterly and annual reports for WCED and CTLI including training interventions relating to the District Professional Development Plan. Be responsible for the filing of all correspondence and documentation according to the district file plan. Render clerical support with the administration of Staff Performance Management Systems at district level. Assist in the administration of performance management training and information dissemination within the district and at school level. Assist with the scheduling and planning of performance management events and activities aligning the performance management plan and timetables with that of the Head Office performance management structure. Assist with the communication and dissemination of information on the performance management framework and assist with the gathering of information regarding performance management implementation trends within the district and report to the supervisor. File all documents relating to the Staff Performance Management System including Individual Performance Development Plans, quarterly review forms, appraisal certificates and circulars in line with the district file plan.
<u>ENQUIRIES</u>	:	Mr B Jacobs Tel No: (023) 348 4660
<u>POST 16/382</u>	:	<u>ADMINISTRATION CLERK: LEARNER TRANSPORT SCHEMES REF NO: 265</u> Directorate: Learner Transport Schemes
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	National Senior Certificate, or equivalent. Knowledge: Procurement systems, financial systems, administrative processes. Skills: Communication skills. Computer literacy skills.
<u>DUTIES</u>	:	Provide general administrative support to line functionaries: Provide financial administrative services for the directorate, entailing: Registration of contractors on the BAS system. Capture all payments on BAS. Deal with all financial enquiries. Request reports on BAS. Maintain database of all payments to

		Contractors, African & Schools. Assist in budget control, including weekly & monthly monitoring.
<u>ENQUIRIES</u>	:	Ms K Lackay Tel No: (021) 467 2327
<u>POST 16/383</u>	:	<u>ADMINISTRATION CLERK: EMPLOYEE HEALTH AND WELLNESS REF NO: 272</u> Directorate: Strategic People Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Cape Town National Senior Certificate, or equivalent. Knowledge of Employee Health and Wellness related process. Knowledge of Employee Health and Wellness related systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation. Skills: Numeracy, Literacy, Language skills, Computer Literacy Other Planning and organisation, Good verbal and written communication skills, Interpersonal skills, Analytical skills, Problem solving, Decision Making, Ability to analyse, conceptualise and interpret policy.
<u>DUTIES</u>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies, receive and send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations and complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Render clerical support with EHW meetings. Render clerical support with EHW reports. Render clerical support with special projects of the EHW. Assist with advocacy of the programme. Provide financial administration support services in the component: Capture and update expenditure in component. Obtain invoices from service providers and compile payment packs. Confirmation of payment of invoices. Assist with monthly service level agreement (SLA) tracking. Check budget monitoring and expenditure reports. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Mr R Oosthuizen Tel No: (021) 467 2480
<u>POST 16/384</u>	:	<u>ADMINISTRATION CLERK: LEADERSHIP DEVELOPMENT AND TRAINING REF NO: 273</u> Directorate: Strategic People Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Cape Town National Senior Certificate, or equivalent. Knowledge of people empowerment related process. Knowledge of people empowerment related systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Skills: Numeracy, Literacy, Language skills, Computer Literacy Other Planning and organisation, Good verbal and written communication skills, Interpersonal skills, Analytical skills, Problem solving, Decision Making, Ability to analyse, conceptualise and interpret policy.
<u>DUTIES</u>	:	Render clerical support in the implementation of Workplace Skills Plan (WSP) and Management and Leadership Development Programme (MLDP) interventions: Record keeping of all Psychosocial Leadership support

interventions and MLDP related administration (Training related data and record keeping of attendance registers, per financial year payments, submissions, memos, etc.). Record keeping of training plans and filing. Render WSP and training plans administration (submission, printing, packaging, safeguarding, Sector Education and Training Authority (SETA) records, etc.). Capture SETA related data pertaining to the WSP and Annual Training Report (ATR) for the respective financial years. Capture the Quarterly Monitoring Reporting (QMR). Collect WSP stakeholder and provide QMR documents on a quarterly basis for compliance and review. Provide clerical support with the compilation of the departmental QMR per quarter to SETA for review. Capture quarterly training data for QMR & ATR records (database), and Department of Basic Education (DBE) quarterly skills development reports. Provide clerical support with the Head Office Skills Development Committee (HOSDC) Programme. Provide clerical support with the facilitation of the rollout of interventions, skills development related meetings, Provincial Training Institute (PTI) booking interventions and assist with regards to guidance to stakeholders. Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send documents. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Render clerical support in the placement and interview process of interns/learnerships (Including Premier's Advancement of Youth (PAY) interns): Create and update database of PAY Interns for the WCED. Coordinate intern's training and organise mentor meetings. Report quarterly. Render clerical support regarding the Recognition of Improved Qualifications (RIQ): Assist with updating the RIQ list: Assist with all RIQ queries, write, and respond to applicants. Assist with the compilation of the report to be submitted to Department of Public Service Administration (DPSA). Liaise with Service Benefits for the processing and the safe keeping thereof. Provide application outcome timeously. Provide personnel administration clerical support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Keep and maintain capacity development records in the component. Provide financial administration support services in the component: Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Capture, compile and maintain documents/ records of all payments made for the component. Submit to Finance all payments monthly. Report monthly and quarterly.

- ENQUIRIES** : Mr R Oosthuizen Tel No: (021) 467 2480
- POST 16/385** : **DRIVER/MESSENGER: LOGISTICAL SUPPORT REF NO: 186**
District Office: Metro Central Education District Office
- SALARY CENTRE REQUIREMENTS** : R201 093 per annum (Level 04)
: Maitland
: Grade 10 and a valid Driver's licence. 7-12 months relevant experience. Knowledge of the area in which the functions will be performed; basic safety precautions; geographic locations of the district and district clients; basic mechanical knowledge and understanding of work in the registry. Skills: Driving. Basic communication skills. Language skills in two official languages. Writing skills. Ability to operate reprographic machinery. Planning and scheduling routes.
- DUTIES** : Render a driver service including driving light and medium motor vehicles to transport passengers and deliver mail, documents, petty cash and goods, performing routine maintenance on the allocated vehicle, reporting defects timely and completing prescribed records and logbooks for the vehicle and goods handled. Render a messenger service including collecting and delivering documentation and related items in the district, copying and faxing documents and assisting in the registry.
- ENQUIRIES** : Ms L Mulder Tel No: (021) 514 6955

POST 16/386 : **HANDYMAN: LOGISTICAL SUPPORT REF NO: 188**
District Office: Metro North Education District Office

SALARY : R170 226 per annum (Level 03)
CENTRE : Parow
REQUIREMENTS :

Grade 10 and 6 months relevant experience. Basic knowledge of electrical maintenance including replacing bulbs and plugs, basic knowledge of plumbing, carpentry and machinery, basic knowledge of building maintenance, OHS requirements and handling of machinery and equipment. Skills: Writing, reading and numeracy skills. Communication skills. Practical skills. Skills to operate machinery and equipment.

DUTIES : Maintenance of buildings including conducting regular building and ground inspections and reporting to the Chief Administration Clerk (Facilities), attending to minor electrical, plumbing and carpentry problems and performing general repairs. Maintenance of office, garden equipment, machinery and furniture including repairing broken furniture, machinery and equipment, assessing and reporting defects, compiling lists of material requirements for repairs, safekeeping of maintenance tools and supplies and maintaining stock registers. Maintaining the garden and outside areas including watering the garden, cleaning gutters, furrows and drains, pruning and trimming flowers and trees, mowing the grass, removing weeds and garden refuse, applying insecticides and poisons, cultivating soil for trees and flowers, maintaining gardening equipment and tools, detecting and reporting malfunctioning of gardening equipment and tools, repairing minor defects, requesting maintenance material and keeping and maintaining stock registers. Performing general assistant work including loading and offloading furniture, equipment and goods, cleaning government vehicles, cleaning workstations and offices, preparing and cleaning venues and raising or lowering the South African flag.
ENQUIRIES : Ms Z Van Schoor Tel No: (021) 938 3144

POST 16/387 : **PHOTOCOPY OPERATOR: LOGISTICAL SUPPORT REF NO: 190**
District Office: Metro South Education District Office

SALARY : R144 024 per annum (Level 02)
CENTRE : Mitchells Plain
REQUIREMENTS :

Grade 8. Knowledge of Departmental policies and procedures regarding reprographic services, knowledge of relevant legislation such as Occupational Health and Safety and understanding of work in registry. Skills: Basic numeracy and literacy. Ability to operate reprographic machinery. Language skills in two official languages. Communication skills. Writing skills. Organising skills. Interpersonal skills.

DUTIES : Operate photocopier machines in adherence to Occupational Health and Safety Act requirements, make photocopies for staff, report malfunctioning machines to the supervisor, keep records of machine activities and meter readings, scan documents, bind and laminate documents, deliver photostats to designated destinations and compile monthly printing reports per user based on pin codes. Provide counter service by receiving request forms and documents, recording documents in a register, contacting clients or delivering documents when ready and attending to counter queries. Perform minor maintenance on photocopier machines by identifying, recording and arranging repair of defects, enforcing maintenance contractual agreements, arranging servicing or repairs, arranging installation or relocation of machinery and undertaking general maintenance and cleaning of the machine. Make requisitions for photocopying materials by ensuring secure storage of materials and equipment and arranging re-ordering of copy paper, staples and toners.
ENQUIRIES : Mr A.Engel Tel No: (021) 370 2076