



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 17 OF 2025

DATE ISSUED 23 MAY 2025

### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 4 SMS pre-entry certificate

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

### AMENDMENTS

**GOVERNMENT PRINTING WORKS:** Kindly take note of the amendments on the following posts advertised in the Public Service Vacancy Circular 16 dated 16 May 2025 with 09 June 2025 as a closing date. The closing date remains as 09 June 2025. Post 16/177: Assistant Director: Vetting with Ref No: GPW 25/48, Salary: R582 444 per annum, Post 16/188 Senior Administrative Officer: Office Services & Cleaning with Ref No: GPW 25/60, Salary: R397 116 per

annum, Post 16/206 Stores Assistant (X2 Posts) Centre: Regional Warehouse Pretoria with Ref No: GPW 25/78 And Regional Warehouse North West with Ref No: GPW 25/79, POST 16/203 Administration Clerk: Asset Management Ref No: GPW 25/82

**INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE:** Kindly note that posts of Senior Security Officer salary level 6 for the IPID National Office with Ref No: Q9/2025/57 advertised on Public Service Vacancy Circular 16 dated 16 May 2025 with a closing date of 30 May 2025, posts are temporary 12 months fixed contract. Apologies for any inconvenience caused.

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL DEPARTMENT OF TRANSPORT:** Kindly note that the post of Administrative Officer: Fleet Management & Office Services (X3 Posts) with Ref No: DOT 336/2025, advertised in Public Service Vacancy Circular 15 dated 09 May 2025, has been amended as follows. The Job Title has been changed to read as follows: Administrative Officer: Government Owned Vehicles (X3 Posts).

**PROVINCIAL ADMINISTRATION: NORTH-WEST: OFFICE OF THE PREMIER:** Kindly note that the positions of Assistant Director: Investigation (X2) and Assistant Director: Management Accounting in the Office of the Premier advertised in the Public Service Vacancy Circular 16 dated 16 May 2025 with the closing date 30 May 2025, the salary level was erroneously captured as R444 036 per annum. The correct salary level is R468 459 per annum.

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**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
DEPARTMENT OF COMMUNITY SAFETY**

***It is the intention of the Department to promote fair representation through the filling these positions. The candidature from the designated groups especially women and people with disabilities will be given preference.***

- APPLICATIONS** : The applications must be submitted to the via one of the following options: (i) Recruitment Centre, Community Safety P/BagX0057, Bisho, 5605, OR (ii) Hand Deliver to: The Department of Community Safety, Corner Independence Avenue and Circular Drive, Bisho, ERF 5000 Building, 5605, OR (iii) use the provincial e-Recruitment system available at: <https://erecruitment.ecotp.gov.za/> (to view the vacancies without logging-in click on: Jobs). The e-Recruitment System is available 24/7 and closes at 23:59 on the Closing Date. Report any e-recruitment challenges; activation of profile, password resets, etc by sending an email with your ID Number, profile email address, details of the challenge to: [erecruitment@safetvec.gov.za](mailto:erecruitment@safetvec.gov.za). Applications submitted via this email address will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday. Applicants are encouraged to submit using the e-recruitment system
- FOR ATTENTION** : Ms B. Mndindwa or Ms L. Mazwi
- CLOSING DATE** : 06 June 2025. No late/ Faxed/ Posted, Hand-delivered, and e-Mailed applications will be accepted except where specified.
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents), e-Recruitment System automatically generates Z83 immediately you apply. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications, the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with

disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

#### OTHER POSTS

**POST 17/98** : **DEPUTY DIRECTOR CLUSTER & PARLIAMENTARY COORDINATION:**  
**HOD REF NO: DOCS01/05/2025**

**SALARY** : R896 436 - R1 055 958 per annum (Level 11)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate and appropriate bachelor's degree or National Diploma (NQF level 6/7) as recognized by SAQA in Public Administration/or other relevant social sciences studies. A minimum of 3 years' proven relevant experience as Assistant Director and A valid Driver's license. Competence: Knowledge of the legislative frameworks such as the Public Service Act and public service regulations. Computer Literacy in MS Office. Planning and organizing. Problem solving and decision making. Project management. Team leadership. Work under pressure to meet deadlines. Apply ethics and integrity in work. Reliability. Innovative and creative. Flexibility. Teamwork. Planning and execution.

**DUTIES** : The incumbent will be responsible for coordination of cluster: JCPS. Convening of the Social Cohesion, Moral Regeneration and Nation Building Working group. Consolidate working group report to the JCPS Cluster and follow up on implementation of working group resolutions. Drafting of cabinet memos and follow up on cabinet resolutions. Attend and assist in coordination of the PSS workstream. Facilitate development of the JCPS annual Programme of Action and drafting of indicators. Compile presentations and report for JCPS cluster and follow up on resolutions from multi-sectoral stockholders. Coordinate submission of EXCO resolutions and all resolutions from other Clusters relating to the Department. Coordinate timeous submission and quality assurance of Parliamentary questions. Coordinate tabling of strategic documents and departmental reports to the Legislature. Attend relevant Safety and Security workstream meetings. Attend to any activity which may emanate from the cluster.

**ENQUIRIES** : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709  
For e-Recruitment Enquiries, eMail to: [erecruitment@safetyec.gov.za](mailto:erecruitment@safetyec.gov.za)

**POST 17/99** : **ASSISTANT DIRECTOR: OVERSIGHT REF NO: DOCS 02/05/2025**

**SALARY** : R468 459 - R561 894 per annum (Level 09)  
**CENTRE** : Alfred Nzo  
**REQUIREMENTS** : National Senior Certificate and appropriate bachelor's degree/Diploma (NQF Level 6/7) as recognised by SAQA in Public Administration/Public Management/Social Sciences, Developmental Studies or relevant qualification. A minimum of 3 years of relevant experience at supervisory level 7/8 and a valid south African driver's license.

**DUTIES** : Office Administration, Implement and supervise Safety Brigades, Safety Patrollers and CLO's, Manage and analyse impact assessment of monitoring tools, guidelines and systems. Implement and monitor complaints management. Analyses DVA and GBV related legislation and policies in relation to policing mandates. Ensure compliance with Ministerial Directives. Monitor and evaluate SAPS compliance with the Domestic Violence Act (DVA) and other Gender Based Violence (GBV) related legislation and policies. Plan and conceptualise compliance monitoring projects. Guide oversight visit processes. Assess and analyse SAPS compliance levels in relation to legislation, policies and Ministerial Directives. Oversee intervention plans for non-compliance. Coordination and monitoring of special projects. Participate in Intersectoral Committees relating to implementation of DVA and GBV related legislation. Provide complex reports on police compliance. Develop DVA compliance reports. Build relations with governmental stakeholders.

**ENQUIRIES** : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709  
For e-Recruitment Enquiries, eMail to: [erecruitment@safetyec.gov.za](mailto:erecruitment@safetyec.gov.za)

<b><u>POST 17/100</u></b>	:	<b><u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH &amp; WELLNES REF NO: DOCS: 03/05/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 - R561 894 per annum (Level 09)
	:	Bhisho
	:	National Senior Certificate and appropriate bachelor's Degree/Diploma (NQF Level 6/7) as recognised by SAQA in Psychology or Social Work or any relevant qualification. A minimum of 3 years of relevant experience at supervisory level 7/8 and a valid south African driver's license. Registration with the HPCSA as a counsellor will be an advantage. Competencies: Legislation and prescripts; Policies pertaining to the field Practical demonstration of knowledge in the Employee Wellness and HIV and AIDS fields; Computer literacy; Finance; Knowledge of professional ethics and behavior by persons involved in wellness environment; Planning; Managerial; Counseling; Decision making; Problem solving; Conflict management Diversity management.
<b><u>DUTIES</u></b>	:	Facilitate and sustain employee wellness with the following responsibilities:- Facilitate case work; Develop, implement and monitor wellness related policies and guidelines; Facilitate the management of HIV and AIDS in the workplace; Management of resources, Develop, implement and evaluate programmes within the four Pillars of the Employee Health and Wellness Strategic Framework (HIV and AIDS, STI and TB Management, Health and Productivity Management, Wellness Management and SHERQ Management.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709 For e-Recruitment Enquiries, eMail to: <a href="mailto:erecruitment@safetyec.gov.za">erecruitment@safetyec.gov.za</a> .
<b><u>POST 17/101</u></b>	:	<b><u>COMMUNITY LIASON OFFICER REF NO: DOCS: 04/05/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 - R467 790 per annum (Level 08)
	:	Buffalo City Metro
	:	National Senior Certificate and appropriate bachelor's degree/Diploma (NQF Level 6/7) in Social Science, Police Science and Public Management or Administration. A minimum of 1-2 years of relevant experience. Competence: Knowledge of the Constitution of RSA, 1996 , Civilian Secretariate for Police Service Act, 2011 , Independent Investigative Directorate Act 1, of 2011 , National Crime Prevention Strategy , 1996 , Domestic Violence Act, 1998 , Child Care Act , 1983 , Criminal procedure Act of 1977 , Promotion of Public Administrative Justice Act of 2000 , Promotion of Access to Information Act , 2000, Report writing skulls and Financial management and valid driver's license is essential.
<b><u>DUTIES</u></b>	:	Conduct effective oversight to the South African Service Police. Conduct Policing accountability engagements. Conduct delivery service at Police Stations. Strengthening Community policy relations in the district. Conduct assessment of functionality of the CPF's structures within the district. Oversee CPF elections. Establish and monitor the functioning of the and village committees. Conduct capacity-building programmes for CPF's in the district. Conduct social crime prevention awareness. Support Municipality with the establishment of the, Participate in IDP and IGR sessions. Facilitate the establishment, payments and monitoring of Safety Patrols. Compile and submit performance reports. Submit verify monthly progress reports on activities conducted as per the district Operational Plan.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709 For e-Recruitment Enquiries, eMail to: <a href="mailto:erecruitment@safetyec.gov.za">erecruitment@safetyec.gov.za</a>
<b><u>POST 17/102</u></b>	:	<b><u>STATE ACCOUNTANT: FINANCIAL ACCOUNTING SERVICES REF NO: DOCS: 05/05/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 - R382 959 per annum (Level 07)
	:	Bhisho
	:	National Senior Certificate and appropriate bachelor's degree/Diploma (NQF Level 6/7) as recognised by SAQA in Financial Accounting/ Financial Management/Cost and Management Accounting. A minimum of 1-2 years of relevant experience in accounting services a valid south African driver's licence. Competencies: Thorough understanding of the ledger accounts and Standard Chart of Accounts (SCOA), good understanding of the BAS system as well as the interface between the bank and the BAS. Computer skills, effective communication skills, both written and verbal, and problem-solving

		skills. A clear understanding of public sector legislative framework (PMFA and related Treasury Regulations), ability to work under pressure and to meet deadlines.
<b><u>DUTIES</u></b>	:	Clear suspense accounts. Follow-up on unallocated transactions in suspense accounts. Compile all relevant information for the preparation of financial statements. Ensure processing of inter-departmental claims as per PFMA. Capture departmental debt take-on. Follow-up on outstanding debts and inter-departmental claims. Monthly, quarterly, and annual reporting on departmental debts and suspense accounts. Prepare credible quarterly interim financial statements and annual financial statements with supporting working paper files. Proper filing of supporting documents. Ensure clearing of banking and revenue related exceptions on BAS. Prepare revenue pay-overs for the department's collection. Preparation of the monthly revenue reconciliation and Revenue IYM. Prepare monthly reports for compliance certificate. Ensure timeous and accurate month end and year closure of accounting records.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709 For e-Recruitment Enquiries, eMail to: <a href="mailto:erecruitment@safetyec.gov.za">erecruitment@safetyec.gov.za</a> .
<b><u>POST 17/103</u></b>	:	<b><u>CHIEF PROVISSIONING ADMIN OFFICER: SCM REF NO: DOCS: 06/05/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 - R382 959 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate (NQF Level 4), Diploma or Degree (NQF Level 6/7) in Supply Chain Management, Financial Management/ Management/ Accounting/ Cost and Management Accounting/Financial Information System/ Internal Auditing/ Business Management/ Public Administration or Public Management/ with 1-2 years' relevant experience chain management environment and LOGIS certificate). Competence: Knowledge of the PFMA, PPPFA, Treasury Regulations, Supply Chain Management Framework Act, BBBEE Act. Practical work experience on LOGIS & BAS systems and interpretation of the system generated reports. A valid Code 08 driving license is essential.
<b><u>DUTIES</u></b>	:	Implementing procurement strategies, coordinating implementation of Procurement Plan. The incumbent will be responsible for ensuring that the quotation process is complied with i.e. generate purchase orders. Perform quality checks on every order before generating an order to avoid wasteful, unauthorized, and fruitless expenditure. Managing commitments. Respond to customer and supplier inquiries about order status, changes, or cancellations. Perform functions related to Procurement Committee/ Quotation Evaluation Committee. Assist in performing other functions assigned to the supply Chain Management unit. Advice and provide report to the Assistant Director- Supply Chain Management.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709 For e-Recruitment Enquiries, eMail to: <a href="mailto:erecruitment@safetyec.gov.za">erecruitment@safetyec.gov.za</a>
<b><u>POST 17/104</u></b>	:	<b><u>ACCOUNTING CLERK: PAYMENT REF NO: DOCS: 07/05/2025</u></b>
<b><u>SALARY</u></b>	:	R228 321 - R268 950 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate (NQF Level 4 as recognized by SAQA with no experience and appropriate Diploma or Degree (NQF Level 6/7) Financial Management/ Management/ Accounting/ Cost and Management Accounting/Financial Information System/ Internal Auditing and valid south African driver's license will be added Advantage. Competence: supply chain Management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts.
<b><u>DUTIES</u></b>	:	Receive order batch for processing payment. Check and verify invoices for correctness. Prepare and maintain Payment Monitoring Tool. Prepare creditors' reconciliation. Compile payment vouchers. Capture Sundry/Logis payments. Distribution of payment stubs to the beneficiaries. Verification of payment vouchers against payment stubs. Affix PAID stamp on all paid payment vouchers. Filing and safekeeping of payment vouchers in the strong room. Retrieve batches requested during audit (both Internal and External Auditing). Attended to service provider's queries.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709 For e-Recruitment Enquiries, eMail to: <a href="mailto:erecruitment@safetyec.gov.za">erecruitment@safetyec.gov.za</a>

<b><u>POST 17/105</u></b>	:	<b><u>ACCOUNTING CLERK: SALARIES REF NO: DOCS: 08/05/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 - R268 950 per annum (Level 05)
	:	Bhisho
	:	National Senior Certificate and appropriate NQF level 6 in Finance/ Accounting or equivalent relevant qualification will be an added advantage. With 0-1 year of relevant experience. PERSAL and Logis Certificate BASS Computer skills (MS Word and Excel). Basic knowledge and insight of the Public Service financial legislations, procedures, and Treasury regulations (PFMA, PSA, PSR, PPPFA, Financial Manual).
<b><u>DUTIES</u></b>	:	Process employees' claim, allowances and deductions. To provide information about the financial position, performance and changes in the financial position of the department. To provide administration and support to staff members in order to improve the unit's performance. To provide distribution services. status Receive order batch for processing payment. Check and verify invoices for correctness. Prepare and maintain Payment Monitoring Tool. Prep. Compile payment vouchers. Capture Sundry/Logis payments. Distribution of payment stubs to the beneficiaries. Verification of payment vouchers against payment stubs. Filing and safekeeping of payment vouchers in the strong room. Retrieve batches requested during audit (both Internal and External Auditing). Attended to service provider's queries.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709 For e-Recruitment Enquiries, eMail to: <a href="mailto:erecruitment@safetyec.gov.za">erecruitment@safetyec.gov.za</a> .
<b><u>POST 17/106</u></b>	:	<b><u>ADMIN CLERK: STORES REF NO: DOCS: 09/05/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 - R268 950 per annum (Level 05)
	:	Bhisho
	:	National Senior Certificate (NQF Level 4 as recognized by SAQA with no experience and appropriate Diploma or Degree (NQF Level 6/7) In Logistics / Inventory / Public Management and a valid south African driver's license will be added advantage.
<b><u>DUTIES</u></b>	:	Ordering, Receiving and issuing of stationery, consumables and cleaning material. Maintain stock levels. perform quarterly stock taking. Maintaining supplier lead times and updating bin cards. Receiving invoices on LOGIS. Attending official queries, handling complaints, and ensuring employees have a positive experience. Compiling monthly reports for inventory management. keep records of items ordered, issued and received.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709 For e-Recruitment Enquiries, eMail to: <a href="mailto:erecruitment@safetyec.gov.za">erecruitment@safetyec.gov.za</a>
<b><u>POST 17/107</u></b>	:	<b><u>ADMIN CLERKS REF NO: DOCS:10/05/2025 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 - R268 950 per annum (Level 05)
	:	Bhisho
	:	A National Senior Certificate with no experience, however, National Diploma or Degree (NQF Level 6/7 in Public Administration or relevant qualification and exposure to the environment will be an added advantage. Knowledge: Analysis of Raw Data. Computer hardware & software. Managing files & records. Designing Forms and back-up system.
<b><u>DUTIES</u></b>	:	Provide data capturing services Receive and record data. Capture data from available records into the required formats e.g. databases, table, spread sheet. Provide data verification services Verify queries missing data and errors observed during data entry. Review and validate all data from the records Submit data Provide data management services. Make regular backups of data. Update registers and statistics Provide record keeping services Keep and maintain records and files Ensure records and files are properly sorted and secured. Provide information to components.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709 For e-Recruitment Enquiries, eMail to: <a href="mailto:erecruitment@safetyec.gov.za">erecruitment@safetyec.gov.za</a>
<b><u>POST 17/108</u></b>	:	<b><u>GENERAL ASSISTANTS REF NO: DOCS: 11/05/2025 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R138 486 - R163 131 per annum (Level 02)
	:	OR-Tambo & Alfred Nzo

- REQUIREMENTS** : A Grade 10 qualification, standard 8 or Level 2-4—ABET level 4 or NQF level 1 to 3. With no years of experience. Competence. Communication (verbal & written), customer service orientation, integrity and honesty and ability to work under pressure: Report writing, interpersonal relations, loyalty, fairness, integrity, responsive and courteous. Knowledge of relevant legislation, prescripts, policies, and procedures.
- DUTIES** : Provision of Cleaning Services. Dusting and waxing office furniture. Sweeping, scrubbing, and waxing the floors. Vacuuming and shampooing floors, cleaning walls, windows, and doors. Emptying waste bins or similar containers, transporting waste material to designated collection points and mopping floors with wet or damp mops. Cleaning the restrooms. Refilling hand wash liquid soap, replacing toilet papers, hand towels and refreshments. Empty and wash waste bins. Report and maintain machines and equipment, cleaning of machines (vacuum cleaners, etc.) and equipment after use. Request cleaning material.
- ENQUIRIES** : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709  
For e-Recruitment Enquiries, eMail to: [erecruitment@safetyec.gov.za](mailto:erecruitment@safetyec.gov.za)

#### **DEPARTMENT OF EDUCATION**

- APPLICATIONS** : The applications must be submitted only via provincial e-Recruitment system available at: <https://erecruitment.ecotp.gov.za/> (to view the vacancies without logging-in click on: Jobs). The e-Recruitment System is available 24/7 and closes at 23:59 on the Closing Date. Report any e-recruitment challenges; activation of profile, password resets, etc by sending an email with your ID Number, profile email address, details of the challenge to: [erecruitment@ecdoe.gov.za](mailto:erecruitment@ecdoe.gov.za). Applications submitted via this email address will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday. Applicants are encouraged to submit using the e-recruitment system
- CLOSING DATE** : 06 June 2025. No late/ Faxed/ Posted, Hand-delivered, and e-Mailed applications will be accepted
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents), e-Recruitment System automatically generates Z83 immediately you apply. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications, the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency

assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

#### **MANAGEMENT ECHELON**

<b><u>POST 17/109</u></b>	:	<b><u>DEPUTY DIRECTOR GENERAL: CORPORATE SERVICES REF NO: DOE01/05/2025</u></b>
<b><u>SALARY</u></b>	:	R1 741 770 – R1 962 090 per annum (Level 15), (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Zwelitsha astern Cape Department of Education requires the services of a technically experienced person to support it to fulfil its constitutional mandate and for this purpose she/he should have: An appropriate recognized bachelor's degree (NQF level 8) in Human Resource Management/ Public Management/Public Administration / related qualification in the field of Social Sciences. A postgraduate qualification in the above-mentioned fields will serve as an advantage. 8 years' experience at the senior management level in Human Resource Management, Corporate Services or related. field. Extensive knowledge and understanding of the dynamics of the Public Service, Government systems and operations Pre-entry SMS certificate as directed by DPSA. Certificate must be submitted prior to appointment. Good understanding of the PFMA. Good understanding of the Public Service Regulatory Framework. Ability to work in cross-functional projects/teams. Excellent coordination and project management skills. Good understanding of Government policies and initiatives and the role of information in Government decision-making process. Demonstrated strategic, operational and project management ability and experience. Experience in leading and managing transformation, change and diversity. Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management. Exceptional written, communication skills and report writing skills. Well-developed research skills. Negotiation and interpersonal skills. Solid experience in the Microsoft Office Suite. A Valid driver's license (with exception of disabled applicants).
<b><u>DUTIES</u></b>	:	As Head of the Branch: Corporate Services, the appointee will: Implement transformation and service delivery enhancement programmes in order to create a high performing organisation and a safe and conducive work environment. Ensure the communication of EC programmes and the effective management of stakeholder and partner relations to increase awareness of the image and profile of the EC and its programmes. Ensure the development and implementation of human resource and employee relations strategies, policies and plans. Ensure the development and implementation of Information and Communication Technology (ICT) strategies and solutions aligned to the Department's overall strategy. Ensure the effective implementation and support of Enterprise Risk Management within the Department. Ensure a professional, credible, accessible and quality assured legal service to the Department. Ensure the establishment of a Unit that will be responsible for the development and management of a knowledge management system for the Department. Promote continuous service delivery improvement through the use of total quality management principles. Oversee the management of budgets and resources of the Branch. Manage and provide strategic leadership for all components reporting to this Branch. Represent the EC in relevant fora.
<b><u>ENQUIRIES</u></b>	:	Ms. SA Maasdorp Tel No: (040) 608 4200 For e-Recruitment Enquiries, eMail: <a href="mailto:erecruitment@ecdoe.gov.za">erecruitment@ecdoe.gov.za</a>

<b><u>POST 17/110</u></b>	:	<b><u>DIRECTOR: INCLUSIVE EDUCATION REF NO: DOE03/05/2025</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 – R1 433 355 per annum (Level 13), (inclusive package). An all-inclusive salary package structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Zwelitsha Post graduate Degree in a relevant field of specialised intervention support in the areas of therapeutic and psychological services. Professional registration with SACE or Health Profession Council of South Africa (HPCSA). Minimum 5 years of experience at middle/senior managerial level in the field of specialization and knowledge of Inclusive Education System and related policies. Knowledge and experience of the PFMA, Conditional Grants and Financial Management and development of Business Plans will be an added advantage. Valid Driver's License, MS Word, PowerPoint skills is essential. Project management and ability to manage programmes and people on a larger scale. Proven experience of Intersectoral collaboration / governmental partnership. Proven leadership experience and ability to work to work under pressure.
<b><u>DUTIES</u></b>	:	To develop, maintain and facilitate the implementation of Inclusive directives related to funding and finances, budget management, and financial reporting of all Special Schools, Full-Service schools and Schools of Skills. To develop, maintain and implement Inclusive Education Policy directives across all spheres in the Departments. To respond to all-inclusive education matters with relevant stakeholders, public concern raised as well as inter and intra-directorate concerns. To improve the quality of life of learners and educators in the education system. Promotion of an Inclusive Education Systems dealing with the diverse barriers that learners experience. Coordinate, develop and facilitate appropriate intervention strategies to address all forms of barriers to ensure access to quality teaching and learning. To provide learners with opportunities and skills to enter the job market and becoming productive citizen of societies irrespective of their barriers to learning. To facilitate social cohesion and stakeholder involvement to ensure learner accessibility, retention and improve learner performance. To monitor, evaluate and report on the performance of Inclusive Education directives and programmes. To achieve departmental operational objectives as it relates to addressing barriers to learning.
<b><u>ENQUIRIES</u></b>	:	Mr. LB Zenzile Tel No: (040) 608 4200 For e-Recruitment Enquiries, eMail: <a href="mailto:erecruitment@ecdoe.gov.za">erecruitment@ecdoe.gov.za</a>
<b><u>POST 17/111</u></b>	:	<b><u>DIRECTOR: SCHOOL HEALTH, SAFETY AND LEARNER ENRICHMENT REF NO: DOE04/05/2025</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 – R1 433 355 per annum (Level 13), (inclusive package). An all-inclusive salary package structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Zwelitsha An appropriate bachelor's degree in education or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years of experience at middle/senior managerial level in the relevant field. Pre-entry SMS certificate as directed by DPSA. Certificate must be submitted prior to appointment. Computer Literacy. A valid driver license. Competencies: Knowledge of the current technology development, Public Finance Management Act, Public Service Act, Public Service Regulations, Labour Relations Act and Basic Conditions of Employment Act and other relevant prescripts and legislations. Good communication, planning project management, decision making and problem-solving skills. Policy analysis and development.
<b><u>DUTIES</u></b>	:	Provide strategic leadership in Health Safety and Learner Enrichment in the Department. Coordinate the promotion pf social support and the provision of

learner enrichment programmes. Develop systems for the mainstreaming of care and support for teaching and learning within schools. Manage the increase of awareness and knowledge on health promoting behaviours within the Department. Coordinate school health programmes within the department. Develop, conduct, and monitor planning of school health programme and the implementation of school health services. Develop relevant intervention strategies to promote sexual health and life skills within schools. Conduct planning and implementation of sexual health and life skills services within the department. As a Responsibility Manager for the Directorate assume ultimate responsibility for the effective and efficient performance of personnel and utilization of resources allocated to the Directorate.

#### **ENQUIRIES**

: Mr. LB Zenzile Tel No: (040) 608 4200  
For e-Recruitment Enquiries, eMail: [erecruitment@ecdoe.gov.za](mailto:erecruitment@ecdoe.gov.za)

#### **POST 17/112**

: **DIRECTOR: TRAINING INSTITUTE (TECHNICAL AND VOCATIONAL) REF NO: DOE08/05/2025**

#### **SALARY**

: R1 216 824 – R1 433 355 per annum (Level 13), (inclusive package). An all-inclusive salary package structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

#### **CENTRE REQUIREMENTS**

: Nelson Mandela Bay (Gqebera)  
: A three-year relevant Bachelor's degree or equivalent qualification (NQF Level 7) as recognized by SAQA; A Minimum 5 years of experience at middle/senior managerial level in the relevant field; Extensive experience in quality and diversification of curriculum delivery and the design of continuing professional teacher development programs; Certificate in Public Service Senior Management Leadership Programme (SMS pre-entry programme). Good communication (verbal and written) skills, presentation skills, analytical skills, strategic planning and reporting skills, computer literacy, leadership skills, project management, stakeholder management skills, risk management and financial management skills; Should be a strategic thinker who has the ability to lead within a diverse environment; Should be able to work under pressure.; Candidate should have ability to maintain sound interpersonal relations; Preference will be given to candidates who have a working knowledge of the Education Policies, PFMA and Treasury Regulations applicable to the public service, NEPA, Educators Employment Act, SASA, Teacher Development Framework and Policies; A good understanding of Curriculum and teacher development within the sector; A sound and thorough understanding of the Education Sector. Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management.

#### **DUTIES**

: Managing and developing innovative and effective teacher development systems and programme; Driving the Continuing Professional teacher development (CPTD) management system; Developing continuing professional teacher development courses that are pedagogically sound, data driven and content rich; Developing and maintaining an ICT platform to make quality professional development opportunities accessible to all teachers; Monitoring and evaluation of the impact and efficacy of the teacher development initiatives; Communicating improved teacher development strategies and practices. Providing strategic leadership to staff and developing annual plans; Managing the finances of the Directorate in line with the Public Finance Management Act; All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the Department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and

		reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.
<b><u>ENQUIRIES</u></b>	:	Mr. MA Jack Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: <a href="mailto:erecruitment@ecd.gov.za">erecruitment@ecd.gov.za</a>
<b><u>POST 17/113</u></b>	:	<b><u>DIRECTOR: OPERATIONS MANAGEMENT AND COORDINATION (CLUSTER B) REF NO: DOE09/09/2025</u></b> Candidates who applied previously for this position are advised to re-apply
<b><u>SALARY</u></b>	:	R1 216 824 – R1 433 355 per annum (Level 13), (inclusive package). An all-inclusive salary package structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Zwelitsha An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/Education/Management as recognized by SAQA Minimum 5 years of experience at middle/senior managerial level in relevant field. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Clear understanding of the legislative framework that governs the Public Service. Understanding and application on South African Schools Act, Public Finance Management Act, Division of Revenue Act as Amended, Treasury Regulations and Department of Public Service and Administration Directives. Valid Code 8 Driver's license is a requirement. Ability to work under pressure and long hours.
<b><u>DUTIES</u></b>	:	Coordinate the implementation of education and corporate services related policies, frameworks and instruments and information management in the cluster. Manage the provisioning of sound financial management and supply chain management. Coordinate human resources management services in the cluster. Manage the information flow regarding the implementation of a standard /uniform mode of operation for schools at cluster level. Ensure coordination of consistent implementation of corporate service in the Cluster. Ensure the coordination of knowledge and records management services for the cluster. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.
<b><u>ENQUIRIES</u></b>	:	Mr. TJZ Mtyida Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: <a href="mailto:erecruitment@ecd.gov.za">erecruitment@ecd.gov.za</a>
<b><u>POST 17/114</u></b>	:	<b><u>DIRECTOR: FACILITY, SECURITY AND KNOWLEDGE MANAGEMENT REF NO: DOE11/05/2025</u></b> Candidates who applied previously for this position are advised to re-apply
<b><u>SALARY</u></b>	:	R1 216 824 – R1 433 355 per annum (Level 13), (inclusive package). An all-inclusive salary package structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Zwelitsha An appropriate Bachelor's Degree qualification in the Build Environment/ Property Management or related field / Bachelor of Arts / Public Management/

	Public Administration/ Facilities Management at NQF level 7 as recognized by SAQA. A Minimum 5 years of experience at middle/senior managerial level in the relevant field. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Clear understanding of the legislative framework that governs the Public Service. Understanding and application on South African Schools Act, Public Finance Management Act, Division of Revenue Act as Amended, Treasury Regulations and Department of Public Service and Administration Directives. Valid Code 8 Driver's license a requirement. Ability to work under pressure and long hours.
<b><u>DUTIES</u></b>	: Render facility management and general support services. Provide security management and vetting services. Provide strategic direction and oversight on departmental knowledge and records management. Provide auxiliary services. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets and resource are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.
<b><u>ENQUIRIES</u></b>	: Mr. T Masoeu Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: <a href="mailto:erecruitment@ecdoe.gov.za">erecruitment@ecdoe.gov.za</a>

#### OTHER POSTS

<b><u>POST 17/115</u></b>	: <b><u>CHIEF ENGINEER: STRUCTURAL: PHYSICAL RESOURCE MANAGEMENT (GRADE A) REF NO: DOE10/05/2025</u></b>
<b><u>SALARY</u></b>	: R1 266 450 – R1 446 921 per annum, (all-inclusive salary package), Total package to be structured in accordance with the rules of the OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	: Zwelitsha : Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Six years of post-qualification experience required as a registered professional Engineer. Valid driver's license. Compulsory registration with ECSA as a Professional Engineer. Extensive experience in the field of structural engineering which includes but not limited to design and construction of concrete structures (such as industrial, residential and office buildings; water and wastewater treatment works, bridges, dams etc.); Steel structures (such as industrial and office buildings) and masonry structures. Experience in the interpretation of geological information and data obtained from geotechnical investigations and the application thereof in the design of building foundations. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem-solving and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologists and candidates.
<b><u>DUTIES</u></b>	: Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detailed design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.

<b><u>ENQUIRIES</u></b>	:	Mr. M Mduba Tel No: (040) 608 4200 For e-Recruitment Enquiries, eMail: <a href="mailto:erecruitment@ecdoe.gov.za">erecruitment@ecdoe.gov.za</a>
<b><u>POST 17/116</u></b>	:	<b><u>CHIEF QUANTITY SURVEYOR: PHYSICAL RESOURCE MANAGEMENT (GRADE A) REF NO: DOE12/05/2025 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R1 099 488 – R1 250 907 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
<b><u>CENTRE</u></b>	:	Zwelitsha
<b><u>REQUIREMENTS</u></b>	:	At least a B-degree in Quantity Surveying (Postgraduate qualification will be an added advantage). A minimum of 6 years' relevant post qualification experience in the field of quantity surveying. Compulsory registration as a Professional Quantity Surveyor with the South African Council for Quantity Surveying Profession (SACQSP). A valid driver's license. Extensive experience in quantity surveying both in building and engineering projects. Good understanding of the CIDB standard for uniformity and the standard professional services contract.) Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem-solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. Ability and willingness to travel are essential. Experience in managing junior staff is essential.
<b><u>DUTIES</u></b>	:	Technical and cost evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's cost estimates for both conceptual and detail design stages. Evaluate and verify claims of professional service providers and contractors during the execution phase of projects. Attend on-site technical meetings on behalf of the department. Assist project managers in resolving technical disputes arising at different stages of the project. Verify and approve Contract Price Adjustment Provisions (CPAP) for projects in construction in accordance with both the JBCC and GCC contracts. Render Quantity Surveying Services on in-house designs on projects designed by internal Architects and Engineers. Verify and confirm the final account on both consultant's and contractor's fee accounts. Update relevant quantity Surveying manuals, norms and standards. Ensure the adoption of technical and quality strategies. Provide solutions on non-compliance on quantity determination. Supervise junior quantity surveyors. Mentor candidate quantity surveyors.
<b><u>ENQUIRIES</u></b>	:	Mr. M Mduba Tel No: (040) 608 4200 For e-Recruitment Enquiries, eMail: <a href="mailto:erecruitment@ecdoe.gov.za">erecruitment@ecdoe.gov.za</a>
<b><u>POST 17/117</u></b>	:	<b><u>CONTROL GISc TECHNOLOGIST: PHYSICAL RESOURCE MANAGEMENT REF NO: DOE13/05/2025</u></b>
<b><u>SALARY</u></b>	:	R921 900 – R1 051 461 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
<b><u>CENTRE</u></b>	:	Zwelitsha
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and 3 to 4 years GISc or related Bachelor's Degree. Minimum of 6 years post qualification GISc Technologist experience. Compulsory registration with South African Geomatics Council (SAGC)/PLATO as a GISc Technologist. Job related Knowledge: Knowledge of programme and project management. GISc, legal and operational compliance. GISc implementation. Standards development. Policy formulation. GISc operational communication. Process knowledge and skills. Maintenance skills and knowledge. Spatial modelling and analysis knowledge. Research and development. GISc applications. Creating high performance culture. Technical consulting. Job related skills: Strategic management and direction. Mobile equipment operating skills. System skills. Analytical skills. Creativity. Self-management skills. Communication skills (verbal and written). Language proficiency. Computer literacy. Change management skills. Negotiation skills. Knowledge management skills. A valid driver's license. Willing to travel throughout South Africa. Willing to adapt to a work schedule in accordance with office requirements.
<b><u>DUTIES</u></b>	:	Design, plan and perform advanced GISc analysis to address organizations strategic objectives. Undertake spatial modelling. Facilitate the collection and capturing of spatial data from various formats and sources. Ensure the publishing of metadata. Coordinate the design, development and creation of

geospatial databases. Conduct analysis and visualization of data to meet the stated requirements. Manage and implement image processes and procedures. Undertake operational and project requirement. Maintain GIS unit effectiveness. Develop and manage spatial information applications within organizational process. Provide access to spatial information and Geographic Information Services to all clients in the Department. Develop training manual end users on skills regarding GISc all times. Ensure interoperability between systems to maximize efficiency. Publish data into a web based GISc system to provide geographical information through the internet. Always ensure easy access to spatial information. Document GISc processes. Provide stakeholder management services. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Provide GIS implementation support. Support GIS and technical systems audit. Support the systems requirements analysis. Participate in cost benefit analysis exercises. Facilitate the development of process models and workflow diagrams. Ensure implementation of GIS standards. Draft Terms of Reference for GIS projects. Manage maps production and customise them to meet client needs accordingly. Conduct research. Research, investigate and advise on new GIS technologies. Advise on research viability and feasibility. Recommend and compile appropriate plan to respond to the research problem. Develop new methods / technologies for solving spatial data problems. Research and implement new GIS standards.

#### **ENQUIRIES**

: Mr. M Mduba Tel No: (040) 608 4200  
For e-Recruitment Enquiries, eMail: [erecruitment@ecdoe.gov.za](mailto:erecruitment@ecdoe.gov.za)

#### **POST 17/118**

: **DEPUTY DIRECTOR: SCHOOL NUTRITION REF NO: DOE14/05/2025**  
Candidates who applied previously for this position are advised to re-apply

#### **SALARY**

: R896 436 – R1 055 958 per annum (Level 11), inclusive package. An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

#### **CENTRE REQUIREMENTS**

: Zwelitsha  
: An appropriate recognised undergraduate NQF level 6/7 or equivalent qualification in Financial Management / Project Management / Public Management or Administration, Food and Nutrition / Food Security / Food Production plus 3 - 5 years as an Assistant Director in Financial management / Administration. A valid driver's license. Proven knowledge and experience of the PFMA, Conditional Grants, Financial Management and Development of Business Plans. Project Management and ability to manage programme on a large scale. Proven experience of Intersectoral Collaboration/Government Partnership. Experience in compiling of reports and adhering to timeframes. Proven knowledge of Labour Relations Act, Employment Equity Act, Knowledge of Public Service Act, Public Service Regulations and Basic Conditions of Employment Act. Knowledge of the National School Nutrition Programme. Valid Driver's license, MS Word, PowerPoint is essential. Knowledge of Education Sector will be added advantage.

#### **DUTIES**

: Implement and manage the provision of nutrition programme, food security and Health Promotion programmes in the Department in accordance with relevant policies. Develop school nutrition related policies and procedures and ensure the implementation thereof. Ensure economical, efficient and effective management and utilisation of resources allocated to the Department as outlined in the legislative framework for good governance. Develop monitoring and evaluation systems to ensure timeous delivery of qualitative and quantitative supplies to benefiting school. Manage Resources (Human, Financial and Physical Resources. Ensure the liability and sustainability of food production and job creation of all programmes at school level. Liaise and promote social cohesion to ensure the effective implementation of the programme. Ensure the nutritional value of food provided through the programme and timely delivery thereof. Ensure access and availability of resources to the neediest schools within the province.

#### **ENQUIRIES**

: Mr. LB Zenzile Tel No: (040) 608 4200

<b><u>POST 17/119</u></b>	:	<b><u>DEPUTY DIRECTOR: DISTRICT SUPPLY CHAIN MANAGEMENT &amp; ICT (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R896 436 – R1 055 958 per annum (Level 11), inclusive package. An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<b><u>CENTRE</u></b>	:	Amathole West District Office Ref No: DOE15/05/2025 Chris Hani West District Office Ref No: DOE16/05/2025
<b><u>REQUIREMENTS</u></b>	:	NQF 7 in Finance/ Accounting/ Public Management or Administration/ Purchasing Management as recognized by SAQA. Five (5) years relevant experience in Supply Chain Management of which 3 years must be in Supply Chain Management at Assistant Director Level. A post degree qualification in the above will be an added advantage. Knowledge and experience in the application of legislative framework that governs supply chain management in the Public Service environment, PFMA, PPPFA, BBBEE and Treasury Regulation. Excellent verbal and written communication skills. Problem solving, analytical skills and computer literacy. Knowledge of Logis and BAS. Strong planning and coordination abilities. Proven management skills and a track record in the preparation, implementation and management of strategic, operational, and financial plans and projects. A valid driver's license. Knowledge of Education Sector will be added advantage.
<b><u>DUTIES</u></b>	:	Provide demand and acquisition management services to the district, circuit offices and schools. Provide contract management services. Provide logistic, store, asset, and fleet management services. Provide ICT support services to the district, circuit offices and schools. Develop and implement appropriate performance management internal controls and audit trails to ensure efficient and effective supply chain management services. Provide strategic support, advice, and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. Prepare monthly management reports on SCM Performance and provide early warning signs to management. Follow up and provide advice and monitor the response to SCM audit findings in line with the agreed action plan. Identify and report on risks in respect of Supply Chain Management within the department and recommend corrective action. Monitor compliance with contractual terms and conditions as well as service level standards. Ensure compliance with SCM Policy and analyse on policy changes. Monitor SCM supplier performance and complaints register. Manage the review of payment vouchers and report findings with recommendations to Director. Conduct research that is informed by departmental procurement plans. Manage the demand of goods and services. Coordinate the development of specifications, terms of references and administer quotations/ bidding procedures. Provide demand planning and management support services. Coordinate and oversee contractual and service level agreement arrangement in partnership with legal services within EC. Develop and maintain EC contract register. Monitor evaluate and report on contract management services. Provide logistics and stores management services. Provide asset and disposal management services. Provide fleet management services. Identify SCM risks. Coordinate the development of SCM risk mitigation strategies. Monitor and report on risks related to SCM performance risk. Manage SCM systems and registers. Design and maintain SCM performance measures and standards. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	Mr. Harmse Tel No: (040) 608 4200 For e-Recruitment Enquiries, eMail: <a href="mailto:erecruitment@ecd.gov.za">erecruitment@ecd.gov.za</a>

<b><u>POST 17/120</u></b>	:	<b><u>DEPUTY DIRECTOR: YOUTH AND SPECIAL PROGRAMMES REF NO: DOE17/05/2025</u></b>
<b><u>SALARY</u></b>	:	R896 436 – R1 055 958 per annum (Level 11), inclusive package. An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Zwelitsha : NQF 7 qualification, five (5) years' experience in administration, 5 years' as Assistant Director level in public sector experience in the mainstreaming youth development programme, computer literacy, strategic leadership, project management, and valid driver's license required.
<b><u>DUTIES</u></b>	:	To develop sector specific policies/strategies, mainstream youth development within policies and programmes, and to lead in conceptualization and implementation of sectoral programmes and projects. Coordinate provincial structures that help coordinate youth development at all various levels. Provide analytical research and strategic support as well as coordination role on Eastern Cape Provincial Government departments in respect of mainstreaming of youth development issues in their departmental programmes and budgets. Development of provincial plan of action on Youth development. Monitor the implementation of the youth strategy action plan. Development of indicators which indicate a change in status of youth in the province, assessing impact in improving the lives of youth in Eastern Cape. Performance review mechanisms are to be established to continuously monitor and evaluate all programmes as informed by the status quo report as well as the 5 years Programme of action (POA).
<b><u>ENQUIRIES</u></b>	:	Ms. N Mgijima Tel No: (040) 608 4043 For e-Recruitment Enquiries, Email: <a href="mailto:erecruitment@ecdoe.gov.za">erecruitment@ecdoe.gov.za</a>
<b><u>POST 17/121</u></b>	:	<b><u>ELECTRICAL ENGINEER: PHYSICAL RESOURCE MANAGEMENT (GRADE A) REF NO: DOE18/05/2025</u></b>
<b><u>SALARY</u></b>	:	R879 342 – R938 061 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Zwelitsha : An NQF level 6 qualification as recognized by SAQA in Electrical Engineering or relevant qualification; Registration with Engineering Council of South Africa (ECSA) as Professional Engineer; 3 years post qualification Electrical Engineering experience required; Knowledge of Programme and Project management, Architectural design and analysis, Computer-aided engineering applications, Research and development, legal compliance, Technical report writing, Creating high performance culture, Networking and Professional judgement; Knowledge of Construction Industry Development Board Act and Regulations, Government Immovable Asset Management Act (GIAMA), Occupational Health and Safety Act, Architectural Profession Act, Engineering Profession Act, Expanded Public Works Programme, Supply Chain Management framework; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Government initiatives and decisions, etc. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organising; Decision making; Project management; Team leadership.
<b><u>DUTIES</u></b>	:	Develop, interpret and customize 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; Conduct research/literature studies for continuous development with new technologies; Participate on the budget planning and administration process; Manage human, finance and other resources.

<b><u>ENQUIRIES</u></b>	:	Mr. M Mduba Tel No: (040) 608 4200 For e-Recruitment Enquiries, eMail: <a href="mailto:erecruitment@ecdoe.gov.za">erecruitment@ecdoe.gov.za</a>
<b><u>POST 17/122</u></b>	:	<b><u>ENGINEER: STRUCTURAL: PHYSICAL RESOURCE MANAGEMENT (GRADE A) REF NO: DOE19/05/2025</u></b>
<b><u>SALARY</u></b>	:	R879 342 – R938 061 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
<b><u>CENTRE</u></b>	:	Zwelitsha
<b><u>REQUIREMENTS</u></b>	:	At least a BSc or BEng in Civil Engineering. A minimum of 3 years' relevant post qualification experience in the field of civil engineering. Compulsory registration as a Professional Engineer with the Engineering Council of South Africa (Professional Engineering Technologist will not be considered). Experience in various fields of structural engineering particularly in the field of buildings and aspects related thereto. Exposure to the main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem-solving ability and ability to work independently. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential.
<b><u>DUTIES</u></b>	:	Technical evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed design. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various structural engineering assets. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Conduct minor traffic studies under supervision of a chief engineer. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts and construction contract final accounts. Accept responsibility for the development, implementation, review and regular updating of standardised structural engineering practice manuals for the Department. Undertake in-house designs, documentation and implementation of minor projects.
<b><u>ENQUIRIES</u></b>	:	Mr. M Mduba Tel No: (040) 608 4200 For e-Recruitment Enquiries, eMail: <a href="mailto:erecruitment@ecdoe.gov.za">erecruitment@ecdoe.gov.za</a>
<b><u>POST 17/123</u></b>	:	<b><u>EDUCATIONAL PSYCHOLOGIST: INCLUSIVE EDUCATION (GRADE 1) (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R872 709 - R957 300 per annum
<b><u>CENTRE</u></b>	:	Chris Hani West (Komani) Ref No: DOE20/05/2025 Amathole West Ref No: DOE21/05/2025 Joe Gqabi Ref No: DOE22/05/2025 Sarah Baartman (Humansdorp) Ref No: DOE23/05/2025 Nelson Mandela Bay (Merryvale School) Ref No: DOE24/05/2025
<b><u>REQUIREMENTS</u></b>	:	A recognised master's degree in Educational Psychology; registration with the Health Professions Council of South Africa (HPCSA) as an Independent Educational Psychologist; and relevant experience, knowledge, and skills in education and psychological services. Applicants must have a sound understanding of education and psychology legislation and policies, including the Public Service Act, Public Finance Management Act (PFMA), Performance Management and Development System (PMDS), Children's Act, White Paper 6, the Policy on Screening, Identification, Assessment and Support (SIAS), and the South African Schools Act (SASA), particularly Section 12. Strong communication skills (both written and verbal) and excellent command of the English language are essential.
<b><u>DUTIES</u></b>	:	The Educational Psychologist will serve as a member of the district-based Support Team (DBST), providing psychological services within all the District Circuit Management Centres (CMC) and/or school context. Duties include supporting the implementation of the SIAS policy by identifying and assisting learners experiencing barriers to learning and development. Services must align with the Scope of the Profession of Psychologists as outlined by the HPCSA (2008). The incumbent will be responsible for delivering a range of psychological and therapeutic interventions, such as psychotherapy, counselling, trauma debriefing, and making appropriate referrals to specialists.

Furthermore, the psychologist will design and implement educationally responsive programmes to address learner diversity, including parental and educator guidance, targeted interventions to address barriers to learning, and recommendations for assessment accommodations. The role also includes maintaining annual HPCSA registration, complying with Continuing Professional Development (CPD) requirements, and conducting psychological research and interventions in accordance with applicable legislation such as the Health Professions Act, Mental Health Act, and Children's Act, as well as the ethical guidelines set by the HPCSA and the Professional Board for Psychology.

**ENQUIRIES**

: Mr. Putter Tel No: (040) 608 4200  
For e-Recruitment Enquiries, Email: [erecruitment@ecd.gov.za](mailto:erecruitment@ecd.gov.za)

**POST 17/124**

: **EDUCATIONAL PSYCHOLOGIST: LSPID (GRADE 1) (X2 POSTS)**

**SALARY  
CENTRE**

: R872 709 - R957 300 per annum  
: Or Tambo Inland Ref No: DOE25/05/2025  
Buffalo City Metro Ref No: DOE26/05/2025

**REQUIREMENTS**

: An appropriate, recognized master's degree in educational psychology and current Registration with the HPCSA as an Educational Psychologist. Knowledge and understanding of all major education and psychology legislation and policies (White Paper 6: Special Needs Education, National Curriculum Statement, South African Schools Act, National Education Policy Screening, Identification, Assessment and Support [SIAS] and HPCSA Code of Ethics). Good communication skills (verbal and written) and interpersonal skills. Computer skills. Conflict resolution skills, networking skills and excellent presentation skills. Ability to work under pressure and in a team. A valid driver's license. Honesty and integrity, Professionalism, Self – driven, Teamwork. Good communication skills (written and verbal skills) and a good command of English language. Knowledge/ Skills: Public Service Act, PFMA, PMDS, Educator's Employment Act, Children's Act, White Paper No 6 on Inclusive Education, Basic Conditions of Employment Act, Educational Public Service Leadership, Strategic Planning and Transformation, Education Management Development, Research and Development, Management of Diversity, Policy Formulation and Implementation, Leadership skills, Research skills, Co-ordination, Presentation and Facilitation skills, Management skills, Interpersonal skills, Planning and Organizational skills, Problem solving skills. Knowledge of Education Sector will be added advantage.

**DUTIES**

: Train teachers, parents and support staff in the early identification of psychological barriers to learning and development. Train teachers, parents and support staff to manage learners who have been identified as experiencing psychological barriers to learning and development (e.g. Individual Support Plan (ISP) / Group Support Plan (GSP). Develop and implement preventative programmes for learners, parents and School Governing Body (SGBs) that address and / or prevent psychological barriers to learning and development. Implementation of Inclusive Policies including the Screening, Identification, Assessment and Support (SIAS) Policy. Report quarterly on the implementation of psychological programmes for early identification of and interventions relating to barriers for learning and special needs to the Senior Education Psychologist. Provide specialised psychological support to strengthen District- and School-Based Support Teams (DBSTs/SBSTs). Participate in inter- and intra-sectoral networks and collaborations. Maintain annual registration and Continued Professional Development (CPD) training according to HPCSA requirements and conduct psychological interventions and research in accordance with guidelines for professional practice of the HPCSA and the Professional Board for Psychology (Compliance to legislation e.g., Health Professions Act, Mental Health Act, Children's Act, etc.). Conduct all relevant administrative activities relating to the core mandate of this position. Attend district management meetings and inter-departmental meetings, subsistence and travelling claims. Performance management (PMDS), Database administration, leave administration, Attending to emails, Budget (PFMA), Procurement, SASAMS, DDD.

**ENQUIRIES**

: Mr. Putter Tel No: (040) 608 4200  
For e-Recruitment Enquiries, Email: [erecruitment@ecd.gov.za](mailto:erecruitment@ecd.gov.za)

<b><u>POST 17/125</u></b>	:	<b><u>EDUCATIONAL PSYCHOLOGIST: LSPID (GRADE 1) (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R872 709 - R957 300 per annum
<b><u>CENTRE</u></b>	:	Or Tambo Inland Ref No: DOE27/05/2025 Buffalo City Metro Ref No: DOE28/05/2025
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognized master's degree in educational psychology and current Registration with the HPCSA as an Educational Psychologist. Knowledge and understanding of all major education and psychology legislation and policies (White Paper 6: Special Needs Education, National Curriculum Statement, South African Schools Act, National Education Policy Screening, Identification, Assessment and Support [SIAS] and HPCSA Code of Ethics). Good communication skills (verbal and written) and interpersonal skills. Computer skills. Conflict resolution skills, networking skills and excellent presentation skills. Ability to work under pressure and in a team. A valid driver's license. Honesty and integrity, Professionalism, Self – driven, Teamwork. Good communication skills (written and verbal skills) and a good command of English language. Knowledge/ Skills: Public Service Act, PFMA, PMDS, Educator's Employment Act, Children's Act, White Paper No 6 on Inclusive Education, Basic Conditions of Employment Act, Educational Public Service Leadership, Strategic Planning and Transformation, Education Management Development, Research and Development, Management of Diversity, Policy Formulation and Implementation, Leadership skills, Research skills, Co-ordination, Presentation and Facilitation skills, Management skills, Interpersonal skills, Planning and Organizational skills, Problem solving skills. Knowledge of Education Sector will be added advantage.
<b><u>DUTIES</u></b>	:	Train teachers, parents and support staff in the early identification of psychological barriers to learning and development. Train teachers, parents and support staff to manage learners who have been identified as experiencing psychological barriers to learning and development (e.g. Individual Support Plan (ISP) / Group Support Plan (GSP). Develop and implement preventative programmes for learners, parents and School Governing Body (SGBs) that address and / or prevent psychological barriers to learning and development. Implementation of Inclusive Policies including the Screening, Identification, Assessment and Support (SIAS) Policy. Report quarterly on the implementation of psychological programmes for early identification of and interventions relating to barriers for learning and special needs to the Senior Education Psychologist. Provide specialised psychological support to strengthen District- and School-Based Support Teams (DBSTs/SBSTs). Participate in inter- and intra-sectoral networks and collaborations. Maintain annual registration and Continued Professional Development (CPD) training according to HPCSA requirements and conduct psychological interventions and research in accordance with guidelines for professional practice of the HPCSA and the Professional Board for Psychology (Compliance to legislation e.g., Health Professions Act, Mental Health Act, Children's Act, etc.). Conduct all relevant administrative activities relating to the core mandate of this position. Attend district management meetings and inter-departmental meetings, subsistence and travelling claims. Performance management (PMDS), Database administration, leave administration, Attending to emails, Budget (PFMA), Procurement, SASAMS, DDD.
<b><u>ENQUIRIES</u></b>	:	Mr. Putter Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: <a href="mailto:erecruitment@ecdoe.gov.za">erecruitment@ecdoe.gov.za</a>
<b><u>POST 17/126</u></b>	:	<b><u>QUANTITY SURVEYOR: INFRASTRUCTURE DELIVERY MANAGEMENT (GRADE-A) REF NO: DOE29/05/2025</u></b> Candidates who applied previously for this position are advised to re-apply
<b><u>SALARY</u></b>	:	R761 157 - R816 852 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD
<b><u>CENTRE</u></b>	:	(Zwelitsha)
<b><u>REQUIREMENTS</u></b>	:	Degree in Quantity Survey or relevant qualification. Three (3) years of post-qualification Quantity Surveying experience. Compulsory registration with SACQSP as a professional Quantity Surveyor. The disclosure of a valid unexpired driver's license. Experience in Quantity Surveying principles and methodologies. Understanding of programme and project management. Knowledge in research and development. Knowledge of legal compliance. Technical report writing, and technical consulting. Creating high-performance culture and networking. Professional judgment and responsiveness. Good

## **DUTIES**

communication skills both (verbal and written). Planning and organizing. Conflict management, people management, change management and innovation. Problem solving and analysis. Familiarity with a wide range of quantity surveying measurement principles and specifications.

- : Develop planning and cost norms and standards issued in terms of the Provincial Education Facilities Guidelines and National Education Norms & Standards. Maintain planning and cost norms & standards library. Monitor that Infrastructure projects implemented by Implementing Agent[s] comply with approved planning and cost norms and standards. Update planning and cost norms & standards based on learning generated through post project evaluations and post occupancy evaluations through the provision of quantity surveying inputs. Promote the adoption of technical and quality strategies. Review cost determinations of projects and estimates submitted. Provide inputs from a quantity surveyor perspective to infrastructure policies, procedures, methods and criteria for Capex [capital], Minor capital and maintenance projects. Make inputs to commissioning plans from a quantity surveying perspective. Undertake extensive analysis to inform strategies related to the quantity surveyor services to directly support and realise the Education goals of the Department. Prepare from a Quantity Surveyor perspective inputs to Project Briefing documents. Prepare from a Quantity Surveyor perspective inputs to the Project Execution Plan version 1. Prepare inputs to the Project Execution Plans versions 2-7 from a quantity surveyor perspective and submit to the Directorate Infrastructure Delivery Management. Develop cash flow projections. Develop costing models. Provide inputs to life cycle costing. Provide inputs to operational narratives from a quantity surveyor perspective. Provide inputs to the Annual, Medium Term and Adjustment budgets to the Directorate Infrastructure Delivery Management. Provide inputs to the User Asset Management Plan from a Quantity Surveyor perspective. Provide inputs to the final project list from a Quantity Surveyor perspective. Provide inputs to the Infrastructure Programme Management Plan and the Infrastructure Programme Implementation Plan from a Quantity Surveyor perspective. Provide inputs to the procurement strategy from a Quantity Surveyor perspective. 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 (2).

## **ENQUIRIES**

- : Mr. Mduba Tel No: (040) 608 4200  
For e-Recruitment Enquiries, Email: [erecruitment@ecdoe.gov.za](mailto:erecruitment@ecdoe.gov.za)

## **POST 17/127**

- : **QUANTITY SURVEYOR: PHYSICAL RESOURCE PLANNING (GRADE-A)**  
**REF NO: DOE30/05/2025**  
Candidates who applied previously for this position are advised to re-apply

## **SALARY**

- : R761 157 - R816 852 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

## **CENTRE REQUIREMENTS**

- : Zwelitsha
- : Degree in Quantity Survey or relevant qualification. Three (3) years of post-qualification Quantity Surveying experience. Compulsory registration with SACQSP as a professional Quantity Surveyor. The disclosure of a valid unexpired driver's license. Experience in Quantity Surveying principles and methodologies. Understanding of programme and project management. Knowledge in research and development. Knowledge of legal compliance. Technical report writing, and technical consulting. Creating high-performance culture and networking. Professional judgment and responsiveness. Good communication skills both (verbal and written). Planning and organizing. Conflict management, people management, change management and innovation. Problem solving and analysis. Familiarity with a wide range of quantity surveying measurement principles and specifications.

## **DUTIES**

- : Develop planning and cost norms and standards issued in terms of the Provincial Education Facilities Guidelines and National Education Norms & Standards. Maintain planning and cost norms & standards library. Monitor that Infrastructure projects implemented by Implementing Agent[s] comply with approved planning and cost norms and standards. Update planning and cost

norms & standards based on learning generated through post project evaluations and post occupancy evaluations through the provision of quantity surveying inputs. Promote the adoption of technical and quality strategies. Review cost determinations of projects and estimates submitted. Provide inputs from a quantity surveyor perspective to infrastructure policies, procedures, methods and criteria for Capex [capital], Minor capital and maintenance projects. Make inputs to commissioning plans from a quantity surveying perspective. Undertake extensive analysis to inform strategies related to the quantity surveyor services to directly support and realise the Education goals of the Department. Prepare from a Quantity Surveyor perspective inputs Project Briefing documents. Prepare from a Quantity Surveyor perspective inputs to the Project Execution Plan version 1. Prepare inputs to the Project Execution Plans versions 2-7 from a quantity surveyor perspective and submit to the Directorate Infrastructure Delivery Management. Develop cash flow projections. Develop costing models. Provide inputs to life cycle costing. Provide inputs to operational narratives from a quantity surveyor perspective. Provide inputs to the Annual, Medium Term and Adjustment budgets to the Directorate Infrastructure Delivery Management. Provide inputs to the User Asset Management Plan from a Quantity Surveyor perspective. Provide inputs to the final project list from a Quantity Surveyor perspective. Provide inputs to the Infrastructure Programme Management Plan and the Infrastructure Programme Implementation Plan from a Quantity Surveyor perspective. Provide inputs to the procurement strategy from a Quantity Surveyor perspective. 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.

<b><u>ENQUIRIES</u></b>	:	Mr. Mduba Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: <a href="mailto:erecruitment@ecd.gov.za">erecruitment@ecd.gov.za</a>
<b><u>POST 17/128</u></b>	:	<b><u>ARCHITECT: PHYSICAL RESOURCE MANAGEMENT (GRADE A) REF NO: DOE31/05/2025 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R761 157 - R816 852 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
<b><u>CENTRE</u></b>	:	Zwelitsha
<b><u>REQUIREMENTS</u></b>	:	B degree in Architecture or relevant qualification, three (3) years' post qualification experience in Architectural field, Registration with SACAP as a Professional Architect. A valid Drivers' license. Knowledge of Architectural Design and analysis knowledge, Architectural principles Project Management, Computer-aided engineering applications, Research and development, Public Finance Management Act, Occupational Health and Safety Act, Supply Chain Management, Contract Management. Ability to undertake critical review/analysis and provide technical advice, ability to maintain integrity of confidential information, financial administration, effective verbal communication, advanced technical report writing, numeracy, computer literacy, planning and organising, relationship management, programme and project management, interpersonal and diplomacy skills, problem solving, decision making, motivational skills, conflict resolution, negotiation skills, analytical thinking, innovative, creative, solution orientated, ability to work under stressful situations, ability to communicate at all levels, people oriented trustworthy, assertive, hard-working, ability to work independently, prepared to travel. Willing to adapt to working schedule in accordance with office requirements.
<b><u>DUTIES</u></b>	:	Perform architectural activities on state-owned or leased buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding architecture, ensure adherence and compliance to legal, safety and health requirements, provide architectural advice and technical support in the evaluation of solutions, ensure the adoption of technical and quality strategies, develop architectural related policies, methods and practices, provide solution on non-compliance and failure of designs, review plans, drawings, specifications, and estimates accomplished by building, designers and/or sub-professional personnel, ensure adherence to the requirements of professional

registration. Human capital development: Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice, supervise architectural work and processes, Administer Performance management and development. Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation, ensure adherence to regulations and procedures for procurement SCM and human resource administration, monitor and control expenditure, report on expenditure and service delivery. Research and development; Continuous professional development to keep up with new technologies and procedures, research/literature studies on architecture to improve expertise, liaise with relevant bodies/councils on architectural-related matters.

<b><u>ENQUIRIES</u></b>	:	Mr. M Mduba Tel No: (040) 608 4200 For e-Recruitment Enquiries, eMail: <a href="mailto:erecruitment@ecdoe.gov.za">erecruitment@ecdoe.gov.za</a>
<b><u>POST 17/129</u></b>	:	<b><u>CANDIDATE CONSTRUCTION PROJECT MANAGERS REF NO: DOE32/05/2025 (X2 POSTS)</u></b> (Contract Posts)
<b><u>SALARY</u></b>	:	R761 157 - R807 864 per annum, (an all-inclusive remuneration salary package in line with the Occupational Specific Dispensation for Engineering Professionals)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Zwelitsha National Higher Diploma in Build environment field with a minimum of 18 months' experience/ Three-year Degree or National Diploma (NQF 6) in any Built Environment field with a minimum of 2 years' experience/ BTech degree in any Built Environment field with a minimum of 1 year experience / Honours degree in any Built Environment field with no experience; A Code 08 driver's license; Willingness to travel extensively and work irregular hours; Compulsory 30 Registration with the South African Council for the Project and Construction Management Profession (SACPCMP) as a Candidate Construction Project Manager upon appointment; Compulsory knowledge of Government Immovable Asset Management Act (GIAMA) and Framework for Infrastructure Delivery and Procurement Management; Contract management experience including contract specification, oversight, and monitoring; Knowledge and understanding of the Project Management principles and methodologies; Knowledge of legal compliance; Research and development; Computer-aided engineering applications; Technical report writing; planning and organizing skills; Problem solving and analysis; Presentation and communication technologies; Document management systems; The ability to work and manage projects in a complex environment; Decision making; Team work; Customer focus and responsiveness; Communication skills.
<b><u>DUTIES</u></b>	:	To manage and oversee all aspects of the projects in support of the management of capital and technical maintenance projects under the supervision of the Director: Facilities Management; Project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; Effectively apply methodology and enforce project standards to minimize risk on projects; Report project progress to the Director: Infrastructure Development; Manage project budget and resources in consultation with the Director: Facilities Management; Office administration: Provide inputs to Director: Facilities Management with tender administration; Liaise and interact with service providers, client and management under the guidance of the Director: Facilities Management; Contribute to the human resources and related activities; Maintain the record management system and the architectural library; Utilize resources allocated effectively; Prepare quarterly reports, project status/site visit reports. Keep up with new Built Environment technologies and procedures; Research/literature on new developments on project management methodologies; Liaise with relevant bodies/councils on project management.
<b><u>ENQUIRIES</u></b>	:	Mr. M Mduba Tel No: (040) 608 4200 For e-Recruitment Enquiries, eMail: <a href="mailto:erecruitment@ecdoe.gov.za">erecruitment@ecdoe.gov.za</a>

<b><u>POST 17/130</u></b>	:	<b><u>EDUCATION THERAPIST SPECIALIST - SPEECH AND LANGUAGE THERAPIST: INCLUSIVE EDUCATION REF NO: DOE33/05/2025 (GRADE 1) (X4 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R605 550 per annum Chris Hani West Ref No: 34/05/2025 Or Tambo Coastal Ref No: 35/05/2025 Joe Gqabi Ref No: 36/05/2025 Alfred Nzo East Ref No: 37/05/2025
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree in Speech-Language Therapy that allows for registration with the Health Professional Council of South Africa (HPCSA). Current registration as a Speech-Language Therapist with the HPCSA is required, and proof of this registration must be provided. Applicants should have at least 5 years of relevant experience as a Speech-Language Therapist following their community service. Experience as an Education Therapist will be considered an added advantage. A valid driver's license is required.
<b><u>DUTIES</u></b>	:	To provide therapeutic and educational services to Public Ordinary and Public Special Schools within the Education District. Implement therapeutic capacity-building programmes for early identification of interventions relating to barriers to learning. Train educators, parents and support staff in the early identification of learning barriers particularly barriers to accessing the curriculum.; Conduct assessments; provide short term curriculum interventions to learners experiencing barriers to learning. Provide specialised therapeutic support to strengthen District and School-based Support Teams (DBSTs/SBSTs). Collaborate as multi-disciplinary teams with DBST to support learners experiencing therapeutic barriers to learning. Provide therapeutic support advisory services to SBST. Provide direct therapeutic support services to learners when necessary. Monitor support programmes for learners with high level needs referred and not yet placed in Special Schools or High-Level Support Programmes. Conduct discipline specific research (Speech and Language) and gather information to identify trends and address these needs within the district. Participate in inter- and intra-sectoral networks and collaborations. Collaborate on therapeutic support matters with multi-disciplinary teams at the Special Schools / Resource Centres and Full-Service Schools / Inclusive Schools to include learners who experience curriculum barriers to learning. Provide/manage professional supervision of the therapists in Public Special Schools within the District. Monitor and support the process of assessment, reporting, referrals and placement of learners according to levels of need. Monitor and support the implementation of administration- and record-keeping processes. Ensure the compliance of Therapists in the special schools to the Health Professions Council of South Africa (HPCSA) Continuous Professional Development (CPD) policy. Report on the implementation of therapeutic support intervention programmes for early identification of barriers to learning, therapeutic participation in and contributions to inter- and intra-sectoral networks, therapeutic interventions. Monitor and manage assistive devices Knowledge of: Inclusive Education (IE) policies (White Paper 6); Screening, Identification, Assessment and Support (SIAS) policy; Guidelines on the development of Full-service/Inclusive Schools; Guidelines on the development of Special Schools as Resource Centres; Care and Support for Teaching and Learning (CSTL); Integrated School Health Policy. Skills: Therapeutic assessment and techniques; Multi-disciplinary teamwork; Preventative and developmental approach; Development of training programmes; Report writing; Analysis of data and trends; Therapeutic research methodology; Communication, consultation and facilitation skills; Computer literacy; Presentation skills and organising and planning.
<b><u>ENQUIRIES</u></b>	:	Mr. Putter Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: <a href="mailto:erecruitment@ecd.gov.za">erecruitment@ecd.gov.za</a>
<b><u>POST 17/131</u></b>	:	<b><u>CHIEF EDUCATION THERAPIST SPEECH AND LANGUAGE THERAPIST: LSPID (GRADE 1) (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R577 770 - R638 856 per annum OR Tambo Inland Ref No: DOE38/05/2025 Nelson Mandela Bay Ref No: DOE39/05/2025
<b><u>REQUIREMENTS</u></b>	:	RVQ 13/14 qualification in Speech & Language Therapist and Audiologist recognised by SAQA. Registration with the Health Professions Council of South Africa (HPCSA) as Speech Therapist and Audiology. Registration with

the South African Council for Educators (SACE). None after registration with the Health Professions Council of South Africa (HPCSA) in respect of RSA qualified therapists who performed Community Service, as required in South Africa. One-year relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in respect of foreign qualified therapists, of whom it is not required to perform Community Service, as required in South Africa.

## **DUTIES**

: Assess the learner's level of functioning to identify barriers to learning based on the Speech/Language Therapists' scope of practice: Conduct screening for the learners; administer formal and informal assessments. Analyse and interpret information to make decisions regarding the need for therapeutic intervention, engage in multidisciplinary team discussions and make recommendations and/or referrals. Provide intervention (direct and indirect therapy) relating to barriers to learning: Provide direct and indirect Speech-Language Therapy services based on an Speech-Language Therapy plan to learners in public special schools and public ordinary schools; determine individualized and group Speech-Language Therapy; prescribe, issue and maintain assistive devices; maintain records of Speech/Language Therapy, effective administration practices and report to supervisors as required: Engage in therapeutic capacity-building programmes and skills sharing on related therapy matters: Provide appropriate information regarding programmes offered by therapists to internal and external stakeholders (e.g. School Based Support Team, District Based Support Team, parents etc.). Promote awareness of the different therapy disciplines; participate in awareness campaigns of different disabilities; provide direct or indirect outreach services when required; engage in continuous professional developmental activities based on the relevant programmes offered in the school; supervise undergraduate Speech/Language Therapy students as required. Manage Therapy support materials and equipment: Request appropriate and adequate Speech-Language Therapy support materials and equipment based on learner needs; safeguard therapy support materials and equipment; maintain records of therapy material, equipment and the issuing of assistive devices and report faults and maintenance needs of the materials and equipment; participate in inter- and intra-sectoral networks and collaborations. Participate in inter- and intra-sectoral networks and collaborations: Collaborate and interact with stakeholders (e.g., Department of Health, Department of Social Development, Non-Profit Organizations, Non-Governmental Organizations, local government, and the broader Community). Advocate for learners who experience barriers to learning; liaising with therapists from other special schools and sharing best practices and experiences; liaison with relevant professional boards and tertiary institutions; participate in extra-mural and co-curricular activities. Management and Administration: Manage effective administration practices of Speech/Language Therapy interventions; ensure compliance with the code of Ethics of the Health Professions Council of South Africa (HPCSA); practice sound interpersonal relations, engage actively in performance appraisals per requirements.

## **ENQUIRIES**

: Mr. Putter Tel No: (040) 608 4200  
For e-Recruitment Enquiries, Email: [erecruitment@ecdoe.gov.za](mailto:erecruitment@ecdoe.gov.za)

## **POST 17/132**

: **ASSISTANT DIRECTOR: SCHOOL NUTRITION REF NO: DOE40/05/2025 (X2 POSTS)**

## **SALARY CENTRE REQUIREMENTS**

: R468 459 – R551 823 per annum (Level 09)  
: Zwelitsha  
: NQF 6/7 equivalent qualification in Financial Management / Project Management / Public Management or Administration or a closely related field as recognized by SAQA; Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (LEVEL 7/8). A post degree qualification in the above will be an added advantage Knowledge of relevant education policies and current trends in the field of education and nutrition. Knowledge of the Curriculum Assessment Policy Statements (CAPS). Knowledge of policy formulation. Knowledge of project and financial management. Knowledge of research methods and tools. Good knowledge of the public sector in a legislative and regulatory environment. Proven experience in report writing. A valid driver's license is a prerequisite. Skills required: Coordination, facilitation, analytical and creative skills. Strong report-writing skills and communication (verbal and written) skills. Attention to detail

and high level of accuracy. Effective public relations and public speaking skills. Critical thinking skills and self-discipline. Ability to work well under pressure with minimum supervision. Leadership, management, conflict resolution skills; Strong organizing, planning and problem-solving skills, Supervisory and Interpersonal skills, Proven ability to engage in proactive and informative discussions at all levels; A high degree of sound judgement in dealing with Government Officials, counterparts, partners, and other role-players. Computer skills in MS Word, Excel, Access and PowerPoint. Ability to work without supervision; Ability to meet targets and deadlines; Strong verbal and written communication skills; Be innovative; Willingness to work after hours and be prepared to travel; Valid Code 8 driver's license. Have a passion for making a positive contribution in the South African Education Sector. Knowledge of Education Sector will be added advantage.

<b><u>DUTIES</u></b>	:	Provide support on guidance on the implementation of related legislative frameworks: Provide guidance on the implementation, monitoring and reporting of integrated strategy, policies, and procedure for nutrition services. Develop and monitor the implementation of the related plans and programmes. Provide support on the implementation of school nutrition programme in the department: Coordinate the implementation of the conditional grant for the school nutrition programme. Report on the implementation of the conditional grant for the school nutrition programme. Provide support to districts on the management of the school nutrition fund. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	Mr. LB Zenzile Tel No: (040) 608 4200 For e-Recruitment Enquiries, eMail: <a href="mailto:erecruitment@ecdoe.gov.za">erecruitment@ecdoe.gov.za</a>
<b><u>POST 17/133</u></b>	:	<b><u>ASSISTANT DIRECTOR: SCHOOL HEALTH AND LIFE SKILLS REF NO: DOE41/05/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 – R551 823 per annum (Level 09) Zwelitsha A NQF 6/7 qualification in Health Promotion/Nutrition and Health Promotion/Public Health or related field. Five years' experience of which 3 years' relevant experience in School Health and Life Skills field must be at supervisory level (7/8). The following key competencies and attributed are essential: Planning and organizing skills, Report writing skills; Project management skills; Excellent communication skills (verbal and written); Good human relations; Ability to meet commitments and produce results; Conflicts management skills; Self-assured and confident in own abilities; Ability to be calm and reliable when under pressure; willingness to work irregular hours when required. Applicants must be in possession of a valid driver's license. Skills: Problem solving and decision making. Team leader. Planning and Organising. Managing interpersonal conflicts & resolving problems. Networking and building bonds. Impact and influence. Diversity management. Develop others. Citizen focus and responsiveness. Communication and information management. Budgeting and financial management. Knowledge of Education Sector will be added advantage.
<b><u>DUTIES</u></b>	:	Provide technical and operational support to the planning, programming and monitoring of implementation of the HIV programmes. Compilation of Conditional Grant report and other relevant documents. Plans organize and conduct training and orientation activities for schools participating in the CSTL programme, for the purpose of capacity building and expansion of coverage of HIV & AIDS services for learners and educators. Provide leadership and guidance to Learner Support Agents and Supervisors. Undertake field visits and surveys in order to monitor and evaluate CSTL implementation. Identify problems and propose remedial action. Identify alternative courses of action, to accelerate/ improve CSTL programme.). Provide project management

expertise for current projects such as Small Holder Farmer Pilot, Deworming of Grades R-7 Learners and Hand Washing, Sanitation and Oral Hygiene (WASH) as well as for future projects such as Individual Targeting of learners for NSNP beneficiation in Quintiles 4 and 5 schools AND rolling out of Breakfast in all Quintile 1-3 Schools. Initiate any other project as may be required including establishing and “standardizing” project management processes, which can reduce the upfront time and cost of initiating each project. Build the capacity of Districts and Schools around running and imminent NSNP projects. Forge networks and partnerships with relevant stakeholders. As part of the EC accountability value addition cooperate with the relevant knowledge management unit to contribute to the centralized repository of project management knowledge, best practices, and resources. Mobilize project resources for specific projects activities, such as initial Project Planning; Project Monitoring and performance measurements; and review of project deliverables.

<b><u>ENQUIRIES</u></b>	:	Mr. LB Zenzile Tel No: (040) 608 4200 For e-Recruitment Enquiries, eMail: <a href="mailto:erecruitment@ecdoe.gov.za">erecruitment@ecdoe.gov.za</a>
<b><u>POST 17/134</u></b>	:	<b><u>ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY MANAGEMENT AND INFRASTRUCTURE REF NO: DOE42/05/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 – R551 823 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Zwelitsha
<b><u>REQUIREMENTS</u></b>	:	3 Year tertiary qualifications in relevant areas and/or extensive administrative experience in the IT related field. Driver's license. 5 years applicable experience. Recommendations: Broad ICT procedures and practices. ICT Security practices. Information Management practices. Budgeting procedures and practices. Broad administrative knowledge. Personnel Evaluation procedures. Human resource management practices. Analytical Skills; Writing Skills and Computer literacy.
<b><u>DUTIES</u></b>	:	To manage both first- and second-line support to all users within the department. To support the development, management and control of ICT Systems including the departmental website. To manage the planning, implementation and maintenance of both external and internal information technology projects e.g. the roll-out of IT within the respective district offices. To plan, coordinate and manage ICT training for the component and the department at large. procedures. Sage ICT training for the component and the department at large. To develop and ensure the successful implementation of ICT procurement policies and strategies. To ensure the rendering of an effective and efficient secretariat and advisory service to the Departmental IT Committee in line with procurement and asset management procedures. SITA liaison and service level management (agreements). Keep and maintain a register of all IT equipments in the Department, including the disposal thereof in terms of Treasury regulations.
<b><u>ENQUIRIES</u></b>	:	Mr. Nototo Tel No: (040) 608 4200
<b><u>POST 17/135</u></b>	:	<b><u>PROJECT OFFICER: HIV/AIDS LIFE SKILLS CONDITIONAL GRANT (CONTRACT) REF NO: DOE43/05/2025 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R468 459 – R551 823 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Zwelitsha
<b><u>REQUIREMENTS</u></b>	:	A NQF 7 qualification in Project Management/or related field and at least 3 year's relevant experience in Project Management field. The following key competencies and attributed are essential: Planning and organizing skills, Report writing skills; Project management skills; Excellent communication skills (verbal and written); Good human relations; Ability to meet commitments and produce results; Conflicts management skills; Self-assured and confident in own abilities; Ability to be calm and level-headed under pressure; willingness to work irregular hours when required. Applicants must be in possession of a valid driver's license.
<b><u>DUTIES</u></b>	:	Provide technical and operational support to the planning, programming and monitoring of implementation of the HIV programmes. Compilation of Conditional Grant report and other relevant documents. Plan, organize and conduct training and orientation activities for schools participating in the CSTL programme, for the purpose of capacity building and expansion of coverage of HIV & AIDS services for learners and educators. Provide leadership and guidance to Learner Support Agents and Supervisors. Undertake field visits

		and surveys in order to monitor and evaluate CSTL implementation. Identify problems and proposes remedial action. Identify alternative courses of action, to accelerate/ improve CSTL programme).
<b><u>ENQUIRIES</u></b>	:	Mr. LB Zenzile Tel No: (040) 608 4200 For e-Recruitment Enquiries, eMail: <a href="mailto:erecruitment@ecd.gov.za">erecruitment@ecd.gov.za</a>
<b><u>POST 17/136</u></b>	:	<b><u>SOCIAL WORKER: EARLY CHILDHOOD DEVELOPMENT (GRADE 1) (X8 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R325 200 - R382 374 per annum, (OSD)
	:	BCM CMC-King Williams Town Ref No: DOE44/05/2025
	:	Joe Gqabi (Mount Fletcher) Ref No: DOE45/05/2025
	:	Amathole West: Peddie CMC Ref No: DOE 46/05/2025
	:	Amathole West: Amahlathi CMC Ref No: 47/05/2025
	:	Amathole East: Dutywa CMC Ref No: 48/05/2025
	:	Sarah Baartman: Graaf Reinet CMC Ref No: 49/05/2025
	:	Sarah Baartman: Humansdorp Ref No: 50/05/2025
	:	OR Tambo Coastal: Ntabankulu CMC Ref No: 51/05/2025
<b><u>REQUIREMENTS</u></b>	:	BA degree in Social Work. Registration with the South African Council for Social Service Professions. Computer literate. Valid driver's license. Competencies And Attributes: Problem solving and decision making, facilitation, planning, organize, lead and control, project management, presentation and counselling skills. Ability to interpret policy/legislation. Conflict management, coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness, willingness to travel, influence and impact and ability to network. Ability to coordinate and collaborate with internal and external stakeholders.
<b><u>DUTIES</u></b>	:	Provide needs-based social work services to offenders through individual attention, group work, community work, research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work, intervention work, community work, research and social work administration.
<b><u>ENQUIRIES</u></b>	:	Ms. Chiliza Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: <a href="mailto:erecruitment@ecd.gov.za">erecruitment@ecd.gov.za</a>
<b><u>POST 17/137</u></b>	:	<b><u>SECRETARY: EXECUTIVE GOVERNANCE &amp; SUPPORT REF NO: DOE52/05/2025</u></b>
<b><u>SALARY CENTRE</u></b>	:	R228 321 - R 268 950 per annum (Level 05)
<b><u>REQUIREMENTS</u></b>	:	Zwelitsha A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
<b><u>DUTIES</u></b>	:	Provides a secretarial /receptionist support service to the Director as follows: Receives telephone calls 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 manager. Types documents for the manager and the other staff within the unit on a word processor. Operate office equipment like fax machines and photocopiers. Provides a clerical support services to the manager. This will entail the following: Liaises with agencies to make travel documents arrangements, Checks the arrangements when the relevant documents are received. Arrange meetings and events for the manager and the staff in the unit. Identifies venues, invites role player, and organizes refreshments and set up schedules for meeting and events. Processes the travel and subsistence claims for unit. Processes 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. Administers matters like the leave register and telephone accounts. Handles the procurement of standard. Receives records and distributes all incoming and outgoing documents. Collects all relevant documents to enable the manager to prepare for meetings. Remains up to date

**ENQUIRIES**

about prescript / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the Director.  
Mr. NP Mtshotane Tel No: (040) 608 4200  
For e-Recruitment Enquiries, Email: [erecruitment@ecdoe.gov.za](mailto:erecruitment@ecdoe.gov.za)

**POST 17/138**

: **ADMINISTRATION CLERK: YOUTH AND SPECIAL PROGRAMMES REF NO: DOE53/05/2025**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R228 321 - R268 950 per annum (Level 05)  
: Zwelitsha  
: A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure. Knowledge of Education Sector will be added advantage.

**DUTIES**

: Render general clerical support service: 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 basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. 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 for the component.

**ENQUIRIES**

: Ms. N Mgijima Tel No: (040) 608 4200  
For e-Recruitment Enquiries, Email: [erecruitment@ecdoe.gov.za](mailto:erecruitment@ecdoe.gov.za)

**POST 17/139**

: **ADMINISTRATION CLERK: CLUSTER-A REF NO: DOE54/05/2025 (X4 POSTS)**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R228 321 - R268 950 per annum (Level 05)  
: Zwelitsha  
: A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure. Knowledge of Education Sector will be added advantage.

**DUTIES**

: Render general clerical support service: 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 basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. 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 for the component.
<b><u>ENQUIRIES</u></b>	:	Ms BM Madonsela Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: <a href="mailto:erecruitment@ecdoe.gov.za">erecruitment@ecdoe.gov.za</a>
<b><u>POST 17/140</u></b>	:	<b><u>ADMINISTRATION CLERK: CLUSTER B REF NO: DOE55/05/2025 (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R228 321 - R268 950 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Zwelitsha
<b><u>REQUIREMENTS</u></b>	:	A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure. Knowledge of Education Sector will be added advantage.
<b><u>DUTIES</u></b>	:	Render general clerical support service: 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 basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. 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 for the component.
<b><u>ENQUIRIES</u></b>	:	Ms BM Madonsela Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: <a href="mailto:erecruitment@ecdoe.gov.za">erecruitment@ecdoe.gov.za</a>
<b><u>POST 17/141</u></b>	:	<b><u>ADMINISTRATION CLERK: RISK MANAGEMENT REF NO: DOE56/05/2025</u></b>
<b><u>SALARY</u></b>	:	R228 321 - R268 950 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Zwelitsha
<b><u>REQUIREMENTS</u></b>	:	A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure. Knowledge of Education Sector will be added advantage.
<b><u>DUTIES</u></b>	:	Render general clerical support service: 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 basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. 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 for the component.
<b><u>ENQUIRIES</u></b>	:	Mr Govind Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: <a href="mailto:erecruitment@ecd.gov.za">erecruitment@ecd.gov.za</a>
<b><u>POST 17/142</u></b>	:	<b><u>ADMINISTRATION CLERK: HUMAN RESOURCE DEVELOPMENT REF NO: DOE57/05/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 - R268 950 per annum (Level 05) Arah Bartman (Makanda)
	:	A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure. Knowledge of Education Sector will be added advantage.
<b><u>DUTIES</u></b>	:	Render general clerical support service: 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 basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. 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 for the component.
<b><u>ENQUIRIES</u></b>	:	Mr De Bruyn Tel No: (047) 491 0647 For e-Recruitment Enquiries, Email: <a href="mailto:erecruitment@ecd.gov.za">erecruitment@ecd.gov.za</a>
<b><u>POST 17/143</u></b>	:	<b><u>ADMINISTRATION CLERK: LEARNER DEVELOPMENT AND SOCIAL SUPPORT REF NO: DOE58/05/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 - R268 950 per annum (Level 05) Nelson Mandela Bay (Gqebera)
	:	A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure. Knowledge of Education Sector will be added advantage.
<b><u>DUTIES</u></b>	:	Render general clerical support service: 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 basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete

		procurement forms for the purchasing of standard office items. 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 for the component.
<b><u>ENQUIRIES</u></b>	:	Mr. LB Zenzile Tel No: (040) 608 4200 For e-Recruitment Enquiries, eMail: <a href="mailto:erecruitment@ecdoe.gov.za">erecruitment@ecdoe.gov.za</a>
<b><u>POST 17/145</u></b>	:	<b><u>ADMINISTRATION CLERK: TRAINING INSTITUTE TECHNICAL AND VOCATIONAL REF NO: DOE59/05/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 - R268 950 per annum (Level 05) Nelson Mandela Bay (Gqebera) A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure. Knowledge of Education Sector will be added advantage.
<b><u>DUTIES</u></b>	:	Render general clerical support service: 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 basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. 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 for the component.
<b><u>ENQUIRIES</u></b>	:	Dr. Hendricks Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: <a href="mailto:erecruitment@ecdoe.gov.za">erecruitment@ecdoe.gov.za</a>
<b><u>POST 17/146</u></b>	:	<b><u>ADMINISTRATION CLERK: EARLY CHILDHOOD DEVELOPMENT REF NO: DOE60/05/2025 (X6 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R228 321 - R268 950 per annum (Level 05) BCM CMC-King Williams Town Ref No: DOE61/05/2025 (X2 Posts) Amathole West -Fort Beaufort Ref No: DOE 62/05/2025 (X1 Post) Amathole West-Amahlathi Ref No: 63/05/2025 (X1 Post) Amathole East- Dutywa Cmc Ref No: 64/05/2025 (X1 Post) Amathole East -Elliotdale Ref No: 65/05/2025 (X1 Post) Sarah Baartman-Humansdorp Ref No: 66/05/2025 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure. Knowledge of Education Sector will be added advantage.

<b><u>DUTIES</u></b>	:	Render general clerical support service: 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 basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. 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 for the component.
<b><u>ENQUIRIES</u></b>	:	Ms. Chiliza Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: <a href="mailto:erecruitment@ecdoe.gov.za">erecruitment@ecdoe.gov.za</a>
<b><u>POST 17/147</u></b>	:	<b><u>DATA CAPTURER: HIV/AIDS LIFE SKILLS CONDITIONAL GRANT REF NO: DOE67/05/2025 (X5 POSTS)</u></b> (1 Year Contract)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R193 359 – R227 766 per annum (Level 04) Zwelitsha Grade 12 certificate and no experience needed. Practical experience in MS Office Package e.g. Excel, Word etc. will be used as added advantage. Good Communication. Understanding the Public Service policies, prescripts and guidelines. Knowledge of the Basic Condition of Employment.
<b><u>DUTIES</u></b>	:	Capture documentation for processing and information using spread sheet to ensure that the information is capture correctly and verified and validated for Peer Group Trainers and Learner Support Agents. Checking for accuracy and amend where necessary and deal with queries regarding data captured and recognize and identify problems and report to the supervisor and avail the information captured to the Directorate. Store and maintain captured data and document to ensure correct storage according to standard archive procedures. Input information on applicable data basis. Prepare documentation for the payment of LSA's. Liaison with districts for monthly reports for the payment of LSA's. Filling and logistics for HIV & Aids Programmes. Write and submit reports on monthly basis.
<b><u>ENQUIRIES</u></b>	:	Mr. LB Zenzile Tel No: (040) 608 4200 For e-Recruitment Enquiries, eMail: <a href="mailto:erecruitment@ecdoe.gov.za">erecruitment@ecdoe.gov.za</a>

#### **OFFICE OF THE PREMIER**

<b><u>APPLICATIONS</u></b>	:	The applications must be submitted only via the provincial e-Recruitment system available at: <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a> (to view the vacancies without logging-in click on: Jobs). The e-Recruitment System is available 24/7 and closes at 23:59 on the Closing Date. Report any e-recruitment challenges; activation of profile, password resets, etc by sending an email with your ID Number, profile email address, details of the challenge to: <a href="mailto:erecruitment@ecotp.gov.za">erecruitment@ecotp.gov.za</a> . Applications submitted via this email address will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday. Applicants are encouraged to submit using the e-recruitment system
<b><u>CLOSING DATE</u></b>	:	06 June 2025. No late/ Faxed/ Posted, Hand-delivered, and e-Mailed applications will be accepted
<b><u>NOTE</u></b>	:	Applications must be submitted on a duly complete New Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> , e-Recruitment System automatically generates Z83 immediately you apply. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a

requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications, the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

#### **MANAGEMENT ECHELON**

<b><u>POST 17/148</u></b>	:	<b><u>DIRECTOR: SPECIAL PROGRAMMES REF NO: OTP 01/05/2025</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 - R1 433 355 per annum (Level 13), all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, An NQF level 7 (B. Tech/Degree/Advanced Diploma) as recognized by SAQA in Public Administration/Management, Development Studies, Social Sciences, Social Work or any related field. 5 years of experience at a middle/senior managerial level within the Public Service environment and NGOs. A valid driver's license EB. Pre-Entry certificate for the Senior Management Services (SMS). Sound insight into the South African and global economy. In depth understanding of legislative framework that governs the Public Service, Sound knowledge of Public Finance Management Act, Government planning framework, Sound knowledge and understanding of the Government Planning cycle (MTEF and Strategic Planning), Reporting, Monitoring and Evaluation, Governance, Innovation and Knowledge Management. Key Competencies: -Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management, Knowledge Management. Project Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written), Computer Literacy, Extensive strategic planning, Programme management, financial management skills. Practical experience in the development of policies and

		high-level policy implementation skills. Insight into the South African and global economy.
<b><u>DUTIES</u></b>	:	Lead in the coordination of transformation and special programmes working with all spheres of government and sectors of society. Promotion of initiatives focusing on people with disabilities. Facilitate efforts towards the advancement of children's and older people's rights. Guide the province towards enhancement of the status of women and gender development. Establish mechanisms to coordinate the mitigation of violence against women and children. Monitor, evaluate and report the rollout of transformation and mainstreaming programmes to designated groups with emphasis on communities in disadvantaged areas. Ensure institutionalized days for designated groups are commemorated within the context of International, Regional and National directives. Ensure effective and efficient coordination of the system of special programmes in the Provincial Government. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<b><u>ENQUIRIES</u></b>	:	can be directed to: Ms. N. Mafu at 082 562 2347
<b><u>POST 17/149</u></b>	:	<b><u>DIRECTOR: ECONOMY, TRADE AND INVESTMENT REF NO: OTP 02/05/2025</u></b> (Fixed term contract of 12 months)
<b><u>SALARY</u></b>	:	R1 216 824 - R1 433 355 per annum (Level 13), all-inclusive remuneration package
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate: B-Degree or B-Tech (NQF Level 7) as recognized by SAQA undergraduate in Economics / Development Economics /Business Admin or any related field. An additional postgraduate qualification in Economics/ Commerce related field/ Public Management will be an added advantage. 5 years of experience at a middle/senior managerial level in Economy Trade and Investment area, Policy coordination, development and research environment. A valid driver's license, Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Advanced knowledge of strategy development, management, and coordination. Knowledge of legislation, prescripts, policies and frameworks related to Economy Trade and Investments. Advanced knowledge of policy formulation, implementation and review. Key Competencies: -Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management, Knowledge Management. Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written), Computer Literacy. Practical experience in the development of policies and high-level policy implementation skills. Insight into the South African and global economy.
<b><u>DUTIES</u></b>	:	Render strategic policy advisory services on economic development, trade, and investment in the province. Co-ordinate and support all relevant Institutions in the Province on economic development, trade and investment. Provide strategic advice on all matters pertaining to economy, trade and investment in the province and for the benefit of the province. Facilitate the positioning of the Eastern Cape as an investment destination and promote collaborations that will foster international trade partnerships with the province. Co-ordinate advocacy on trade and investment in the province: in collaboration with relevant partners, facilitate establishment of platforms for comprehensive briefings to South African Heads of Diplomatic Missions and Trade Attachés on the strengths of the Eastern Cape as a destination for FDI, tourism and export opportunities prior to their departure for posting abroad. Facilitate capacity building on international trade and investment for all Provincial Government institutions to promote conducive trade and investment environment across the province. Facilitate establishment of relations with Trade/Investment Attachés of all major economic hubs that are prioritized in the Provincial International Relations and Cooperation Strategy. Identify opportunities for the Eastern Cape to receive exposure in influential international publications and audiences. Ensure strategic positioning of the Eastern Cape in DIRCO, DTIC, Brand SA and other relevant institutions to ensure that the Eastern Cape participates in outward trade and investment missions and further hosts inward trade, investment and tourism

missions/exhibitions. Ensure the provision of economic development policy analysis and research support to Economic Advisors in the Province: Create a repository of accurate, reliable socio-economic data on investment opportunities, incentives and regulatory framework which could be customized into a pitch for responding to investor enquiries. Facilitate capacity building programmes and support departments, district municipalities, metros and public entities on economic development, trade and investment policy development processes. Co-ordinate relevant role players, economic sector advisory councils and working groups. Establish economic advisory councils and working groups. Revise and reconstruct the economic development councils and propose revised structure and terms of reference. Develop an annual calendar of meetings and events. Provide secretariat support to the platforms. Foster and manage collaboration with relevant role players including DEDEAT, ECDC, ELIDZ, COEGA IDZ, the ECPTA, metropolitan and district municipalities, etc, in ensuring mainstreaming of trade and investment in all twinning arrangements with international partners. Track and monitor implementation of the provincial economic development priorities and flagship projects. Conduct an analysis and validation of Economic Development Flagship projects. Assess and develop status progress reports on the implementation of the Economic Development Flagship projects. Present the Economic Development Flagship projects to decision making platforms. Monitor implementation of resolutions of economic advisory structures and platforms. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

<b><u>ENQUIRIES</u></b>	:	can be directed to: Ms. N. Mafu at 082 562 2347
<b><u>POST 17/150</u></b>	:	<b><u>DIRECTOR: PUBLIC RELATIONS, MARKETING AND BRAND MANAGEMENT REF NO: OTP 03/05/2025</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 - R1 43 355 per annum (Level 13), all-inclusive remuneration package.
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, An NQF level 7 (B. Tech/Degree/Advanced Diploma) as recognized by SAQA in Strategic Brand Communication, Public Relations, Corporate Communications, Marketing Management, Journalism. Five (5) years' experience at a middle/senior managerial level within the field of Communication, Public Relations, Brand Management. A valid driver's license. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Key Competencies: Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Excellent writing skills, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership.
<b><u>DUTIES</u></b>	:	Brand Management: Develop and implement comprehensive brand strategies to achieve ECPG goals, build and maintain a positive public image, and enhance Eastern Cape brand equity. Oversee all brand management activities, including brand positioning, messaging and identity. Ensure consistent brand messaging and positioning across all marketing channels. Ensure the development and application of brand assets, ensuring consistent messaging and visual identity across all channels (traditional and digital media channels). Develop and maintain the ECPG brand guidelines and standards. Analyze communication research reports to understand stakeholder needs and perceptions. Analyze brand performance data to identify trends, opportunities and areas for improvement. Oversee the creation and distribution of brand content across various channels. Develop and implement social media strategies to increase brand presence and engagement. Oversee digital marketing initiatives related to brand management. Identify strategic opportunities for the Eastern Cape to receive exposure in influential publications and audiences to drive brand awareness. Partner and collaborate with relevant stakeholders including departments, entities and municipalities to align branding and marketing of the province to national and international audiences. Public Relations & Event Management: Manage public relations activities, including events management. Develop and maintain relationships

with key stakeholders including industry influencers. Facilitate the development and implementation of an annual calendar of strategic events to showcase brand Eastern Cape. Develop and implement marketing campaigns, advertising and online media strategy aligned to the overall ECPG objectives. Provide strategic support in planning, organizing and execution of provincial and OTP events. Support line function managers in the development of event concepts and provide strategic advice to improve brand interface with stakeholders. Manage and coordinate the development of policies and frameworks to guide provincial government brand and marketing management initiatives in line with national protocols. Manage the coordination of transversal platforms to enhance collaboration, promote the sharing of best practices and ensure the functionality of the Branding and Marketing Forum. General Management Responsibilities: Facilitate the identification of risks and support the development of departmental risk management interventions for PR, Marketing and Brand Management practices and processes in departments. Manage the allocated resources (human, financial and physical) of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES**

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can be directed to: Ms. N. Mafu at 082 562 2347

**POST 17/151**

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**DIRECTOR: HUMAN RESOURCE STRATEGY AND PLANNING REF NO: OTP 04/05/2025**

**SALARY**

:

R1 216 824 - R1 433 355 per annum (Level 13), all-inclusive remuneration package.

**CENTRE  
REQUIREMENTS**

:

Bhisho

:

Matric with an NQF level 7 (B. Tech/Degree/Advanced Diploma) in Human Resource Management, Labour Relations, Public Policy, Public Administration, Human Resources Development. 5 years of experience at a middle/senior managerial level within Human Resources Planning field. A valid driver's license is required. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Key Competencies: Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Excellent writing skills, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and organizing, Problem Solving and Decision Making, Project Management, Team Leadership.

**DUTIES**

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Manage and coordinate the development and implementation of the HRM &D policies, strategies and frameworks: Manage the provision of support in the development and implementation of HRM&D policies, strategies and frameworks in provincial departments and ensure alignment with national and provincial strategies and policies. Provide policy advocacy to ensure the institutionalisation of the HRM&D policy framework in the province. Promote the maintenance of employee wellness and diversity management in the province by facilitating the provision of strategic and technical support. Develop and implement employment equity policies and action plans. Ensure compliance with national employment equity legislation and regulations (e.g., Employment Equity Act, EEOC guidelines). Collaborate with leadership to align employment equity strategies with organizational goals. Facilitate mechanisms for improvement of HRM&D practices and processes in provincial departments: Facilitate the provision of support and the monitoring of the implementation of EW in departments. Manage the coordination of transversal functional fora, promote the sharing of best practices and ensure the functionality. Facilitate the identification of risks and support the development of departmental risk management interventions for HRM&D practices and processes in departments. Conduct equity audits and workforce analyses to identify gaps in representation and advancement. Oversee the coordination of the HR Effectiveness Assessment in provincial departments as well as the development and implementation of turn around plans. Manage the facilitation of the development and implementation of credible HR plans and talent management plans that are aligned to the strategic plans and service delivery requirements of the departments: Manage the facilitation and coordination of the development and implementation of credible HR Plans in provincial departments in line with the National Guidelines. Manage the facilitation of the development and implementation of attraction, retention and succession

		management plans in provincial departments. Facilitate the development of, and monitor implementation of employment equity plans in order to achieve set national targets. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<b><u>ENQUIRIES</u></b>	:	can be directed to: Ms. N. Mafu at 082 562 2347
<b>OTHER POSTS</b>		
<b><u>POST 17/152</u></b>	:	<b><u>SENIOR STATE LAW ADVISOR: LEGISLATION REF NO: OTP 05/05/2025</u></b>
<b><u>SALARY</u></b>	:	R1 195 110 per annum (OSD – LP 9), (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	LB (or as otherwise determined by the Minister of Justice and Constitutional Development). Admission as an Attorney or Advocate. At least 8 years' appropriate post admission legislative drafting and advisory experience. Applicants must understand the public service prescripts/laws and its application. A valid driver's license. A qualification in Legislative Drafting will be an advantage. Key Competencies: - Sound knowledge of constitutional and administrative law, legislative drafting and advice, knowledge of statutory and case law, regulations, prescripts and policies. Sound administrative skills and computer literacy is also essential. Knowledge and experience in the furnishing of legal advice and opinions, analytical skills, communication skills and legal research. Ability to capacitate government officials on certain laws.
<b><u>DUTIES</u></b>	:	Drafting legislation for all client departments; Providing advice and legal opinions to the Office of the Premier and provincial government departments; Conduct the desktop analysis of legislation; Research and analyse constitutional court judgements and concurrent National Legislation to ensure that provincial legislation is aligned with national legislation and complies with the Constitutional Court judgements; Conduct research based on instructions received. Support client departments on policy formulation. Provide input on draft Bills; Render support with analyzing of draft Bills together with the client departments; Support the client departments in the public consultation on the proposed Bills; Support the client departments through the Executive Council processes for approval of the Bills; Assist with the translation of the Bills; Prepare the necessary documents for the submission of the Bills to the Legislature; Assist with the preparation for portfolio committee meetings; Support the legislature in public hearings on Bills. Manage area of responsibility: Supervise and co-ordinate the effective and efficient running and management of the Legislation directorate. Assist in the review of the Legislation directorate's performance and make recommendations to improve the efficiency and effectiveness thereof. Report on the Legislation directorate's information as required by internal and external stakeholders. Co-ordinate the effective and efficient running and management of the Legislation directorate. Develop and implement service delivery improvement programmes. Develop the implementation of the Legislation directorate's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Legislation directorate within set timeframes.
<b><u>ENQUIRIES</u></b>	:	can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: <a href="mailto:recruitment@ecotp.gov.za">recruitment@ecotp.gov.za</a>
<b><u>POST 17/153</u></b>	:	<b><u>DEPUTY DIRECTOR: STRATEGIC SKILLS DEVELOPMENT COORDINATION REF NO: OTP 06/05/2025</u></b>
<b><u>SALARY</u></b>	:	R896 436 - R1 055 958 per annum (Level 11), all-inclusive package
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate with NQF Level 6/7 (Diploma/bachelor's degree) as recognised by SAQA in Human Resource Development/ Public Administration/Management, Developmental Studies, Training and Development, Education or equivalent qualification. Minimum of three (3) years' experience at Assistant Director level within the skills development environment. A valid driver's license. Knowledge required : Advanced knowledge and understanding of the Skills Development Act and related

## **DUTIES**

legislations, Research experience related to skills development is necessary, Team leadership, Budgeting and Financial Management; Communication and Information Management; Citizen Focus and Responsiveness; Diversity Management; Impact and Influence; Managing Interpersonal Relations and Resolving Problems; Networking; Planning and Organising; Project Management. Excellent presentation skills. Attention to detail. Excellent Communication skills (written/ verbal). Strategic thinker and problem solver. Excellent computer literacy (MS Word, Excel, PowerPoint, web and email packages). Ability to travel across the province and work long hours.

Facilitate and coordinate special skills development projects and programmes: Contribute the development of the Provincial Skills Development Strategy and Plan, monitor implementation and ensure alignment with National Strategies. Liaise and coordinate stakeholder engagements e.g. Provincial Skills Development Forum (PSDF). Source, manage and report on funding from skills development funding agencies, including SETAS. Liaison with public and private sector employers for placement. Coordinate, monitor and report on learnerships, internships, apprenticeships and other skills programme relating to youth public service employees: Develop and facilitate provincial reporting tools and standards to ensure compliance to stakeholder requirements. Coordinate the development of required skills in identified priority areas such as ocean economy, infrastructure in spatial planning. Facilitate the implementation of the provincial bursary interventions including Premiers scholarships, academic institutions and departmental based bursaries and overseas studies. Coordinate funding priorities supporting learnerships, internships and apprenticeships. Provide learner support to the youth programmes to stakeholders and learners. Implement awareness and advocacy interventions that support the implementation of learnerships, internships and apprenticeships. Monitor and report on the implementation of learnerships, internships and apprenticeships. Coordinate and monitor the placement of youth in workplaces, including provincial departments to enable them to gain experiential learning, report on the effectiveness thereof: Facilitate placements, workplace and learner agreements in line with the contractual arrangements and the management of associated risks. Facilitate identification of workplaces to support learner placements. Report on the completion rate of projects and submitting report to funding agencies. develop and manage a credible database of bursary beneficiaries, internships, learnerships and apprenticeships in the province. Track and monitor progress of bursary beneficiaries, internships, learnerships and apprenticeships. Manage the allocated resources of the sub- directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

## **ENQUIRIES**

can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836.

For eRecruitment enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

## **POST 17/154**

**DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: OTP 07/05/2025**

## **SALARY CENTRE REQUIREMENTS**

R896 436 - R1 055 958 per annum (Level 11), all-inclusive package

Bhisho

National Senior Certificate with NQF 6/7 (Diploma / Degree) as recognized by SAQA in Social Science / Public Administration/Management or any related field. Minimum of 3 to 5 years' appropriate administrative experience as an Assistant Director. A valid driver's license. Skills required: Language skills & the ability to communicate well with people at different levels and from different backgrounds, Good telephone etiquette, Computer literacy, sound organizational skills, High level reliability, written communication skills. Knowledge of the relevant legislation/policies/prescripts and procedures. Basic knowledge of financial administration. Experience in supporting Executive Leadership will be an added advantage.

## **DUTIES**

Manage the provision of secretarial services to Provincial Management: Review draft Agenda for each meeting. Ensure that Cabinet documents to be considered by Provincial Management are received, processed and distributed in a timely and secure manner. Attend and support Assistant Director in the Provincial Management meetings. Ensure that the memoranda being submitted by Departments complies with the Cabinet Handbook guidelines. Review meeting minutes and make necessary corrective amendments. Ensure

		timeous distribution of action list of decisions taken at the meeting to all relevant parties. Ensure safekeeping of Provincial Management. Manage the provision of secretarial services to the Social Protection Community and Human Development Cabinet Committee. Coordinate meeting invitations to Members. Review the meeting agenda. Receive memoranda and compile meeting document pack. Ensure timeous delivery of meeting packs to members. Compile minutes of the meetings. Review and submit Cabinet Committee Memo to EXCO. Coordination the verification and update of exco files and documents: Ensure the resolutions and original documents of the Executive Council are filed in a secure and chronological manner. Oversee the development of a database of Executive Council resolutions and minutes. Extract resolutions after the Executive Council meeting and securely communicate the same to Provincial Departments. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<b><u>ENQUIRIES</u></b>	:	can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: <a href="mailto:e-recruitment@ecotp.gov.za">e-recruitment@ecotp.gov.za</a>
<b><u>POST 17/155</u></b>	:	<b><u>DEPUTY DIRECTOR: PUBLIC RELATIONS AND EVENTS REF NO: OTP 08/05/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 - R1 055 958 per annum (Level 11), all-inclusive package Bhisho National Senior Certificate, An NQF level 6/7 National Diploma/Degree as recognized by SAQA in Events Management, Public Relations, Corporate Communications, Marketing Management, Strategic Brand Communication, Journalism. Minimum of three (3) years' experience at an Assistant Director level in the field of public relations / events management / communication management. A valid driver's license. Skills required: Budgeting and Financial Management; Communication and Information Management; Citizen Focus and Responsiveness; Diversity Management; Impact and Influence; Managing Interpersonal Relations and Resolving Problems; Networking; Planning and Organizing; Project Management. Excellent presentation skills. Attention to detail. Excellent Communication skills (written/ verbal). Strategic thinker and problem solver. Excellent computer literacy (MS Word, Excel, PowerPoint, web and email packages). Ability to travel across the province and work long hours.
<b><u>DUTIES</u></b>	:	Events Management: Develop best practice strategies and plans for Departmental and Provincial Government events; Develop procurement plans for the logistical needs for events; Plan, develop and ensure the maintenance of an Events Calendar for the Department, Provide strategic events advisory support to the Department including conceptualization of events to improve brand interface with stakeholders; Engage with internal and external stakeholders to determine the needs for the events; Manage guidelines and logistical arrangements for the events (venue, equipment, etc.); Manage a database of events venues in the Eastern Cape; Liaise with relevant programmes to coordinate agreements with suppliers, contractors and clients with regard to events; Monitor and evaluate the outcomes of events; Liaise with relevant programmes to monitor expenditure for the events and draft expenditure report. Public Relations Management: Contributes to the development and implementation of overall communication strategies, ensuring alignment with organizational goals. Creates and curates content for various communication channels, including websites, social media, and other products. Analyze media coverage and public perception reports and identify communication opportunities. Build and regularly maintain positive relationships with internal and external stakeholders to sustain good public relations image of the Department government and the Premier. Assist in planning, implementing and coordinating communication projects and other related events. Assist with drafting and implementing communication plans for various communication projects. Monitor and evaluate Public Relations campaigns.
<b><u>ENQUIRIES</u></b>	:	can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: <a href="mailto:recruitment@ecotp.gov.za">recruitment@ecotp.gov.za</a>

**POST 17/156** : **DEPUTY DIRECTOR: KNOWLEDGE AND RECORDS MANAGEMENT REF NO: OTP 09/05/2025**

**SALARY** : R896 436 - R1 055 958 per annum (Level 11), all-inclusive package  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate with an NQF level 6/7 (Degree/National Diploma) recognized by SAQA in Records Management/Information Science/Archives Studies/ Library and Information Science or Studies. Minimum of three (3) years' experience at an Assistant Director level in Knowledge and Records Management environment. A valid driver's license. Positive attitude towards learning and development, demonstrated by a record of continuing professional development. Self-motivated, able to work as a team and independently. Ability to work under pressure and manage priorities appropriately. Security consciousness. Able to plan and implement culture change. High level of interpersonal skills including the ability to lead, influence and motivate staff at all levels. Competencies and capabilities: Disposal Indexing skills. Consulting skills such as stakeholders' information and consensus building. Strong collaborative skills. Content analytical skills. Ability to consult and elicit agreement. Information stewardship skills. Archiving skills. Information analytics skills. Knowledge and understanding of the relevant Public Service legislation such as (National Archives and Records Service Act, Promotion of Access to Information Act, Electronic Communication and Transaction Act and Protection of Personal Information Act). Knowledge of Enterprise Content Management Solutions/Electronic Document and Records Management Systems and Information retrieval software applications. Knowledge of international and national records keeping standards and practices such as: ISO 23081 Information and documentation-Records Management processes ISO 15489- 1 information and Documentation Records Management. Sound knowledge of contemporary electronic documents and record management practices. Knowledge of project management approaches, tools, and phases of the project lifecycle development and delivery of content management programme. Demonstrate knowledge of current issues in information management in content management setting Interface between Promotion of Access to Information and Protection of Personal Information and Data Protection. Broad awareness of corporate and records management issues.

**DUTIES** : Implement Records Management Strategies and Policies. Design and develop automated filing systems, classification schemes and undertake records surveys. Consult business areas with the intention to look at correspondence system utilized. Give advice on new records management policies to the department for the maintenance of the Filing system. Oversee the management of electronic and paper-based information. Identify the most appropriate records management resources. Implement Records Disposal Programmes. Evaluate the importance and envisaged duration of life of all records per file plan. Apply for disposal authority. Manage and coordinate the Promotion of Access to Information Act (PAIA) and Protection of Personal Information Act (POPIA). Manage administration support and give input in the development of business, operational and procurement plans. Compile and submit monthly and quarterly reports. Manage financial and human resources/staff. Maintain staff discipline. Attend and respond to audit queries.

**ENQUIRIES** : can be directed to: Mr N. Mhlawuli at 76 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 17/157** : **DEPUTY DIRECTOR: RAPID RESPONSE AND PRIORITY PROGRAMMES REF NO: OTP 10/05/2025**

**SALARY** : R896 436 - R1 055 958 per annum (Level 11), all-inclusive package  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate with an NQF level 6/7 degree (Diploma /B/Tech/ Degree) as recognised by SAQA in Public Administration/Management, Social Sciences. Public Relations: Minimum of 3 - 5 years' experience in public sector at assistant management level in areas of Stakeholder Relations/Management. A valid driver's license. Programme Coordination and knowledge of relevant legislation, policies, and prescripts that govern the public sector, constitution of the Republic of South Africa, Intergovernmental Relations Framework Act. Key Competencies: Communication and Information Management; Problem

solving, conflict management, decision making; Networking and Building Bonds; Planning and Organising; Impact and influence; Coordination and Facilitation.

## **DUTIES**

: Coordinate and facilitate development and implementation of the annual programme of action for the Moral Regeneration. Coordinate the planning and execution of activities aimed at promoting moral values, ethical behavior, and social cohesion in communities; Work closely with government departments, civil society, religious groups, and community leaders to ensure that the Moral Regeneration's objectives are reflected in the Programme of Action and that its initiatives are implemented effectively; Ensure ethical conduct is enforced and moral regeneration across diverse social and cultural groups; Coordinate and implement a comprehensive system to monitor and verify the effectiveness and integrity of Moral Regeneration activities, Create a framework to ensure accountability and generate reports on the progress of initiatives that promote ethical values, social cohesion, and moral regeneration. Facilitate the implementation of Military Veteran's government support plan. Develop policies that address critical areas such as healthcare access, mental health support, job training, housing assistance, and social reintegration; Overseeing the planning, coordination, and execution of various support services for military veterans; Manage stakeholder relationships, monitoring service delivery, and ensuring the smooth operation of the support plan to improve the quality of life for veterans; Ensure collaboration among stakeholders and veteran organizations. Ensure proper resource allocation, and alignment with veterans' needs. Coordinate implementation and consolidate reports of the provincial development agenda on the ex-mine worker's programme. Oversee and coordinate relevant provincial and national government departments, State Owned Entities, Industry stakeholders, and ex-mine workers to ensure effective delivery of services such as healthcare, skills development, social support, compensation of occupational health, Unemployment Insurance Fund, Injuries at work and Provident Funds. Coordinate provincial steering committee meetings for annual planning, monitoring of implementation and review of progress. Coordinate emerging intervention as required. Provide secretariat services to the steering committee. Keep records and files of the content material essential to intervention process. Develop monthly, quarterly and annual progress reports for the programme. Facilitate the development of the ex-mine workers intervention programme communication plan and its implementation. Coordinate multi sectoral stakeholders and services to ensure that benefits and compensations of all ex-mine workers in the province. Facilitate integration, centralization and verification of a provincial database from Government, Non- Governmental and private sector stakeholders. Profile and mobilize potential multi-sectoral stakeholders provincially, nationally and internationally, capable of contributing towards achieving the goals of the programme. Facilitate mobilization of resources for the planned interventions. Coordinate support from the three spheres of government, non-governmental and private sector stakeholders for the implementation of services on wheels/outreach activities in the province. Consolidate and prepare reports and presentations for the attention of decision-making structures in the province. Coordinate implementation of socio-economic activities targeting ex-mine workers and their beneficiaries. In area of responsibility, manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts.

## **ENQUIRIES**

: can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836.  
For eRecruitment enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 17/158** : **DEPUTY DIRECTOR: OD & CHANGE MANAGEMENT REF NO: OTP 11/05/2025**

**SALARY** : R896 436 - R1 055 958 per annum (Level 11), all-inclusive package  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate, NQF level 6/7 (National Diploma/B.-Degree) as recognized by SAQA in Industrial Engineering / Industrial Psychology / Public Administration/Management / Human Resource Management. Minimum three (3) years' experience at an AD in Change & Organizational Development environment. A valid driver's license. Knowledge of evolving OD principles and techniques Change Management, Batho Pele principles, Project management procedures, In-depth knowledge of legislative framework that governs the Public Service.

**DUTIES** : Provide services to diagnose and evaluate institutional effectiveness: Conduct diagnostics aimed at evaluating constitutional effectiveness and performance issues in partnership with client departments and implement appropriate interventions. Provide technical hands-on support to provincial departments. Evaluate institutional effectiveness and performance issues in partnership with client departments. Implement appropriate interventions to optimize process efficiencies. Support the development of service delivery models and organizational structures of provincial departments: Provide technical and advisory support on service delivery model. Provide technical and advisory support on organizational re-structuring and re-engineering. Conduct validation of organizational structures and service delivery model with compliance of applicable legislation. Provide monthly, quarterly and annual report on the status of restructuring within the province. Provide support in the development, review and implementation of Provincial OD policy. Develop and maintain a provincial database of organizational structures and job evaluation. Facilitate capacity building of OD Practitioners in the province. Facilitate and coordinate change management programmes. Facilitate the implementation of the provincial department's change management plan. Drive the transformation agenda and do regular checks. Coordinate job evaluation services in the province: Provide support in the development, review and implementation of job evaluation policy. Develop and monitor the implementation of JE procedure manual. Monitor the effective functioning of departmental JE structures. Provide monthly, quarterly and annual reports on the status of JE in the province. Coordinate the development of job description in line with the applicable norms. Facilitate capacity building of OD Practitioners in the province. Ensure the functionality and effectiveness of the provincial OD Forum. Provide advice, guidance and technical hands-on support to provincial departments on job evaluation, where required or requested. Promote and facilitate the implementation of Batho Pele programmes: Facilitate and coordinate Batho Pele and Culture Change provincial forums. Conduct audits for Batho Pele processes and surveys and submits relevant reports to national departments. (3-yearly). Facilitate the Implementation of the Batho Pele Revitalization Strategy. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES** : can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836.  
 For eRecruitment enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 17/159** : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: OTP 12/05/2025**

**SALARY** : R896 436 - R1 055 958 per annum (Level 11), all-inclusive package  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate with NQF Level 6/7 (Diploma/B-Degree) as recognized by SAQA in Human Resource Development/ Public Administration/Management Developmental Studies, Training and Development, Education. Minimum of three (3) years' experience at Assistant Director level within the skills development environment. A valid driver's license. Knowledge required Advanced knowledge and understanding of the Skills Development Act and related legislations, Research experience related to skills development is necessary, Team leadership, Budgeting and Financial

**DUTIES**

Management; Communication and Information Management; Citizen Focus and Responsiveness; Diversity Management; Impact and Influence; Managing Interpersonal Relations and Resolving Problems; Networking; Planning and Organizing; Project Management. Excellent presentation skills. Attention to detail. Excellent Communication skills (written/ verbal). Strategic thinker and problem solver. Excellent computer literacy (MS Word, Excel, PowerPoint, web and email packages). Ability to travel across the province and work long hours. Facilitate development and implementation of a Provincial HRD Strategy: Support development of provincial HRD strategy through liaison with provincial departments. Develop a provincial framework and guidelines for the development and alignment of workplace skills plan. Coordinate consultative processes for the development of WSP's in provincial departments. Facilitate and coordinate appointment and registration of skills development facilitators with PSETA and other relevant SETAs. Ensure and supervise alignment of SSP's of SETAs with the WSP planning process. Support and contribute to the implementation of a provincial HRD strategy: Work collaboratively with all the SETAs in support of implementing a provincial HRD strategy. Develop a provincial women database for leadership and management capacity development series. Organize and prioritize sessions for women leadership and management development. Support all other initiatives/strategies geared towards preparing women into fill in Leadership and management positions in the public sector. Facilitate hosting of provincial/national/international women awards ceremonies. Facilitate identification of coaches and mentors for leadership and management capacity development programme. Support implementation process of a provincial coaching and mentoring programme. Render administrative support services to the implementation of the HRD strategy: Develop memoranda and invitation letters for HRD sessions Compile the required HRD reports/ plans. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES**

can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836.  
For eRecruitment enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 17/160**

**LANGUAGE PRACTITIONER: PROV. LEGAL SERVICES REF NO: OTP 13/05/2025**

**SALARY  
CENTRE  
REQUIREMENTS**

R468 459 - R551 823 per annum (Level 09)  
Bhisho  
National Senior Certificate with NQF Level 6/7 (National Diploma/Degree) as recognised by SAQA in Linguistics, Languages (English and Xhosa), Language practice, Editing and Translation, Communication and or Journalism. 3 years' experience in editing and translation in English and Xhosa and relevant experience in the similar environment at salary level 7/8. A valid driver's license. Knowledge of editing, linguistics, current social, developmental and economic affairs. Ability to translate to Sesotho or Afrikaans and understanding of the language legislative framework and multilingual context of the country will be an added advantage. Competencies and capabilities: Knowledge of MS Office Suite and English grammar and vocabulary and its application. Good communication, research, numerical and statistical language editing, good writing skills. Ability to work faster and accurately, think more broadly. Ability to sort out work related priorities, willingness to travel and work long hours to meet deadlines.

**DUTIES**

Provide inputs on the units' procedure, standards and plans, processes and guidelines. Responsible for ensuring the provision of translation, editing, proofreading and interpreting services: Provide input into policy and procedures regarding provincial language service; Implement the necessary policy and procedures regarding provincial language service. Render language advisory services, Provide inputs and promote usage of the style guide according to latest language practices. Translate Bills and other legal documents , and translate general documents in the official languages while maintaining legal meaning and intent; edit documents to ensure consistency, grammatical accuracy, and compliance with legal terminology and standards; render provincial interpreting services; liaise with freelance language practitioners; quality check all documents and products produced by the unit, including work of freelance practitioners; develop and record terminology;

		compile and maintain database relating to language services rendered; perform administrative tasks e.g. Record keeping; develop processes and procedures related to the core function, including quality assurance. Maintain the Gazette Office / Library, filing gazettes, searching for Gazettes as and when required. Financial administration. Ensure that procurement prescripts are applied regarding the language services function; Align expenditure to the cash flow. Human Resources management: Monitor workflow of the unit; Supervise, direct and support staff, where necessary.
<b><u>ENQUIRIES</u></b>	:	can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: <a href="mailto:recruitment@ecotp.gov.za">recruitment@ecotp.gov.za</a>
<b><u>POST 17/161</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTEGRATED STRATEGY &amp; PLANNING (SOCIAL PROTECTION, COMMUNITY &amp; HUMAN DEV. CLUSTER) REF NO: OTP14/05/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 - R551 823 per annum (Level 09) Bhisho National Senior Certificate, NQF Level 6/7- National Diploma or Degree as recognized by SAQA, in Public Administration/ Development Studies/ Social Science. At least 3 years' experience in strategic planning or a similar environment at salary level 7/8. A valid driver's license. Knowledge and Skills: Knowledge and understanding of legislative framework that governs the Public Service, Government planning, knowledge of planning framework and government planning cycle (long-term, medium-term and short-term planning) Understanding of modern systems of governance and administration. Excellent communication, analytical, report writing, and coordination and consolidation skills. Teamwork orientation. Good inter and intrapersonal skills. Computer literacy, with good knowledge of MS Office.
<b><u>DUTIES</u></b>	:	Support the Social Protection, Community & Human Development (SPCHD) cluster departments with the coordination of development and implementation of cluster plans. Support the process of developing the medium- and long-term provincial and sectoral plans and monitor the implementation process. Support the review of the Provincial Medium Term Strategic Framework and the Programme of Action informed by Sustainable Development Goals (SDGs), Africa Agenda 2063, National Development Plan (NDP), Medium Term Strategic Framework (MTSF), Mandate Paper, Provincial Development Plan (PDP), Provincial Medium Term Strategic Framework (P-MTSF), District Development Plans and Integrated Development Plan (IDPs) reviews. Ensure alignment of sectoral strategic plans, policies, and service delivery programs in the provincial departments. Support the development of Provincial short-term Strategic goals. Support the departments in the development of short-term provincial strategic and sectoral plans, i.e., 5-year Strategic Plans and Annual Performance Plans (APPs), to ensure alignment to provincial priorities and conformance to planning frameworks. Provide support in the analysis of the draft APPs of the provincial departments in line with the DPME planning framework. Provide support on the analysis of the municipal IDPs and DDM One Plans. Support the coordination of planning activities to ensure coherence between sectoral strategic plans, policies, and sectoral service delivery programmes across the province through the cluster system. Coordinate an internal engagement process with different stakeholders on the planning process and outputs to ensure alignment and maximize buy-in into the provincial plans.
<b><u>ENQUIRIES</u></b>	:	can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: <a href="mailto:recruitment@ecotp.gov.za">recruitment@ecotp.gov.za</a>
<b><u>POST 17/162</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: OTP15/05/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 - R551 823 per annum (Level 09) Bhisho National Senior Certificate with an NQF level 6/7 qualification (National Diploma/Degree) as recognised by SAQA in Social Sciences/Public Administration. Minimum of 3 years' appropriate experience in

		Intergovernmental Relations, policy Development and Co-ordination of Programmes at salary level 7/8. A valid driver's license. Relevant legislation, policies and prescripts in cooperative governance, Policy analysis and development, and stakeholder relations and administrative Knowledge. Skills in Research, Administration, Problem Solving, Communication, Facilitation and Knowledge of Intergovernmental relations, planning cycles within government political dynamics and awareness, proficiency in Microsoft, good presentation & negotiating skills and report writing skills.
<b><u>DUTIES</u></b>	:	Coordinate the implementation of strategies and policies to manage Intergovernmental relations: Assisting in the facilitating the revisions and Implementation of Provincial Intergovernmental Relations Strategy, Policies and Programmes. Assisting in facilitating the Implementation of intergovernmental Relations policies, standards and guidelines. Facilitate implementation of strategies related to the Sub Directorate in relation to District, Metropolitan and Local IGR coordination. Assisting in coordination of meetings, agenda and other logistics in support of Premier's coordinating Forum (TPCF and PCF). Provide support in promotion of intergovernmental cooperation through IGR protocols to maximize linkage between all IGR Platforms (PCF, MUNIMEC, DMAFO, Local IGR forum and Ward based Structures). Provide support in Coordination of inter-sphere and inter-sectoral intergovernmental cooperation to enhance Integrated Planning and Services delivery. Coordinate and provide support to IGR structures: Assisting and facilitating submission of service delivery reports to enable oversight. Provide support in Coordination of regular monitoring, evaluation and reporting on the Provincial IGR agenda Escalations from MUNIMEC and Local IGR Fora. Maintain and review the IGR structures database and participation with the province. Assist in Provision of required administrative support on all IGR Provincial platforms. Provide support in facilitating initiative to IGR practitioners for specific IGR structures (sector departments and municipalities at all levels) to support war room functionality in all spheres of government. Provide support to intergovernmental service delivery initiatives: Provide support in Facilitation of the participation and contribution by national provincial departments and state entities in local IDPs through effective ward-based planning integrated service Delivery Model (ISDM). Assist in the coordination and organization of EXCO outreach Programme in line with the revised Provincial IGR Strategy, to evaluate and provide oversight to service delivery initiatives. Assist in Coordinating District IGR Forum calendar band activities to ensure integrated planning between provincial departments, districts and all local municipalities. Managing area of responsibility: Render support to ensure the effective and efficient running and management of intergovernmental Relations Sub Directorate.
<b><u>ENQUIRIES</u></b>	:	can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: <a href="mailto:recruitment@ecotp.gov.za">recruitment@ecotp.gov.za</a>
<b><u>POST 17/163</u></b>	:	<b><u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM REF NO: OTP16/05/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 - R551 823 per annum (Level 09) Bhisho National Senior Certificate with an NQF Level 6/ 7 qualification (National Diploma/Degree) as recognised by SAQA in Human Resource Management / Public Administration/Management or any related field. Minimum of 3 -5 years' appropriate experience in the relevant field as Human Resource Practitioner at salary level 7/8 in Performance Management Development System. Knowledge of PERSAL with proven certificates. A valid driver's license. Relevant legislation, policies and prescripts governs PMDS, Policy analysis and development, and stakeholder relations and administrative knowledge. Skills in Problem Solving, Communication, Facilitation and planning cycles within government, good presentation & negotiating skills and report writing skills.
<b><u>DUTIES</u></b>	:	Facilitate the development of PMDS policy: Confirm approved PMDS policy and identify gaps. Facilitate research for development of PMDS Policy. Compile and circulate policy for input. Facilitate meetings with stakeholders. Facilitate training on PMDS and related functions Verify PMDS training and development requirements. Facilitate the management of the PMDS database:

		Verify the capturing of data on PERSAL. Facilitate the compilation of statistics for submission. Confirm accurate database and systems for reporting. Facilitate the implementation of PMDS performance incentive scheme: Compile statistics per programme. Provide secretarial services to departmental moderation committees. Render advice to committee members on PMDS procedures. Facilitate payment of incentives. Verify timeous and accurate processing of all PERSAL transactions (pay progressions etc). Verify, check and approve transactions on PERSAL. Provide input on annual reports on PMDS incentive schemes implemented. Manage areas of responsibility.
<b><u>ENQUIRIES</u></b>	:	can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: <a href="mailto:recruitment@ecotp.gov.za">recruitment@ecotp.gov.za</a>
<b><u>POST 17/164</u></b>	:	<b><u>ASSISTANT DIRECTOR: ETHICS MANAGEMENT REF NO: OTP17/05/2025</u></b> Re-advertisement
<b><u>SALARY</u></b>	:	R468 459 - R551 823 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate with an NQF Level 6/ 7 qualification (National Diploma/Degree) as recognized by SAQA in risk management/Internal Audit/Public Administration/Law. A minimum of three (3) years' experience in the Risk/Anti-Corruption/Ethics Management space. Certification as an Ethics Officer is an added advantage. Valid Driver's license. Knowledge of public service anti-corruption strategy. Public Service Regulations, 2016, National Anti-Corruption Hotline, Lifestyle Audit Framework. Technical knowledge in the application of ethics management concepts and principles. Knowledge of Risk Management and Ethics Risk Assessments, Knowledge and understanding of the concepts of fraud and ethics management, standards and procedures. Ability to analyse, compare and interpret information and make appropriate recommendations. Methodical and logical when analysing information, public service and provincial procedures and prescripts, investigative skills, computer literacy, excellent written skills, inclusive of report writing, minute taking, and verbal, excellent facilitation, presentation and conducting awareness sessions, and communication skills. Good interpersonal relations skills, honesty, ability to gather and analyse information, ability to develop and apply policies, ability to work individually and in team creativity, ability to work under extreme pressure, sense of responsibility and loyalty.
<b><u>DUTIES</u></b>	:	Provide support in effective and efficient implementation of ethics governance frameworks. Provide ethics risk management support. Provide support on investigations and management of cases internally and externally. Provide support in ensuring compliance, advisory, and facilitation of management of ethics programme. Drafting reports, taking minutes, development of case registers and data analysis.
<b><u>ENQUIRIES</u></b>	:	can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: <a href="mailto:recruitment@ecotp.gov.za">recruitment@ecotp.gov.za</a>
<b><u>POST 17/165</u></b>	:	<b><u>VETTING INSPECTOR/ OFFICER REF NO: OTP18/05/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 - R382 959 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate with an NQF Level 6/ 7 qualification (National Diploma/B. Degree) in Social Sciences or any related field. Three (03) to five (05) years' experience in Security/ Vetting. Advanced knowledge of SVIS system, Basic Vetting Course is compulsory. A valid driver's license, and analysis, conflict management, listening & interviewing skills and be Computer literate.
<b><u>DUTIES</u></b>	:	Conduct quality, confidential, secret and Top-Secret investigations: Formulate investigation objectives and action plans. Issue security clearance form (Z204) to officials. Submit completed Z204 forms to SSA. Maintain the security clearance database: Correct capturing of data on the system and system update. Tend to the record keeping of the security clearance and vetting data and ensure the effective safeguarding thereof. Communicate with stakeholders (SAPS and SSA) regarding the integrity check of personnel. Creating awareness on information security: Developing promotional material for

		awareness programmes. Organisation of information and vetting workshops Establish the integrity checking capacity: Liaise with HR management division on the integrity or record check of employee. Identify employees who are working in strategic areas and who are exposed to potential high risk of leakage of information. Compile departmental vetting status report.
<b><u>ENQUIRIES</u></b>	:	can be directed to: Mr. N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms. A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: <a href="mailto:recruitment@ecotp.gov.za">recruitment@ecotp.gov.za</a>
<b><u>POST 17/166</u></b>	:	<b><u>PERSONAL ASSISTANT TO CHIEF DIRECTOR: PCAS REF NO: OTP19/05/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 - R382 959 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, NQF level 6/7 qualification (National Diploma/B-Degree) as recognized by the SAQA in Public Admin / Management/ Office Management/ Secretarial Diploma qualification with 360 credits. Knowledge of Microsoft Office suite literacy at intermediate level. Minimum of 1-2 years' experience in a professional office environment. Experience in rendering a support service to senior management will be an added advantage. A Driver's license will be an added advantage. Knowledge and Skills: Legislative framework and relevant government procedures, Understanding of government operations. Management of Virtual Meetings. Computer Skills, Secretarial skills, administrative skills, Communication: verbal and written, Interpersonal and Conflict resolution. Communication, Problem Analysis and Solving, Financial Management, Programmes and Project Management, Technical Skills, Reliability, Flexibility, Planning and Execution, Teamwork.
<b><u>DUTIES</u></b>	:	Provides a secretarial/receptionist support service to the Chief Directors office. Receive telephone calls in an environment where, in addition to the calls of the Chief Director, discretion is required to decide whom the call should be forwarded to. In the process the job incumbent should finalize some enquiries. Perform advanced typing work. Operate and ensure that office equipment, e.g., fax machines and photocopiers are in good working order. Record the engagements of the Chief Director. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinate with and sensitize/advise the manager regarding engagements. Compile realistic schedules of appointments and ensure effective diary management. Renders administrative support services: Ensure the effective flow of information and documents to and from the office of the Chief Director. Establish and maintain a document management and tracking system. Ensure the safekeeping of all documentation in the office of the Chief Director in line with relevant legislation and policies. Scrutinize routine submissions/ reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the manager and the unit where required. Collect, analyse and collate information requested by the manager. Clarify instructions and notes on behalf of the Chief Director. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the Chief Director. Manage the leave register and telephone accounts for the unit. Develop compliance management reports for the office of the Chief Director. Handle the procurement of standard items like stationery, refreshments etc. for the activities of the Chief Director and the unit. Obtain the necessary signatures on documents like procurement advice and monthly salary reports. Establish and maintain the Sub-programme task management and tracking register. Ensure that all documents and submissions always timely reach the Chief Director and Sub-Unit Managers. Provides support to Chief Director regarding meetings Scrutinize documents to determine actions/information/other documents required for meetings. Collect and compile all necessary documents for the Chief Director to inform him/her of the contents. Record minutes/decisions and communicate to relevant role players, follow-up on progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings when required. Establish and maintain meeting resolutions registers for the Programme. Supports the Chief Director with the administration of the office budget. Collect and coordinate all the documents that relate to the Chief Director's Office budget. Keep record of expenditure

		commitments, monitors expenditure and alerts manager of possible over- and under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items. Compare the MTEF allocation with the requested budget and inform the Chief Director of changes. Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly and remains up to date regarding the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remain abreast with the procedures and processes that apply in the office of the manager.
<b><u>ENQUIRIES</u></b>	:	can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: <a href="mailto:recruitment@ecotp.gov.za">recruitment@ecotp.gov.za</a>
<b><u>POST 17/167</u></b>	:	<b><u>HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF NO: OTP20/05/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 - R382 959 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate with NQF 6/7 (National Diploma/Degree) as recognized by SAQA in Human Resource Management / Public Administration/Management or any related field. 1-2 years relevant experience in Human Resource Development field. A suitable applicant must have an in-depth knowledge of legislative framework that governs the Public Service. Knowledge and application of legislative framework, policies that governs the skills development. Knowledge of PERSAL with proven certificates.
<b><u>DUTIES</u></b>	:	Provide support with the facilitation of the implementation of skills development legislation: Track the compliance of training programmes with relevant legislations. Provide input with the compilation and development of WSP. Organize the implementation of ABET and skills development programmes. Organize training and development of employees: Provide support with the coordination of training, development policies, and programmes. Provide support with coordinating the implementation of induction and orientation programmes. Provide support with coordinating the implementation of monitoring of departmental HRD strategy. Maintain departmental training and developmental databases. Provide input with the compilation of monthly, quarter and annual training and development reports. Administer bursaries and study assistance. Organize the implementation of learnerships and internship programme. Provide support with coordinating the establishment and implementation of learnership programmes. Provide support with coordinating the implementation of learnership guidelines and curricula. Identify learnership areas. Provide administrative support for mentorship programmes.
<b><u>ENQUIRIES</u></b>	:	can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: <a href="mailto:recruitment@ecotp.gov.za">recruitment@ecotp.gov.za</a>
<b><u>POST 17/168</u></b>	:	<b><u>USER SUPPORT TECHNICIAN REF NO: OTP21/05/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 - R382 959 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, NQF level 6/7 - National Diploma or Degree as recognized by SAQA in IT industry, with 1-2 years' experience in ICT End User computing support and Service Desk operations. Advantageous Industry certifications: Microsoft 365 Certified: Modern Desktop Administrator Associate certification or other relevant Microsoft Technical Certifications. Microsoft certifications are annually renewable with Microsoft for free, therefore only non-expired Microsoft-accredited certifications will be considered. Knowledge and Skills: Analytical/Critical thinking, Active Learning, Complex Problem solving, Writing, Reading Comprehension, Active Listening, Time Management, Monitoring. Creative Thinking, Problem Analysis, Technical Proficiency, Self-Management, and Team Membership. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism.
<b><u>DUTIES</u></b>	:	Install, configure, and support Windows client -Install Windows client, Manage and use Hyper-V on Windows client, Configure Windows settings, Install and

		configure optional features. Configure and manage connectivity and storage - Configure networking and access, Configure and manage storage, Configure OneDrive on Windows client, Troubleshoot client connectivity. Maintain and support Windows - Perform system and data recovery, Manage Windows updates, configure remote management, Monitor and manage Windows. Protect devices and data - Manage users, groups, and computer objects, Configure and manage local and group policies, Support security settings on Windows client, Support Multi-factor Authentication (MFA) and password self-service. Install, configure and support Windows client applications - M365 Applications, Collaboration & communication, Social and intranet, Files and content, Work management.
<b><u>ENQUIRIES</u></b>	:	can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: <a href="mailto:recruitment@ecotp.gov.za">recruitment@ecotp.gov.za</a>
<b><u>POST 17/169</u></b>	:	<b><u>STATE ACCOUNTANT: INTERNAL CONTROL UNIT REF NO: OTP22/05/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 - R382 959 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, NQF level 6/7 qualification (National Diploma/Degree) in Commerce/Financial Management or Accounting or Auditing with minimum of 2 years' experience in Finance/Auditing/SCM. In-depth knowledge of legislative framework that governs the Public Service (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Understanding of Financial Management best practises. Knowledge of the Financial Management Systems (PERSAL, BAS&LOGIS). Internal control procedures and systems. Modified cash basis and SCOA, HR and SCM prescripts.
<b><u>DUTIES</u></b>	:	Render assistance in the establishment and implementation of governance systems: assist in the development/renewal and implementation of departmental internal control policies, procedures, and processes. Conduct pre-audit on procurement processes, orders, and payment vouchers prior to processing to obviate fraud and errors. Assist in the implementation of effective financial management: internal control measures within the department: perform pre-audit on the authenticity of payment vouchers. Analyse, review, and correct internal controls. Safeguard assets including financial information. Check compliance and completeness of S&T claims processed. Check allocation codes on LOGIS after an order is generated. Check if all required documents are attached in the payment's vouchers and S&T claims are accurate, valid, and correct. Follow up on auditor general and internal audit recommendations: Assist in the development of the system description and attend to audit queries. Assist in the development of audit intervention or action plan based on Auditor General final management report by gathering POE. Keep and maintain files of all the reports from Auditor General and Internal Auditor recommendations with agreed action plans that are implemented. Perform administrative duties for the unit.
<b><u>ENQUIRIES</u></b>	:	can be directed to: Mr N. Mhlawuli at Tel No: 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: <a href="mailto:recruitment@ecotp.gov.za">recruitment@ecotp.gov.za</a>
<b><u>POST 17/170</u></b>	:	<b><u>ADMIN OFFICER: FACILITIES REF NO: OTP23/05/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 - R382 959 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, NQF level 6/7 qualification (National Diploma/Degree) in Office Administration/Business Administration/Building Environment/ Equivalent qualification. 2-3 years relevant experience. A valid driver's license. Competencies: Work experience as a Facilities administrator or similar role. Strong knowledge of facilities management operations. Familiarity with office equipment and security systems. Hands on experience with facilities management. Understanding of safety regulations in offices. Well-organized. Sound judgement and the ability to think quickly during emergencies. Be Computer literate.
<b><u>DUTIES</u></b>	:	Arrange for regular maintenance of equipment and internal systems (e.g. heating system, alarms, security cameras). Create the schedule for cleaning

		and disinfecting the building. Assist in monitoring activities that happen outside the building, such as proper waste disposal, landscaping, gardening and recycling. Assist in fixing minor malfunctions in office and security equipment. Assist in coordination of office and parking space allocation. Keep track of regular and ad-hoc facility and security expenses. Maintain an updated record of invoices from external partners (e.g. suppliers, insurance agents, security guards). Assist in researching new services and appliances to facilitate operations. Assist in ensuring compliance with health and safety regulations. Assist in scheduling directorate meetings, minutes and records management.
<b><u>ENQUIRIES</u></b>	:	can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: <a href="mailto:recruitment@ecotp.gov.za">recruitment@ecotp.gov.za</a>
<b><u>POST 17/171</u></b>	:	<b><u>REGISTRY CLERK: EXECUTIVE SUPPORT TO THE PREMIER REF NO: OTP24/05/2024</u></b> Re-advertisement
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 - R268 950 per annum (Level 05) Head Office: Bhisho National Senior certificate with no work experience, Experience in Records Management/Tertiary education will be an added advantage. Basic knowledge of administrative processes. Good communication (verbal and written) and report writing skills. Computer literacy. Computer Certificate will be an added advantage. Basic knowledge of administrative processes. Good communication (verbal and written) and report writing skills. Computer literacy. Computer Certificate will be an added advantage. Knowledge and Skills: Good communication and interpersonal skills. Knowledge of provincial Archives Act. Knowledge of Batho Pele Principle. Practical knowledge of disposal records.
<b><u>DUTIES</u></b>	:	Provide registry services. Attend to clients. Handle telephone 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 service. Opening and closing files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance register. Record all valuable articles as prescribed in the remittance register. Hand Deliver and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Conducting and inspection of all HR correspondence, Verification of folio numbers. Auditing of check list on personal files and leave files. Indexing of documents. Monitoring compliance with auditor Generals check list and Verification of indexing and files.
<b><u>ENQUIRIES</u></b>	:	can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: <a href="mailto:recruitment@ecotp.gov.za">recruitment@ecotp.gov.za</a>
<b><u>POST 17/172</u></b>	:	<b><u>MESSENGER / DRIVER: EXECUTIVE SUPPORT TO THE PREMIER REF NO: OTP25/05/2025</u></b> Re-advertisement
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R193 359 - R227 766 per annum (Level 04) Head Office: Bhisho Requirements: NQF level 3 (Grade 11 certificate or equivalent). Driver's license Code B/EB. Messenger operating experience will be an added advantage. Ability to transport employees, goods/parcels and work under pressure including overtime/weekends and public holidays. Physically fit and able to lift and load goods/parcels.

<b><u>DUTIES</u></b>	:	Render messenger services to the executive support of the Premier: Deliver and collect mail from the post office. Deliver and collect documents / parcels to the various directorates in the departments and other provincial departments. Conduct scaling of parcels and mail. Label and track all documents for couriering documents and parcels. Provide transportation duties to The Executive Support to The Premier: Render transport services to departmental officials. Check and prepare vehicles for field trips. Complete logbook before and after the trip. Load and dispatch items. Perform vehicle maintenance checks: Check vehicles status and inform supervisor when work needs to be carried out within and without an approved trip. Ensure vehicles are always in good operating condition. Report to supervisor when vehicles are due for service or had any mechanical faults. Report major defects. Ensure routine maintenance of vehicles. Provide general office support: Render a general support function in the Executive Support to the Premier. Assist with document reproduction and facsimile services. Record keeping of the utilization of the allocated motor vehicle e.g. log sheets and petrol receipts. Maintain knowledge on the policies and procedures that apply in the work environment.
<b><u>ENQUIRIES</u></b>	:	can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms. Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: <a href="mailto:recruitment@ecotp.gov.za">recruitment@ecotp.gov.za</a>
<b><u>POST 17/173</u></b>	:	<b><u>MESSENGER / DRIVER: KNOWLEDGE AND RECORDS MANAGEMENT REF NO: OTP26/05/2025</u></b>
<b><u>SALARY</u></b>	:	R193 359 - R227 766 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	Requirements: NQF level 3 (Grade 11 certificate or equivalent). Driver's license Code B/EB. Three (3) years driving. Messenger operating experience will be an added advantage. Ability to transport employees, goods/parcels and work under pressure including overtime/weekends and public holidays. Physically fit and able to lift and load goods/parcels.
<b><u>DUTIES</u></b>	:	Render messenger services to the department: Deliver and collect mail from the post office. Deliver and collect documents / parcels to the various directorates in the departments and other provincial departments. Conduct scaling of parcels and mail. Label and track all documents for couriering documents and parcels. Provide transportation duties to the department: Render transport services to departmental officials. Check and prepare vehicles for field trips. Complete logbook before and after the trip. Load and dispatch items. Perform vehicle maintenance checks: Check vehicles status and inform supervisor when work needs to be carried out within and without an approved trip. Ensure vehicles are always in good operating condition. Report to supervisor when vehicles are due for service or had any mechanical faults. Report major defects. Ensure routine maintenance of vehicles. Provide general office support: Render a general support function in the Executive Support to the Premier. Assist with document reproduction and facsimile services. Record keeping of the utilization of the allocated motor vehicle e.g. log sheets and petrol receipts. Maintain knowledge on the policies and procedures that apply in the work environment.
<b><u>ENQUIRIES</u></b>	:	can be directed to: Mr N. Mhlawuli at Tel No: 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: <a href="mailto:recruitment@ecotp.gov.za">recruitment@ecotp.gov.za</a>
<b><u>POST 17/174</u></b>	:	<b><u>DATA CAPTURERS: ISIQALO YOUTH FUND REF NO: OTP27/05/2025 (X2 POSTS)</u></b> (Fixed term contract of 12 months)
<b><u>SALARY</u></b>	:	R193 359 - R227 766 per annum (Level 04), annual salary plus 37% in lieu of service benefits)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate/ Grade 12 with no experience in office administration, secretariat and experience in data capturing will be an added advantage. Competence: A good understanding of appropriate computerized systems and packages; a basic knowledge of spreadsheets and Databases. Proven computer literacy (MS Office). Skills: Interpersonal; Communication skills (Verbal & Written); Numeracy & Literacy.

## **DUTIES**

: Preparation, compilation, sorting, capturing and management of data of beneficiary information in Isiqalo youth fund and other related youth development programmes. Verifying all necessary documents attached to the application form; collecting and receiving application forms for evaluation; checking the accuracy of data submitted by applicants and providing guidance where necessary; liaise with applicants on any information pertaining to the application; controlling and capturing of beneficiary information capturing of data from various source documents into the computer system for storage, processing and management purposes. Manage the procurement process of IYF awardees including the entire procurement value chain; Perform equipment delivery to the awarded beneficiaries; Maintain Isiqalo YF consolidated dashboard. Serve as a secretariat for Financial Support initiatives within the unit. Capture and store data from available records in the required formats e.g., databases, table, spreadsheets, log sheets, etc.; review and validate all data from the records; submit data of all applications received; keep and maintain records and files: Establish relevant databases, e.g. beneficiaries of Isiqalo Youth Fund, SMME Development Programmes, unemployed youth, etc. Make regular backups of databases and information on youth development in the province. Update registers and statistics. Ensure records and files are properly sorted and secured; Provide information to components when needed. Provide any other office duties; process and consolidate information/ complaints or any specific reports related to data collected.

## **ENQUIRIES**

: can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836.

For eRecruitment enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

## **PROVINCIAL TREASURY**

## **APPLICATIONS**

: Applicants must strictly apply using only the provincial eRecruitment system which is available on [www.ecprov.gov.za](http://www.ecprov.gov.za), or <https://www.ecprov.gov.za> or <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: [erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za). (NB: For Technical Glitches Only – NO CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/ CV to: [erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za) and not as specified, your application will be regarded as lost and not be considered. Refer all application related enquiries to the specified contact person.

## **FOR ATTENTION CLOSING DATE**

: Ms T. Nkonyile  
: 06 June 2025. No late/ Faxed/ Posted, Hand-delivered, and e-Mailed applications will be accepted

## **NOTE**

: Applications must be submitted on a duly complete New Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents), e-Recruitment System automatically generates Z83 immediately you apply for SMS (senior management service) posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications, the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an

POST 17/175

**CHIEF DIRECTOR: INFRASTRUCTURE BUDGET MANAGEMENT REF NO:**  
**PT 01/05/2025**

## SALARY CENTRE REQUIREMENTS

A Three-year Degree (NQF level 7 as recognised by SAQA) in Accounting / Economics / Built Environment coupled with 5 years of experience at Senior Management level (Level 13 or higher) in Financial Management / Business / Built Environment with an emphasis in Public Sector Infrastructure Delivery and Procurement. Applicants should have obtained pre-entry Nyukela Certificate (certificate for entry into the Senior Management Service from the National School of Government). Skills and Competencies: In-depth knowledge of legislation that governs the Public Service, Knowledge and application of legislative framework that governs financial management in the Public Service, Contract Management incl. Construction Procurement, Financial Modelling (Analysis of Economic viability, Knowledge and application of PFMA, Risk Management Policies and Practices. Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management, Knowledge Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written), Computer Literacy – must have advanced Excel.

## DUTIES

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Monitoring of Infrastructure Budget and Expenditure Performance by Provincial Departments and Public Entities: Infrastructure Budget and Expenditure Performance Report. Validate infrastructure committed budget proposals in terms of norms and standards, priorities, affordability, provincial goals, life cycle costing and maintenance plans and make recommendations thereafter. Ensure that infrastructure projects are managed efficiently effectively, economically and equitably. Ensure that the Implementing Agents comply with the PFMA, IDMS, DORA and PIDF requirements. Ensure the submission of regular consolidated reports to all relevant stakeholders on progress made with infrastructure planning, spending and implementation of infrastructure projects. Facilitate that the provincial infrastructure capacitation challenges are resolved (including resourcing and training). Manage Spending for Infrastructure Projects of Provincial Departments in terms of value for Money Considerations: Number of Infrastructure facilities delivered within time, cost and quality (Infrastructure Reporting Model). Ensure that there is alignment to norms and standards in terms of infrastructure delivery. Ensure that the infrastructure site visits take place to investigate elements of value for money, where payments are compared against physical progress made with infrastructure project implementation, strategic brief information and submit reports. Ensure that research is undertaken on best practices regarding the implementation and monitoring of infrastructure performance so as to determine new methods to improve infrastructure delivery. Manage Area Of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timelines. Resolve problems of motivation and control with minimum guidance from managers. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Annual Performance Plan and Strategy is developed and implemented to realise the objectives of the organisation / Transversal Audit Risk and Forensic Services. Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and ensure timely Performance Assessments of all subordinates. Ensures that assets are managed, maintained and kept safely. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure The Implementation and Management of Risk, Finance and Supply-Chain Management Protocols and Prescripts in Area of Responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: [erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za). (NB: For Technical Glitches Only – NO CVs).

**NOTE** : EE Target: Coloured Female / African Male

**POST 17/176** : **CHIEF DIRECTOR: INFRASTRUCTURE SCM MANAGEMENT REF NO: PT 02/05/2025**  
Purpose: To enhance the Procurement Planning, PPP projects, Contract and Physical Asset Management of infrastructure delivery of Provincial Departments and Public Entities

**SALARY** : R1 436 022 per annum (Level 14), (all-inclusive)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : A Degree (NQF level 7 as recognized by SAQA) in the Built Environment coupled with 5 years of experience at Senior Management level (Level 13 or higher) with an emphasis in Public Sector Infrastructure Delivery and Procurement environment. Professional Registration with the relevant body is also required. Applicants should have obtained the pre-entry Nyukela Certificate (certificate for entry into the Senior Management Service from the National School of Government prior to appointment). Skills And Competencies: In-depth knowledge of legislation that governs the Public Service. Knowledge and application of legislative framework. that governs financial management in the Public Service, Extensive knowledge and understanding of public service policies and procedures, Working knowledge

## **DUTIES**

:

of the functioning of National / Provincial as well as Local Government. Contract Management incl. Construction Procurement. Financial Modelling (Analysis of Economic viability. Knowledge and application of PFMA. Risk Management Policies and Practices. Strategic Capability and Leadership. Project and Programme Management, Financial Management, Change Management, Knowledge Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written). Computer Literacy – must have advanced Excel.

Ensure To Institutionalize Infrastructure Procurement Planning, Policy, Norms and Standards: Ensure infrastructure procurement plans and B5 budgets are credible. Provide advice / inputs regarding the review of infrastructure procurement processes during different procurement stages. Ensure the development of procurement strategies focusing on the promotion of effective and efficient implementation of infrastructure projects and standards. Monitor, evaluate and report on infrastructure procurement and major capital projects. Ensure implementation of FIPDM are compliant with the CIDB standard for uniformity, LEDPF, SMME development, and contraction procurement strategies. Ensure The Establishment of Infrastructure Contract Management Mechanisms and Enforce Transparency and Effective Management of Movable and Immovable Assets in the Department: Enhance and monitor implementation and institutionalisation of contract management. Promote contract management and strategic procurement management. Promote contract awarding compliance. Ensure development of movable and immovable asset management policies, norms and standards is maintained. Ensure Provincial Department are capacitated on Asset Management. Oversee The Identification and Assessment of Potential Ppp Infrastructure Projects: Guide the conducting of studies / research and benchmarking of service delivery with other institutions within the public and private sector. Promote and guide the development of preliminary evaluations of the models to identify the most suitable model for the Government. Design and oversee the delivery of a PPP marketing strategy, branding, market, targeting, materials, development and distribution. Compile business cases including the processes involved in the appointment and management of transactional advisors. Negotiate PPP's agreements. Oversee The Implementation Of Ppp Infrastructure Projects: Guide stakeholders in the development of shareholder compacts. Guide and lead research on the performance of the PPP and identification of areas for bottlenecks or improvement. Manage the development of appropriate restructuring model of non-core functions for implementation. Direct and support the development, implementation and monitoring of plans for proposed restructuring models. Develop Terms of Reference (ToR) and manage project plans as per contractual agreements of Service Level Agreements (SLA). Obtain appropriate mandates and approvals. Manage And Oversee the Restructuring Projects and Feasibility Studies for Non-Core Functional Services: Ensure the provision of assistance with project inception register. Evaluate capacity at institutions. Guide and support the development of procurement documents and PPP's agreements. Assess value-for-money criterion. Manage technical assistance including all stakeholders. Provide support to Departments and municipalities regarding implementation of contract management. Compliance With Relevant Regulations Governing PPP's: Provide administrative assistance to all Treasury approvals, review and recommendations. Ensure compliance to MFMA, MSA and PFMA (TR16) regarding provision of reviews, recommendations and approvals. Monitor compliance with SLA / contractual agreements. Manage Area Of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timelines. Resolve problems of motivation and control with minimum guidance from managers. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Annual Performance Plan and Strategy is developed and implemented to realise the objectives of the organisation / Transversal Audit Risk and Forensic Services. Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and ensure timely Performance Assessments of all subordinates. Ensures that assets are managed, maintained and kept safely. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is

	according to laid down policy and procedure. Ensure The Implementation and Management of risk, finance and Supply-Chain Management Protocols and Prescripts in area of Responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.
<b><u>ENQUIRIES</u></b>	: Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: <a href="mailto:erecruitmentenquiries@ectreasury.gov.za">erecruitmentenquiries@ectreasury.gov.za</a> . (NB: For Technical Glitches Only – NO CVs).
<b><u>NOTE</u></b>	: EE Target: Coloured Female / African Male
<b><u>POST 17/177</u></b>	: <b><u>DIRECTOR: BUDGET MANAGEMENT AND PUBLIC FINANCE (EDUCATION, SPORT &amp; SAFETY REF NO: PT 03/05/2025)</u></b> Purpose: To promote optimal Financial Resource Allocation in the Education sector and other departments, Monitor and report on the financial and non-financial performance, oversee the analysis and monitor the implementation of strategic objectives and targets in the department's Annual Performance Plan.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R1 216 824 per annum (Level 13), (all-inclusive) : Bhisho : A Degree (NQF Level 7) in Financial Management / Public Finance / Economics coupled with 5 years' experience at middle or senior management level in Finance environment. Applicants should have obtained pre-entry Nyukela Certificate (certificate for entry into the Senior Management Service from the National School of Government submitted prior to appointment). Skills And Competencies: In-depth understanding of legislative framework that governs the Public Service. Understanding of Project Management principles, financial acumen with experience in budget and resource management, Strategic Oversight and collaboration, Leadership & Team Management, Risk and Compliance, Stakeholder Engagement, innovation and Continuous Improvement, Time management, Change Management, Communication and negotiation skills. Conflict Resolution, Decision Making, Presentation & Reporting skills, Advanced MS Project, Excel, Power BI (or similar reporting tools). Risk Management policies and practices, Asset Management policies and practices.
<b><u>DUTIES</u></b>	: Manage the timely tabling of a Credible Main Budget Within Legislated Timeframes: Ensure that budget circulars are compiled detailing the requirements of departments and their entities on budget submissions. Co-ordinate and ensure that an analysis is undertaken on departmental budgeting and expenditure through budget achievability and expenditure reviews. Ensure that a close-out report is prepared on the previous year's financial and non-financial information to inform the process of improving provincial resource management. Co-ordinate and ensure that reports are compiled for the provincial Medium Term Expenditure Committee hearings by utilising the first budget submission. Recommend preliminary and final allocations for departments according to national and provincial priorities within the fiscal framework. Ensure that an analytical report is prepared on policy alignment and allocative efficiency as inputs for National Treasury (NT) Benchmark exercise by utilising the second budget submission. Co-ordinate the compilation and consolidation of the budget submission that will be tabled in the Provincial Legislature. Ensure that support is provided to departments to compile their budget submissions. Ensure that a report is compiled on the main budget and that it is loaded on Basic Accounting System (BAS). Ensure that the adjusted Budget Publications Are Within Legislated Timeframes and are At Acceptable Quality Levels: Ensure that a report on recommendations of the departmental roll over requests of conditional grant and equitable share are produced for National Treasury and Executive Council (EXCO.) Ensure that a 'commitment register' is maintained on a department's adjusted budget. Ensure that guidelines are provided to departments for them to complete the adjusted estimates in the prescribed format. Recommend allocations for departments according to PFMA requirements and within the fiscal framework. Compile and consolidate adjusted budget for tabling in the Provincial Legislature. Ensure that support is provided to departments to compile their

adjusted budget submission. Ensure that a report is compiled on the adjusted budget and that it is loaded On Bas. Ensure that the Departmental Strategic Plans (SP) And Annual Performance Plans (App) Comply with and are in alignment with national and Provincial Policy Priorities; Manage and monitor departmental SP and APP and ensure alignment with national and provincial policy priorities as well as NT frameworks. Do an analysis of the strategic and annual performance plans in order to ensure alignment of budget allocations to them. Manage The Monthly IYM Analysis on Revenue and Expenditure Inclusive of feedback To Departments: Ensure that the consolidation and evaluation of credible and reliable departmental cash flow projections are compiled for NT and EXCO. Ensure that weekly expenditure reports are compiled to inform the monthly IYM. Consolidate analysis of monthly revenue and expenditure for reporting to NT and EXCO. Ensure that monthly IYM feedback is provided to departments on the analysis by PT. Ensure that support is provided to departments to with the implementation and monitoring of the IYM. Ensure the year-end IYM is balancing to the pre-audited and audited AFS for submission to NT. Manage The Quarterly Performance Reports (QPR) Analysis Inclusive of feedback to Departments: Ensure that the analysis of QPR from departments is undertaken and compile consolidated quarterly report. Ensure that quarterly QPR feedback is provided to departments on the analysis by PT. Ensure that the integration, analysis and reporting on non-financial and financial performance information is undertaken in order to ensure the expenditure of departments is aligned to the deliverables espoused to the tabled APP, Policy Speech and the Budget Ensure that support is provided to departments to with the implementation and monitoring of the QPR. Conduct quarterly QPR workshops for with departments and Entities. Ensure that site visits are undertaken and a report compiled at least every quarter to inform budget and other policy decisions. Manage Area of Responsibility: Supervise and co-ordinate the effective and efficient running and management of the Unit. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Unit's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed daily and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility). Implement And Manage Risk, Finance and Supply-Chain Management Protocols and Prescripts in area of Responsibility. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

#### **ENQUIRIES**

: Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: [erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za). (NB: For Technical Glitches Only – NO CVs).

#### **NOTE**

: EE Target: Coloured Female / African Male

#### **POST 17/178**

: **DIRECTOR: INTERNAL AUDIT REF NO: PT 04/05/2025**

Purpose: To ensure the implementation of the Internal Audit Plan, provide assurance on governance risk management and control processes in accordance with ISPPA and the legislative framework in the department.

#### **SALARY CENTRE REQUIREMENTS**

: R1 216 824 per annum (Level 13), (all-inclusive)  
: Bhisho  
: Bachelor of Commerce at NQF Level 7 with Auditing and Accounting as major subjects with CIA or CA(SA). 5 years' experience at middle or senior management level in Auditing environment. Applicants to have obtained pre-entry Nyukela Certificate (certificate for entry into the Senior Management Service from the National School of Government submitted prior to appointment). Skills And Competencies: In-depth understanding of legislative

framework that governs the Public Service. Sound knowledge and application of standards governing Internal Auditors – IIA standards and methodology. Internal Audit regulatory frameworks and policies. Practice of Internal Auditing, Risk Management Strategy, Enterprise Risk Management (ERM)Support, Enterprise Risk Management (ERM)Process, Anti-Fraud Process and Enterprise Risk Management Concepts, framework and methodologies. Strategic Capability and Leadership, Project and Programme Management. Budget and Financial Management, Change Management, People Management and Empowerment.

## **DUTIES**

: Manage The Provision of Internal Audit Services in the Department: Develop the 3-year rolling audit plan. Ensure availability of appropriate resources completion of the audit plan. Institute Audits as requested or as deemed appropriate. Ensure the development / refinement of audit programmes. Monitor progress and completion of the audit plan. Ensure provision of reports to relevant Managers. Follow-up to ensure that appropriate action is taken by relevant Departmental Managers. Manage The Provision of Administrative and Technical Support to Audit Committee: Ensure the secretariat duties is performed to the Audit Committee sitting. Ensure Technical support assistance to the Audit Committee is provided. Develop Audit Committee reports annually. Manage And Co-Ordinate the Provision and Management of Internal Audit Service: Develop Internal Audit strategic and operational audit plans in accordance with acceptable audit standards. Guide the provision of internal auditing services and make value added recommendations to enhance the overall performance of organisation. Coordinate and manage all audit assignments. Develop Internal Audit policies and Procedures in accordance with IIA standards. Manage And Monitor Assurance and Consulting Activities: Manage and monitor in compliance with laws and regulations. Ensure acceptable quality and compliance to International Standards for the professional Practice of Internal Auditors issued by the Institute of Internal Auditors. Evaluate and improve quality, adequacy and effectiveness of internal controls. Manage The Review of Information Technology and Financial Audits as well as Specialized Audits: Review departmental systems both applications and general controls. Review User access, IT security and data management. Review compliance with ethical and social practices including IT norms and standards. Review of compliance with COBIT 5 and other related frameworks. Manage Area of Responsibility: Prepare progress reports on compliance matters and submit reports to internal and external stakeholders. Determine most effective procedures and methods and render advice relating organisational efficiency to achieve organisational goals. Advise management of latest guidelines, resolutions from DPSA relating to Internal Audit. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from supervisor. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Implement And Manage Risk, Finance and Supply-Chain Management Protocols and Prescripts in area of Responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

## **ENQUIRIES**

: Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: [erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za). (NB: For Technical Glitches Only – NO CVs).

## **NOTE**

: EE Target: Coloured Female / African Male

## OTHER POSTS

<b><u>POST 17/179</u></b>	:	<b><u>DEPUTY DIRECTOR: FINANCIAL ADMINISTRATION &amp; ACCOUNTING</u></b> <b><u>REF NO: PT 05/05/2025</u></b> Purpose: To manage the implementation of Financial Administration and Accounting Services in the Department.
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (all-inclusive)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	A Degree (NQF level 7 as recognised by SAQA) in Financial Accounting / Financial Management or equivalent tertiary qualification at NQF level 7 with specialization in Financial Accounting. Minimum of 5 years' work experience in Finance / Accounting management environment of which 3 years should be at an Assistant Director level with specific experience relevant to compiling Annual Financial Statements. Skills And Competencies: Knowledge of Legislative Framework and Policies and Regulations that Governs the Public Services. In-Depth knowledge of the following prescripts. Public Finance Management Act. National Treasury Regulations . GRAP, Annual Financial Statement Guidelines. National Treasury Practice Notes. Financial Management. Document management. Microsoft Excel, Word and PowerPoint. Applied Strategic thinking, Apply Technology, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Developing others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership, Analytical Thinking, Communication (verbal & written), Computer Literate.
<b><u>DUTIES</u></b>	:	Manage The Reconciliation of Inter-Departmental Accounts and Safekeeping of Financial Records: Ensure that all outstanding inter-departmental debts and balances are followed up and cleared. Ensure reconciliation and clearing of suspense, bank, asset and liability accounts. Reconcile financial records and ensure records properly filed. Ensure sound management verification of payments register. Authorise adjusting journal entries with supporting documentation. Ensure timeous settlement of inter-departmental debts and liability accounts. Manage The Development of Monthly, Quarterly and Annual Financial Reports: Manage compilation of monthly, quarterly and annual financial reports. Ensure preparation of interim and annual financial statement in line with the prescribed annual Financial Statements guidelines. Ensure that suspense accounts reconciliations are carried out monthly. Ensure preparation of age analysis of suspense account and interdepartmental claims and submitted to provincial Treasury. Ensure bank reconciliation is carried out monthly. Manage Area of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.
<b><u>ENQUIRIES</u></b>	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: <a href="mailto:erecruitmentenquiries@ectreasury.gov.za">erecruitmentenquiries@ectreasury.gov.za</a> . (NB: For Technical Glitches Only – NO CVs).
<b><u>NOTE</u></b>	:	EE Target: African Male / White Male /White Female
<b><u>POST 17/180</u></b>	:	<b><u>DEPUTY DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF</u></b> <b><u>NO: PT 06/05/2025</u></b> Purpose: To manage the provision of Demand and Acquisition Management Services for the department.
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (all-inclusive)
<b><u>CENTRE</u></b>	:	Bhisho

## **REQUIREMENTS**

: A Degree (NQF level 7 as recognised by SAQA) in Supply Chain Management / Public Administration / Logistics / Commerce coupled with Minimum of 5 years' work experience in Procurement environment of which 3 years should be at an Assistant Director Level. Skills And Competencies: Knowledge, understanding and application of the following prescripts: Public Finance Management Act, PPPFA, and BBBEE Act, National Treasury Regulations, Supply Chain Management Practices and Policies, Risk Management Policies and Practices, Asset Management Framework, Preferential Procurement Policy Framework Act, Negotiation techniques, Budget preparation, Bid Administration, Procurement, LOGIS and BAS Financial Systems, Tender and contract administration. Applied Strategic Thinking. Applying Technology, Budgeting and Financial Management. Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership, Computer Literate, Good Communication Skills (verbal and written).

## **DUTIES**

: Manage, Develop and Implement Demand Management Policies, Procedures and Annual Procurement Plan for the Department: Render guidance and advice to departmental employees on demand management matters to promote correct implementation and sound demand management practices. Design and develop demand management policies processes and procedures. Monitor effectiveness of departmental policies with regards to acquisition management. Perform strategic and annual supply chain demand management planning. Review, analyse and monitor demand management plan. Manage the implementation of the demand management plan. Consolidate and monitor procurement plan for the department. Implement strategic procurement for the depart and develop sourcing strategies. Develop and obtain approval for the procurement management plan. Determine whether specifications should contain any special conditions. Compile tender / quotation specifications, request for proposal as required. Determine whether specification for the relevant commodity exists, if not oversee the collection information and compile specification / terms of reference. Compile and publish request for proposals where required. Ensure functioning of the Bid Specification, Quotations Committees and render a secretariat service to the relevant committees. Conduct market research analysis. Provide inputs for the development of Standard Operating Procedures. Conduct briefing sessions. Manage The Acquisition Management Services and Bidding Process in the Department: Facilitate the development of acquisition management policies processes and procedures. Monitor the acquisition management activities by ensuring compliance to SCM prescripts. Manage the Compilation of bid documents and advertisements. Monitor the process of receipt (closing and opening) of bid documents. Oversee the processing of bid documents by ensuring that all bid documents are complete. Manage the sourcing of quotations from the database according to the threshold values determined by the National Treasury. Facilitate the development of terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate expressions of interest. Ensure that all required acquisition reports are presented to the relevant committees and submitted for approval to the Head of department on time every time. Ensure that orders are issued on time and no services are rendered without an official order. Manage Area Of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.

## **ENQUIRIES**

: Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: [erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za). (NB: For Technical Glitches Only – NO CVs).

## **NOTE**

: EE Target: African Male / White Male /White Female

<b><u>POST 17/181</u></b>	:	<b><u>DEPUTY DIRECTOR: STRATEGIC PROCUREMENT REF NO: PT 07/05/2025</u></b> Purpose: To manage SCM transversal contracts, strategic procurement mechanism and provide contract management support to Provincial Departments and Public Entities.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum (Level 11), (all-inclusive) Bhisho A Degree (NQF level 7 as recognised by SAQA) in Financial Management majoring in Supply Chain / Finance coupled with Minimum of 5 years' work experience in SCM environment of which 3 years should be at an Assistant Director Level. Skills And Competencies: In-depth understanding of legislative framework that governs the Public Service. Knowledge and application of National and Provincial Treasury Instruction Notes, Practice Notes and Circular. Applied Strategic Thinking. Apply Technology, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence. Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership, Analytical Thinking, Computer Literate, Good Communication Skills (verbal and written).
<b><u>DUTIES</u></b>	:	Manage Contract Awarding Compliance: Facilitate the review process of business cases and conduct research on opportunities for transversal contracts. Coordination and participation of stakeholders in transversal contracts. Facilitate the arrangement of transversal contracts by ensuring that the right processes of awarding contracts have been followed. Manage and support centralised supplier systems by ensuring that all complaints and enquiries are dealt with. Manage and provide support on the drafting of tender adverts and ensure that they are at an acceptable standard. Facilitate the review of Bids received from Departments by ensuring that the right processes of evaluating tenders have been followed; handle any anomalies detected in the review of submission process thereof. Ensure all secretariat services of the convene committee are met. Manage The Implementation and Institutionalisation of Contract Management: Facilitate the development of questionnaires and conduct onsite assessments on current contract management. Manage the development of a contract management plan in conjunction with the Department. Manage the monitoring of the contract management plan and analyse responses from stakeholders to ensure update on status of Gap analysis report. Manage support rendered to departments on contract management disputes. Manage the arrangement of contract management workshops and roll-out best practises to institutionalise contract management in the Departments. Promote Contract Management Strategic Procurement: Conduct research on processes and opportunities to improve value for money by analysing spending patterns and identifying more efficient mechanisms for service delivery. Facilitate the implementation and maintenance of price referencing systems for low value/high volume commodities. Coordinate implementation measures and monitor the impact for value for money initiatives. Departmental spend. Develop and set targets per department for local economic development. Support initiatives to promote local economic development by directly participating in campaigns i.e. Buy EC Campaign. Manage Area Of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.
<b><u>ENQUIRIES</u></b>	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: <a href="mailto:erecruitmentenquiries@ectreasury.gov.za">erecruitmentenquiries@ectreasury.gov.za</a> . (NB: For Technical Glitches Only – NO CVs).

<b><u>NOTE</u></b>	:	EE Target: African Male / White Male /White Female
<b><u>POST 17/182</u></b>	:	<b><u>DEPUTY DIRECTOR: MUNICIPAL BUDGET AND REVENUE MANAGEMENT REF NO: PT 08/05/2025</u></b> Purpose: To monitor and provide specialist support on the implementation of the budgeting frameworks, financial assets and liabilities management, institutional governance and report on MFMA implementation
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum (Level 11), (all-inclusive) Bhisho A Degree (NQF level 7 as recognised by SAQA) in Financial Management / Financial Accounting coupled with Minimum of 5 years' work experience in Finance environment of which 3 years should be at an Assistant Director Level. Previous experience in monitoring or working in municipal environment is essential overseeing and assessing municipal budgets and Revenue Management combined. Skills And Competencies: In-depth understanding of legislative framework that governs the Public Service, Risk Management policies and practices, Supply chain management policies and practices, Asset Management policies and practices, Departmental policies and procedures, Understanding local government budgeting, monitoring and reporting system, Understanding of local government financial regulatory framework, Proven knowledge on local government legislation, Knowledge of Policy analysis and developments, Monitoring systems and processes. Budget submission. Strategic Capability and Leadership, Programme and Project Management. Budget and Financial Management, Planning and organising, Technical report writing, Negotiation and facilitation, Numeracy, Change Management, Knowledge Management, Information Management, Service Delivery Innovation, Creative thinking, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written), Computer Literacy, Extensive strategic planning.
<b><u>DUTIES</u></b>	:	Monitor And Provide Specialist Support on Budget Planning and Implementation: Train municipal staff on the planning and implementation of the Municipal Budget and Reporting Regulations. Assess tabled budgets on an annual basis for credibility, relevance to government priorities and sustainability using a Budget Assessment Framework and provide comment and feedback to municipalities. Compile a tabled budget assessment report for each municipality. Support municipalities in ensuring that recommendations on assessed tabled budgets are incorporated into the budgets prior to adoption. Provide all required reporting to NT on tabled and adopted budgets by municipalities. Monitor and support municipalities to address non-compliance in terms of the tabled and adopted budgets. Engage municipalities in municipal benchmarking exercise on all tabled and adopted budgets. Analyse monthly, quarterly and mid-year reports, prepare feedback to municipalities and monitor the implementation of corrective measures. Identify municipal financial problems requiring attention and support municipalities to resolve issues. Assess and report on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance. Monitor And Support Municipalities on Governance and Institutional Management, In Line with MFMA Requirements: Assess MFMA implementation, compile reports and submit to the Supervisor. Monitor, evaluate and report on Risk Management and Internal Audit compliance and facilitate the implementation of corrective measures. Conduct and compile assessment reports on governance and compliance structures and assist municipalities to implement recommendations. Support municipalities to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of these structures on a quarterly basis. Review and assess Municipal Budget and Treasury Office Structures quarterly, and report on vacancies in financial management activities. Assist in the implementation of approved financial recovery plans for municipalities where necessary. Prepare Training Plan and roll out training as per the approved Training Plan to address challenges in municipalities. Monitor Compliance with Financial Assets and Liabilities and Revenue Management: Assist in monitoring financial asset management compliance and compile a report. Assist in monitoring liability management compliance and compile a report. Assist in monitoring revenue management compliance and compile a report. Monitor and facilitate the implementation of

the recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management. Support municipalities on exploration of policies and practices with the aim of improving liquidity of municipalities to deliver services. Manage Area of Responsibility; Review supply chain performance and make recommendations to improve the efficiency and effectiveness of the supply chain management. Report on supply chain management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: [erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za). (NB: For Technical Glitches Only – NO CVs).

**NOTE** : EE Target: African Male / White Male /White Female

**POST 17/183** : **DEPUTY DIRECTOR: INTERNAL AUDIT, AUDIT COMMITTEE & DC BOARDS**  
Purpose: To promote and enforce internal audit services in the municipalities.

**SALARY CENTRE REQUIREMENTS** : R896 436 per annum (Level 11), (all-inclusive)  
: Bhisho  
: A Degree (NQF level 7 as recognized by SAQA) in Local Government Finance or Internal Auditing coupled with 5 years' experience of which 3 years' managerial experience Assistant Director Level in a Local Government environment. Previous experience in auditing and working in a municipal environment is essential.

**DUTIES** : Monitor, Enforce and Report on the Effective Implementation of the MFMA, Treasury Regulations and Standards to Ensure Compliance: Develop provincial norms and standards. Develop the assessment tool. Quality review of the assessment reports. Manage the compilation and issuing of assessment report. Review and monitor the implementation of recommendations. Ensure the effectiveness of the implementation of the action plans. Coordinate the effective implementation of combined assurance. Facilitate And Monitor the Establishment of Audit Committees within the Municipalities: Coordinate and oversee the establishment of Audit Committees. Assess and monitor the effectiveness of Audit Committees. Provide inputs on the internal audit strategy. Facilitate internal audit readiness reviews. Provide Support and Capacity Building to Municipalities: Facilitate capacity building initiative. Facilitate internal Audit and Audit Committee Forums. Provide inputs into the development and review of Internal Audit and Audit Committee. Facilitate implementation of external quality assurance review. Manage The Component: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform financial management functions. Perform asset management functions. Skills And Competencies: Extensive knowledge of local government prescripts in the areas of internal audit, audit committee, municipal budget reviews; financial management and reporting, expenditure management, cost effective procurement systems and effective asset & liability management. The candidate should be familiar with the auditing and accounting reforms in the municipal space in line with MFMA, GRAP Standards, Municipal Budgets, MBRR and mSCOA.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: [erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za). (NB: For Technical Glitches Only – NO CVs).

**NOTE** : EE Target: African Male / White Male /White Female

<b><u>POST 17/184</u></b>	:	<b><u>DEPUTY DIRECTOR: PHYSICAL ASSETS MANAGEMENT REF NO: PT 10/05/2025</u></b>
		Purpose: To enhance, monitor and enforce the transparent and effective management of physical assets.
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (all-inclusive)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	A Degree (NQF level 7 as recognized by SAQA) in Accounting / Commerce majoring in Accounting coupled with 5 years' experience of which 3 years' managerial experience at Assistant Director Level in Financial / Asset & Inventory Management environment. A driver's license is essential. Skills And Competencies: Knowledge of AM Legislation & Prescripts. Knowledge and application of PFMA. Knowledge of Standard Chart of Accounts. Knowledge of International Financial Reporting Standards. Project Appraisals, Applied Strategic Thinking. Apply Technology, Budget and Financial Management, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, developing others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising, Problem Solving and Decision Making, Policy Analysis, Project Management. Team Leadership. Audit Skills.
<b><u>DUTIES</u></b>	:	Manage Physical Asset Management Policy, Norms and Standards: Coordinate the assessments on the extent to which asset management related controls are implemented within departments. Facilitate and implement strategies to address gaps identified by assessment results. Coordinate and evaluate the implementation of these corrective strategies and provide senior management with periodic reports. Facilitate and coordinate in the development and implementation of appropriate asset management policy. Manage the treatment and disclosure of inventories related expenditure in compliance with the relevant guidelines. Manage the preparation of financial disclosure annexures and notes relating to expenditure on movable and immovable assets. Issue annual circular communicating the submission dates for the U-AMPs and C-AMPs in terms of Section 9 of GIAMA. Facilitate and provide support in the review and implementation of annual provincial GIAMA implementation plan by DRPW. Manage the revision and submission of draft U-AMPs and C-AMP to National Treasury in conjunction with DPWI. Provide Support in Provincial Departments with Asset Management Capacity Building: Conduct annual assessments of provincial asset management structures for adequacy and relevance to perform asset management function. Support the identification of training needs and planning for relevant training. Conduct workshops and forums aimed at roll-out of asset management related reforms from National Treasury as well as enhancing provincial best practices sharing amongst practitioners. Manage The Development and Maintenance of Policies, Strategies and Systems for Asset and Inventory Management; Coordinate the development of asset and inventory Management policies/procedure manuals and systems. Coordinate the development of Provincial Treasury Practice notes and compliance checklist tool with regards to assets and inventory management. Manage the development of procedure guidelines to promote compliance with the reporting standards. Manage the development of asset and inventory strategies in line with the service delivery objectives. Coordinate the review of asset and inventory Management policies, procedure manuals, systems, Treasury Practice notes and compliance checklist tools. Monitor And Support Departments and Public Entities on Safeguarding of Assets: Monitor the safeguarding of assets against destruction, theft and obsolescence. Monitor that all losses of assets are reported, investigated and finalized. Monitor that departments and entities have functional loss control committees. Monitor And Support Departments on Financial Management and Reporting on Assets and Inventory: Monitor and support departments and public entities on asset register, trial balance and expenditure reconciliations. Perform reviews of Annual Financial Statements (AFS)/ Interim Financial. Statements (IFS) on asset and inventory management of departments and entities. Monitor and support departments and public entities on the development and implementation of audit action plan regarding management on assets and inventory. Provide support on resolving audit findings on non-current and current assets of the provincial departments and public entities. Monitor and support entities on the review of Estimated Useful Life (EUL) and residual values (RV) and impairment of Property, Plant

and Equipment (PPE). Provide support to departments and entities on the valuation of assets. Provide support to departments and public entities with financial reporting tools for interim and annual financial statements disclosures. Monitor And Support Departments and Public Entities on Asset and Inventory Management Strategies: Monitor and support departments and public entities on the implementation of asset management strategies and value for money of assets and inventory. Monitor that departments and public entities have asset management plans. Monitor and support departments and public entities to develop and maintain complete and accurate assets and inventory registers. Monitor and support departments and public entities on the application of inventory management techniques. Monitor and support departments and entities on asset verification and inventory stocktaking processes. Perform periodic compliance assessments in departments and public entities to establish compliance with relevant legislation. Manage The Implementation of transparent and economic practices to deal with asset disposal in the Provincial Administration: Monitor that obsolete, redundant and unserviceable assets are disposed of. Monitor the establishment of disposal committees. Monitor compliance with SCM prescripts on asset disposal. Monitor and support departments and public entities on the reconciliation of disposal proceeds. Monitor the maintenance of proper asset registers. Monitor compliance with internal control processes regarding asset disposals. Coordinate The capacitation of asset and inventory management section in the departments and public entities: Identify asset and inventory management capacity GAPS and coordination strategies to address the capacity GAPS. Provide on-the-job training on assets and inventory management. Conduct workshops on policy framework, Treasury Regulations and Accounting Norms and Standards. Coordinate training interventions on assets and inventory management. Manage area of Responsibility: Prepare progress reports on compliance matters and submit reports to internal and external stakeholders. Determine most effective procedures and methods and render advice relating organisational efficiency to achieve organisational goals. Advise management of latest guidelines, resolutions from DPSA relating to Physical Assets and / or any related matter/s. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained, and kept safely by subordinates.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: [erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za). (NB: For Technical Glitches Only – NO CVs).

**NOTE** : EE Target: African Male / White Male /White Female

**POST 17/185** : **DEPUTY DIRECTOR: MUNICIPAL SUPPLY CHAIN MANAGEMENT REF. PT 11/05/2025**  
Purpose: To enhance, monitor and enforce transparent and effective Municipal Supply Chain and Asset Management.

**SALARY** : R896 436 per annum (Level 11), (all inclusive)  
**CENTRE** : OR Tambo District  
**REQUIREMENTS** : A Degree (NQF level 7 as recognised by SAQA) in Accounting / Financial Management / Local Government Finance / SCM coupled with Minimum of 5 years' work experience in an Accounting, Supply Chain Management and Asset Management environment of which 3 years should be at an Assistant Director Level. Previous experience in monitoring or working in municipal environment is essential. Skills And Competencies: In-depth understanding of legislative framework that governs Public sector, Risk Management policies and procedures, GRAP, mSCOA regulations, FMCMM, Supply chain management policies and practices, Asset Management policies and practices, Departmental policies and procedures, Understanding local government budgeting, monitoring and reporting system, Understanding of local government financial regulatory framework, Proven knowledge on local

government legislation, Knowledge of Policy analysis and developments, Monitoring systems and processes. Budget submission. Strategic Capability and Leadership, Programme and Project Management. Budget and Financial Management, Planning and organising, Technical report writing, Negotiation and facilitation, Numeracy, Change Management, Knowledge Management, Information Management, Service Delivery Innovation, Creative thinking, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written), Computer Literacy, Extensive strategic planning.

## **DUTIES**

: Monitor, Evaluate And Report On Compliance With Supply Chain Management Regulatory Framework: Review Municipal Supply Chain Management and Asset Management policies and report on compliance to regulations. Ensure compliance with the MFMA and all related SCM and AM frameworks by municipalities including mSCOA regulations. Monitor and evaluate supply management and Asset management processes and report on compliance with the supply chain and Asset Management guidelines, framework, accounting standards and mSCOA compliance. Provide support and advice on supply chain management and Asset Management processes, policies and compliance to regulations including external audit support. Review and Report on Contract Management; Long- and Short-term Contracts; Irregular Expenditure; Functionality of SCM committees; Deviations; Variations, Contract Extensions, Financial Management Maturity Capability Model (FMCMM), Audit support and GRAP compliant Asset Registers. Support, review and Monitor SCM Procurement plans. Monitor; Review Reports on functionality and quality SCM and AM systems, registers and Processes. Provide Advice, Guidance, And Remedial Actions on SCM and Asset Management Issues and Monitor Remedial Actions: Review, provide advice and guidance on the Structuring and functionality of SCM committees. Implement Supply chain management and Asset Management reforms in all the delegated municipalities and play an oversight role in local government. Set complimentary standards within the parameters as set by National/ Provincial Treasury and the relevant SCM and AM frameworks. Monitor and report on municipal policy outcomes. Access and identify capacity gaps, provide technical assistance and support training initiatives regarding SCM, AM, Audit Support, FMCMM and mSCOA in all delegated municipalities. Provide assistance and advice on improving the supply chain management and Asset Management functions within municipalities. Monitor and report on recommendations and remedial actions to improve supply chain management and Asset Management. Provide inputs and advice into other reports related to supply chain management and asset management. Oversee the implementation and maintenance of all transversal SCM policies and procedure manuals in all Municipalities. Participate in the development of all transversal SCM and AM policies, procedure manuals and guidelines. Ensure Compliance with the MFMA and all related SCM And Am Frameworks by Municipalities: Ensure the implementation and compliance with the operational plan. Ensure the undertaking of site visits to assess compliance with SCM and AM, Policies, GRAP compliance, etc. Conduct investigation on complaints received from relevant stakeholders. Follow-up on complaints relating to non-compliance and implementation of recommendations arising from assessment report. Provide Technical Assistance and Training with regard to SCM, Am, Mscoa and Fmcmm in All Delegated Municipalities: Report non-compliance with relevant legislations, regulations and other initiatives by designated municipalities to the relevant supervisor. Develop an implementation plan for transversal matters policies, procedure manuals and guidelines to be implemented at various institutions. Provide advice and guidance regarding the implementation and maintenance of transversal SCM policies, procedure manuals and guidelines. Ensure that transversal SCM Queries or enquiries (ad hoc) are dealt with timeously. Manage Area Of Responsibility: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform asset management functions.

## **ENQUIRIES**

: Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: [erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za). (NB: For Technical Glitches Only – NO CVs).

## **NOTE**

: EE Target: African Male / White Male /White Female

<b><u>POST 17/186</u></b>	:	<b><u>EXECUTIVE SUPPORT: MUNICIPAL FINANCIAL MANAGEMENT &amp; GOVERNANCE REF: PT 12/05/2025</u></b> Purpose: To provide executive support in the office of the DDG Municipal Finance Management & Governance to ensure the effective management and smooth operation of the Branch
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (all-inclusive)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	A Degree (NQF level 7 as recognised by SAQA) in Public Administration /Public Management/BCom/ ICT/FIS coupled with Minimum of 5 years' work experience in Administration / Finance environment of which 3 years should be at an Assistant Director Level. Previous experience in monitoring or working in municipal environment is essential. Skills and Competencies: Knowledge and application of Legislation, regulations and policies that governs the Public Service, Monitoring and evaluation, Budget submission, HR Management, Project appraisals, Corporate Communication. Project Management, Communication (verbal and written), Computer Literate, Change Management, Financial Management, Problem Solving, Decision Making, People Management, Project Management.
<b><u>DUTIES</u></b>	:	Provide Direction and Guidance on the effective management of the Office of The DDG: Ensure staff adhere to relevant protocols in the day to day running of the DDG office. Play an oversight role in the implementation of governance systems and take corrective action where necessary. Develop and have in place internal control systems, policies and procedures where required and ensure that these are communicated to all and adhered to once these have been approved by the DDG. Prepare and distribute Annual Planner for the programme and ensure adherence to it. Maintain high standards of professionalism by ensuring that the team / unit produces excellent work in terms of quality, quantity and timeliness. Sensitise and advise DDG and CDs of upcoming events and the preparations required for these. Recommend and set up of systems that will help support service delivery in the Unit to meet set programme objectives. Support The Programme By Providing Strategic And Technical Leadership in order to ensure the full execution of Departmental Plans and Programmes: Facilitate preparations for the development of the Annual Performance Plan and ensure that the APP is implemented once developed. Coordinate the development and implementation of communication and stakeholder protocols and ensure implementation thereof. Facilitate the preparation and the implementation of the Delegations Framework. Coordinate the preparation and implementation of the Annual Operational Plan and participate in its development. Ensure that all reports and other required submissions are provided to the DDG office timeously, and that these are reviewed and consolidated, as and when required, and submitted to the DDG within stipulated timeframes. Coordinate Chief Director meetings and ensure optimum benefit is realised by ensuring that all necessary arrangements / preparations are done, minutes are accurate, are distributed within 5 working days and that follow up on resolutions taken happens timeously. Provide Support Towards Ensuring Appropriate and Sound Finance, Human Resource Management: Facilitate the timeous submission of Performance Agreements for the Programme and quality check these prior to submission to DDG; Facilitate the timeous conduct of quarterly Performance Assessments / Evaluations and the submission thereof. Provide input to the annual budget process. Ensure that there is effective expenditure control which is in line with the approved budget. Ensure the management, safekeeping and maintenance of assets in the DDG office. Ensure that full and proper records of the financial affairs of the office of the DDG are maintained. Analyse monthly, quarterly and any other ad hoc reports to identify risks that could negatively impact programme performance, advise DDG and CD's and recommend corrective action where necessary. Facilitate the development and management of the Risk Management Register and Plan. Ensure that the budget, preparation of recruitment and procurement plans is done within agreed protocols. Review IYM report to Financial Management and Quarterly report to OSM and ensure information contained therein is accurate, variances on IYM are costed and that mitigation plans on variances are valid. Ensure timely reporting on Procurement Plans to SCM, Recruitment Plans to HR, Risk Management and Audit Improvement Plans and responses to CFO and the Performance. Report and follow up on deviations.

<b><u>ENQUIRIES</u></b>	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: <a href="mailto:erecruitmentenquiries@ectreasury.gov.za">erecruitmentenquiries@ectreasury.gov.za</a> . (NB: For Technical Glitches Only – NO CVs).
<b><u>NOTE</u></b>	:	EE Target: African Male / White Male /White Female
<b><u>POST 17/187</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROVINCIAL INFRASTRUCTURE BUDGET PLANNING REF NO: PT 13/05/2025</u></b> Purpose: To render support on the planning of infrastructure delivery by provincial departments and public entities.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum (Level 09) Bhisho A Degree (NQF level 7 as recognised by SAQA) In Accounting / Economics / Public Administration / Built Environment coupled with Minimum of 3 years' work experience in Financial Management / Business / Built environment at an Officer level (Level 7 or higher) and a valid driver's license is compulsory. Skills And Competencies: Knowledge of Microsoft Office especially for Advanced Excel, Graphs and Pivot Table Interpretation. Contract Management incl. Construction Procurement. Financial Modelling (analysis of economic viability) Problem solving skills. Presentation. Project Management. Statistical and data analysis. Policy analysis and research. Analytical Thinker. Report writing. Presentation. Computer Literacy
<b><u>DUTIES</u></b>	:	Provide And Render Support Towards the Infrastructure Funding Frameworks and Long-Term Infrastructure Planning: Implement and execute Provincial Infrastructure Planning in provincial departments. Provide and render support on the adoption and implementation of unified IDMS norms and standards, including the project gateway system. Render support on the implementation of the provincial infrastructure framework. Provide and render support on Service Plans, U-AMPS and C-AMP, departmental construction procurement strategies, IPMP and IPIPs in terms of value for money, financial credibility and compliance; Coordinate inputs into the development, implementation and monitoring of a customised and institutionalised infrastructure monitoring system for provincial departments; Coordinate inputs into SDA compliance with Provincial IDMS requirements. Implement inputs in respect of the alignment of IDPs with Provincial Infrastructure Plans. Execute And Implement Provincial Infrastructure Plans: Execute infrastructure project in terms of norms and standards, affordability, provincial goals, life cycle costing and maintenance plans. Implement and provide support on infrastructure projects to ensure that these are done efficiently, effectively, economically and equitably. Monitor the work of Implementing Agents to ensure that they comply with the PFMA, IDMS, DORA and PIDF requirements. Coordinate the submission of reports to all relevant stakeholders on progress made with infrastructure planning, spending and implementation of infrastructure projects. Provide Support on the Planning of the Infrastructure Projects of Provincial Departments in Terms of Value for Money Considerations: Provide support on planning of departmental infrastructure projects to determine if they are planned in line with norms and standards requirements. Provide and coordinate inputs on the compilation of site visits schedule to investigate elements of value for money (e.g. payments are compared against physical progress made with infrastructure project implementation, strategic brief information and submit reports).
<b><u>ENQUIRIES</u></b>	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: <a href="mailto:erecruitmentenquiries@ectreasury.gov.za">erecruitmentenquiries@ectreasury.gov.za</a> . (NB: For Technical Glitches Only – NO CVs).
<b><u>NOTE</u></b>	:	EE Target: African Male / Indian Male /Indian Female

**POST 17/188****: ASSISTANT DIRECTORS: FINANCIAL INFORMATION SYSTEMS ANALYSIS REF NO: PT 14/05/2025 (X2 POSTS)****Re-Advertisement**

Purpose: Perform development, enhancements, support and provide expertise in Data Warehouse and Reporting Applications through the writing of relevant queries and the development of data analysis and Business Intelligence (BI) reports. This role requires a combination of technical expertise, report writing, problem-solving skills, and a strong understanding of data management principles

**SALARY  
CENTRE  
REQUIREMENTS**

: R468 459 per annum (Level 09)

: Bhisho

: A Degree (NQF level 7 as recognised by SAQA) In Computer Science / Information Systems / Financial Information Systems / IT coupled with Minimum of 3 years' work experience at an Officer level (Level 7 or higher) in data warehouse developer, data analyst, data scientist, or Business Intelligence Developer, and with at least 2 years' experience working with MS SQL. Experience and knowledge of any BI tools (e.g. MS Power BI) will be an added advantage. Skills And Competencies: Advanced knowledge and experience in relational databases. Strong communication skills, presentations and report writing. Proficiency in MS SQL including ETL (SSIS), T-SQL, and experience with data warehousing technologies. Proficiency in MS Excel. Knowledge of data modelling techniques. Strong understanding of data management principles, including data integration, and data security. Ability to troubleshoot and resolve issues related to data warehouse performance and data quality. The ability to work effectively with other team members and stakeholders to understand their data requirements and ensure the data warehouse meets these needs. Ability to design, analyse, and interpret complex data warehouse structures and schemas. Experience in database design for data warehouse and business intelligence applications, including relational database structures and normal forms. Responsiveness, Team Player, Interpersonal Skill, Communication, Collaboration, Planning and Organising, Problem Solving and Decision Making and Project Management.

**DUTIES**

: Business Analysis: Analysis of requests for automation of business process that have a financial implication. Conduct business requirements needs analysis. Reviewal of and reengineering of business processes related to financial systems that require process improvement. Define reporting and alerting requirements of stakeholders as well as key reporting points and metrics to be tracked. Analysis of requests for financial systems data to identify common areas that require standardised reporting - Provide input into the enhancement of the financial information systems data warehouse standard operating procedures. Support In Identifying Relevant Data Sources and Extract Transform and Load Data for the Financial Information Systems Data Warehouse; Assist in identifying relevant data sources for the financial information systems data warehouse. integrate data from various sources into the financial information systems data warehouse, ensuring consistency and accuracy. Develop and manage ETL (Extract, Transform, Load) processes to move and transform data between systems. Cleanse, import, and store data into the financial information systems data warehouse. - Implement and maintain mechanisms to ensure the quality and accuracy of data within the financial information systems data warehouse. Implement and manage data security measures to protect sensitive data. Analyse The Data in the Financial Information Systems Data Warehouse; Optimize financial information systems data warehouse performance to ensure fast and efficient data retrieval. Monitor and analyse data using Business Intelligence tools and techniques. Design data models to accurately represent business processes and support data analysis. Collaborate with the relevant internal and external stakeholders to ensure the financial information systems data warehouse meets these needs. Manage data requests to ensure prioritisation of stakeholders and timeous responses. Work as a member of the financial information systems data warehouse team to deliver business intelligence information to the stakeholders in a timeous manner. Assist in the analysis of the data in the financial information systems data warehouse to determine trends / patterns and potential anomalies that require further review. Development and maintenance of standardised reports based on identified trends and patterns. Project Management and Functional Support (Training); Providing project management support to FIS and related project and data initiatives. Provide

project administration. Ensuring that all project activities are accurately documented. Monitoring project implementation against planned targets. Escalation of project delays. Supporting project implementation and Change Management initiatives. Development of required training material related to project implementation and data initiatives. Provision of Functional support and training of users. Training of users on the data provided in response to requests for information and how to use available tools e.g. MS Excel and PowerBI etc. Administration; Communication of plans and unit performance to critical stakeholders. Maintain knowledge systems by keeping updated records of all critical business processes. Annual Performance Plan (APP) and Operational Plans are developed and implemented within the set standards. Work from the unit (letters, memos, plans, reports) is of acceptable levels of quality and within the timeframes agreed in the service standards. Provide input into the quarterly reporting of the performance of the financial information systems data warehouse unit. Comply with standard administrative responsibilities.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: [erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za). (NB: For Technical Glitches Only – NO CVs).

**NOTE** : EE Target: African Male / Indian Male / Female

**POST 17/189** : **SENIOR STATE ACCOUNTANT: SALARIES ADMINISTRATION REF NO: PT 15/05/2025**

Purpose: To render sound and effective salary administration and payroll management.

**SALARY CENTRE REQUIREMENTS** : R397 116 per annum (Level 08)  
: Bhisho

A Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Financial Accounting/ Financial Management/ Public Finance coupled with Minimum of 2 years' experience in Salary Administration environment at the minimum of salary level 6 or higher. Extensive understanding of BAS and PERSAL system. BAS and PERSAL Certificates are essential. Skills And Competencies: Knowledge of government prescripts and financial administration process. Knowledge and understanding legislative framework e.g. DORA, PFMA. Extensive understanding of BAS and LOGIS systems. Project Management. Interpersonal Relations. Planning and Execution. Decision Making. Analytical Thinking. People Management. Communication (verbal & written). Computer Literate

**DUTIES** : Payment Of Salaries and Deductions of Payments to third Parties: Recall salaries to avoid salary overpayment and to avoid unnecessary debt. Ensure that bond instalments are paid over to the staff when returned by the bank due to closed accounts. Ensure that salaries are paid over to staff when returned by the bank due to closed bank accounts or incorrect banking details. Distribute payrolls to pay point managers. Investigate unidentified debt deductions. Facilitate Clearance and Reconciliation of Suspense Accounts: Facilitate clearance of all salary related suspense accounts and ensure that all suspense accounts are reduced at month end and year end. Ensure that all suspense accounts are cleared and reconciled and the balances monitored to ensure that they become zero at month end and year end. File records of signed suspense accounts. Perform tax reconciliation returns. Facilitate Compilation of Journals, Preparing Bas Payment Advice Journals and Payment of Travel Allowance: Check documents before payments. Ensure that form is compiled for payment and journal in accordance with departmental standards / legislative requirements Calculate and ensure that all leave discounting, leave gratuity and S&T allowances are paid in accordance with the legislative requirements or departmental standards. Capture all salary inputs e.g. advances, S&T and all allowances within the open month. Implement salary deductions. Capture officials banking details. Provide Administration Support Services. Attend to queries or complaints and ensure queries are rectified within the next open month.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: [erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za). (NB: For Technical Glitches Only – NO CVs).

**NOTE** : EE Target: African Male / Indian Male / Indian Female  
This Post Is Preferable for a person with Disability

<b><u>POST 17/190</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: GOVERNMENT INFORMATION AND COMMUNICATION TECHNOLOGY MANAGEMENT REF NO: PT 16/05/2025</u></b>
		Purpose; To render administrative and office support services to the Government Information and Communication Technology Management.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum (Level 07)
	:	Bhisho
	:	A Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Office Administration / Information Technology coupled with Minimum of 2 years' experience in administration environment. Skills And Competencies: Understanding of legislative framework that governs the Public Service. Knowledge and application of departmental policies. Understanding and application of procurement policies. Supply Chain Management Policies & Practices. Risk Management Policies & Practices. Budget Submission. Basic Knowledge of Financial Administration. Asset Management Policies & Practices. Financial Management, Good Telephone Etiquette, Report Writing, Planning & Organising, Good People Skills, Problem Solving, Communication (written and verbal).
<b><u>DUTIES</u></b>	:	Provide Secretarial / Receptionist Support Service to The Director: Receive telephone calls, Perform advanced typing for the Director, Operate and ensure that office equipment is in good working order. Record engagements for the Director. Coordinate and sensitize / advises Director regarding engagements. Compile Schedules of all appointments. Render Administrative Support Services to The Directorate: Ensure effective flow of information and review documents from and to the office of the Director. Ensure safe keeping all documentation in the office of the Director in line with relevant legislation and policies. Obtain inputs and compile Directorate Reports. Progress Reports, Monthly Reports, Management Reports, Scrutinise routine submissions / reports and make notes for the Director. Respond to enquiries received internal and from external stakeholders. Draft document as required. File documents for the Director and the Directorate where required. Collects, analyse and collates information requested by the Director. Clarifies instructions and notes on behalf of the Director. Coordinate travel arrangements on behalf of the Director. Prioritise issues in the office of the Director. Manage leave register and telephone accounts for the Unit. Administer procurement of standard items (stationery & refreshments) for the Office of the Director. Obtain necessary signatures on documents and items like procurement and monthly salary reports. Coordinates the submission of Annual Performance Agreements and Performance Assessments for the Directorate. Provide Support to the Director Regarding Directorate's Meetings: Scrutinise documents to determine actions / information/ other documents required for the meeting. Collects and compiles necessary documents for the Director to inform him / her on the contents. Record minutes / decisions and communicates to relevant role players, follow-up on progress made. Prepare briefings notes for the Director as required. Coordinates logistical arrangements for the meetings when required. render relevant ict support services to the ICT directorate: Provide support and required facilitation for the ICT Governance, infrastructure and network, applications, ICT security as well as service and operations management sub-directorates. Provide Financial Administration Support Services For The Directorate: Collects and coordinate all documents related to the Directorates budget. Assist the Directorate in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and alert Director of possible over – and under spending. Check and collates BAS reports and ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consult with the Director and compile draft memo for this purpose.
<b><u>ENQUIRIES</u></b>	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: <a href="mailto:erecruitmentenquiries@ectreasury.gov.za">erecruitmentenquiries@ectreasury.gov.za</a> . (NB: For Technical Glitches Only – NO CVs).
<b><u>NOTE</u></b>	:	This post is preferable for a person with disability EE Target: African Male / Indian Male / Female

<b><u>POST 17/191</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: FINANCIAL ASSET &amp; LIABILITIES</u></b> <b><u>MANAGEMENT REF NO: PT 17/05/2025</u></b> Purpose: To Render Secretarial, Clerical and Administrative Support Services to the Directorate
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	A Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Office Administration / Commerce coupled with Minimum of 2 years' experience in Administration environment. Skills And Competencies: Understanding of legislative framework that governs the Public Service. Knowledge and application of departmental policies. Understanding and application of procurement policies. Supply Chain Management Policies & Practices. Risk Management Policies & Practices. Budget Submission. Basic Knowledge of Financial Administration. Asset Management Policies & Practices Financial Management. Good Telephone Etiquette. Report Writing. Planning & Organising, Good People Skills. Problem Solving. Communication (written and verbal). Microsoft Office skills. Computer knowledgeable.
<b><u>DUTIES</u></b>	:	Provide Secretarial / Receptionist Support Service to the Director: Receive telephone calls, Perform advanced typing for the Director, Operate and ensure that office equipment is in good working order. Record engagements for the Director. Coordinate and sensitize / advises Director regarding engagements. Compile Schedules of all appointments. Render Administrative Support Services to the Directorate: Ensure effective flow of information and review documents from and to the office of the Director. Ensure safe keeping of all documentation in the office of the Director in line with relevant legislation and policies. Obtain inputs and compile Directorate Reports. Progress Reports, Monthly Reports, Management Reports, Scrutinise routine submissions / reports and make notes for the Director. Respond to enquiries received internal and from external stakeholders. Draft document as required. File documents for the Director and the Directorate where required. Collects, analyse and collates information requested by the Director. Clarifies instructions and notes on behalf of the Director. Coordinate travel arrangements on behalf of the Director. Prioritise issues in the office of the Director. Manage leave register and telephone accounts for the Unit. Administer procurement of standard items (stationery & refreshments) for the Office of the Director. Obtain necessary signatures on documents and items like procurement and monthly salary reports. Coordinates the submission of Annual Performance Agreements and Performance Assessments for the Directorate. Provide Support to the Director Regarding Meetings and Directorate's Meetings: Scrutinise documents to determine actions / information/ other documents required for the meeting. Collects and compiles necessary documents for the Director to inform him / her on the contents. Record minutes / decisions and communicates to relevant role players, follow-up on progress made. Prepare briefings notes for the Director as required. Coordinates logistical arrangements for the meetings when required. Support Director with The Administration of the Directorate's Budget: Collects and coordinates all documents related to the Directorate budget. Assist Director in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor's expenditure and alerts Director of possible over – and under spending. Check BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consult with the Director and compiles draft memo for this purpose. Compiles the Directorate's monthly In-Year Monitoring Reports.
<b><u>ENQUIRIES</u></b>	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: <a href="mailto:erecruitmentenquiries@ectreasury.gov.za">erecruitmentenquiries@ectreasury.gov.za</a> . (NB: For Technical Glitches Only – NO CVs).
<b><u>NOTE</u></b>	:	This post is preferable for a person with disability. EE Target: African Male / Indian Male / Female
<b><u>POST 17/192</u></b>	:	<b><u>PROVISIONING ADMIN CLERK: LOGISTICS AND ASSET MANAGEMENT</u></b> <b><u>REF NO: PT 18/05/2025</u></b> Purpose: To render administrative support in the provision of Asset & Fleet Management Services in the Department
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Bhisho

<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate coupled with Minimum of 1 year experience in Supply Chain / Asset Management environment. National Diploma (NQF Level 6 as recognised by SAQA) in Commerce / SCM / Procurement / Logistics / Public Management will be used as an added advantage. Extensive understanding with LOGIS Certificate (s) are essential). Skills and Competencies: Computer literacy; Interpersonal relations; Decision making; Diversity citizenship; Communication skills (verbal and written); Problem analysis; Self-management; Team membership; Technical proficiency. Movable Asset Management. Procedure on internal and external transfers of assets. Physical verification. Disposal procedure. Safeguarding, Theft and losses management. LOGIS, BAS, Reconciliation. Planning and organising, Computer Literate.
<b><u>DUTIES</u></b>	:	Provide Support Services on Asset and Fleet Management Services in the Department: Assist with the implementation of policies and procedures to minimize risks of losses and promotion of effective management of departmental assets. Maintain and update departmental asset register. Perform stock counting, verification and evaluation of departmental assets. Ensure marking and bar-coding of all new assets in the Department. Perform asset reconciliation with accounting systems. Identify and report redundant, broken obsolete assets that are due for disposal. 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 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 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. Skills And Competencies: Knowledge of Public Service Act, Public Service Regulations, Treasury Regulations, Asset Management framework and policies.
<b><u>ENQUIRIES</u></b>	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: <a href="mailto:erecruitmentenquiries@ectreasury.gov.za">erecruitmentenquiries@ectreasury.gov.za</a> . (NB: For Technical Glitches Only – NO CVs).
<b><u>NOTE</u></b>	:	This Post Is Preferable for a person with disability. EE Target: African Female /Coloured Male or Female/ White Male or Female

**INTERNSHIP PROGRAMME FOR 24 MONTHS  
PERIOD: 2025/26-2026/27**

<b><u>POST 17/193</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT REF NO: PT. 19 /05 /2025(X1 INTER)</u></b>
<b><u>STIPEND</u></b>	:	R94 326.per annum
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Supply Chain related studies/ Logistics / Accounting.
<b><u>ENQUIRIES</u></b>	:	Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092 For E-Recruitment Enquiries, send an email to: <a href="mailto:erecruitmentenquiries@ectreasury.gov.za">erecruitmentenquiries@ectreasury.gov.za</a>
<b><u>POST 17/194</u></b>	:	<b><u>ORGANISATIONA DEVELOPMENY &amp; CHANGE MANAGEMENT REF NO: PT. 20 /05 /2025 (X1 INTERN)</u></b>
<b><u>STIPEND</u></b>	:	R94 326.per annum
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Operations Management / Work Study / Management Services.
<b><u>ENQUIRIES</u></b>	:	Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092

For E-Recruitment Enquiries, send an email to:  
[erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za)

**POST 17/195** : **STRATEGY & SYSTEMS, MONITORING & EVALUATION REF NO: PT. 21 /05 /2025 (X2 INTERS)**

**STIPEND** : R94 326.per annum  
**CENTRE** : Bhisho  
**REQUIREMENTS** :

National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Public Administration / Business Administration with a specialisation in Planning or Monitoring & Evaluation / Economics / Data Science / Project Management.

**ENQUIRIES** : Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092  
 For E-Recruitment Enquiries, send an email to:  
[erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za)

**POST 17/196** : **FINANCIAL MANAGEMENT REF NO: PT. 22 /05 /2025 (X1 INTERN)**

**STIPEND** : R94 326.per annum  
**CENTRE** : Bhisho  
**REQUIREMENTS** :

National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Financial Accounting / Cost & Management Accounting / Internal Auditing / Financial Information Systems.

**ENQUIRIES** : Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092  
 For E-Recruitment Enquiries, send an email to:  
[erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za)

**POST 17/197** : **HUMAN RESOURCE ADMINISTRATION SERVICES REF NO: PT. 23 /05 /2025 (X1 INTERN)**

**STIPEND** : R94 326.per annum  
**CENTRE** : Bhisho  
**REQUIREMENTS** :

National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Archives and Records Management.

**ENQUIRIES** : Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092  
 For E-Recruitment Enquiries, send an email to:  
[erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za)

**POST 17/198** : **BUDGET MANAGEMENT ECONOMIC CLUSTER REF NO: PT. 24 /05 /2025 (X3 INTERS)**

**STIPEND** : R94 326.per annum  
**CENTRE** : Bhisho  
**REQUIREMENTS** :

National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Economics Finance / Public Finance / BCom Accounting.

**ENQUIRIES** : Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092  
 For E-Recruitment Enquiries, send an email to:  
[erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za)

**POST 17/199** : **INFRASTRUCTURE MANAGEMENT REF NO: PT. 25 /05 /2025 (X1 INTERN)**

**STIPEND** : R94 326.per annum  
**CENTRE** : Bhisho  
**REQUIREMENTS** :

National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Construction Management / Quantity Surveying.

**ENQUIRIES** : Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092  
 For E-Recruitment Enquiries, send an email to:  
[erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za)

**POST 17/200** : **PUBLIC ENTITIES REF NO: PT. 26 /05 /2025 (X2 INTERS)**

**STIPEND** : R94 326.per annum  
**CENTRE** : Bhisho

<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in BCom Economics / Financial Management / BCom Accounting.
<b><u>ENQUIRIES</u></b>	:	Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092 For E-Recruitment Enquiries, send an email to: <a href="mailto:erecruitmentenquiries@ectreasury.gov.za">erecruitmentenquiries@ectreasury.gov.za</a>
<b><u>POST 17/201</u></b>	:	<b><u>FISCAL POLICY REF NO: PT. 27 /05 /2025 (X1 INTERN)</u></b>
<b><u>STIPEND</u></b>	:	R94 326.per annum
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in BCom Economics / Financial Management / BCom Accounting.
<b><u>ENQUIRIES</u></b>	:	Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092 For E-Recruitment Enquiries, send an email to: <a href="mailto:erecruitmentenquiries@ectreasury.gov.za">erecruitmentenquiries@ectreasury.gov.za</a>
<b><u>POST 17/202</u></b>	:	<b><u>CLIENT SUPPORT REF NO: PT. 28 /05 /2025 (X2 INTERNS)</u></b>
<b><u>STIPEND</u></b>	:	R94 326.per annum
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Supply Chain Management / Information Systems / Information Technology / Public Administration.
<b><u>ENQUIRIES</u></b>	:	Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092 For E-Recruitment Enquiries, send an email to: <a href="mailto:erecruitmentenquiries@ectreasury.gov.za">erecruitmentenquiries@ectreasury.gov.za</a>
<b><u>POST 17/203</u></b>	:	<b><u>INFRASTRUCTURE REF NO: PT. 29 /05 /2025 (X2 INTERS)</u></b>
<b><u>STIPEND</u></b>	:	R94 326.per annum
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in BSC / Quantity Surveying / Construction Management / Civil Engineering / Architecture.
<b><u>ENQUIRIES</u></b>	:	Ms B Ndayi Tel No: 060 5735 574 / Ms Nokuzola Cloete 0837351092 For E-Recruitment Enquiries, send an email to: <a href="mailto:erecruitmentenquiries@ectreasury.gov.za">erecruitmentenquiries@ectreasury.gov.za</a>
<b><u>POST 17/204</u></b>	:	<b><u>STRATEGIC PROCUREMENT &amp; TRANSVERSAL CONTRACTS REF NO: PT. 30 /05 /2025 (X2 INTERS)</u></b>
<b><u>STIPEND</u></b>	:	R94 326.per annum
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Financial Information System / Law.
<b><u>ENQUIRIES</u></b>	:	Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092 For E-Recruitment Enquiries, send an email to: <a href="mailto:erecruitmentenquiries@ectreasury.gov.za">erecruitmentenquiries@ectreasury.gov.za</a>
<b><u>POST 17/205</u></b>	:	<b><u>PROVINCAIL MOVABLE &amp; IMMOVABLE ASSET MANAGEMENT REF NO: PT. 31 /05 /2025 (X2 INTERNS)</u></b>
<b><u>STIPEND</u></b>	:	R94 326.per annum
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Accounting / Finance / BCom Accounting.
<b><u>ENQUIRIES</u></b>	:	Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092 For E-Recruitment Enquiries, send an email to: <a href="mailto:erecruitmentenquiries@ectreasury.gov.za">erecruitmentenquiries@ectreasury.gov.za</a>
<b><u>POST 17/206</u></b>	:	<b><u>FINANCIAL INFORMATION SYSTEMS REF NO: PT 32 /05 /2025 (X2 INTERNS)</u></b>
<b><u>STIPEND</u></b>	:	R94 326.per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	Bhisho
<b><u>ENQUIRIES</u></b>	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in FIS / ICT / HR / SCM / Finance Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092 For E-Recruitment Enquiries, send an email to: <a href="mailto:erecruitmentenquiries@ectreasury.gov.za">erecruitmentenquiries@ectreasury.gov.za</a>
<b><u>POST 17/207</u></b>	:	<b><u>TRANSVERSAL RISK MANAGEMENT REF NO: PT. 33 /05 /2025 (X1 INTERN)</u></b>
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	R94 326.per annum Bhisho
<b><u>ENQUIRIES</u></b>	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 /Postgraduate Diploma NQF level 8) as recognised by SAQA) in Risk Management / Internal Auditing / Accounting. Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092 For E-Recruitment Enquiries, send an email to: <a href="mailto:erecruitmentenquiries@ectreasury.gov.za">erecruitmentenquiries@ectreasury.gov.za</a>
<b><u>POST 17/208</u></b>	:	<b><u>MEDICO LEGAL REF NO: PT. 34 /05 /2025 (X5 INTERNS)</u></b>
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	R94 326.per annum Bhisho
<b><u>ENQUIRIES</u></b>	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in LLB Legal related / ICT / Public Administration Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092 For E-Recruitment Enquiries, send an email to: <a href="mailto:erecruitmentenquiries@ectreasury.gov.za">erecruitmentenquiries@ectreasury.gov.za</a>
<b><u>POST 17/209</u></b>	:	<b><u>MUNICIPAL FINANCIAL MANAGEMENT REF NO: PT. 35 /05 /2025 (X1 INTERN)</u></b>
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	R94 326.per annum Chris Hani District
<b><u>ENQUIRIES</u></b>	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Financial Management. Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092 For E-Recruitment Enquiries, send an email to: <a href="mailto:erecruitmentenquiries@ectreasury.gov.za">erecruitmentenquiries@ectreasury.gov.za</a>
<b><u>POST 17/210</u></b>	:	<b><u>MUNICIPAL FINANCIAL MANAGEMENT REF NO: PT. 36 /05 /2025 (X2 INTERNS)</u></b>
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	R94 326.per annum Alfred Nzo District
<b><u>ENQUIRIES</u></b>	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Finance / Economics. Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092 For E-Recruitment Enquiries, send an email to: <a href="mailto:erecruitmentenquiries@ectreasury.gov.za">erecruitmentenquiries@ectreasury.gov.za</a>
<b><u>POST 17/211</u></b>	:	<b><u>MUNICIPAL FINANCIAL MANAGEMENT REF NO: PT. 37 /05 /2025 (X2 INTERNS)</u></b>
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	R94 326.per annum Amathole District
<b><u>ENQUIRIES</u></b>	:	National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Commerce (Accounting, General Accounting, Internal Auditing, Economics with Accounting 3 and Local Government). Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092 For E-Recruitment Enquiries, send an email to: <a href="mailto:erecruitmentenquiries@ectreasury.gov.za">erecruitmentenquiries@ectreasury.gov.za</a>

**POST 17/212** : **MUNICIPAL FINANCIAL MANAGEMENT REF NO: PT 38 /05 /2025 (X2 INTERNS)**

**STIPEND** : R94 326 per annum  
**CENTRE** : Sarah Baartman District  
**REQUIREMENTS** : National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Municipal Budget / Internal Audit / Risk Management / Accounting / Supply Chain Management.

**ENQUIRIES** : Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092  
For E-Recruitment Enquiries, send an email to: [erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za)

**POST 17/213** : **MUNICIPAL FINANCIAL MANAGEMENT REF NO: PT. 39 /05 /2025 (X1 INTERN)**

**STIPEND** : R94 326, per annum  
**CENTRE** : OR Tambo District  
**REQUIREMENTS** : National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Municipal Budget / Internal Audit / Risk Management / Accounting / Supply Chain Management.

**ENQUIRIES** : Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092  
For E-Recruitment Enquiries, send an email to: [erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za)

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

**APPLICATIONS** : The applications must be submitted to the via one of the following options: (i) Recruitment Centre, Community Safety P/BagX0057, Bisho, 5605, or (ii) Hand Deliver to: The Department of Community Safety, Corner Independence Avenue and Circular Drive, Bisho, ERF 5000 Building, 5605, or (iii) use the provincial e-Recruitment system available at: <https://erecruitment.ecotp.gov.za/> (to view the vacancies without logging-in click on: Jobs). The e-Recruitment System is available 24/7 and closes at 23:59 on the Closing Date. Report any e-recruitment challenges; activation of profile, password resets, etc by sending an email with your ID Number, profile email address, details of the challenge to: [Yandisa.Singqandu@ecdspd.gov.za](mailto:Yandisa.Singqandu@ecdspd.gov.za). Applications submitted via this email address will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday. Applicants are encouraged to submit using the e-recruitment system

**ENQUIRIES** : can be directed to Mr. Y Singqandu Tel No: (043) 605-5110/5101  
**CLOSING DATE** : 06 June 2025. No late/ Faxed/ Posted, Hand-delivered, and e-Mailed applications will be accepted except where specified

**NOTE** : Applications must be submitted on a duly complete New Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents), e-Recruitment System automatically generates Z83 immediately you apply. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications, the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on

or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications)

#### **OTHER POST**

<b><u>POST 17/214</u></b>	:	<b><u>SENIOR DATA CAPTURER EPWP REF NO: DSD 01/05/2025</u></b> (12 Months Contract)
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07), plus 37% in lieu of benefits
<b><u>CENTRE</u></b>	:	Qonce
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Social Science/Public Administration/Management/ Information Management Systems/ relevant equivalent qualification. A minimum of 2-3 years' relevant experience in the Expanded Public Works Programme. A valid driver's license is a prerequisite. Competencies: Knowledge of the Public Employment Programmes or Expanded Public Works Programme (EPWP). An understanding of government legislation, policies, and procedures. Must be good in Excel spreadsheets backed by sound numerical and analytical knowledge. Good communication skills. Innovative thinking ability as well as problem-solving skills. Sound interpersonal and Organisational skills. Sound personal values in terms of honesty, integrity and confidentiality. Be Computer Literate.
<b><u>DUTIES</u></b>	:	Provide technical support in the collection of reports from all Departmental Programmes and Districts. Contribute towards the realisation of the EPWP targets by utilizing the EPWP reporting tools. Provide exception reports on data received and captured. Develop lists of EPWP reports expected. Ensure accurate and consistent capturing of projects and work opportunities. Reconcile reports received vs expected and advise management on outstanding reports. Provide technical support in the capturing of all allocated EPWP projects and work opportunities from Programmes and Districts. Assist with the preparation of inputs to meet the Departmental reporting mandate. Conduct data quality assurance.
<b><u>ENQUIRIES</u></b>	:	enquiries may be directed to Mr Y Singqandu Tel No: (043) 605 5042 e-Recruitment Technical Support: <a href="mailto:Yandisa.Singqandu@ecdsd.gov.za">Yandisa.Singqandu@ecdsd.gov.za</a>

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

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

<b><u>APPLICATIONS</u></b>	:	Quoting the reference number, must be forwarded to Mrs S Hlekiso, Private Bag X02, Bloemfontein, 9301 or delivered by Hand to Mrs S Hlekiso in Room 228, 2nd Floor, Admin Building, Glen Email: <a href="mailto:recruitment@dard.gov.za">recruitment@dard.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	06 June 2025
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z.83, obtainable from any Public Service Department. Only shortlisted candidates will submit transcript of results, Qualification certificates, driver's license, identity document and a C.V. Shortlisted candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are requested to complete the Z83 form properly and in full. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial / asset record check, qualification / study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. For more details on the pre-entry course visit: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> .

**MANAGEMENT ECHELON**

<b><u>POST 17/215</u></b>	:	<b><u>DIRECTOR: XHARIEP DISTRICT REF NO: DIR/XHARIEP</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 per annum (Level 13). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance
<b><u>CENTRE REQUIREMENTS</u></b>	:	Xhariep District: Trompsburg An appropriate NQF level 7 qualification in Agriculture. 5 years of experience at a deputy director / senior managerial level in the agricultural extension and advisory services and related environment. Valid driver's license (code B). Compulsory Nyukela SMS pre-entry certificate (submitted prior to appointment).
<b><u>DUTIES</u></b>	:	Strategically guide, manage and coordinate all activities in the district towards ensuring the effective and efficient functioning of the district which includes inter alia: i.e. Agricultural Extension and Advisory Services; Soil Conservation Services; Food Security; Economic Development Services, Engineering Services and Administrative Support Services. Manage District agricultural projects. Manage the provisioning of all agricultural specific interventions and engineering support. Participate in and strategically guide and lead the district to review and/or develop the departmental 5 year Strategic Plan. Ensure the successful implementation of commitments emanating from Injunctions relevant to the district. Ensure that the district operation plan is developed signed off and implemented. Monitor and report on the extent to which the district

achieve its strategic objectives, targets and other priorities and commitments as per the APP / National and Provincial programmes of action. Contribute to the development of policies and manage the implementation thereof. Manage the provisioning of administrative support services to the district, including Veterinary Services through liaison with the Veterinary Services Directorate. Manage the resources of the district. Ensure sound financial management and control as well as supply chain management services within the district to the extent to which such has been delegated. Strengthen integrity management within the department e.g. to prevent and manage unauthorized, irregular, fruitless and wasteful expenditure. Ensure compliance with key legislatives and other regulation requirements applicable to the district and the department.

**ENQUIRIES**

:

Mr G Madiba at 064 063 6910

**POST 17/216**

:

**DIRECTOR: THABO MOFUTSANYANA DISTRICT REF NO: DIR/DISTRICT**

**SALARY**

:

R1 216 824 per annum (Level 13). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance

**CENTRE REQUIREMENTS**

:

Thabo Mofutsanyana District: Qwa Qwa

:

An appropriate NQF level 7 qualification in Agriculture. 5 years of experience at a deputy director / senior managerial level in the agricultural extension and advisory services and related environment. Valid driver's license (code B). Compulsory Nyukela SMS pre-entry certificate (submitted prior to appointment).

**DUTIES**

:

Strategically guide, manage and coordinate all activities in the district towards ensuring the effective and efficient functioning of the district which includes inter alia: i.e. Agricultural Extension and Advisory Services; Soil Conservation Services; Food Security; Economic Development Services, Engineering Services and Administrative Support Services. Manage District agricultural projects. Manage the provisioning of all agricultural specific interventions and engineering support. Participate in and strategically guide and lead the district to review and/or develop the departmental 5 year Strategic Plan. Ensure the successful implementation of commitments emanating from Injunctions relevant to the district. Ensure that the district operation plan is develop signed off and implemented. Monitor and report on the extent to which the district achieve its strategic objectives, targets and other priorities and commitments as per the APP / National and Provincial programmes of action. Contribute to the development of policies and manage the implementation thereof. Manage the provisioning of administrative support services to the district, including Veterinary Services through liaison with the Veterinary Services Directorate. Manage the resources of the district. Ensure sound financial management and control as well as supply chain management services within the district to the extent to which such has been delegated. Strengthen integrity management within the department e.g. to prevent and manage unauthorized, irregular, fruitless and wasteful expenditure. Ensure compliance with key legislatives and other regulation requirements applicable to the district and the department.

**ENQUIRIES**

:

Mr G Madiba at 064 063 6910

**POST 17/217**

:

**DIRECTOR: SUSTAINABLE RESOURCE MANAGEMENT REF NO: SRM**

**SALARY**

:

R1 216 824 per annum (Level 13). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance

**CENTRE REQUIREMENTS**

:

Glen

:

An appropriate NQF level 7 qualification in the relevant fields of Engineering / Sustainable Resource Management. 5 years of experience at a deputy director / senior managerial level in the relevant environment. Valid driver's license (code B). Compulsory Nyukela SMS pre-entry certificate (submitted prior to appointment).

**DUTIES**

:

Manage the provision of engineering services. Promote sustainable Land Care. Promote the implementation of sustainable use and management of

land. Manage Agricultural Risk and Disaster Management Plan, Manage & co-ordinate all resources (e.g. human, finance, equipment, etc.) of the Directorate. Provide inputs to provincial policies on all aspects relating to service delivery and ensure implementation of all policies which will enable the Department to fulfil its role in delivering a service in line with the strategic plan to communities / clients. Ensure partnership and coordination with relevant role players to enhance service delivery. Advise the Chief Director: Agricultural Development Support on all matters in order to ensure informed decision making and forward planning. Participate in the development of the 5 year strategic plan, the Annual Performance Plan and Operational Plan for the Directorate. Monitor the implementation of SRM matters and report monthly, quarterly and annually to enhance the overall performance of the Directorate.

## **ENQUIRIES**

: Dr K Mojapelo at 072 711 1809

## **OTHER POSTS**

## **POST 17/218**

: **ASSISTANT DIRECTOR: ACADEMIC PROGRAMME REF NO: AD/COLLEGE (X3 POSTS)**

## **SALARY CENTRE**

: R582 444 per annum (Level 10)

: Glen College of Agriculture:

Animal Production (X1 Post)

Crop Production (X1 Post)

Agri-Business, Extension and Rural Development) (X1 Post)

## **REQUIREMENTS**

: Appropriate NQF Level 9 (Masters) Degree in Agriculture. 6 years lecturing experience in a higher education environment. Driver's license. Recommendation: A qualification in Education, e.g. Post-graduate Certificate in Education / Diploma in Higher Education will be an added advantage. Registration as assessor and moderator.

## **DUTIES**

: Manage the development and implementation of the academic curriculum for the specific disciplines according to the relevant quality standards which would, inter alia, include the following: Ensure alignment of curriculum/course material with requirements set for academic institutions and practical requirements; Participate in peer reviewing of study material and presentations; Conduct quality control on syllabus guides, lesson plans and presentations for practical, theoretical and/or short courses; Ensure that assessment and moderation of assessments takes place in accordance with the required standards (e.g. Council for Higher Education Standards); Ensure peer/student/module/lecturer evaluations; Oversee the implementation of the capacity building plan. Oversee and conduct classes which would, inter alia, include the following: Prepare practical and theoretical lecturing material and study aids; Present lectures and tutorials; Oversee the compilation of question papers and memorandums for assessments; Grade answer sheets, papers and assignments; Statistical analysis of results; Invigilate during exams and tests as required; Support students through an advisory and consultative role; Moderation of exams as required; Monitor the presentation of classes in accordance with the approved time-table. Manage the presentation of short courses / vocational training to HET students and other stakeholders which would, inter alia, include the following: - Ensure the availability of Lecturers to present short courses / vocational training in collaboration with Further Education and Training (FET) at the College; Ensure the provision of sufficient quantity and quality of course material and practical training material and equipment (fleece, livestock, equipment, etc.); Manage the applied & information research conducted by lecturing staff at the Agricultural Training Institute on production units: - Review the identification of relevant new information and technology for incorporation in course material. Oversee the presentation of findings of research at relevant platforms. Oversee the provision of verbal and written advice and assistance to farmers in subject field. Manage administrative and extracurricular functions which would, inter alia, entail the following: Give input towards policy; Participate in Strategic and operational planning. Oversee the planning regarding governance, academic, facilities, financial and other related issues; Oversee the Compilation of time tables; Serve on various committees (including governance committees) (e.g. subject academic committees etc.); Compile and submit monthly and quarterly reports; HR responsibility including: Manage subordinates; Development of subordinates; Maintain discipline; Plan and prioritize work of subordinates; Performance management. Monitor expenditure and utilization of assets;

		Comply with the Public Service prescripts; Keep abreast of the applicable prescripts, policies, procedures, technologies and new developments in the subject field. Oversee the planning and execution of ATI events such as open days, parent weekends, career exhibitions and information days; Undertake continuous professional development and participate in staff training activities.
<b><u>ENQUIRIES</u></b>	:	Ms W Mngwambe at 072 0831672
<b><u>POST 17/219</u></b>	:	<b><u>AGRICULTURAL ADVISOR REF NO: AA (X13 POSTS)</u></b> (3 Year Contract)
<b><u>SALARY CENTRE</u></b>	:	R397 116 per annum (Level 08)
	:	Glen
		Xhariep District: Jacobsdal and Philipolis
		Mangaung Metro: Botshabelo
		Thabo Mofutsanyana District: Vrede, Warden, Petrusteyn, Bethlehem, Ficksburg and Ladybrand
		Lejweleputswa District: Welkom, Hoopstad and Virginia
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an NQF Level 8 qualification in Agriculture or equivalent appropriate tertiary qualification as recognised by SAQA. No experience required. Compulsory registration with a South African Council Natural Scientific Professions National professional body (SACNASP) or other applicable and recognised statutory body. Valid driver's license (with exception of people with disabilities)
<b><u>DUTIES</u></b>	:	Implement identified agricultural development programmes: Conduct situation analysis to identify the real needs; Develop action plans which includes establishing possible solutions and determining resources required; Facilitate the implementation of best practices and technologies; Monitor agricultural development programs. Facilitate access to supporting structures (e.g. transport, market access, municipal services, water and electricity, Government funded projects etc.) and promote record keeping by all clients. Render scientific and technical agricultural extension services to internal and external clients: Facilitate the development of farm business plans; Provide support for the implementation of projects (e.g. CASP, Ilima, etc.); Conduct/facilitate demonstrations of farming/production methods to ensure efficient utilization of resources like soil, water, veld, money, etc.; Present/organise farmers days, information sessions etc.; Conduct regular farm visits and use visitation tools for impact assessment; Provide functional inputs as required by departmental staff; Attend and arrange farmers meeting in the area of operations. Obtain advice/services from relevant specialists (e.g. Professional Scientist, Engineering and Economist etc.) and establish networks and linkages with all relevant stakeholders. Provide support for the development of research and training activities: Identify research and training needs of clients; Empower and build capacity of producers, commodity groups to ensure self-reliance; Facilitate access to farmer training based on the training needs; Monitor the application of new skills/knowledge acquired by clients and provide information on production constraints to the Subject Matter Specialist for further action. Perform administrative and related functions which would, inter alia, entail the following: Keep relevant databases (including a register of farmers within area of operation) up to date; Compile and submit monthly, quarterly reports and other periodic reports as may be required; Provide guidance to internal clients, co-workers etc.; Comply with the Public Service prescripts and departmental policies. Safe keeping of physical assets (where applicable); Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective extension service. Ensure service delivery through appropriate utilization of designated ICT tools/systems: Source new information technology required from inputs from specialists and make use of decision support tools as required; Make use of the applicable information and communication tools as determined by government.
<b><u>ENQUIRIES</u></b>	:	Ms N F Ngulube at 079 228 1042

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF EDUCATION**

**APPLICATIONS**

: Applications must be hand delivered or posted to the relevant district offices and Head office where the post is advertised OR apply online at <https://jobs.gauteng.gov.za/>. Please see the address below:

**Head Office (HO)** Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg, 2001. Enquiries: Check Enquiries on the advert.

**Districts Ekurhuleni North (EN)** Physical Address: 78 Howard Avenue, Munpen Building, BENONI Postal Address: Private Bag X059, Benoni, 1500. Enquiries: Ms Emily Mochela Tel No: (011) 746-8190.

**District Ekurhuleni South (ES)**: Physical Address: Infinity Office Park, 2 Robin Close, Meyersdal Private Bag X8001, Alberton, 1456. Enquiries: Ms Ellen Raphoto Tel No: (011) 389-6077.

**Gauteng East District (GE)**: Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address Springs, 1560. Enquiries: Mr Mpho Leotlela Tel No: (011) 736-0717.

**District Johannesburg North (JN)**: Physical Address: Corner Biccard & Jorrison street FNB Building Braamfontein Postal Address: Private Bag X01, Braamfontein, 2017. Enquiries: Ms Nelisiwe Mashazi Tel No: (011) 694 9378.

**District Sedibeng East (SE)**: Physical Address: Corner Joubert & Kruger Street SL & M Building Vereeniging Postal Address: Private Bag X05, Vereeniging, 1930. Enquiries: Ms. Nomathemba Xawuka Tel No: (016) 440 1717.

**District Sedibeng West (SW)**: Physical Address: Sebokeng College 6 Samuel Street; Zone 18, Sebokeng Postal Address: Private Bag X067, Vanderbijlpark, 1900. Enquiries: Ms Bertha Mlotshwa Tel No: (016) 594 9193.

**District Tshwane South (TS)**: Physical Address: President Towers Building, 265 Pretorius Street Pretoria Postal Address: Private Bag X198 Pretoria, 0001. Enquiries: Mr Thabiso Mphosi Tel No: (012) 401 6434.

**District Tshwane West (TW)** Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200. Enquiries: Ms Priscilla Ravele Tel No: (012) 725 1451.

**District Gauteng North (GN)**: Physical Address: Yorkcor Park Building, 86 Watermeyer Street, Val De Grace, Pretoria Postal Address: Private Bag X75 Pretoria, 0001. Enquiries: Ms. Matlhodi Moloto Tel No: (012) 846 3641.

**District Tshwane North (TN)**: Physical Address: Wonderboom Junction 11 Lavender Street, Pretoria Postal Address: Private Bag X945, Pretoria, 0001. Enquiries Ms Aluciah Malegopo Tel No: (012) 543 4313.

**CLOSING DATE**

: 06 June 2025

**NOTE**

: It is our intention to promote (Race, Gender and Disability) in the Public Service through the filling of these posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled on the first page by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached). A Z83 form and a detailed CV MUST be attached on hand delivered, posted and online applications. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. Following the interview process, recommended candidate (s) to attend the generic MMS competency assessment. The logistics of which will be communicated by the Department. Short-listed

candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, emailed and late applications will be considered.

#### OTHER POSTS

**POST 17/220** : **DEPUTY DIRECTOR: DISTRICT OFFICE IT SUPPORT REF NO: REFS/022613**  
Directorate: IT Service Management

**SALARY** : R896 436 per annum, (all-inclusive package)  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate National Diploma/Degree (NQF Level 6/7) in Information Technology/ Information Systems/ Computer Science plus a minimum of 3 years' relevant working experience in technical support or in IT at Junior Management/Assistant Director level. ITIL Foundations Certificate and/or COBIT 5 Certificate. Client orientation and good customer skills. Knowledge of legislative frameworks, policies and regulations within the Public Sector will be an added advantage, technical and interpersonal skills. High level of report writing good verbal and written communication skills. Initiative for new technologies and able to apply logic and good problem-solving skills when faced with new problems. Ability to work under pressure, work with minimum supervision and as part of the team. Supervisory skills. Valid driver's license is essential.

**DUTIES** : Provide technical advice and support for the user base of the Department and manage LAN and WAN connectivity. Support and maintain daily operations on LAN, WAN and desktop environment for District Offices to ensure an effective and efficient environment. Manage all ICT processes related to incidents and problem management. Supervise the technical Support team to ensure minimum disruption in the environment. Have work arounds for reoccurring problems. Attend effectively and timeously to all IT queries lodged by users. Analyse problems, identify trends and take appropriate preventive actions. Produce regular management reports on incidents and problem management. Minimize the impact of incidents by providing solutions and prevent their reoccurrence. Liaise between management and users. Produce high level of report writing. Initiate and implement improvements in all areas of IT responsibility. Manage and allocation of work to Assistant Directors and/or technicians and conduct performance evaluation. Ensure compliance and monitoring of approved ITSM policies, procedures, guidelines and standards. Monitor vulnerabilities, patch management and ensure compliance as per the stipulated standards. Manage and monitor the GUP Server efficiently and effectively at a district level. Conduct, perform and monitor all administration duties. Meeting deadlines on projects and tasks allocated. Manage and ensure compliance on IT infrastructure. Practice good IT governance.

**ENQUIRIES** : Ms Hellen Kganyago Tel No: (011) 843 6693

**POST 17/221** : **DEPUTY DIRECTOR: POLICY, MONITORING AND EVALUATION REF NO: REFS/022614**  
Directorate: Early Childhood Development

**SALARY** : R896 436 per annum, (all-inclusive package)  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate three- year National Diploma/Degree in Public Administration/ Public Management with 1-year certificate in Monitoring and Evaluation plus a minimum of 3 years' relevant working experience in Early Childhood Development at a Junior/Assistant Director level. Advance experience in word processing, spreadsheet and presentation software packages. Knowledge of legislative framework and processes that govern ECD. Understand South Africa ECD sector. Knowledge of Public Financial Management Act, Public Service Act, Public Service Regulations. Research methodology. Monitoring &

## **DUTIES**

evaluation methodology, Pre – Grade R and Grade R curriculum development and implementation. Develop programme for the verification & mapping process of ECD sites. Procurement procedures. Advanced Ms office Applications. Clear report writing. financial management. Report writing skills, Presentation skills, Facilitation skills, Policy formulation Development. Advance monitoring & evaluation skills. Database development. Information Systems development. Computer literacy skills, Leadership, managerial and supervisory skills. Time management. A valid driver's license.

: Ensure that ECD Policies are mediated and implemented and high-quality research is conducted in the ECD environment to improve quality and increase access. Manage the development of plans for Policy discussions and reviews and implementation. Ensure new policy mandate for ECD is incorporated in ECD Strategic plans for execution. Manage high-quality Research and Development in ECD. Manage the Development of ECD Strategic and Concept Documents in line with the Departments Strategic goals and targets Develop ECD monthly and quarterly statutory reports on all ECD activities. Ensure development and implementation of monitoring tools and evaluation all ECD programmes and projects. Ensure the development of monitoring and reporting templates and tools. Ensure the implementation of School Readiness Verification across Grade R Classes. Develop and implement frameworks for ECD evaluation of programmes and projects. Identify ECD services, programmes and projects to be monitored and evaluated. Ensure monitoring and evaluation of the ECD facilitators training. Ensure the monitoring and evaluation of the ECD practitioners training. Ensure the monitoring and evaluation of the ECD sites. Ensure monitoring and evaluation of the rollout and implementation of the CAPS and NCF. Ensure the development and implementation of ECD Data Management Systems. Ensure the planning for development of ECD Data Management policy, procedures and systems. Ensure the development and implementation of the data flow policy. Ensure the development and signing of MOU's with relevant departments, other ECD stakeholders & Local Government on access & release of data. Ensure ECD staff and relevant officials are trained in Data management policies and procedures. Ensure the ECD Data management systems interface with the Department's existing system. Ensure the establishment of information systems. Supervise & ensure the development of appropriate information flow systems. Ensure the planning, development & implementation of an integrated database. Ensure the collection, capturing, cleaning, verification and analyzing of data. Oversee & ensure the implementation of both an electronic and manual filing system. Ensure & manage the development of a knowledge management strategy & implementation. Establish partnerships with Higher Education Institutions, Further Education & training Institutions, ECD Training Institutions, Other Government Departments, NGO's Local Government & other ECD stakeholders. Establish and maintain partnerships with Higher Education Institutions for Research and Development, Sharing of best practice from international practices and new trends and models in the sector. Establish, ensure, coordinate & manage the meetings with the NGO forum and communicate all ECD related matters. Ensure the establishment of a municipality forum and to meet and discuss ECD related matters and to gather ECD data. Ensure & manage the establishment of a forum for universities and meet to communicate all ECD related matters, identify and discuss possible research. Ensure & oversee the establishment of an interdepartmental forum and to meet and discuss ECD related matters and to gather ECD data. Establish, ensure & manage the meetings with the Special Needs forum and communicate all ECD related matters.

## **ENQUIRIES**

: Ms Sylvia Moagi at 071 194 0014

## **POST 17/222**

: **DEPUTY DIRECTOR: SECRETARIAT SUPPORT SERVICES REF NO: REFS/022618**  
Directorate: Office of the HOD

## **SALARY CENTRE REQUIREMENTS**

: R896 436 per annum, (an all-inclusive package)  
: Head Office, Johannesburg  
: An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus a minimum of 3 years relevant working experience at Junior Management / Assistant Director level within the

		secretariat or Administrative Support Environment. Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations and Batho Pele principles, Corporate Governance principles, Minimum Information Security Standard (MISS) and meeting procedures and protocols. Completed courses in word processing, spreadsheets and presentations will be a requirement. Ability to meet deadlines and to keep confidential information. Willingness to work extended hours when necessary. A Valid driver's license.
<b><u>DUTIES</u></b>	:	Provide and oversee the provision of executive secretariat services to senior management meetings initiated by the Office of the HoD. Ensure that various internal and external stakeholders are informed about Senior Management meetings with the HoD. Ensure liaison with various internal and external stakeholders and inform them of documentation required for the senior management meeting. Ensure that logistics are arranged for internal and external meetings and enable adequate meeting preparations. Ensure an accurate record of proceedings, approval and distribution thereof. Ensure the analysis of various input documents and consolidate such documents in executive summary reports for consideration by the HOD. Provide inputs for the drawing up of agendas for Senior Management meetings and ensure the distribution of agendas. Compile minutes and record decisions and resolutions taken at Management meetings. Ensure that resolutions taken at relevant executive meetings are followed up and report thereon to the HoD. Participate in the development, implementation and maintenance of record management system for the Unit in terms of applicable departmental policies. Prepare and provide briefing documentation and speeches. Coordinate the induction of newly appointed committee members. Handle all queries and provide advice on governance related issues in line with the Terms of Reference for Governance Structures of the GDE. Ensure liaison with various internal and external stakeholders.
<b><u>ENQUIRIES</u></b>	:	Ms. Amelia Williams Tel No: (011) 3550173
<b><u>POST 17/223</u></b>	:	<b><u>DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: REFS/022622</u></b> Directorate: Asset Management
<b><u>SALARY</u></b>	:	R896 436 per annum, (an all-inclusive package)
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized three-year National Diploma/Degree (NQF Level6/7) in Financial Management/ Internal Auditing/ Business Management/Supply Chain Management plus a minimum of 3 years relevant working experience in the Asset management or Supply Chain Management environment at Junior Management / Assistant Director level. Knowledge of PFMA, Treasury Regulations, Financial Systems, LOGIS and Generally recognized and accepted Accounting Practice. International Accounting, BAS, BAUD and Supply Chain Management. Excellent communication skills. Computer literacy in Excel, Access, Word and PowerPoint, Financial Management, Managerial skills, Report writing skills and Interpersonal skills. Valid Driver's License.
<b><u>DUTIES</u></b>	:	Manage the development and maintenance of the departmental assets management system and Assets Management Plan including asset disposal plan and loss control. Manage the Maintenance of departmental Asset Registers. Manage the update of paid assets on BAS in the Asset Register. Ensure that the process of compiling the asset register is according to the relevant prescripts. Manage the reconciliation of received assets and invoices. Manage the verification of transfer of assets in line with Sec 42 of Public Finance Management Act (PFMA). Develop and implement assets management policy and procedures and guidelines. Maintain a thorough understanding of Preferential Procurement Policy Framework (PPPF) regulations, industry trends, current practices, new developments and applicable laws. Oversee the proactive mitigation of all risks associated with non-compliance of SCM policies/ National Treasury Regulations, procedures and guidelines. Ensure the effective, efficient and economic utilisation of allocated resources Management and Development System.
<b><u>ENQUIRIES</u></b>	:	Ms. Amelia Williams Tel No: (011) 3550173

<b><u>POST 17/224</u></b>	:	<b><u>DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: REFS/022624 (X2 POSTS)</u></b> Directorate: Labour Relations
<b><u>SALARY</u></b>	:	R896 436 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/Degree (NQF Level 6/7) in Labour Relations/ Human Resource Management/LLB/Labour Law plus a minimum of 3 years relevant working experience in Labour Relations at Junior Management / Assistant Director level. Knowledge of legislations which include but not limited to: LRA; Employment of Educators Act; EEA; PSA; PSR; BCEA; SDA; COIDA; SASA. Knowledge of Collective agreements concluded at PSCBC; GPSSBC and ELRC. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team. Good written and verbal communication skills. Valid Driver's License.
<b><u>DUTIES</u></b>	:	Implement policy regarding disciplinary enquiries. Manage high profile disciplinary cases as identified by the employer. Facilitate and manage resolution of grievance, Represent the Department at various bargaining council (GPSSBC, ELRC, PSCBC, CCMA). Promote efficient labour relations policies. Maintain labour peace within the organization.
<b><u>ENQUIRIES</u></b>	:	Mr Milton Mashele Tel No: (011) 355 1506
<b><u>POST 17/225</u></b>	:	<b><u>DEPUTY DIRECTOR: TRANSVERSAL HUMAN RESOURCE SERVICES (X2 POSTS)</u></b> Sub-Directorate: Transversal Human Resource Services
<b><u>SALARY</u></b>	:	R896 436 per annum, (an all-inclusive package)
<b><u>CENTRE</u></b>	:	Sedibeng West District Ref No: REFS/022635 Sedibeng East District Ref No: REFS/022637
<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Human Resource Management/ Human Resource Development or Personnel Management or Public Management majoring in HR plus a minimum of 3 years relevant working experience in Human Resources Management environment at a Junior Management/Assistant Director level. Knowledge and understanding of the current HR prescripts and public service legislations, regulations and policies. Excellent communication (verbal & written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word, MS Access and MS Office. A valid South Africa driver's license is required.
<b><u>DUTIES</u></b>	:	Manage the HRM operations at the district, in a matrix environment; oversee the sub-directorates conditions of service, performance management and development, recruitment and selection in accordance with the relevant prescripts and collective agreements with the Education sector. Coordinate implementation of the approved post and staff establishment. Manage employee records at the district. Establish system to ensure successful implementation of the operational plan as sponsored by Head Office. Provide input to the HRA budget plan. Fulfil the internal quarterly reporting requirements and provided analysis to management. Interpret HR Policies and prescripts. Establish systems to improve customer engagement on HR issues at the District. Supervise staff and manage their performance according to the PMS. Provide, co-ordinate and manage policy and procedure on Incapacity Leave for Ill-Health retirement (PILIR) and the management injury on duty. Management and capturing of posts establishment, creation, translations, vacancies and abolishment in accordance with affordability and priorities of the department on PERSAL. Ensure timeous implementation of changes on PERSAL / SAP and validation of PERSAL information. Manage the internal and external auditing of personnel administration matters and ensure that Auditor-General queries are appropriately managed. Supervise staff.
<b><u>ENQUIRIES</u></b>	:	Ms Simangele Shirinda Tel No: (011) 843 6703

<b><u>POST 17/226</u></b>	:	<b><u>SENIOR LEGAL ADMIN OFFICER MR6 REF NO: REFS/022631 (X2 POSTS)</u></b> Directorate: Legal Services
<b><u>SALARY</u></b>	:	R586 956 - R1 386 972 per annum, (salary to be determined in accordance with experience as per OSD determination).
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate Degree in LLB plus minimum of 8 years post-qualification Legal experience. Admission as an Attorney or Advocate will be an added advantage. Knowledge and understanding of the Public Service legislative framework and Education laws, as well as drafting and interpretation of legislation and Contracts. Knowledge of South African Constitutional Law and Promotion of Administrative Justice Act is imperative. The ability to work long hours and under pressure. A valid driver's license. Skills: Interpretation of statute skills, research skills, legislative drafting and formulation skills. Good verbal and legal writing skills. Good communication (both written and verbal) as well as interpersonal skills. Well-developed analytical skills.
<b><u>DUTIES</u></b>	:	Coordinate responses to Chapter 9 Institutions. Represent the Department in all hearings conducted by Chapter Institutions. Draft reports and analysis on all Chapter 9 Investigations. Attend to all statutory Appeals to the MEC. Research the legal content of Legislation, civil jurisprudence and provide reports. Conduct research on the constitutionality and legality of the legislative frameworks applicable to the Department. Attend to drafting of Provincial Laws, Regulations, contracts, statutory appeals and vetting of circulars. Provide legal advisory services to the Department. Ensure compliance with legislation. Attend to queries regarding the departmental policies. Communicate with relevant stakeholders on matters relating to Education attend to assigned duties from the Director. Handle litigation cases. Manage and coordinate collection of data and information. Obtain and analyse reports from districts and schools.
<b><u>ENQUIRIES</u></b>	:	Ms Agnes Muthelo Tel No: (011) 355 1182
<b><u>POST 17/227</u></b>	:	<b><u>CONTROL WORKS INSPECTOR: ELECTRICAL REF NO: REFS/022628</u></b> Directorate: Maintenance Project/Programmes Sub-directorate: Maintenance and Work Inspections
<b><u>SALARY</u></b>	:	R582 444 per annum
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Electrical Engineering, or N3 with passed Trade Test in Electrical, or National N Diploma in Engineering (in the electrical field). A Wiremen's License. Minimum of six years' relevant experience post qualification. Computer literacy. A valid driver's license. Knowledge of the legislative prescripts governing the Public Service. Verbal and written communication skills. Good analytical skills. Report writing skills. Good interpersonal relations. Candidates must be willing to work under pressure.
<b><u>DUTIES</u></b>	:	Manage credibility of technical data and information for infrastructure maintenance. Manage condition assessments. Manage the process of needs identification for infrastructure maintenance and minor electrical works by ensuring that customer complaints are investigated and attended to. Facilitate, co-ordinate and control the implementation of infrastructure maintenance and minor renovation projects. Ensure that relevant project documentation (bid documents, specifications, Bill of Quantities) for existing structures and minor new works is compiled accurately. Manage the execution of projects by contractors and ensure compliance to relevant legislation and procedures. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Gather and submit information in terms of the Expanded Public Works Programme (EPWP). Supervise the performance and conduct of employees. Administer the departmental performance management and development system.
<b><u>ENQUIRIES</u></b>	:	Ms. Sissy Baduza Tel No: (011) 843 6792
<b><u>POST 17/228</u></b>	:	<b><u>ASSISTANT DIRECTOR: INFORMATION SECURITY AND DISASTER RECOVERY REF NO: REFS/022616</u></b> Directorate: IT and Service Management
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg

<b><u>REQUIREMENTS</u></b>	:	A recognised three-year National Diploma/Degree (NQF Level 6/7) in Information Technology/Information Systems/ Computer Science plus a minimum of 3 years relevant working experience as a Technician in Information Technology/ Information Security environment at a supervisory level at a post equivalent to salary level 7/8. ITIL Foundations Certificate/Security+ will be an added advantage. Knowledge of Android and iPads mobile devices, IT Security and Security Governance, Microsoft Office 365, Windows 7,8, 8.1 & 10 and LAN/WAN support and Working knowledge of the Public Service Act and Regulations, policy and regulatory environment of information Technology and security. Good written and verbal communication skills, Computer literacy, Telephone Etiquette, Good Interpersonal relations, Problem Solving, Management and Consultation skills. Valid driver's license is essential.
<b><u>DUTIES</u></b>	:	Provide Information Technology Technical Support service to Head Office and Satellite Offices. Identify trends and problems relating to information security and disaster recovery issues. Compile information security risk metrics and report monthly. Coordinate the provision anti-virus protection to ensure data integrity and eliminate/minimize the possibility of attacks on the departmental system. Update and maintain information security risk register and software access in GDE. Facilitate IT support projects at Head Office and Satellite Offices I.e. Software, Security, project tenders etc. Supervise and provide support services and monitor LAN connectivity of sites. Provide Technical support on Information Technology governance and adhoc projects. Implement network security and Patch Compliance. Report on changes, planning and performance issues. Conduct Risk assessments and awareness sessions to GDE computer users. Report on IT project issues and developments. Assist with planning and coordinating the DR testing for GDE. Coordinate and promote information security. Install of anti-virus security software for all GDE end- users. Upgrade of anti-virus security software for all GDE end- users regularly. Install the Operating Systems Versions and Patches. Monitor the effectiveness of Anti-Virus & Patches updates. Audit of hardware specifications, software, applications and report on non-standard conforming assets. Supervision of staff. 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.
<b><u>ENQUIRIES</u></b>	:	Ms Eva Motshwaedi Tel No: (011) 843 6724
<b><u>POST 17/229</u></b>	:	<b><u>ASSISTANT DIRECTOR: SCHOOL ICT SUPPORT REF NO: REFS/022257(X2 POSTS)</u></b> Directorate: School System Development and Technical Support
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum Head Office, Johannesburg
	:	A recognised three-year National Diploma/Degree (NQF Level 6/7) in Information Technology/ Information Systems/ Computer Science plus a minimum of 3 years' experience in providing IT Technical Support and/or LAN/WAN Support in an ICT environment at a supervisory level at a post equivalent to salary level 7/8. A valid ICT accredited industry certificate (minimum of one) would be beneficial (e.g.ITIL Foundation, COBIT, CompTIA A+, Azure Fundamentals, Citrix Foundation, etc.). Experience with computer setup, resolving connectivity issues, troubleshooting and data recovery. Candidates must be proficient with LAN/WAN technologies and Microsoft platforms (Office 365, Windows OS 10 and 11, Cloud platforms), mobile devices (Android, iOS), anti-virus solutions, and application support (e.g., SASAMS, Citrix, Online Admission). Knowledge of Anti-Virus and malware prevention measures. Knowledge and support of Mobile Device Management (MDM) system/technologies. Knowledge of a ticketing (call) management system. Knowledge of SLA target and management thereof. Knowledge of Legislative Frameworks within the Public Sector. Knowledge of IT Policies and processes. Ability to detect and resolve users' queries on time and have a general strong problem-solving skill. Innovative thinking abilities, Work independently as well as in a team, telephone etiquette, project management, good customer relations, good verbal and written communication skills. Understanding of IT Governance Framework and ITIL is required. Knowledge of Data Management is required. A valid driver's license is essential.
<b><u>DUTIES</u></b>	:	To manage and constantly monitor the network connectivity environment e.g. WAN, Broadband, LAN, Wi-Fi, APN, and 3G/4G connectivity. Troubleshoot and ensure the connectivity uptime and functionality. Ensure all Public Schools

are accessible electronically (e.g. Email). Manage technical Desktop Support functions by providing hardware and software support to Schools. Project Manage ICT related projects at schools. Manage ticket (call) escalations and ensure SLA targets are met. Support interactive boards/displays installed at schools. Provide support to all ICT devices at schools, including providing support to educators and learners devices. Ensure installation of hardware and software. Ensure up-to-date software, anti-virus and other malware prevention measures. Perform ICT security assessments and apply security patches. Maintain IT registers. Provide roll-out Applications Support to Schools (e.g. On-line Admission application system, SA SAMS application support, Principals' Communication platform). Provide support in the implementation of ICT projects in schools. Supervise and provide support to the IT Support Technicians. Keep abreast of the IT best practices, IT policies and IT standard operating procedures.

**ENQUIRIES** : Ms Mechelle Brink Tel No: (011) 355 1223

**POST 17/230** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: REFS/022619**  
Directorate: Infrastructure Delivery Management  
Sub-Directorate: Infrastructure Capex and Scheduled Maintenance Projects and Program Implementation

**SALARY** : R468 459 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Project Management/Public Administration/ Public Management/ Administrative Management/Office Administration or Management /Management Assistant/ Office Management and Technology plus a minimum of 3 years relevant working experience in in providing administrative/project support within the infrastructure environment at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of Public Service Act and Regulations, Infrastructure projects/policies and National and Provincial Frameworks. Excellent communication (verbal & written) and interpersonal skills. Ability to work under pressure, Computer literacy in MS Excel, MS Word, MS Access and MS Office, Planning, Organising, Analytical, Report writing and Problem-Solving Skills. A valid South Africa driver's license.

**DUTIES** : Provide secretarial support to the infrastructure capex and schedule Maintenance projects and program implementation Sub-Directorate. Compile the agenda of meetings and circulation of accompanying memoranda. Compile minutes of the meetings, discussions and workshops to relevant stakeholders. Co-ordinate meetings including overseeing the logistics, transport arrangements. Provide support in the development and analyses of projects reports. Collect and compile information regarding projects that needs to be investigated. Liaise and monitor projects reporting from internal and external stakeholders. Analyze infrastructure projects and compile quarterly, annually and monthly reports for internal and external stakeholders. Implement and maintain tracking system for all projects. Plan, implement and monitor the Expanded Public Works Programme Projects. Identify and priorities the need for the EPWP service in schools. Develop a project plan and implementation plans of the EPWP. Collect and analyze information received from the schools on EPWP projects. Monitor the credible non-financial information in the infrastructure reporting model to ensure compliance. Identify the gap in the non-financial information in the infrastructure reporting model and notify the responsible managers/project managers to update the information. Monitor the credibility of information extracted from IRM for preparation of Infrastructure End of Year Evaluation, U-AMP and IPMP. Supervise staff. Co-ordinate the performance agreements/ assessments for the directorate and manage staff leave.

**ENQUIRIES** : Ms. Lerato Machaka Tel No: (011) 843 6532

**POST 17/231** : **ASSISTANT DIRECTOR: INFRASTRUCTURE CAPEX AND SCHEDULED MAINTENANCE PROJECTS AND PROGRAM IMPLEMENTATION REF NO: REFS/022651**  
Directorate: Infrastructure Delivery Management

**SALARY** : R468 459 per annum  
**CENTRE** : Head Office, Johannesburg

<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Financial Management/ Project Management/Public Administration/ Public Management/ Administrative Management plus a minimum of 3 years relevant working experience in providing financial management and administration/ project support. Knowledge of Public Service Act and Regulations, Infrastructure within the infrastructure environment at a supervisory level and or at a post equivalent to salary level projects/policies and National and Provincial Frameworks. Excellent communication (verbal & written) and interpersonal skills. Ability to work under pressure, Computer literacy in MS Excel, MS Word, MS Access and MS Office, Planning, Organising, Analytical, Report writing and Problem-Solving Skills. A valid South Africa driver's license.
<b><u>DUTIES</u></b>	:	Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent (IA) – referred to as Project Execution Plan v1. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent (IA). Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Education. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Provide support in the development and analyses of projects reports. Collect and compile information regarding projects that needs to be investigated. Liaise and monitor projects reporting from internal and external stakeholders. Analyze infrastructure projects and compile quarterly, annually and monthly reports for internal and external stakeholders. Implement and maintain tracking system for all projects. Plan, implement and monitor the Expanded Public Works Programme Projects. Identify and priorities the need for the EPWP service in schools. Develop a project plan and implementation plans of the EPWP. Collect and analyze information received from the schools on EPWP projects. Monitor the credible non-financial information in the infrastructure reporting model to ensure compliance. Identify the gap in the non-financial information in the infrastructure reporting model and notify the responsible managers/project managers to update the information. Monitor the credibility of information extracted from IRM for preparation of Infrastructure End of Year Evaluation, U-AMP and IPMP. Supervise staff. Co-ordinate the performance agreements/ assessments for the directorate and manage staff leave.
<b><u>ENQUIRIES</u></b>	:	Ms. Lerato Machaka Tel No: (011) 843 6532
<b><u>POST 17/232</u></b>	:	<b><u>ASSISTANT DIRECTOR: SMS AND PS PERFORMANCE MANAGEMENT SYSTEMS REF NO: REFS/022615</u></b> Directorate: Performance Management and Development
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year National Diploma/Degree (NQF Level 6/7) in Human Resources Management/Development plus a minimum of 3 years' relevant experience and knowledge of the operations of employee performance management at a supervisory level and or at a post equivalent to salary level 8/7. Proven experience in planning and implementing projects. In-depth knowledge and understanding of the different Performance Management Systems in GDE. Proven experience of PMDS-PS & SMS. Knowledge of relevant legislation, collective agreements, policies and circulars. Knowledge of PFMA. Strong computer literacy and PERSAL knowledge is essential. Strong verbal, written communication and facilitation skills required. A valid South African driver's license.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for the effective implementation of Performance Management Systems in Gauteng Department of Education. Co-ordinate and monitor compliance of all performance management policies, regulations and guidelines. Set up systems for implementation of PMDS-PS & SMS. Capturing scores onto PERSAL. Co-ordinate moderation of scores. Consolidate and analyse reports from districts. Facilitate the training of officials on the management, administration and quality assurance of PMDS-PS and

		SMS processes. Perform other related duties assigned. Co-ordinate Service Excellence Awards.
<b><u>ENQUIRIES</u></b>	:	Ms Motshedisi Ramohloki Tel No: (011) 843 6656
<b><u>POST 17/233</u></b>	:	<b><u>ASSISTANT DIRECTOR: PRE-GRADE R PROGRAMMES REF NO: REFS/022630</u></b> Directorate: Early Childhood Development
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised three-year National Diploma/Degree (NQF Level 6/7) qualification in Social Science / Human Science / Public Administration / Public Management. At least a minimum of 3 years' experience in the Early Childhood Development environment at a supervisory level and or at a post equivalent to salary level 8/7. A sound knowledge of public service administration processes. Working knowledge of Early Childhood Development related policies & legislation. Knowledge of Public Service Act., Public Finance Management Act, Project Management, Knowledge and experience in research on the latest developments related to curriculum transformation, teaching, learning and assessment methodologies. Good Communication Skills, Report writing skills, facilitation skills, Computer skills and good inter-personal skills. Valid Driver's license.
<b><u>DUTIES</u></b>	:	Coordinate and facilitate job analysis and evaluation for the department. Ensure identification and prioritization of posts to be evaluated. Coordinate the submission of job evaluation requests to the Office of the Premier (OOP) for evaluation of posts or group of posts. Coordinate and facilitate development of job descriptions in the department. Ensure continuous review of job description guidelines and template. Provide advocacy on the implementation of job description guidelines and template. Monitor the facilitation, compilation and implementation of job descriptions. Coordinate and facilitate business process management and functional analysis in the department. Ensure the development, implementation and review of business processes to enhance productivity. Coordinate business process improvement projects. Develop and map business process and mapping session with senior stakeholders. Coordinate and facilitate the development of Standard Operating Procedures (SOP) in the Department. Ensure the development of standard operating procedures. Coordinate and facilitate development of Service Delivery Model in the Department. Ensure the development, implementation and review of Service Delivery Model in the Department. Facilitate the development of Service Delivery Model session with relevant stakeholders. Ensure the effective, efficient and economic utilisation of allocated resources. Identify subordinate's development needs.
<b><u>ENQUIRIES</u></b>	:	Ms Sylvia Moagi at 071 194 0014
<b><u>POST 17/234</u></b>	:	<b><u>ASSISTANT DIRECTOR: JOB DESIGN AND BUSINESS PROCESS IMPROVEMENT REF NO: REFS/022638</u></b> Directorate: Organisation Development
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognized three-year National Diploma/ Degree (NQF Level 6/7) qualification in Management Services/Production Management/ Operations Management/Organisational and Work-study/ Industrial Engineering/ Industrial Psychology plus a minimum of 3 years' experience in an OD Practitioner role performing Job Design, Job evaluation and Business Process functions at a supervisory level and or at a post equivalent to salary level 8/7. Job Evaluation Certificate and Business Process Management Certificate will be an added advantage. Knowledge of Public Service Act and Regulations., DPSA Guide on Job evaluation and Job Description. Labour Relations Act (LRA). Operations management framework, Job Evaluation System. Organisational Functionality Assessment. Mapping of business processes. Skills: Computer literacy, Communication skills, Facilitation, and presentation skills, Organising and planning skills, Good Interpersonal relations, and Time Management skills. Driver's License is essential.
<b><u>DUTIES</u></b>	:	Coordinate and facilitate job analysis and evaluation for the department. Coordinate and facilitate development of job descriptions in the department. Coordinate and facilitate business process management and functional

		analysis in the department. Develop and map business processes. Coordinate and facilitate the development of Standard Operating Procedures (SOP) in the Department. Coordinate Organizational Functionality Assessment within the Department. Conduct Job description, Job evaluation and Business process advocacy sessions. Supervise staff.
<b><u>ENQUIRIES</u></b>	:	Mr. Fundzani Buys Tel No: (011) 843 6884
<b><u>POST 17/235</u></b>	:	<b><u>ASSISTANT DIRECTOR: OCCUPATION HEALTH AND SAFETY REF NO: REFS/022621</u></b> Directorate: Performance Management Development
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognized three-year National Diploma/ Degree (NQF Level 6/7) qualification in Environmental Health/ Safety Management plus a minimum of 3 years' experience in the Occupational Health and Safety field at a supervisory level and or at a post equivalent to salary level 8/7. An in-depth knowledge of Occupational Health and Safety Act, Safety Health Environment Risk and Quality regulations/ prescripts, Basic Conditions of Employment Act and Regulations, Labour Relations Act policies and prescripts. Good Communication Skills, Customer Services, Good report writing skills, Computer Literacy, Conflict and Problem Solving. Ability to work independently. A valid South African driver's license.
<b><u>DUTIES</u></b>	:	Ensure implementation of Occupational Health and Safety (OHS) programmes in the department. Maintain Safety Health Environment Risk and Quality (SHERQ) standards and regulations in the department to ensure safety working environment. Manage the identification and assessment and moderation of occupational hazards and risks. Development of the Department's Occupational Health and Safety Policies, Procedures and Guidelines. Develop and maintain best practices of Occupational Health and Safety policies, procedures and guidelines. Manage the development and valuation of Occupational Health and Safety Committee. Supervision and development of staff.
<b><u>ENQUIRIES</u></b>	:	Ms Motshedisi Ramohloki Tel No: (011) 843 6656
<b><u>POST 17/236</u></b>	:	<b><u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: REFS/022633</u></b> Directorate: Office of the HOD
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus a minimum of 3 years relevant working experience in the office administrative environment within an executive office at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of information systems, people management and the understanding of the Batho Pele Principles. Problem solving, analytical, planning, financial management, report writing skills, computer literate skills, administrative, analytical, planning, organizational skills and supervisory skills. Good verbal and written communication skills. Confidentiality in managing documents. Sound understanding of legislative frameworks, systems, procedures and processes in government and the public service. Valid driver's license. Willingness to work extended hours when necessary.
<b><u>DUTIES</u></b>	:	Support HOD with overall office administration and operational activities of the office of the HOD. Monitor and manage an effective information and documentation process flow in the office of the HOD. Liaise with the offices of the MEC and all Branches in the GDE in terms of tracking, referrals, correspondence and responses and ensure proper workflow. Quality Assurance of submissions that are received from the different branches of the Department. Ensure proper document management, handling and appropriate classification of documents. Coordinate and manage the processing of all internal, external and electronic queries Facilitate effective internal stakeholder management and customer relations (Batho Pele) in the Office of the HOD. Coordinate communication with internal staff. Provide financial administration and procurement administration. Manage SLA's and all other service providers. Co-ordination of Risk management processes. Ensure compliance with PFMA

and Treasury Regulations and Accounting principles and Departmental policies, Financial Delegations and also through applicable compliance requirements.

**ENQUIRIES** : Ms. Lerato Machaka Tel No: (011) 843 6532

**POST 17/237** : **ASSISTANT DIRECTOR: OFFICE OF HOD REF NO: REFS/022640**  
Directorate: Office of the HOD

**SALARY** : R468 459 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus a minimum of 3 years relevant working experience in the secretarial or administrative support environment within an executive office at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Acts, Skills Development Act, Basic Conditions of Employment Act, Employment Equity Act, Public Finance Management Act, Treasury Regulations. Knowledge of information systems, people management and the understanding of the Batho Pele Principles. Problem solving, analytical, planning, financial management, report writing skills, computer literate skills, administrative, analytical, planning, organizational skills and supervisory skills. Good verbal and written communication skills. Confidentiality in managing documents. Sound understanding of legislative frameworks, systems, procedures and processes in government and the public service. Valid driver's license. Willingness to work extended hours when necessary.

**DUTIES** : Administer the Head of the Department (HoD)'s diary by arranging internal and external meetings, follow up meeting schedule, preparing supporting documents for the meetings, book venue (internal and external), parking and order refreshments. Coordinate administrative support to the HoD by writing letters, invitations and memos as requested by the HOD. Prepare incoming and outgoing correspondence/submissions as requested. Arrange the travel and accommodation requirements of the Head of the Department (HoD). Ensuring that all procedures have been followed and forms have been approved by the relevant senior manager/s. Prepare and process claims for the Head of the Department (HoD) through ensuring that claims are submitted within the required timeframes. Ensure the correct budget and other information has been captured on the claim forms.

**ENQUIRIES** : Ms. Lerato Machaka Tel No: (011) 843 6532

**POST 17/238** : **ASSISTANT DIRECTOR: IT PROVISIONING REF NO: REFS/022644**  
Directorate: Information Technology Service Management

**SALARY** : R468 459 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate, recognized three-year National Diploma/ Degree (NQF Level 6/7) qualification in Information Technology/ Information Systems/ Computer Science plus a minimum of 3 years extensive experience in an ICT operational customer service environment at a supervisory level at a post equivalent to salary level 7/8. A+/ITIL Foundation Certificate; knowledge of call management and call handling tools and knowledge of legislative frameworks within the public sector will be an added advantage. Ability to work under pressure. Good verbal and written communication skills. Service delivery innovation skills. Client orientation and customer focused. Ability to take initiative and make decisions. Ability to analyse and develop reports for presentation to senior management. A valid South African driver's license.

**DUTIES** : Lead and manage the IT provisioning team to ensure high performance and professional development. Oversee the deployment and maintenance of IT infrastructure and software. Develop and implement IT provisioning policies and procedures to ensure compliance and efficiency. Collaborate with other GDE business units to understand their IT requirements and provide appropriate solutions. Monitor and manage the cost-effective use of IT resources. Stay updated with the latest technology trends and best practices to continuously improve IT provisioning processes. Forecast and plan infrastructure requirements to ensure ongoing delivery of agreed IT services. Determining the availability requirements of the business and matching these

		to the capacity of the IT infrastructure. Measure and monitor Availability, Reliability and Maintainability on an ongoing basis. Work at reducing the frequency and duration of incidents. Ensure corrective actions for downtime are identified and implemented.
<b><u>ENQUIRIES</u></b>	:	Ms Hellen Kganyago Tel No: (011) 843 6693
<b><u>POST 17/239</u></b>	:	<b><u>ASSISTANT DIRECTOR: NETWORK MANAGEMENT REF NO: REFS/022394</u></b> Directorate: IT Systems and Support Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum Head Office, Johannesburg An appropriate three-year National Diploma/Degree (NQF Level 6/7) qualification in Information Technology/ Information Systems/ Computer Science plus 3 years' relevant working experience in IT environment. at a supervisory level at a post equivalent to salary level 7/8. Certified A+ and N+. CCNA is compulsory. Must be able to complete complex networking projects with minimal supervision. Knowledge of current network hardware, active directory and TCP/IP protocol. Client orientation and good customer skills. Knowledge of legislative frameworks within the public sector will be an added advantage, technical and interpersonal skills. Good verbal and written communication skills plus report writing. Good problem solving and analytical skills. Ability to work under pressure. Must have valid driver's license.
<b><u>DUTIES</u></b>	:	Support the GDE network. Analyse and monitor the ICT connectivity environment. Advise on technical changes in the ICT environment. Liaise between management and Users. Develop methods and tools to be used to test and implement new LAN equipment, Create projects that are designed to add functionality required by the department, address on-going network failure issues, Engage in regular network troubleshooting activities and resolve network connectivity issues, Analyze the current network structure and submit quarterly comprehensive reports to executive team on how to make the network more efficient, Ensure network security and connectivity. Installing & repair of UTP cabling, Fully support, configure, maintain and upgrade corporate customer's networks, Monitor network performance (availability, utilization, throughput, and latency) and test for weaknesses. Resolve problems reported by end user, Define network policies and procedures, Specify system requirements and design solutions, Research and make recommendations. Monthly and quarterly reporting.
<b><u>ENQUIRIES</u></b>	:	Ms Phindile Ngobeni Tel No: (011) 843 6740/46
<b><u>POST 17/240</u></b>	:	<b><u>ASSISTANT DIRECTOR: EXAMINATIONS ADMINISTRATION (X4 POSTS)</u></b> Sub-Directorate: Curriculum Management and Delivery
<b><u>SALARY CENTRE</u></b>	:	R468 459 per annum Gauteng North District Ref No: REFS/022620 Tshwane West District Ref No: REFS/022625 Johannesburg North District Ref No: REFS/022627 Sedibeng West District Ref No: REFS/022629
<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year National Diploma/Degree (NQF Level 6/7) qualification in Public Administration/ Public Administrative Management/Office Administration or Management /Management Assistant/ Office Management and Technology plus a minimum of 3 years relevant working experience within Examination or Assessment environment in the execution of Examinations administration at District or higher levels at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge and experience of PFMA, Transport Policy, Strategic Planning and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict resolution and good communication skills (written & verbal). Must have computer literacy and the ability to work under pressure. A valid South Africa driver's license.
<b><u>DUTIES</u></b>	:	Manage and oversee centre and learner registrations in the district. Ensure that new public and independent centers meet the minimum requirements to be registered as examinations centers. Manage the registration processes of Grade 10, 11 and 12, AET Level 4, NSC part-time and repeater candidates; Supplementary, remark / recheck and the Senior Certificate candidates. Conduct registration mediation policy sessions with all stakeholders.

Administer concessions for all Schools during assessment/examinations period. Confirm and clear immigrant candidates on the Integrated Examination Computer System (IECS) and minimize technical irregularities. Establish readiness of centers to conduct the examinations. Audit registered exam centers to establish the readiness to conduct the examinations. Manage and compile examination related plans before commencement of examinations (i.e. Management and Monitoring Plans). Oversee and support the induction and training of Chief Invigilators, Invigilators, exam support staff, Candidates on roles and responsibilities during the exam period. Appoint a Script Library Manager (i.e. Senior Admin Officer) to ensure safe storage of scripts in the district. Ensure that Scripts are scanned, packaged and distributed to Marking Venues. Oversee the conduct, administration and management of Examinations (i.e. AET Level 4, NSC and amended Senior Certificate, NCS Preparatory and Final exams). Control question papers received from the Head Office, and the district's control list. Ensure that the Senior Education Specialist, Examination Administration submit a formal report on the conduct of the exams to Head Office. Manage and report on any irregularities experienced during the conduct of exam. Facilitate emergency concessions in collaboration with the Psychologist in the District. Administer result certification distribution and remarking processes. facilitates the application for the issuing of certificates -reissue, replacement and combination of result. Ensure control and collect certificates for external clients (Public). Attend to queries from the public regarding registration, results and certification. To coordinate and monitor the budget, resources and overall management of the unit. General supervision of employees and manage performance. Draft the overtime budget of the unit and ensure approval. Collaborate with other Business Units on exam related issues. Allocate resources (human, physical and financial) for the administration of exams. Liaise with service providers regarding examination related matters / material.

#### **ENQUIRIES**

: Ms Matlhodi Moloto Tel No: (012) 846 3641 (GN)  
 Ms Priscilla Ravele Tel No: (012) 725 1451 (TW)  
 Ms Nelisiwe Mashazi Tel No: (011) 694 9321 (JN)  
 Ms Bertha Mlotshwa Tel No: (016) 594 9207 (SW)

#### **POST 17/241**

: **ASSISTANT DIRECTOR: ANTI-CORRUPTION ETHICS & INTEGRITY**  
**MANAGEMENT REF NO: REFS/022632**

Directorate: Anti-corruption Ethics & Integrity Management

#### **SALARY** **CENTRE** **REQUIREMENTS**

: R468 459 per annum  
 : Head Office, Johannesburg  
 : An appropriate three-year National Diploma/ Degree (NQF 6/7) qualification in Accounting/Auditing/Investigations/Ethics/Integrity Management) plus a minimum of 3 years' relevant working experience in the Investigations/Auditing/Ethics/Anti-Corruption environment at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge of Anti-Corruption, Ethics and Integrity Management Practices, Forensic Investigations/Auditing, Standards for the Professional Practice of Internal Auditing. General Recognised Accounting Principles, PFMA and Treasury Regulations, Public Service Act and Regulations, Policy development, South African Constitution, NQF Act. Prevention and Combating of Corrupt Activities Act, PAIA and Protected Disclosures' Act. Good verbal and written communication skills, Risk Management, Stakeholder management, People and Conflict Management, Research and analytical, Computer skills- MS Office (Word, Excel, PowerPoint), Presentation and Facilitation, Project management, Change management, financial management, Statistical and quantitative analysis. A valid South Africa driver's license.

#### **DUTIES**

: Implementation of anti-corruption, Ethics and Integrity Management strategies. Assist in the compilation/ drafting of the departmental code of conduct and related Ethics and Integrity Management Policies. Facilitate the combating, monitoring and reporting of potential conflicts by officials while performing their duties. Coordinate the promotion of sound ethics and integrity management. Collate and consolidate documents to E-disclosure system to DPSA and ensure compliance thereof. Maintenance of a gift register for all GDE officials. Conduct the lead analysis and the preliminary investigations into allegations of maladministration, fraud, and corruption. Draft project plans for special projects associated with ethics, integrity, and anti-corruption. Monitor the implementation of remedial actions emanating from the forensic investigations.

		Development of anti-corruption, integrity, and ethics legislative frameworks (policies), procedures and guidelines for good governance. Develop and review risk management strategies and policies in line with the provincial and national ethics and integrity management frameworks. Conduct research and develop new methodologies, strategies, procedures manual and best practices relating to anti-corruption, ethics, and integrity management. Provide advice on all anti-corruption, integrity, and ethics enquiries internally and to relevant stakeholders. Supervision and Development of Staff. Ensure that staff are assessed in line with their Performance Management and Development System (performance development plans, job descriptions and performance agreement).
<b><u>ENQUIRIES</u></b>	:	Ms Mamogodi Makgolo Tel No: (011) 355 0261
<b><u>POST 17/242</u></b>	:	<b><u>ASSISTANT DIRECTOR: OFFICE SERVICE POOL (X3 POSTS)</u></b> Sub-Directorate: Finance and Administration
<b><u>SALARY CENTRE</u></b>	:	R468 459 per annum Gauteng East District Ref No: REFS/022636 Tshwane North District Ref No: REFS/022639 Gauteng North District Ref No: REFS/022642
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized three-year National Diploma/Degree (NQF Level6/7) in Public Administration/Public Management/ Office Management /Transport management/Archives and Records Management plus a minimum of 3 years relevant working experience at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge of Treasury Regulations and PFMA. Building and office administration. Fleet management. Filing systems. Administration procedures relating to specific working environment, including norms and standards. Skills Planning and organizing. Client service. Interpersonal relations. Problem solving. Conflict resolution. Computer literacy. Report writing skills. Ability to perform routine tasks. A valid South Africa driver's license.
<b><u>DUTIES</u></b>	:	Check if the Registry is compliant to the National Archives and Records Service Act, 1996. Ensure the distribution of mail between the District and Schools and within the district. Ensure the collection of mail from the Post Office and the distribution thereof. Management of the Courier Services at the District Office. Create and manage database for disposal of records. Maintenance and cleanliness of the building. Procurement of cleaning material. Inventory management for cleaning material. Provide assistance on office needs for resources. Management of bulk Printing. Maintenance of the outside environment. Management of contracts, VIZ: Cleaning contract, Hygiene services, Labour Saving Devices Wastepaper management. Manage the delivery, distribution and storage of goods ordered. Manage and control of consumable inventories. Liaise with units regarding other resource related to office administration. Maintenance of infrastructure. Booking of venues. Ensure Departmental Security Policy is implemented. Ensure access control for officials, visitors and cars. Ensure the safeguard of officials and GDE property. Ensure parking is allocated to officials and parking fees are paid as per the policy. Management and control of Logbooks for both Sub cars and G-Fleet as prescribed by Policy. Management of the Asset registers for both G-Fleet and Subsidized vehicles. Monitor effective utilization on of both G-Fleet and Subsidized vehicles. (PFMA compliance) Ensure GG Cars are sent for maintenance. Ensure License disks are replaced. Submission of monthly expenditure reports related to the mileage and fuel usage. Ensure the capturing of expenditure for GG-vehicles take place on a monthly basis on the ELS-system. Attendance of monthly meetings and provide feedback to the District team. Monthly reporting based on start and end dates of subsidized vehicles to avoid refunds after the officials have left the system. Monitor and manage the allocated budget for the unit. Ensure that the goods and services are procured for the unit and District auxiliary service needed. Ensure that the budget is presented accurately and timeously on a monthly basis. Ensure that the expenditure report aligns with the Operational Plan and Procurement Plan.
<b><u>ENQUIRIES</u></b>	:	Mr Mpho Leotlela Tel No: (011) 736 0717 (GE) Ms Aluciah Malegopo Tel No: (012) 543 4313 (TN) Ms Matlhodi Moloto Tel No: (012) 846 3641 (GN)

<b><u>POST 17/243</u></b>	:	<b><u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: REFS/022648</u></b> Directorate: Labour Relations
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised three-year National Diploma/ Degree (NQF 6/7) in Labour Relations/ Human Resource Management/LLB/Labour Law plus a minimum of 3 years relevant working experience in Labour Relations at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge of legislations which include but not limited to: LRA; Employment of Educators Act; EEA; PSA; PSR; BCEA; SDA; COIDA; SASA. Knowledge of Collective agreements concluded at PSCBC; GPSSBC and ELRC. Ability to work independently as well as in a team. Good written and verbal communication skills. A valid South Africa driver's license.
<b><u>DUTIES</u></b>	:	Implement policy regarding disciplinary enquiries. Facilitate the resolution of dispute and grievances, as well as ensuring sound Employment Relations. Promote efficient labour relations policies. Maintain labour peace within the organization.
<b><u>ENQUIRIES</u></b>	:	Mr Milton Mashele Tel No: (011) 355 1506
<b><u>POST 17/244</u></b>	:	<b><u>ASSISTANT DIRECTOR: CONDITIONS OF SERVICE (X3 POSTS)</u></b> Sub-Directorate: THRS
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Sedibeng West District Ref No: REFS/022617 Gauteng North District Ref No: REFS/ 022626 Tshwane South District Ref No: REFS/022634
<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Human Resource Management/ Human Resource Development or Personnel Management or Public Management majoring in HR plus a minimum of 3 years relevant working experience in human resource management/administration at a supervisory level and or at a post equivalent to salary level 8/7). Experience in structuring of packages for the SMS / MMS members will be an added advantage. Knowledge of SMS / MMS policies and prescripts. Knowledge and understanding of current education and public service legislations, regulations and policies. Excellent communication (verbal and written) and interpersonal skills. Computer literacy in MS Excel and the ability to be expert level on Microsoft Word usage, MS Access and MS Office and Presentation. PERSAL reporting experience, Ability to be able to solve complex salary related matters and the skill to perform manual salary related calculations will be an advantage. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use of PERSAL and provide expert advisory support to business. A valid South African driver's license.
<b><u>DUTIES</u></b>	:	Ensure the provision of all personnel administrative aspects on conditions of service. Maintain policies and ensure compliance with the relevant regulatory framework. Advise line managers and employees on conditions of service, staffing practices and remuneration. Ensure conditions of services processes and standard operating procedures are effective and efficient. Compile reports and assist in the conducting of HR Audits. Ensure the implementation of termination transactions on PERSAL and update records on PERSAL. Advise finance on termination for recovery of assets. GDF (e-Gov) on debt not captured on PERSAL. Submit completed exit questionnaire to notify Performance Management Development on resignation for intervention. Support members of the Senior management services, on all service termination payments and benefits. Advise SMS/MMS members on how to structure packages. Verify that PILIR register is prior to the processing of termination. Train Office/District based employees on the completion of documents and the termination policy for the following resignation, contract expiry, retirement, death, ill Health retirement, early retirement, severance package, exit interviews. Quality assures the correct capturing of termination on PERSAL against outcome. Participate in the development of all departmental Human Resource Transaction policies, strategies, procedures and ensure the implementation and adherence by Departmental personnel thereof. Participate in the development of HR Procedure manuals and Facilitate HR administration activities or processes. Provide a Human Resource advisory on conditions of services to all departmental personnel.

		Ensure effective, efficient supervision of staff and management of resources. Ensure human resources in the unit and maintain discipline and the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions.
<b><u>ENQUIRIES</u></b>	:	Ms Bertha Mlotshwa Tel No: (016) 594 9193 (SW) Ms Matlhodi Moloto Tel No: (012) 846 3641 (GN) Mr Thabiso Mphosi Tel No: (012) 401 6434 (TS)
<b><u>POST 17/245</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE MANAGEMENT REF NO: REFS/022645</u></b> Sub-Directorate: Finance and Administration
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Ekurhuleni North District
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized three-year National Diploma/Degree (NQF Level6/7) in Financial Management/ Accounting/Public Finance/ Cost and Management plus a minimum of 3 years relevant working experience in the financial management environment at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of PFMA, preferential procurement policy framework, Treasury Regulations, public sector procurement and Supply Chain Management. Knowledge of BAS (Basic Accounting System) & PERSAL. Excellent communication skills. Computer literacy in Excel, Access, Word and PowerPoint. Valid Driver's License.
<b><u>DUTIES</u></b>	:	Provide financial administration and procurement administration to the district office and schools. Maintain all the accounting records of the district. Assist with clearing of accounts. Assist in the preparation and administration of district budget allocation process. Budget forecasting and reporting. Prepare weekly Cash flow inputs (funds requisitioning). Prepare monthly and quarterly reports for the district. Assist in with the audit process and clearing of all audit queries. Report in writing any unauthorized, irregular or fruitless and wasteful expenditure. Implement and maintain asset management policies of the department. Co-ordination of Risk management processes. Ensure compliance with PFMA and Treasury Regulations and Accounting principles and Departmental policies, Financial Delegations and also through applicable compliance certificates.
<b><u>ENQUIRIES</u></b>	:	Ms Emily Mochela Tel No: (011) 746 8190
<b><u>POST 17/246</u></b>	:	<b><u>ASSITANT DIRECTOR: HUMAN RESOURCE PROVISIONING (X2 POSTS)</u></b> Sub-Directorate: Transversal Human Resource Services
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Tshwane North District Ref No: REFS/022649 Ekurhuleni South District Ref No: REFS/022652
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized three-year National Diploma/ Degree (NQF 6/7) in Human Resource Management/ Human Resource Development or Personnel Management or Public Management majoring in HR plus 3 years' experience in the HRP working environment at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of Education Acts. Knowledge of Public Service Act and Regulations. Knowledge of Basic Conditions of Employment Act. Knowledge of applicable resolutions. National and provincial policy frameworks. Understanding transformation and capacity building processes. Basic Knowledge of PERSAL. PFMA. Computer literacy. Good verbal and written communication skills. Report writing. Strong leadership skills and qualities. Listening skills. Conflict management. Negotiation skills. Time Management. Basic Financial Skills. Project management and Project leader skills. Good inter-personal relations skills. Problem solving skills. Presentation skills. Self-disciplined and able to work under pressure with minimum supervision. Licensed Driver. People management and Supervisory skills. Policy Development and research skills. Facilitation skills. Communicate to District Head, Senior Managers in the Department, National and Provincial Education Departments, Academic Institutions. Valid driver's license.
<b><u>DUTIES</u></b>	:	Ensure the implementation of post provisioning for Public Ordinary and Special schools (PS and Educators). Ensure the receipt and verification of post establishment for Special Schools, Ordinary Schools and extraordinary posts. Ensure that post establishments are correctly distributed to all stakeholders. Provide support in issuing of Annual Post Establishments, Growth Posts, Extra Ordinary posts and Grading of schools. Ensure the implementation of GDE Medium Term HR Plan. Monitor utilization of all posts. Placement of personnel

i.e. Additional and Funza Lushaka. Conversion of temporary staff. Participate in the analysis and planning of the HR Requirements for the Department. Participate in the development of HR Policies based on gaps identified in the district. Participate in the development of Departmental Recruitment Strategy and ensure the implementation thereof. Provide inputs on the development of the recruitment strategy. Identify vacant posts in the Institutions and / District Offices. Receive and verify GDE 79 / HR1 / GDE 01 / Z83. Capture and submit GDE 79 / HR1 for publication. Receive and distribute vacancy list to institutions and Sub directorates. Oversee the response handling process. Process recommendations. Verify qualifications and ensure they are captured. Ensure the implementation of Organizational Development processes in the district. Coordinate all the processes with regards to the realignment of the structure in the district (e.g. placements, transfers, implementation of the approved structure, etc.). Participate in the evaluation of the implemented HR Strategies in the District and monitor thereof. Ensure the provision administrative support services for the Unit. Ensure all personnel administration verifications are done on PERSAL. Ensure safekeeping of all documentation in the office in line with relevant legislation and policies. Collate and compile of reports e.g. progress reports, monthly reports, etc. Supervise staff.

#### **ENQUIRIES**

: Ms Rejoice Manamela Tel No: (012) 543 4312 (TN)  
MS Ellen Raphoto Tel No: (011) 389 6077(ES)

#### **POST 17/247**

: **PHYSICAL RESOURCE PLANNER REF NO: REFS/022268**  
Sub-Directorate: Infrastructure Planning and Property Management

#### **SALARY CENTRE REQUIREMENTS**

: R468 459 per annum  
: Head Office, Johannesburg  
: An appropriate recognized Degree (NQF Level 7) qualification in Town Planning, Architecture or Architectural Technology plus minimum of three years appropriate experience after qualifications has been obtained. Valid Drivers' License. Computer literate. Knowledge: Understanding of the South African Schools Act of 1996, Regulations Relating to Minimum Uniform Norms and Standards for Public School Infrastructure of 2013, Spatial Planning Systems and Norms of government, Public Finance Management Act (PFMA), Treasury Regulations, including the Framework for Infrastructure Delivery and Procurement Management (FIDPM), Government Immovable Asset Management Act (GIAMA) of 2007, Occupational Health and Safety Act of 1993. Skills: Ability to implement the Provincial Infrastructure Delivery Management System, ability to manage National Education Infrastructure Management System (NEIMS) and other education infrastructure related planning data, GIS and related Facilities Management systems, ability to apply the education priorities in terms the physical resource planning framework, ability to prepare and implement risk mitigation strategies, ability to communicate and manage stakeholders.

#### **DUTIES**

: Provide physical resources planning inputs to the Infrastructure Asset Management Plan and budget. Conduct needs assessments of schools' infrastructure to update the NEIMS from an education perspective. Commissioning of schools relating to school furniture and equipment. Communication and consultation with schools on infrastructure matters. Establishment of stakeholder forums.

#### **ENQUIRIES**

: Ms Lerato Machaka Tel No: (011) 843 6532

#### **POST 17/248**

: **ASSISTANT DIRECTOR: DISTRICT IT SUPPORT REF NO: REFS/022285**  
Directorate: IT and Service Management

#### **SALARY CENTRE REQUIREMENTS**

: R468 459 per annum  
: Head Office, Johannesburg  
: A recognised three-year National Diploma/Degree (NQF Level 6/7) in Information Technology/Information Systems/ Computer Science plus a minimum of 3 years' relevant working experience in IT technical support. Knowledge of ITSM service desk tool, ITSM/ ITIL processes at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of call management and call handling tools. Good IT technical knowledge and IT security, problem solving and call management skills. Excellent Client orientation, interpersonal and customer service skills. Good verbal and written communication skills, ability to work under pressure. Excellent report writing and analysis skills. Ability to manage, motivate and be part of a team. Ability to

		manage, adapt and balance staffing and duties to meet Service desk demands. Ability to work with cross functional teams and supervisors within technical environment. Knowledge of legislative frameworks within the Public Sector will be an added advantage. A+/ N+/, ITIL or related certificates will be advantageous. A valid South Afrikan Driver's license.
<b><u>DUTIES</u></b>	:	Maintain and monitor ITSM system/Incident management in Districts, logged calls management. Supervise and ensure maintenance of server room infrastructure, manage networks security and computer systems (patch management). Ensure efficient IT technical support and call logging to all GDE userbase. Provide support on network connectivity/WAN and projects. Report and follow up on unresolved and delayed incidents and requests to ensure service delivery target are met. Implement and ensure 3rd party relations and processes are adhered to from the GDE IT service desk, Ensure the adherence and implementation of relevant GDE policies. Minimize service disruptions by operating, supporting, and maintaining day to day operational issues of technical support to ensure a stable and efficient environment. Provide office administration support within the business unit. Write reports on technical support within District office on Weekly, Monthly, quarterly, and ad hoc basis. Build a cohesive technical support team through coaching and development.
<b><u>ENQUIRIES</u></b>	:	Ms Eva Motshwaedi Tel No: (011) 843 6724
<b><u>POST 17/249</u></b>	:	<b><u>ASSISTANT DIRECTOR: IT SERVICE DESK REF NO: REFS/022641</u></b> Directorate: IT and Service Management
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A recognised three-year National Diploma/Degree (NQF Level 6/7) in Information Technology/Information Systems/ Computer Science plus a minimum of 3 years' relevant working experience in an IT service desk or IT technical environment. Knowledge of ITSM service desk tool, service desk and ITSM/ ITIL processes at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of call management and call handling tools. Good IT technical knowledge, problem solving and call management skills. Excellent Client orientation, interpersonal and customer service skills. Good verbal and written communication skills, ability to work under pressure. Excellent report writing and analysis skills. Ability to manage, motivate and be part of a team. Ability to manage, adapt and balance staffing and duties to meet Service desk demands. Ability to work with cross functional teams and supervisors on all IT incident and request process matters. Understanding the position of the IT Service desk within the organization. Knowledge of legislative frameworks within the Public Sector will be an added advantage. A+/ N+/ Service desk, ITIL or related certificates will be advantageous. A valid South Africa Driver's license.
<b><u>DUTIES</u></b>	:	Ensure the GDE IT Service Desk provides efficient first line IT technical support and call logging to all GDE corporate and GDE school users. Ensure the GDE IT Service desk team adheres to the GDE IT Incident Management processes and is recorded and managed via the ITSM tool. Report and follow up on unresolved and delayed incidents and requests to ensure service delivery target are met. Implement and ensure 3rd party relations and processes are adhered to from the GDE IT service desk, Ensure the adherence and implementation of relevant GDE policies. Minimize service disruptions by operating, supporting, and maintaining day to day operational issues of the Service desk to ensure a stable and efficient environment. Provide office administration support within the business unit. Write reports on service desk Stats on Weekly, Monthly, quarterly, and ad hoc basis. Build a cohesive service desk team through coaching and development. Monitor and manage services delivered by the IT service desk to ensure continual service improvement.
<b><u>ENQUIRIES</u></b>	:	Ms Eva Motshwaedi Tel No: (011) 843 6724
<b><u>POST 17/250</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: REFS/022646</u></b> Directorate: Internal Control and Compliance
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized three-year National Diploma/ Degree (NQF Level 6/7) in Auditing/Accounting/ Internal Audit/ Risk Management plus a minimum

of 3 years' experience in internal control/audit/accounting and Risk management environment at a supervisory level and or at a post equivalent to salary level 8/7. Experience in internal and external audit projects will be an added advantage. Knowledge of COSO Framework, Public Finance Management Act, Public Audit Act, National Treasury Regulations, Generally Accepted Accounting Principles and other relevant legislation. Ability to provide technical guidance when required. Financial analysis skills; Good project management skills; Document examination and electronic data analysis skills; Excellent communication (written and verbal) skills. Ability to work with all levels of management and across business units of the department. Good problem-solving skills. Self-starter and ability to work individually and/or in a team. A valid driver's license. Institute of Internal Auditors SA (IIASA), The South African Institute of Professional Accountants (SAIPA) or South African Institute of Chartered Accountants (SAICA) membership or any other professional body will be an added advantage.

#### **DUTIES**

: Facilitate and conduct internal control reviews. Facilitate and perform the in-detail testing of key internal controls in the department and prepare a quarterly internal control dashboard. Conduct and supervise independent and objective assessments/reviews of internal controls, financial results, departmental processes, and adherence to compliance requirements and identify areas of weaknesses. Coordinate and conduct compliance reviews controls. Compile and maintain the compliance universe. Conduct and supervise independent and objective assessments to establish compliance to requirements to laws and regulations relevant to GDE and the Public Sector, policies and procedures. Monitor compliance with all financial laws and regulations, policies, and procedures. Compile and maintain incident register for all incidents of non-compliance identified incident. Ensure incidents of irregularity identified and financial misconducts are referred to Ethics, Fraud, and Investigation unit for investigation. Coordinate internal and external audits and liaise with the AGSA, GAS, GPT and other stakeholders. Coordinate and monitor internal and external audit processes within the department. Coordinate IT asset Loss Control in the department. Ensure and participate in the development and maintenance of policies and procedures on IT asset losses. Monitor compliance against the Asset Loss policy and report on areas of non-compliance. Manage and develop staff.

#### **ENQUIRIES**

: Ms Unity Ramasobane Tel No: (011) 355 0268

#### **POST 17/251**

: **ASSISTANT DIRECTOR: FINANCE AND PROCUREMENT REF NO: REFS/022647**  
Sub-Directorate: Finance and Administration

#### **SALARY** **CENTRE** **REQUIREMENTS**

: R468 459 per annum  
: Tshwane North District  
: An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) qualification in Finance / Supply Chain Management / Economics / Business / Purchasing/Logistics or three-year related qualification plus a minimum of 3 years' experience in SCM at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge and experience of SAP, BAS, PFMA, Treasury Regulations, provisioning procedures and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict resolution and good communication skills (written & verbal). Must have computer literacy and the ability to work under pressure. A valid driver's license.

#### **DUTIES**

: Implementation of financial and procurement policies and procedures. Enquiry office is operating efficiently. Manage/ oversee the capturing of RLS01 on either P. CARD/SRM systems. Ensure that Vendor are registered on EIS System and vendor information forms are copied, recorded, and forwarded to GDF for registration. Receipt of requisitions (RLS01's) and processing thereof. Capturing of GRVs RLS02 on SRM within 24 hours and payment within 30 days. Follow up on outstanding payments for service providers. Clear web-cycle entries weekly. Efficient operations i.e. collection of payrolls – payslips distributed and returned within 7 working days. Proper record keeping with regards to payroll administration. Liaise with schools and units regarding payroll issues. Distribution of IRP5s. Compare accuracy of payroll with exception report and liaise with THRS with reference to the exception report. Non-compliance letters issued for return of payrolls. Report to HO on completeness of payroll return and exception report. Implementation of petty

		cash policies and procedures. Cashier's office operates efficiently, and petty cash is replenished when needed. Monitor and bank revenue as and when needed. Function as team leader by supervising tasks and responsibilities of sub-ordinates. Provide training of staff on procedures and processes. Performance management is done, and poor performance is identified and addressed. Office administration matters and effective, efficient record keeping. Provide monthly management reports. Attend management meetings.
<b><u>ENQUIRIES</u></b>	:	Ms Aluciah Malegopo Tel No: (011) 355 0268
<b><u>POST 17/252</u></b>	:	<b><u>ASSISTANT DIRECTOR: PUBLICATIONS REF NO: REFS/022650</u></b> Directorate: External Communication and Media Liaison
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) in Communication/ Journalism/ Public Relations plus 3 years' experience within Communications environment at a supervisory level and or at a post equivalent to salary level 8/7. 2 years' experience in Journalism will be an added advantage. Knowledge of Public Service Act and Regulations. Communication policies and practices and Communication theories. Computer literacy, Communication Skills, Change management, Project Management, Good Interpersonal relations, Presentation and Policy development and research skills. A valid South African Driver's License.
<b><u>DUTIES</u></b>	:	Provide Production of Content for Publication (Content Development), Coordinate design/ layout, styles of publications. Develop, update and source photographic content for intranet/ internal platforms. Coordinate proofreading and editing of content for all Publications. Monitor and check spelling, punctuation, grammar, facts as well as advise on choice of words used for clear intended message. Coordinate the drafting of well-constructed newsletters, banners and posters. Coordinate printing and distribution of Departmental Publications. Ensure that departmental strategic publications are in line with Government Communications and Information Systems (GCIS) editorial guidelines. Facilitate the development and design of internal and external online departmental publications. Develop Communication and Publication policies, procedures and guidelines for interactive media and multimedia contents. Conduct Visuals research on acts, policies, prescripts, frameworks, procedures manuals and best practices. Supervise and develop Staff.
<b><u>ENQUIRIES</u></b>	:	Mr Jeffrey Mmope Tel No: (011) 355 0972
<b><u>POST 17/253</u></b>	:	<b><u>ASSISTANT DIRECTOR: TRANSPORT AND NUTRITION REF NO: REFS/022662</u></b> Sub-Directorate: Education Support Section: Transport and Nutrition
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Gauteng East District
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) in Public Administration/Public Management/ Transport Management/ Transport Economics/Food and Nutrition plus a minimum of 3 years relevant working experience within School Nutrition and Learner Transport environment at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge of Public Service Act and Regulations, report writing Employment of Educator's Act, PFMA, SASA and Gazette 31337 as amended. Knowledge of relevant Labour Relations Act and relevant legislation pertaining to Exams and Assessments Processes. Ability to maintain good working relationships. Good Communication Skills, Computer literacy, Planning and Organising skills, Analytical skills, Conflict Management skills, Report writing skills, Good Interpersonal relations, Problem Solving, Supervisory Skills, Facilitation and Presentation skills. A valid South African driver's license.
<b><u>DUTIES</u></b>	:	Ensure the provision of National School Nutrition Programmes (NSNP). Ensure the development of school nutrition menu planning procedures and inventory accountability. Ensure the provision of nutrition education with various stakeholders to promote healthy eating and habits and healthy lifestyle to schools and communities. Ensure provision of School Nutrition and Learner Transport administrative services. Ensure that schools comply with the

development of and maintenance of cycle menus and production records in accordance with all departmental regulations and mandated. Enforce hygienic and food safety standards in line with School Occupational Health and Safety to improve the quality of nutrition services provide. Ensure that service providers (bus operators) comply with the relevant transport statutory requirements in accordance with all National and Provincial regulations and mandates. Monitor and evaluate the implementation of National School Nutrition and Learner Transport Grant Programmes. Ensure compliance with the reporting requirement and guidelines of the Nation School Nutrition and Learner Transport Programmes. Ensure provisioning of National Scholar Transport Programme (NSTP). Ensure Learner Transport programme is implemented at schools according to the set objectives. Facilitate the provision of various bus/ transport routes for Learners qualifying for the Scholar Transport programme. Development and implementation of School Nutrition and Learner Transport policies, procedures and guidelines. Ensure the implementation of School Nutrition and Learner Transport provincial and departmental framework. Supervision of staff.

**ENQUIRIES** : Mr Mpho Leotlela Tel No: (011) 736 0717 (GE)

**POST 17/254** : **LEGAL ADMIN OFFICER MR5 REF NO: REFS/022623**  
Directorate: Legal Services

**SALARY** : R464 634 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate Degree in LLB plus minimum of 8 years post-qualification legal experience. Admission as an Attorney or Advocate will be an added advantage. Knowledge and understanding of the Public Service legislative framework and Education laws, as well as drafting and interpretation of legislation and Contracts. Knowledge of South African Constitutional Law is imperative. The ability to work long hours and under pressure. A valid South African Driver's License. Skills: Interpretation of statute skills, research skills, legislative drafting and formulation skills. Good verbal and legal writing skills. Good communication (both written and verbal) as well as interpersonal skills. Well-developed analytical skills.

**DUTIES** : Research the legal content of Legislation, civil jurisprudence and provide reports. Conduct research on the constitutionality and legality of the legislative frameworks applicable to the Department. Attend to litigation on behalf of the Department. Attend to drafting of Provincial Laws, Regulations, contracts, statutory appeals and vetting of circulars. Provide legal advisory services to the Department. Ensure compliance with legislation. Monitor reviews of the law. Attend to queries regarding the departmental policies. Communicate with relevant stakeholders on matters relating to education attend to assigned duties from the Director.

**ENQUIRIES** : Ms Agnes Muthelo Tel No: (011) 355 1182

#### **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** : 09 June 2025 @00:00 midnight  
**NOTE** : Applications must be submitted on a duly New signed Z83 form, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://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). 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](http://www.thensg.gov.za) 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.

#### OTHER POSTS

<b><u>POST 17/255</u></b>	:	<b><u>DEPUTY DIRECTOR: ADMINISTRATION (PUBLIC PRIVATE PARTNERSHIP) REF NO: REFS/022600</u></b> Directorate: Sustainable Fiscal Resource Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum, (all-inclusive package) Johannesburg A three-year tertiary qualification NQF level 7 as recognised by SAQA in Finance/ Commerce/ Economics/ Built Environment/ Law/ Public Management. 3-5 years' experience at Junior Management level in PPP's Infrastructure/ Law/ Commerce/ Project Management.
<b><u>DUTIES</u></b>	:	To manage the implementation of Municipal and Provincial Public Private Partnership (PPP) infrastructure projects. Monitor compliance with relevant regulations governing Public Private Partnership (PPP)'s. Provide technical support and advice for PPP Infrastructure projects. Analyse restructuring projects and feasibility studies for non-core functional services. Facilitate the implementation of PPP infrastructure projects. Identify and assess potential PPP infrastructure projects. Provide support to conventional and other infrastructure initiatives. Provide support to management on Ad-hoc related projects and tasks. Render the following additional support to the Directorate: Project and administrative support, budget and procurement support, risk management, monitoring and evaluation, supervisory and management of staff (where applicable)
<b><u>ENQUIRIES</u></b>	:	Mr. Tebogo Thobejane – <a href="mailto:tebogo.thobejane@gauteng.gov.za">tebogo.thobejane@gauteng.gov.za</a>
<b><u>POST 17/256</u></b>	:	<b><u>SENIOR PRACTITIONER SUPER USER: SAP ERP PROCESS AND SYSTEM SUPPORT REF NO: REFS/022601 (X2 POSTS)</u></b> Directorate: Financial Governance
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum, (plus benefits) Johannesburg Relevant three-year tertiary qualification, e.g., National Diploma/ Degree (NQF level 6) as recognized by SAQA in Information Technology/ Financial Information Management Systems. 2-3 years' experience in (SAP MM, and SRM) systems, Solid experience in designing and developing training tools i.e., simulation tools, assessment tools, and learning management systems. Knowledge of SAP and SRM. Understanding of the PFMA, Treasury Regulations, and relevant legislations.
<b><u>DUTIES</u></b>	:	Log and close calls on the ITSM call logging platform upon query resolution. Provide timely system support for all GPG Departments and Trading entities end-users across various applications. Managing incoming requests and incidents efficiently. Resolve customer queries within one day and escalate technical issues as needed. Provide Departments with monthly PO status reports. Handle purchase order inquiries and monitor outstanding open POs. Manage user Access Management cycle in the procurement system including password resets and verify users' line managers in GRC. Assist users in creating their profiles on SAP MM and SRM and making sure that the correct

profile is assigned. Update access forms if needed and forward completed forms to e-Gov SAP HR for the correct line manager to be updated. Escalate user profile terminations to SAP.AUTHS. Provide transversal system training to all Users of SAP MM and SRM. Assist with creating scheduled users for online or MS Teams training and support them during training. Assist users in navigating the correct training on the online system. Prepare training materials for users. Update training manuals after the enhancement of the systems. Support Project Management administration and automation of Transversal systems including procurement project rollouts and inventory management activities. Assist in enhancing GRC self-service functions for ESS users. Participate in testing new system enhancements and ensuring completion and submission of test scripts. Additionally, contribute to the automation of RLSOI and Smart forms to all GPG departments and Trading entities that use SAP and SRM for the Procure to Pay processes

**ENQUIRIES**

: Mr. Tebogo Thobejane – [tebogo.thobejane@gauteng.gov.za](mailto:tebogo.thobejane@gauteng.gov.za)

**POST 17/257**

: **SENIOR PRACTITIONER: FINANCIAL INFORMATION MANAGEMENT**  
**SYSTEM REF NO: REFS/022602**  
 Directorate: Financial Governance

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R397 116 per annum, (plus benefits)  
 : Johannesburg  
 : A three-year tertiary qualification National Diploma or Degree (As recognised by SAQA) in Information Technology/Financial Information Management Systems/ Financial management or Accounting. 2-3 years' experience in system support and support processes. Knowledge of public sector financial systems. (BAS, PERSAL, SAP). Proven ability to understand and use the functionality of the system. Customer care experience. Sound knowledge and understanding of the financial administration in the public sector. Advanced experience in the use of the following applications: MS Excel, MS PowerPoint, MS Word, MS Access, MS Project, SAP Certification Additional, Experience in the supervision of subordinates will be advantageous (preferred).

**DUTIES**

: Bas System. Render a support service to all provincial BAS users. Monitor compliance and enforcement of prescribed legislation, policies and guidelines relating to all BAS processes. Perform BAS System Controller functions. Building capacity of BAS users. Building capacity of BAS users. SAP System. Render a support service to all provincial Departments on SAP R3. Building capacity of SAP system-end users. Co-ordinate, implement and maintain SAP at sites. PERSAL System – Finance. Render advisory and support services to all GPG Departments on PERSAL System. Monitor compliance and enforcement of prescribed legislation, policies and guidelines relating to all PERSAL processes. Building capacity of PERSAL system-end users. Perform PERSAL System Controller functions. Render advisory and support services to all GPG Departments on Business Intelligence Systems and all In-house developed systems. Scoa Maintenance.

**ENQUIRIES**

: Mr. Tebogo Thobejane – [tebogo.thobejane@gauteng.gov.za](mailto:tebogo.thobejane@gauteng.gov.za)

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL  
DEPARTMENT OF PUBLIC WORKS**

**APPLICATIONS**

: Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Director: Human Resource Management Department of Public Works, Private Bag X9142, Pietermaritzburg, 3200, for attention Mrs ZJ Hlongwane. Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg or online via [kznpw.jobs.headoffice@kznworks.gov.za](mailto:kznpw.jobs.headoffice@kznworks.gov.za). Applicants are encouraged to apply for posts through the online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs). Applicants can submit their Z83 and CV online and directly to the email addresses indicated above in respect of the different centres where the posts exist.

**CLOSING DATE**

: 13 June 2025

**NOTE**

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

## MANAGEMENT ECHELON

<b><u>POST 17/258</u></b>	:	<b><u>CHIEF FINANCIAL OFFICER REF NO: HO/CFO/052025</u></b>
<b><u>SALARY</u></b>	:	R1 436 022 per annum (Level 14), (all-inclusive), to be structured in accordance with the rules for Senior Management Services (SMS)
<b><u>CENTRE</u></b>	:	Head Office: Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate and recognised NQF level 7 post qualification in Financial or Business Management/ Administration plus 5 years relevant experience at a senior management level in commercial finance/ operational environment. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence and an appropriate and applicable SMS Pre-entry (Nyukela) Certificate to be submitted prior to appointment.
<b><u>DUTIES</u></b>	:	Develop implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the Accounting Officer ensuring that the financial resources and assets of the Department are utilized effectively and economically to realise the objectives of the Annual Performance Plan. Manage the Supply Chain Management systems of the Department ensuring good governance arrangements and value for money for good and services. Manage construction procurement services and Internal Control. Manage the development and implementation of policies. Manage the resources. Skills, Training and Competencies: Understanding of all relevant prescripts. Interpretation and application of policies /legislations. Project Management skills. Financial Management skills. Strategic Planning and coordination skills. People management and empowerment skills. Analytical, creative and innovative thinking skills
<b><u>ENQUIRIES</u></b>	:	Dr V Govender (Acting Head of Department) Tel No: (033) 355 5533
<b><u>NOTE</u></b>	:	NB. Recommended candidates will be subjected to a security clearance, competency assessment and will also be required to disclose their financial interests and will also be subjected to a technical assessment during the selection process.
<b><u>POST 17/259</u></b>	:	<b><u>DIRECTOR: HUMAN RESOURCE MANAGEMENT &amp; DEVELOPMENT REF NO: HO/D/HRM&amp;D/052025</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 per annum (Level 13), (all-inclusive), to be structured in accordance with the rules for Senior Management Services (SMS)
<b><u>CENTRE</u></b>	:	Head Office: Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate and recognised NQF level 7 qualification in Human Resource management plus 5 years relevant experience at a senior or middle managerial level within a human resource environment. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid drivers license and an appropriate and applicable SMS Pre-entry (Nyukela) Certificate to be submitted prior to appointment.
<b><u>DUTIES</u></b>	:	Manage the provision of Human Resource Administration services. Manage Employee Health and Wellness programmes. Manage Labour Relations. Manage Human Resource Utilisation and Capacity Building. Manage the development and implementation of policies. Manage the resources of the Directorate. Skills, Training and Competencies: Understanding of all relevant prescripts. Interpretation and application of policies /legislations. Project Management skills. Financial Management skills. Strategic Planning and coordination skills. People management and empowerment skills. Analytical, creative and innovative thinking skills
<b><u>ENQUIRIES</u></b>	:	Dr V Govender (Acting Head of Department) Tel No: (033) 355 5533
<b><u>NOTE</u></b>	:	NB. Recommended candidates will be subjected to a security clearance, competency assessment and will also be required to disclose their financial interests and will also be subjected to a technical assessment during the selection process.

## DEPARTMENT OF TREASURY

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

<b><u>APPLICATIONS</u></b>	:	KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg, 3200. Applications can also
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**CLOSING DATE**  
**NOTE**

be submitted via the e-services system, please assess this site ([eservices.gov.za](http://eservices.gov.za)).

06 June 2025

Applications must be submitted on the prescribed application z83 form, available from any Public Service Department and can be downloaded at [www.dpsa.gov.za](http://www.dpsa.gov.za)-vacancies and a comprehensive Curriculum Vitae. As per the DPSA directive applicants must fill in all sections of the z83, no incomplete Z83 forms will be accepted. The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only Provisionally shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: African Males, African Females and people with disabilities who meet the requirements. Applications that do not comply with all these instructions will not be considered.

**OTHER POSTS**

**POST 17/260**

**DEPUTY DIRECTOR: RISK AND ADVISORY SERVICES (CLUSTERS) REF NO: KZNPT 25/23**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

R896 436 per annum, (a remuneration package)  
KZN Provincial Treasury, Pietermaritzburg  
NQF level 7 or higher qualification with Financial Accounting as major subject, Membership of the Institute of Risk Management of South Africa (IRMSA). A minimum of 3 years' experience at junior management level in accounting environment. Valid Driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge, And Competencies: PFMA, Treasury Regulations, Accounting Principles. Analytical Organizing Presentation/report writing. Numeracy Advanced Excel Communication Planning Problem solving Project Management.

**DUTIES**

Monitor, enforce and report on the effective implementation of the PFMA, Treasury regulations and Risk Management Framework to ensure compliance. Provide support and capacity building to provincial departments and public entities. Develop financial systems policies, procedure manuals and best practices. Develop and maintain the risk register within the departments. Manage the component.

**ENQUIRIES**  
**FOR ATTENTION**

Mr K Malapane Tel No: (033) 897 4417  
Ms LM Chauque

**POST 17/261**

**ASSISTANT DIRECTOR: BAS: REF NO: KZNPT 25/23**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

R468 459 per annum, (a remuneration package)  
KZN Provincial Treasury, Pietermaritzburg  
A 3year National Diploma NQF Level 6 or higher in Accounting or Financial Information Systems. A minimum of 3-years junior management experience in a government financial systems environment. Valid Driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. skills, knowledge, and competencies: Working knowledge of Financial Systems such as HARDCAT, BAS etc. and relevant prescripts, National Treasury circulars, Knowledge of Treasury Regulations, Knowledge of Financial Regulations, Knowledge of the Public Finance Management Act, Basic knowledge of the integrated systems used by Departments in the Province, Knowledge of project management methodologies, Knowledge of Information Security, Regulation of Interception of Communications and Provision, Communication-related information Act

(Information Act). Project management skills, Good inter-personal relations skills, Problem solving skills, Risk management skills, change management skills, Presentation skills, Policy analysis and development, Self-disciplined and able to work under pressure with minimum supervision, People management, Ability to interpret written requirements and technical specification documents. Ability to work well within a team.

**DUTIES**

: Facilitate the provision and guidance of functional support rendered to Provincial financial systems users. Facilitate the provision of financial systems training. Develop financial systems policies, procedure manuals and best practices. Facilitate and conduct information sessions on financial systems. Manage resources of the Unit.

**ENQUIRIES  
FOR ATTENTION**

: Mr K Mqadi Tel No: (033) 897 4585  
: Ms Z Ndlela

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF HEALTH**

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

<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	06 June 2025
<b><u>NOTE</u></b>	:	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. <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> 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)

**MANAGEMENT ECHELON**

<b><u>POST 17/262</u></b>	:	<b><u>DIRECTOR: PRIMARY HEALTH CARE REF NO: MPDOH/MAY/25/130</u></b> Re-advertisement
<b><u>SALARY</u></b>	:	R1 216 824 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Nkangala District Office, Emalahleni (Witbank)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF Level 7) in a health related field or equivalent qualification as recognized by SAQA. Registration with a recognized Health Professional Council (2024). At least five (5) years' relevant experience in middle / senior managerial level services preferably in health-related field, as stipulated in the Directive on Human Resources Management and Development for Public Service Professionalization (DPSA). An Honors or Master's degree will be an added advantage. Nyukela Public Service SMS Pre-entry Programme Certificate (submitted prior to appointment). Knowledge and understanding of the District Health System, including Primary Health Care support, District hospitals and Community Based Health Services. Experience in accounting to communities e.g. Health committees and Hospital Boards. Knowledge and experience on district health planning, district health expenditure reviews and annual performance plans. Knowledge and experience on financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health

		Mpumalanga Comprehensive Service Plan. Verbal and written communication skills. Driver's license. Skills: Communication skills. Problem solving skills. Decision making skills. Presentation skills. Good human relation and analytic skills. Be able to work under pressure.
<b><u>DUTIES</u></b>	:	Support the district in the implementation of the full package of district health services (including district hospitals and sub-acute services) within the province, in line with the Departmental Comprehensive Service Plan. Support the district in the implementation of health programmes within the province. Ensure that quality of care is maintained and improved in the three districts. Responsible as budget holder and financial manager for the PHC Directorate. Responsible for human resource management in the Programme. Co-ordinate the rendering of professional support services (including information management) within the three districts. Manage key partnerships within the province, especially with the communities, local government, universities and non-profit organizations (NGO's). Advise the department on legislation, regulations and collective agreements and implement a talent management model that attracts and retains productive teams. Serve as a member of the Senior Management Team. Actively contribute to the formulation and implementation of the departmental strategic plan. Communicate reports and integrate the outputs of the directorate, internally in the department and externally with all stakeholders.
<b><u>ENQUIRIES</u></b>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / 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.
<b><u>POST 17/263</u></b>	:	<b><u>DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/MAY/25/131</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Gert Sibande District Office, Ermelo
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF Level 7) as recognized by SAQA in Public Administration / Management. At least five (5) years' relevant experience at a middle / senior managerial level. Nyukela Public Service SMS Pre-entry Programme Certificate (submitted prior to appointment). Valid driver's licence. Knowledge, skills and competencies: Knowledge of the Constitution of South Africa, Public Service Act, 1994 as amended, Public Service Regulations, 2016 as amended, Skills Development Act, Employment Equity Act, Basic Conditions of Employment Act, Occupational Health and Safety Act and any other relevant prescripts. Change management. Good negotiating, decision making, interpersonal and time management skills. Computer literacy. Conflict management, client orientation and customer focus. A pro-active thinker with excellent decision making skills. Ability to communicate and implement strategic objectives within an overall provincial framework. Verbal and written communication skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	To provide corporate service in the district and health facilities. Manage and render human resource management and development. Render Auxiliary Services. Manage and coordinate gender and transformation programmes. Manage and coordinate the provision of government information and communication technology services. Manage the provision of legal services. Manage the security services. Manage the provision of communication services. Manage and coordinate transformation and transversal projects. Coordinate the delivery of laundry support services. Manage the provision of records and logistical services.
<b><u>ENQUIRIES</u></b>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / 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.
<b><u>POST 17/264</u></b>	:	<b><u>DIRECTOR: PRIMARY HEALTH CARE REF NO: MPDOH/MAY/25/132</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Ehlanzeni District Office, Mbombela (Nelspruit)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF Level 7) in a health related field or equivalent qualification as recognized by SAQA. Registration with a recognized Health Professional Council (2024). At least five (5) years' relevant experience

in middle / senior managerial level services preferably in health-related field, as stipulated in the Directive on Human Resources Management and Development for Public Service Professionalization (DPSA). An Honors or Master's degree will be an added advantage. Nyukela Public Service SMS Pre-entry Programme Certificate (submitted prior to appointment). Knowledge and understanding of the District Health System, including Primary Health Care support, District hospitals and Community Based Health Services. Experience in accounting to communities e.g. Health committees and Hospital Boards. Knowledge and experience on district health planning, district health expenditure reviews and annual performance plans. Knowledge and experience on financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive Service Plan. Verbal and written communication skills. Driver's license. Skills: Communication skills. Problem solving skills. Decision making skills. Presentation skills. Good human relation and analytic skills. Be able to work under pressure.

#### **DUTIES**

: Support the district in the implementation of the full package of district health services (including district hospitals and sub-acute services) within the province, in line with the Departmental Comprehensive Service Plan. Support the district in the implementation of health programmes within the province. Ensure that quality of care is maintained and improved in the three districts. Responsible as budget holder and financial manager for the PHC Directorate. Responsible for human resource management in the Programme. Co-ordinate the rendering of professional support services (including information management) within the three districts. Manage key partnerships within the province, especially with the communities, local government, universities and non-profit organizations (NGO's). Advise the department on legislation, regulations and collective agreements and implement a talent management model that attracts and retains productive teams. Serve as a member of the Senior Management Team. Actively contribute to the formulation and implementation of the departmental strategic plan. Communicate reports and integrate the outputs of the directorate, internally in the department and externally with all stakeholders.

#### **ENQUIRIES**

: Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

#### **OTHER POSTS**

#### **POST 17/265**

: **DEPUTY DIRECTOR: BUDGETING MANAGEMENT REF NO: MPDOH/MAY/25/133**

#### **SALARY CENTRE REQUIREMENTS**

: R896 436 per annum, (all-inclusive remuneration package)  
: Provincial Office, Mbombela (Nelspruit)  
: Senior Certificate / Grade 12 or equivalent qualification plus an undergraduate relevant qualification (NQF Level 7) in Finance / Financial Management / Management Accounting as recognized by SAQA. At least a minimum of three (3) years' experience in Financial Management at management level (ASD) or relevant position. Proficiency in MS Excel, MS Word, PowerPoint and MS Project. Generic Competencies: Planning and organising. Problem solving and decision making. Coordination. Project management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: Extensive knowledge in Financial Management and Municipal Revenue Management. Comprehensive knowledge and, the Division of Revenue Act (DoRA), the Public Finance Management Act (PFMA) and Policy Development. Valid driver's licence.

#### **DUTIES**

: To manage and facilitate budgeting processes. Facilitate and manage financial planning and budgeting processes. Compile budget estimates. Align budgets with strategic and annual performance plans. Provide advice on budget-related matters. Monitor expenditure against allocated budget. Confirm availability of funds before goods and services are procured. Ensure correct SCOA allocations are used on payment packs. Checking monthly document control reports. Ensure all processed documents are audit compliant. Costing

operational budget requirements needs of Districts within actual expenditure trend. Balancing of final budget allocation on BAS. Request budget / expenditure input to quarterly erroneous allocations and authorize journal entries. Alert District Manager's to over and under expenditure trends. Monthly checking of Regional Office control reports. Training of incorrect allocation captured by sub offices. Monitoring of key cost drivers. Complete accurate and updated report as per prescribed time frames. Provide training to finance functionaries in the districts.

**ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / 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 17/266** : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: MPDOH/MAY/25/134**

**SALARY CENTRE REQUIREMENTS** : R468 459 per annum, (plus service benefits)  
: Ehlanzeni District Office, Mbombela (Nelspruit)  
: Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Public Management as recognized by SAQA. A minimum of three (3) years' relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 7/8) within Human Resource Management Environment. Extensive knowledge of the PERSAL system and at least a minimum of four (4) PERSAL courses is an inherent requirement. A good understanding and functional knowledge of the relevant public service regulatory framework. Knowledge of HR policies, Public Service Act, Public Service Regulations, Basic Condition of Employment Act, Employment Equity Act, Labour Relations Act, Pension Case Management, COIDA, IOD, OHS Act, PFMA and Establishment. 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 and maintain human resource administration practices. Facilitate HR Personnel Provisioning matters. Co-ordinate and monitor appointment process. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretarial functions for interviews, absorptions, probationary periods, etc). Manage conditions of services and benefits: leave, leave gratuities, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Administer and monitor transfers and adjustments of employees. Administer compliance of Internal Controls. Provide support to the auditing process. Give input in the development of strategic, business and procurement plans. Consolidate monthly and quarterly reports. Ensure development of staff training needs. Facilitate financial and human resources. Employees should be able to interpret and understand regulatory framework relating to employee benefits including the OSD. Coordinate performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide, and advise the personnel on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Provide support to Corporate Manager and the Chief Executive Officer.

**ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / 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 17/267** : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: MPDOH/MAY/25/135**

**SALARY CENTRE** : R468 459 per annum, (plus service benefits)  
: Mapulaneng Hospital (Ehlanzeni District)

<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Public Management as recognized by SAQA. A minimum of three (3) years' relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 7/8) within Human Resource Management Environment. Extensive knowledge of the PERSAL system and at least a minimum of four (4) PERSAL courses is an inherent requirement. A good understanding and functional knowledge of the relevant public service regulatory framework. Knowledge of HR policies, Public Service Act, Public Service Regulations, Basic Condition of Employment Act, Employment Equity Act, Labour Relations Act, Pension Case Management, COIDA, IOD, OHS Act, PFMA and Establishment. 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.
<b><u>DUTIES</u></b>	:	Implement and maintain human resource administration practices. Facilitate HR Personnel Provisioning matters. Co-ordinate and monitor appointment process. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretarial functions for interviews, absorptions, probationary periods, etc). Manage conditions of services and benefits: leave, leave gratuities, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Administer and monitor transfers and adjustments of employees. Administer compliance of Internal Controls. Provide support to the auditing process. Give input in the development of strategic, business and procurement plans. Consolidate monthly and quarterly reports. Ensure development of staff training needs. Facilitate financial and human resources. Employees should be able to interpret and understand regulatory framework relating to employee benefits including the OSD. Coordinate performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide, and advise the personnel on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Provide support to Corporate Manager and the Chief Executive Officer
<b><u>ENQUIRIES</u></b>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / 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.
<b><u>POST 17/268</u></b>	:	<b><u>PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE ADMINISTRATION REF NO: MPDOH/MAY/25/136</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum, (plus service benefits)
	:	Matikwana Hospital (Ehlanzeni District)
	:	Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in Human Resource unit or Diploma / Degree (NQF Level 6/7) in Human Resource Management, Public Administration / Public Management as recognised by SAQA. At least a minimum of three (3) PERSAL courses is an inherent requirement. Extensive knowledge of PERSAL includes interpreting PERSAL reports. A Good understanding and Functional knowledge of the Public Service Act, Public Service regulations, Basic condition of employment Act, Employment Equity Act, Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence will serve as an added advantage.
<b><u>DUTIES</u></b>	:	Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, vetting of candidates, secretarial functions for interviews, absorptions of staff, probationary periods, etc. and also responsible for conditions of service and benefits: leave salaries, leave graduates,

pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Coordinate Performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advise the staff on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Provide support to Sub-district Manager.

**ENQUIRIES**

: Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
OFFICE OF THE PREMIER**

**APPLICATIONS**

: Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Office of the Premier, Kimberley, 8300, hand deliver at T & I Building, 69 Monument Heights, Office of the Premier, Ground Floor (Security), and or email to [hrarecruitment@ncpg.gov.za](mailto:hrarecruitment@ncpg.gov.za)

**FOR ATTENTION**

: Ms. K. Moremi

**CLOSING DATE**

: 06 June 2025

**NOTE**

: The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representativity at this level. Therefore, we specifically call for suitably qualified women and persons with disability to apply. Applications must be submitted on the new application for employment form (Z83) and accompanied by a comprehensive CV specifying all qualifications and experience with respective dates. The new form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies) or obtained from any Public Service Department. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's licence before or on the day of the interview. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). No late applications will be accepted. All shortlisted candidates in line with the DPSA directive on Human Resource Management and Development for Public Service Professionalisation will be subjected to two (2) exercises of which the first Technical Assessment intends to test relevant technical elements of the job, and the second is an Integrity (ethical conduct) Assessment. The logistics of which will be communicated by the Department. All shortlisted candidates will further be subjected to a personnel suitability check, which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification. For the Senior Manager, a further requirement for all applicants 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-entry-programme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Management Leadership Programme Certificate for entry into the SMS. Applicants applying for the Senior position must note that following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of the competency-based assessment). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually.

**MANAGEMENT EHCELON**

**POST 17/269**

: **CHIEF DIRECTOR: CORPORATE MANAGEMENT REF NO: CD/CM/2025**

**SALARY**

: R1 436 022 per annum (Level 14), (all-inclusive salary package)

**CENTRE**

: Kimberley

**REQUIREMENTS**

: Applicants must be in possession of a recognised Bachelor's Degree (NQF Level 7) in Human Resource Management / Public Management, Social Science and or related Management fields. A minimum of 5 year's relevant experience at a Senior Managerial level (SMS) within Human Resource Management, Operational Management or Administrative Support Functions. The Nyukela Public Service SMS Pre-entry Programme (certificate) is required and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). A valid driver's licence. Competencies: The following key competencies and skills are required for the position: Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Employment Equity Act, Skills Development Act, Skills Levy Act,

		Occupational Health & Safety Act, Human Resource Development Strategy, Public Finance Management Act and its regulations, Treasury Regulations, PSCBC resolutions. Strategic and leadership management, Programme and Project Management, Change and Knowledge management, Good Corporate Governance Principles. Planning and organisational skills. Monitoring and Evaluation. Report writing and communication skills. Leading and controlling skills. Computer literacy. Decision-making and Networking skills. Leadership and team building skills. Analytical problem-solving skills. Policy development. Financial management and formal presentation skills.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following main functions: Facilitating and co-ordination of Departmental Strategic Management and Planning Services; The facilitation and co-ordination of departmental Human Resources Management services; Managing the provisioning of departmental Communication Services, Legal Services and the facilitation of work environment and Records Management services.
<b><u>ENQUIRIES</u></b>	:	Mr. J. Bekebeke Tel No: (053) 030 0614
<b><u>POST 17/270</u></b>	:	<b><u>DIRECTOR: FINANCIAL AND MANAGEMENT ACCOUNTING REF NO: SM/FM/2025</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 per annum (Level 13), (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a recognised Bachelor's Degree / Advanced Diploma (NQF Level 7) in Financial Management, coupled with a minimum of 5 years' of experience at a middle/senior managerial level, in Financial Management, Accounting, Auditing, Risk Management, Budgeting, and Reporting. Specialisation in Public Finance Management will be an added advantage. The Nyukela Public Service SMS Pre-entry Programme (certificate) is required and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). A valid driver's licence. Competencies: The following key competencies and skills are required for the position: Excellent knowledge of Financial Systems and budgeting principles; Expert knowledge and experience of basic Accounting Systems, procedures and controls within the Public Sector; Extensive experience in the application of strategic management, business planning and design, performance measurement, Financial Accounting, Management Accounting, Cost Accounting, internal controls, internal and external audit and information systems. Knowledge and understanding of programme and Project Management, People Management and empowerment; Research and Development methodologies. Excellent communication skills (written and verbal); client orientation and customer focus, honesty and integrity, presentation, facilitation and time management skills; problem solving, report writing, computer and analytical skills, Knowledge of PERSAL and Vulindlela are key to this post.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following main functions: Manage the Financial and Management Accounting functions as identified in the Public Finance Management Act, 1999 and the Treasury Regulations to ensure sound financial management of the Office of the Premier. Management of Operations, Budget, and Capacity Management. Improve Financial Management within the department to have an unqualified audit opinion, Oversee and coordinate the forecasting, planning, implementation, and reporting on the Office of the Premier's budget. Manage the preparation and production of financial Management monthly, quarterly, and annual reports. Manage the month-end and year-end processes and oversee the compilation of the interim and Annual Financial Statements. Oversee and report on Donor funding. Assist the CFO in the development and implementation of the Office of the Premier's Financial Policies, procedures, delegations of authority, report and ensure that non-compliance issues are addressed.
<b><u>ENQUIRIES</u></b>	:	Ms. N. Kruger Tel No: (053) 030 0675
<b><u>POST 17/271</u></b>	:	<b><u>DIRECTOR: HRD STRATEGY AND TRANSVERSAL CO-ORDINATION- REF NO: SM/HRDS &amp; TC/2025</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 per annum (Level 13), (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a recognised Bachelor's Degree / Advanced Diploma (NQF Level 7) in Public Administration/Human Resource

		Management, coupled with a minimum of 5 years' of experience at a middle/senior managerial level, in the Human Resource Development environment. The Nyukela Public Service SMS Pre-entry Programme (certificate) is required and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). A valid driver's licence. Competencies: The following key competencies and skills are required for the position: Planning and Organising, Reporting procedures, Training, Compilation of management reports, Strategic management, Problem solving, People management, Conflict management, Project management, Analytical thinking, Interpersonal relationships, Computer literacy, Leadership, Policy development, Communication, Networking, Change Management, Financial management, Research, Client orientation, Presentation and facilitation, Ability to interpret relevant legislative framework.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following main functions: Facilitating the development and coordinating the implementation of the Provincial HRD Strategy, Facilitating, coordinating, monitoring, and evaluating the implementation of, and full compliance with, Skills Development legislation and National Human Resource Development Strategies, Policies, and Programmes, Facilitating and coordinating capacity development within the Provincial Administration, Overseeing the coordination of the HRD Council in the Province, Providing leadership to the Provincial Administration in terms of the awarding of Transversal Bursaries, and the overall managing of the Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms H. Kannemeyer Tel No: (053) 030 0734
<b>OTHER POSTS</b>		
<b><u>POST 17/272</u></b>	:	<b><u>DEPUTY DIRECTOR: PROVINCIAL HR PLANNING, ORGANISATIONAL AND OPERATIONS DESIGN REF NO: DD/PHRPO&amp;OD/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
	:	Kimberley
	:	Applicants must, as a minimum, be in possession of a three years' tertiary Degree (NQF Level 7) in organizational Efficiency, organizational Design, Organisational Development, Industrial Psychology, Human Resource Management or other closely related area of study, coupled with more than 10 years practical experience in an Organisational Design/ Development environment, with a minimum of 3 years' experience at Assistant Director level. Applicants must also be in possession of a Job Evaluation Certificate and a Driver's License. A Certificate in Management Services or a National School Governors Organizational Design Certificate will serve as an added advantage. Competencies: The following key competencies and skills are required for the position: Cost-benefit analysis, Development/ design of job descriptions and job profiles, Organisational Design principles and techniques, Post-provisioning norms and standards, Operations Management principles and techniques, Business Process improvement, HR Planning, Job Evaluation, Organisational Functionality Assessment, HR Delegations, Policy development, Government machinery, Integration of broader HR practices, Relevant legislation and policy, Management practices, Risk and Resource Management, Co-ordination, Data Analysis and Report writing, Formal presentation, Project Management, Change Management and Productivity Management.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following main functions: The performing of research and development of Provincial Organisational Design and related policies, frameworks and guidelines; The monitoring, co-ordination and promotion of the provincial implementation of legislative requirements related to organisational design and related matters; The ensuring of proper design and establishment within the Provincial Administration; The development of provincial post-provisioning norms and standards; The co-ordination of Provincial Organisational Job Design and Job Evaluation projects; Manage the rendering of a Provincial monitoring, facilitation, co-ordination and support service towards the Provincial implementation of HR Planning and HR Delegations; The facilitation of all initiatives relating to the macro-organisation of service delivery machinery in the province; The performing of research and development of Provincial operations Management Policies, Frameworks and Guidelines; The monitoring and co-ordination of Provincial Organisational Functional Analysis; The

		Provincial monitoring, facilitation and co-ordination of the development and improvement of Service Delivery Models, Business Process Maps and Standard Operating Procedures Provincially; The monitoring and co-ordination of Productivity Management Provincially. The executing of operational management responsibilities in terms of the Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms. H. Kannemeyer Tel No: (053) 030 0734
<b><u>POST 17/273</u></b>	:	<b><u>DEPUTY-DIRECTOR: PROVINCIAL RESEARCH SERVICES AND DEVELOPMENT – ECONOMIC RESEARCH REF NO: MAN/PRS&amp;D/2025</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Degree in Economics and/or Statistics and/or closely related fields or a Post graduate degree in Economics and/or Statistics, experience in the field of environmental management and green or Circular Economy will be an added advantage, coupled with a minimum of 3 years' experience in Policy, Planning and Research Environment, at an Assistant Director level. Competencies: The following key competencies and skills are required for the position: Advanced Knowledge of Research Methodology, Project Management and Policy Development, Advanced Mathematics & analytical skills, Policy analysis, policy implementation and review processes, Advanced knowledge of how to develop new ideas that impact on existing methods, Knowledge of the latest advances in public management theory and practice, Knowledge of the policies of government of the day.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following main functions: Develop a Provincial economic research agenda; Coordinate and facilitate economic and environmental research activities on Provincial and sector specific programmes that support evidence-based decision making; Establish partnerships with all spheres of government, academia, research institutions and communities of practices; Maintain a repository of Research products and ensure the provision of archiving and develop research capacity within the Provincial Administration.
<b><u>ENQUIRIES</u></b>	:	Ms. A. Harsant Tel No: (053) 030 0667
<b><u>POST 17/274</u></b>	:	<b><u>GISC TECHNOLOGIST (PRODUCTION – GRADE A) – POLICY AND PLANNING REF NO: GIS/P&amp;P/2025</u></b>
<b><u>SALARY</u></b>	:	R466 743 per annum, (OSD), (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a 3-4 years Geographic Information Systems Bachelor's degree (NQF Level 7) or related Bachelor's Degree and 6-year post-qualification GISc Technologist experience. Certified GIS Enterprise professional. Compulsory registration with SAGC or PLATO as a GISc technologist, GISc Professional or Certification as a GIS Enterprise professional. Valid Driver's license. A Certification in IT and server administration will be an added advantage. Competencies: The following key competencies and skills are required for the position: GISc implementation, Geo database design and repository management, Geo statistical analysis, Standard development and policy formulation, Technical report writing; Spatial analysis knowledge, GIS applications, Legal requirements and compliance, High-level spatial design and modelling, Organisational Process knowledge, Systems maintenance, Mobile equipment operating, Open Access, Advanced computer skills, Interaction and communication, An understanding of provincial and municipal planning systems, Strong experience with two or more GIS platforms (ArcGIS platform, QGIS, ERDAS etc.), Must have knowledge of technical and strategic report writing and understanding of legal compliance, Experience in Geo-Database design and Enterprise GIS Administration, Experience in Spatial and statistical analysis and development of information products like analytics dashboards, story maps etc.
<b><u>DUTIES</u></b>	:	The successful candidates will be responsible for the following main functions: Developing and managing spatial information applications within the organisational process; Providing access to Spatial Information and Geographic Information Services to all clients in the (Northern Cape Sector Departments and Local Government); Documenting GIS processes undertaken during optimisation and integration; Coordinating and managing the design; development and creation of a geospatial database; Ensuring

implementation of GIS Standards Draft Terms of Reference for GIS projects continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives and; Perform Quality Assurance of all the data and information products.

**ENQUIRIES**

: Dr. G. Botha at 060 742 1575

**POST 17/275**

: **DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: DD/AM/2025**

**SALARY**

: R896 436 per annum (Level 11), (all-inclusive salary package)

**CENTRE**

: Kimberley

**REQUIREMENTS**

: Applicants must be in possession of a three-year tertiary qualification Bachelor's Degree (NQF Level 7) in Financial Management, with a minimum of 3 years' experience at Assistant Director level. A valid driver's license. Competencies: The following key competencies and skills are required for the position: Knowledge of Public Service prescripts and Regulations, Public Finance Management Act (PFMA), Basic Accounting Systems (BAS), Asset Management Framework, Procurement information management system, Supply Chain Management and Budget administration. Problem-solving, Planning and organizing, People Management, Conflict Management, Project Management, Analytical thinking, Interpersonal relationships, Computer Literacy, Leadership, Policy development, Networking, Financial Management, Research, Presentation and facilitation.

**DUTIES**

: The successful candidate will be responsible for the following main functions: To develop an asset strategy and co-ordinate the implementation of Assets Management Strategy and plan; Develop and implement Asset Management Policies, procedures and guidelines; Ensure that the asset register is updated regularly and complies with the provisions of generally recognised Accounting Principles (GRAP) and National Treasury norms and standards, including leases; The management of assets disposal, losses, Finance Leases and immovable assets, Ensure that reconciliation between the Asset Register and Trial Balance is performed monthly; Preparation of Annual Financial statements on Assets; Provide training on developed policies, procedures, Asset Management learner guide and guidelines; Manage relationships between the directorate, internal and external stakeholders e.g. Other functional areas; AG, operational offices and regional offices, manage resource allocation to ensure effective staffing levels and utilization according to organisational needs and perform other activities as required to achieve the goals of Office of the Premier.

**ENQUIRIES**

: Ms. E. Appies Tel No: (053) 030 0820

**POST 17/276**

: **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DD/SCM/2025**

**SALARY**

: R896 436 per annum (Level 11), (all-inclusive salary package)

**CENTRE**

: Kimberley

**REQUIREMENTS**

: Applicants must be in possession of a tertiary qualification Degree (NQF Level 7) in SCM/Purchasing /Logistics/Financial Management/Business Management or other closely related area of study, with a minimum of 3years' experience at Assistant Director Level within a SCM, Finance or Environment. A valid driver's license. Extensive knowledge and experience in SCM, an understanding of Standard Charts of Accounts (SCOA), In depth knowledge of Financial Management, Supply Chain Management procedures and prescripts is vital; Knowledge of the PFMA, PPPFA, Treasury Regulations, GIAMA and SCM practice notes, regulations, directives, circulars, policy frameworks is essential, LOGIS and BAS knowledge and experience, as well as Accounting Provisioning Administration background required. Competencies: The following key competencies and skills are required for the position: Good interpersonal and communication skills as well as advanced computer skills; The ability to manage staff; possess excellent reporting writing skills; work independently and overtime when necessary; The successful candidate must be highly reliable; self-motivated; flexible; creative; client focused and quality orientated. Have a high ethical standard; able to conduct business with integrity and in a fair and reasonable manner; ability to promote mutual trust and respect; innovative; hard-working; ability to work effectively and efficiently under sustained pressure; An aptitude for working with financial figures with

		strong people management skills, ability to work within a team context and motivate team members.
<b><u>DUTIES</u></b>	:	The successful candidates will be responsible for the following main functions: Ensure strategic procurement planning and compliance with legislative requirements to enhance efficiency in departmental procurement; Manage, develop, review and implement Supply Chain Management acquisition management framework, policies and methodologies; Manage, undertake and review the monitoring, analysis and determination of actions to ensure proper contract administration; Ensure that departmental policies and procedures promote the principles of efficiency and effectiveness managing the movement of goods and transport administration; Compile monthly, quarterly and annual reports to internal and external stakeholders; Manage the Sub-Directorate and undertake all administrative functions with regard to financial and HR matters.
<b><u>ENQUIRIES</u></b>	:	Ms. E. Appies Tel No: (053) 030 0820
<b><u>POST 17/277</u></b>	:	<b><u>ASSISTANT DIRECTOR: DISTRICT COORDINATOR ON AIDS COUNCIL SECRETARIAT REF NO: AD/DCACS/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	John Taolo Gaetsewe District
<b><u>REQUIREMENTS</u></b>	:	Applicants should be in possession of a (NQF Level 6) in Public Health/Business or Public Administration/Social Sciences, coupled with a minimum of 3 years' experience in Monitoring & Evaluation & Partnership Development and experience in fieldwork. Competencies: The following key competencies and skills are required for the position: Knowledge of Research Methodology, M&E Frameworks and assessment tools, Knowledge of database management, Knowledge of HIV Strategies, legislation & policy framework, Knowledge of South African and Provincial environment with regard to HIV & Aids, Knowledge of Project Management, Knowledge of the Public Service Legislative Framework.
<b><u>DUTIES</u></b>	:	The successful candidates will be responsible for the following main functions: Co-ordinate a comprehensive multi-sectoral response to the challenges of HIV and AIDS; Mobilise communities through relevant structures in the implementation of the multi-sectoral response to HIV and AIDS; Implement and HIV and AIDS communication plan to ensure dialogue and participation of communities; Collate data indicators as per the National Strategic Plan; Collate district HIV and AIDS related response reports; Maintain database of programmes and sectors in the Province.
<b><u>ENQUIRIES</u></b>	:	Ms. K. Setima Tel No: (053) 030 0743
<b><u>POST 17/278</u></b>	:	<b><u>ACCOUNTING CLERK: FINANCIAL MANAGEMENT REF NO: AC/FM/2025</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	Applicants should be in possession of a Senior Certificate or an appropriate equivalent qualification. No experience is required. Competencies: The following key competencies and skills are required for the position: Preference will be given to candidates with basic knowledge of financial functions and practices as well as the ability to capture data, operate computer and collate financial statistics, Basic knowledge and insight of the Public Service Financial Legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, Basic knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc), Have good written and verbal communication skills, basic interpersonal relations, accuracy, planning and organising skills, Computer literacy, The ability to operate office equipment and perform routine tasks, Be able to function under pressure and work within a team or independently.
<b><u>DUTIES</u></b>	:	The successful candidates will be responsible for the following main function: Render financial accounting transactions; Verify invoices for correctness (internal control); Perform payment administration support services; Payment preparation of invoices presented for payment and capturing of payments on the BAS and LOGIS systems, Petty cash controller; Issuing of receipts and replenish petty cash; Journal preparation and capturing thereof on the BAS; Safeguarding of financial records and face value forms.
<b><u>ENQUIRIES</u></b>	:	Mr. J. Carolus Tel No: (053) 030 0820

## OFFICE OF THE PREMIER

***The Northern Cape Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender, race and disability representivity. Employment decisions shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets.***

<b><u>APPLICATIONS</u></b>	:	Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Private Bag X5016, Kimberley, 8300 or hand deliver at t&i Building, 69 Memorial Road, Monument Heights, Office of the Premier, Ground Floor (Security) or email to <a href="mailto:hrarecruitment@ncpg.gov.za">hrarecruitment@ncpg.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Mr. V. Fredericks
<b><u>CLOSING DATE</u></b>	:	06 June 2025
<b><u>NOTE</u></b>	:	Applications must be submitted on the new application for employment form (Z83). The new form can be downloaded at <a href="http://www.dpsa.gov.za-vacancies">www.dpsa.gov.za-vacancies</a> or obtainable from any Public Service Department and should be accompanied by a comprehensive CV specifying all qualifications, experience with respective dates. Applications submitted using the old Z83 form will not be accepted. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's licence before or on the day of the interview. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). No late applications will be accepted. Where applicable, shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be accordingly communicated by the Department. All shortlisted candidates will further be subjected to a personnel suitability check which includes criminal record checks, security vetting, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification. A further requirement for all SMS post(s) is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). No appointment shall be finalized without the relevant candidate producing the Nyukela pre-entry certificate for SMS. 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/">https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/</a> . Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of the competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate(s) will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually where applicable. If you have not been contacted within six (6) weeks after the closing date of this advertisement, kindly accept that your application was unsuccessful.

## MANAGEMENT ECHELON

<b><u>POST 17/279</u></b>	:	<b><u>HEAD OF DEPARTMENT FOR EDUCATION REF NO: HOD/DOE/2025</u></b>
<b><u>SALARY</u></b>	:	R2 259 984 per annum, (all-inclusive remuneration package). (All-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	A relevant post graduate qualification (NQF level 8) as recognised by SAQA supported by at least 10 years' experience at Senior Management level. The successful candidates will champion accelerated, efficient, effective and development-oriented service delivery in pursuit of the National Development Plan and the Medium-Term Strategic Framework within the over-arching context of the Northern Cape Government's vision of a Modern, Growing and Successful Province. Competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest standard of service delivery. Excellent problem solving and analytical skills, people management and empowerment attributes. The successful candidate must also display the highest standard of ethical and

moral conduct and the ability to communicate at all levels. Moreover, honesty, integrity, analytical thinking and research are pre-requisites. A valid driver's licence and computer skills, advanced knowledge of relevant legislation such as the Public Finance Management Act (PFMA), Treasury Regulations, Supply Chain Management policy framework, Public Service Act and Regulations are further prerequisites.

## **DUTIES**

: Responsible for all function/duties as Head of Department in terms of the Public Service Act and the Public Service Regulations the successful candidate will be expected to: Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years; Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate; Be responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Monitor and ensure compliance with all applicable legislation; Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the Department. Reporting to the MEC for Education, the successful candidate will function as the Head of Department with the following main functions: Provision of curriculum for ECD & GET in Grades 4 to 9, 10 to 12; Oversee professional teacher development and leadership programmes; Drive curriculum support and special programmes; Ensure the development of assessment policies, rules and regulations; Effective implementation of marking and monitoring processes; Provide cross organizational support in the conduct of the examinations and the management of irregularity; Management and development of question papers and the maintenance of an Item Bank; Ensure the timeous printing, packing and distribution of the examination material; Provision of leadership in the provisioning of teaching and learning support services; Co-ordination, management and implementation of learner social support programmes; Provision of institutional management, governance and support services; Development and management strategies, policies, systems, norms and standards and plans related to immovable assets, equipment & property management; Management of the delivery of the total Infrastructure Programme related to Capex, Minor capital and maintenance projects; Management and rendering an IT and Information Systems; Management and coordination of policy, planning, risk and internal control services, Facilitate the establishment of risk management capacity in the departments; Provision of research & development & monitoring and evaluation of departmental programmes and projects; Provision of Litigation and advisory services; Provision of legislative drafting and ensure compliance; Management of contracts and facilitation of property management; Manage and facilitate Collective Bargaining and dispute resolution processes; Management, development and implementation of labour relations policies, guidelines and processes; Management and provision of Financial Administration and Accounting services; Rendering of Management Accounting and Institutional funding services; Management and provision of Supply Chain and Asset Management services; Support the implementation of appropriate accounting practices and to build Financial Management Capacity in all Provincial Departments; Management and the implementation of financial information management systems and other relevant transversal systems; Monitoring and provision of the implementation of Risk Management; Monitoring and support on compliance in all the provisions of Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Financial Management of Parliament and Provincial Legislatures Act (FMPLA), GRAP, Modified cash standards and other related Acts, regulations and prescripts; Participation in oversight structure engagements and co-ordination of audit committee meetings; Improvement of audit outcomes and development of audit strategies and financial management policies; Oversight of the coordination and preparation of consolidated annual financial statements for departments and public entities; Foster financial management capacity building programmes for the department; Implement and monitor compliance to national and provincial financial norms and standards by the department; Ensuring audit outcomes reflecting financial statements free from material misstatements, free from material findings on non-compliance with legislation; Set the strategic focus of the Northern Cape Department of Education (organisational visioning and direction setting); Provide requisite leadership to senior managers in setting and achieving the goals of the Northern Cape Department of Education (Leading the organisation); Ensure that sound people

and financial management practices are adhered to within the Northern Cape Department of Education; Champion the change within the Northern Cape Department of Education; Evaluate the performance of Northern Cape Department of Education on a continuous basis, against pre-determined key measurable objectives and standards; Ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate; Ensure compliance with all applicable legislation; Accountable to the member of the Executive Council for the realization of Government priorities and Intergovernmental Programme of Action; Ensure operational efficiencies and strategic outputs of the Department; Develop and implement an effective and efficient diversity management system within the Northern Cape Department of Education; Ensure integrated governance in terms of the services and functions of the Northern Cape Department of Education; Ensuring regional and international integration in terms of the services and functions of the Northern Cape Department of Education; Ensuring adherence to the MISS by the Northern Cape Department of Education; Ensuring interface with external role players for effective governance by optimizing communication and stakeholder relationships; Ensure the security threat and risk assessment is conducted for the Department; and to ensure the development and implementation of an Internal Security Policy.

**ENQUIRIES** : J. Bekebeke at 066 484 5888

#### **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).***

**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 applications to: [Ncpt-HR@ncpg.gov.za](mailto:Ncpt-HR@ncpg.gov.za)

**FOR ATTENTION** : Ms. D Barnett

**CLOSING DATE** : 06 June 2025

**NOTE** : 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 which can be downloaded at [www.dpsa.gov.za-vacancies](http://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.

## OTHER POST

<b><u>POST 17/280</u></b>	:	<b><u>ASSISTANT DIRECTOR: MUNICIPAL SUPPORT REF NO: NCPT/2025/01 (X3 POSTS)</u></b> Chief Directorate: Municipal Financial Management Duration: (12 months' contract)
<b><u>SALARY</u></b>	:	R468 459 – R551 823 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	NQF: 6/7 Tertiary Qualification in Financial Management/Financial Accounting/Management Accounting/Auditing/Local Government Management/ Finance/ Public Management. 2 - 3 years' working experience in the Public and project management environment. Knowledge: Analytical skills, Organizing skills, Presentation/report writing skills, Numeracy, Advanced Excel, Communication skills, Planning, Problem solving skills and Project management.
<b><u>DUTIES</u></b>	:	Support the monitoring and compliance with the Debt Relief reporting requirements: Monitor and report progress on the conditions of the Municipal debt relief programme. Submit monthly reports to Head Office on each municipality on the programme against the conditions. Provide financial support to municipalities on the debt relief programme: Ensure that municipalities maintain the average collection and usage of electricity and water. Ensure that the municipalities are complying with the conditions of the programme. Hold meetings with municipalities that are non-compliant and not meeting the conditions. Request training when needed from the Technical Advisors for the municipalities. Schedule monthly meetings with the municipalities to go 2 over challenges and risks that have been identified. Ensure municipalities adhere to the reporting deadlines. Facilitate monthly compliance certification of municipalities: Facilitate the submission of compliance certificates within 20 days after each month's end. Facilitate standardized monitoring across the municipalities to formulate the compliance certificates. Coordinate the standardised monitoring across municipalities and provinces format of the certificate of compliance in which the Head of the relevant Provincial Treasury must monthly certify the municipality's compliance with the conditions for municipalities (paragraph 6.1 to 6.14) is included in Annexure A to this Circular. Upload the Monthly Compliance Certificate to the National Treasury upload portal. Capacitation of Municipalities: Facilitate workshops with municipalities on new developments. Train municipalities on reporting tools. Ensuring that municipalities adhere to debt relief conditions. Monitoring credit control policies to ensure that there is revenue collection.
<b><u>ENQUIRIES</u></b>	:	Ms. B. Mgaguli at 066 188 6322

**PROVINCIAL ADMINISTRATION: NORTH WEST  
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT**

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

<b><u>APPLICATIONS</u></b>	:	The Head of Department, Department of Community Safety and Transport Management, Private Bag X19, Mmabatho, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, or email to the relevant e-mail address associated with the post applied for.
<b><u>FOR ATTENTION</u></b>	:	Kegomoditswe Makaota Tel No: (018) 200 8258
<b><u>CLOSING DATE</u></b>	:	06 June 2025 at 15H30
<b><u>NOTE</u></b>	:	<p>Compliance Note: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant to the notes, the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Completion of the Z83 form: Part A: All fields must be fully completed. Parts B: All fields except date of birth and ID number. Part C, D, E, F and G may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information, however question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants do not have to submit copies//proof/certificates/attachments/drivers licence/qualifications on application, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA website, <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. Qualifications of shortlisted candidates will be verified with SAQA. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by copies of academic record/transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be conducted. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualifications verification as well as security clearance. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews, but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National School of government, information can be accessed via</p>

this [link: https://www.thensg.gov.za](https://www.thensg.gov.za). The appointee to SMS post must be in possession of such, prior to taking up the post.

## **MANAGEMENT ECHELON**

<b><u>POST 17/281</u></b>	:	<b><u>CHIEF DIRECTOR: DISTRICT COORDINATION AND GOVERNMENT FLEET REF NO: 04/2025/26</u></b> Chief Directorate: District Coordination and Government Fleet This is a re-advertisement; candidates who previously applied are encouraged to reapply
<b><u>SALARY</u></b>	:	R1 436 022 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office- Mahikeng Grade 12 Certificate. A relevant (NQF level 7) qualification in Public Administration/Administration as recognised by SAQA coupled with five (5) years' experience at senior management level within Administration. Computer Literacy. A valid driver's license. Knowledge: Broad knowledge of Public Financial Management Act and its Regulation. In depth knowledge of Public Service Act. Broad knowledge of Public Service Regulation and its Regulation. Broad knowledge of Infrastructure Management. Knowledge of Technical Standards/Procedures. Knowledge of South African Police Service Acts and also knowledge that governs Traffic Operations. Knowledge of Managerial Functions. Skills: Ability to interact professionally and effectively with diverse stakeholders. An innovative, assertive and confident approach. Ample initiative and an independent work ethic, self-motivated and reliable. Investigation, Excellent report writing, research, analytical thinking, decision making and problem solving skills. Client oriented and customer focus and results driven. High level communication and presentation skills. Ability to interact at both strategic and operational level. Ability to work under pressure. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery innovation, Problem Solving and analysis, Client orientation, Customer Focus and Communication.
<b><u>DUTIES</u></b>	:	Oversee the monitoring and evaluation of effectiveness and ensure efficiency to the Provincial Secretariat for Police Service. Ensure monitoring and control of Transport Regulations. Ensure the efficiency of Transport Operations in the District. Oversee the management of Government Motor Fleet. Coordinate District Corporate Services function. Manage and control all the resources within the Chief Directorate. Provide Strategic Leadership.
<b><u>ENQUIRIES APPLICATIONS NOTE</u></b>	:	Dr. H Kekana Tel No: (018) 200 8001 E-Mail address: <a href="mailto:CSTMrecruitment01@nwpg.gov.za">CSTMrecruitment01@nwpg.gov.za</a> Male candidates are encouraged to apply
<b><u>POST 17/282</u></b>	:	<b><u>CHIEF DIRECTOR: TRANSPORT OPERATIONS REF NO: 05/2025/26</u></b> Chief Directorate: District Coordination and Government Fleet
<b><u>SALARY</u></b>	:	R1 436 022 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office- Mahikeng Grade 12 Certificate. A relevant (NQF level 7) qualification in Transport Management, Transport Economics or Transport Logistics as recognised by SAQA coupled with five (5) years' experience at senior management level (SL13) within the Transport Environment. Computer Literacy. A valid driver's license. Knowledge: Broad knowledge and understanding of Government Policies and other relevant prescripts. In depth knowledge of legislative prescripts governing Transport Sector. Ability to conceptualise policy and apply it successfully. Policy analysis and interpretation. Skills: Ability to interact professionally and effectively with diverse stakeholders. An innovative, assertive and confident approach. Ample initiative and an independent work ethic, self-motivated and reliable, Excellent report writing, analytical thinking,

decision making and problem-solving skills. Client oriented and customer focus and results driven. High level communication and presentation skills. Ability to interact at both strategic and operational level. Computer Literacy. Ability to work under pressure. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery innovation, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

- DUTIES** : Oversee the development and maintenance of Transport policies, legislations, information systems as well as the planning process thereof. Oversee the management of Transport Operations within the province. Manage Public Passenger and Leaner Transport Subsidized Contracts. Oversee the implementation and maintenance of Provincial Aviation matters. Oversee the management, monitoring and regulation of Public Transport in the province. Ensure the successful empowerment, capacitation, and liaison with all Public Transport Stakeholders. Manage and control all the resources within the Chief Directorate. Provide Strategic Leadership.
- ENQUIRIES** : Dr H Kekana Tel No: (018) 200 8001
- APPLICATIONS** : E-Mail address: [CSTMrecruitment02@nwpg.gov.za](mailto:CSTMrecruitment02@nwpg.gov.za)
- NOTE** : Female candidates are encouraged to apply

#### **DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS**

- APPLICATIONS** : Completed applications should be forwarded to the Director: Human Resource Management, Department of Cooperative Governance and Traditional Affairs, Private Bag X2145, Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Bessemer Street, Industrial Site, Mafikeng (Behind the Crossing Shopping Complex) or email address: [nwcogtarecruit@nwpg.gov.za](mailto:nwcogtarecruit@nwpg.gov.za)
- FOR ATTENTION** : Ms Ethelia Masibi Tel No: (018) 388 3933 or Ms Katlego Sebaetse Tel No: (018) 388 3935
- CLOSING DATE** : 06 June 2025 Time (15H30)
- NOTE** : Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience, and with full names, addresses, and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications; however, shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. Please note: It is the responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. Appointment of the successful candidate (s) will be strictly subject to the Personnel Suitability Checks results/outcome before appointment. Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries. Directions on how to fill in the New Z83 Form NB: Candidate should note the following information on the new Z83 application form: All fields of the Z83 are compulsory, and the applicant's signature is mandatory. The Z83 must be completed in full and signed for an applicant to be considered. The form must be completed in manner that provides sufficient information about the candidate and the post applies for by completing all relevant fields. The questions related to conditions that prevent re-appointment under part F must be answered, it requires an applicant to specify if any conditions may prevent re-employment in the public service. Applicants currently employed by the public service do not need to complete the section intended for those seeking re-employment. The Z83 form must be completed in full and signed in order for an applicant to be considered. Part A,B,C and D applicants may leave questions blank, mark them as not relevant, and uses dashes or N/A if they do not apply to them or the position they are applying for. The initials on the second page, where the signature is situated,

are not mandatory. The North West Department of Cooperative Governance & Traditional Affairs is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. People with disability are encouraged to apply. NB: The Department reserves the right not to make Appointments. Correspondence will be limited to short-listed candidates only.

#### **MANAGEMENT ECHELON**

**POST 17/283** : **DIRECTOR: MUNICIPAL GOVERNANCE AND ADMINISTRATION REF NO: 01/25-26**  
 Chief Directorate: Local Governance  
 Directorate: Municipal Governance Support  
 Job Purpose: To administer Municipal Governance and Corporate services support.

**SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum (Level 13), all-inclusive remuneration package  
 : Head Office  
 : Matric/Grade 12/ Degree in Public Administration/Public Management/ Human Resource Management/Management (NQF level 7) as recognised by SAQA, 5 years' of experience at a Middle/Senior Managerial Level. Nyukela SMS Pre-Entry Certificate (submitted prior to appointment). Valid driver's License. Competencies/Knowledge/Skills: In depth knowledge of Municipal Planning & Performance Management Regulations, Public Service Regulation, National Capacity Building Framework, Consumer Protection Act, Municipal Structure Act, Municipal System Act, Gov-Chat Software, Public Office Bearers Act, Municipal Finance Management Act, Division of Revenue Act, Employee Equity Act. Organisational Structure Design, Job Evaluation, Human Resource Planning, Strategic Capability, Work Study Investigation, Facilitation, Negotiation, Conflict Management, Analytical & Research, Computer Literacy, Communication & Report Writing, Organising & Planning, Policy Interpretation & development.

**DUTIES** : Facilitate Implementation of Municipal Governance Oversight Support. Coordinate Implementation of Municipal Organisational Development and Human Resource Planning Support services. Coordinate Implementation of Municipal Capacity development support services. Facilitate Implementation of Municipal Labour Relation. Coordinate Implementation of Municipal Human Resource Administration support services.

**ENQUIRIES** : Mr JK Mashigo Tel No: (018) 388 4765

**POST 17/284** : **DIRECTOR: TRADITIONAL INSTITUTIONS ADMINISTRATION REF NO: 02/25-26**  
 Chief Directorate: Traditional Institutional Management  
 Directorate: Traditional Institutional Administration  
 Job Purpose: To administer implementation of Traditional Institutions and Resource Administration Services.

**SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum (Level 13), all-inclusive remuneration package  
 : Head Office  
 : Matric/Grade 12 Degree in Public Administration/ Business/ Financial Management/Governance/Social Science (NQF Level 7) as recognised by SAQA. 5 years' of experience at a Middle/Senior Managerial Level. Nyukela Compliance Certificate (submitted prior to appointment). Valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge Customary Law, Traditional Khoi-San Leadership Act, North West House of Traditional Leaders Act, Public Financial Management Act, Public Service Regulation. Financial Management, Project Management, Strategic Capability, Conflict Management, Report writing, Communication, Computer Literacy, Interpersonal & Facilitation, Policy Interpretation & Development.

**DUTIES** : Facilitate implementation of Traditional Council Land Administration Support. Facilitate Implementation of Traditional governance and Resource Administration services. Coordinate Implementation of Rural Development facilitation services. Coordinate Implementation of Traditional Institutional Financial Administration services. Coordinate Implementation of district Traditional Institutions Financial and Administrative Support.

**ENQUIRIES** : Mr SA Ruthoane Tel No: (018) 388 5483

## OTHER POSTS

<b><u>POST 17/285</u></b>	:	<b><u>DEPUTY DIRECTOR: PROVINCIAL DISASTER MANAGEMENT SUPPORT REF NO: 03/25-26</u></b> Chief Directorate: Development And Planning Directorate: Provincial Disaster Management Centre Job Purpose: To coordinate implementation of Provincial disaster management systems and structures
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum (Level 11), all-inclusive remuneration package Head Office Matric/Grade 12. Diploma/Degree in Disaster Management/ Emergency Management/ Environmental Science or any other relevant qualification (NQF6/7 as recognized by SAQA). Minimum 3-5 years' relevant experience at Junior Management/Assistant Director level in Provincial Disaster Management Support. Valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge of United Nations international strategy on Disaster Reduction, Sendai Framework for Disaster Reduction, Disaster Management Act, National Disaster Management Framework, Municipal Finance Management Act, North West Disaster Management Framework, Municipal Indicative Disaster Risk Profile, Disaster Management Processes, Public Financial Management Act, Public Service Act, Treasury Relations, Division Revenue Act. Strategic Planning & Management, Leadership, Analytical & Research, Communication, Report Writing, Problem Solving, Presentation & Facilitation, Policy Interpretation and Development, Computer Literacy, Financial Management, Information Management, Project Management.
<b><u>DUTIES</u></b>	:	Monitor integrated institutional capacity and support disaster management. Facilitate Implementation of disaster response and recovery plans. Facilitate sourcing of disaster relief funds. Facilitate disaster risk assessment. Monitor Disaster risk reduction programmes and capacity building.
<b><u>ENQUIRIES</u></b>	:	Mr S Ramagaga Tel No: (018) 388 4129
<b><u>POST 17/286</u></b>	:	<b><u>DEPUTY DIRECTOR: INTERNAL CONTROL &amp; COMPLIANCE REF NO: 04/25 -26</u></b> Chief Directorate: Financial Management Services Directorate: Financial Administration Job Purpose: To coordinate implementation of internal control and compliance Measures.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum (Level 11), all-inclusive remuneration package Head Office Matric/Grade 12. Diploma/Degree in Internal Auditing/ Financial Management/Risk Management/Public Financial Management (NQF6/7 as recognized by SAQA). Minimum 3-5 years' relevant experience as Assistant Director: Financial Accounting/ Auditing/ Financial Management level. Valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge of Treasury Regulations, Public Service Regulations, Public Financial Management Act, Division of Revenue Act, Accounting Manuals, Treasury Instructions Notes, Government Financial systems operations, Modified cash Standard. Auditing Skills, Financial Management, Information Management, Leadership, Analytical & Research, Communication, Problem Solving, Facilitation, Policy Interpretation and Development, Computer Literacy, Conflict Management.
<b><u>DUTIES</u></b>	:	Review Compliance of financial and performance reporting. Review implementation of integrated internal control systems. Facilitate implementation of external audit processes. Facilitate implementation of internal control measures. Facilitate implementation of pre-audit and post audit payment processes.
<b><u>ENQUIRIES</u></b>	:	Mr SPE Legoale Tel No: (018) 388 1620
<b><u>POST 17/287</u></b>	:	<b><u>DEPUTY DIRECTOR: CORPORATE COMMUNICATION REF NO: 05/25 -26</u></b> Chief Directorate: Corporate Management Services Directorate: Communication Management Services Job Purpose: To coordinate provision of internal Communication Services.
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), all-inclusive remuneration package

<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office
	:	Matric/Grade12.Diploma/Degree in Communication/Public Relations/Media Studies (NQF6/7 as recognized by SAQA). Minimum 3-5 years' relevant experience at Assistant Director or Middle Management in Corporate/ Internal Communication Services Level. Valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge of Batho Pele Regulatory Prescripts, Public Service Regulation, Public Financial Management Act, The South African Government Communication and Information Systems (GCIS), The Provincial Communication Strategy, The South African Governments Official Language Policy. Event Management Skills. Media Relations and Journalism, Language and Translation Coordination, Event Management, Stakeholder Engagement, Project Management, Analytical and Problem-solving Skills, Leadership and Team Management, Interpersonal and Negotiation Skills.
<b><u>DUTIES</u></b>	:	Facilitate promotion of Departmental Corporate Identity services. Monitor departmental website. Facilitate Provision of language translation services. Monitor design for corporate material. Monitor of functionality Local Government Communicators structures. Facilitate design of multimedia products and maintenance of department social media platforms.
<b><u>ENQUIRIES</u></b>	:	Ms D Thapelo Tel No: (018) 388 4836
<b><u>POST 17/288</u></b>	:	<b><u>DEPUTY DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY REF NO: 06/25 -26</u></b> Chief Directorate: Corporate Management Services Directorate: ICT, Knowledge & Records Management Services Job Purpose: To coordinate implementation of Information Communication Technology, knowledge & records Services.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum (Level 11), all-inclusive remuneration package
	:	Head Office
	:	Matric/Grade12.Diploma/Degree in Information Technology, Information Systems, Computer Systems, Knowledge management/Records Management, Information Management, Archival Studies, /Library Science (NQF6/7 as recognized by SAQA). Minimum 3-5 years' relevant experience at Assistant Director or Middle Management in Information communication technology/ records management/ knowledge management. Valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge of Batho Pele Regulatory Prescripts, Public Finance Management Act, Electronic Communications and Transactions Act, State Information Technology Agency Act, National Cybersecurity Policy Framework, Promotion of Access to Information Act, Public service Act, Public Service Regulation, National Archives and Records Service of South Africa Act, Protection of Personal Information Act, Minimum Information Security Standards, Government-Wide Enterprise Architecture, ICT Strategy Development, Records Management, Knowledge Management, Cybersecurity Management, Project Management, Data Analytics and Reporting, Stakeholder Engagement, Change Management, Knowledge harvesting and dissemination, Leadership and Team Management, Problem-solving and Innovation, Communication and Training.
<b><u>DUTIES</u></b>	:	Facilitate implementation of information technology systems. Facilitate Implementation of Information Communication Technology security risk strategies. Facilitate provision of security network and Information Technology Infrastructure support. Monitor back-end Information Technology Infrastructure services. Facilitate provision of electric and manual records management services. Facilitate provision of knowledge management services.
<b><u>ENQUIRIES</u></b>	:	Ms F Hagan Tel No: (018) 388 242

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

**CLOSING DATE**  
**NOTE**

- : 17 June 2025
- : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

**MANAGEMENT ECHELON**

**POST 17/289**

- : **DEPUTY DIRECTOR-GENERAL: AGRICULTURAL RESEARCH AND REGULATORY SERVICES REF NO: AGR 41/2025**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

- : R1 741 770 per annum (Level 15), (all-inclusive salary package)
- : Department of Agriculture
- : Appropriate 5-year (NQF 8) qualification within an Agricultural Science or Public Administration environment; A minimum of 8 years appropriate senior management experience; Valid driver's licence (code B); and the successful completion of the Senior Management Pre-entry Programme. Recommendation: Master or higher qualification within an Agricultural Science or Public Administration environment; Sound knowledge and understanding of the Agricultural Sector. Competencies: Excellent planning, organising, computer, presentation and people management skills; Knowledge of applicable legislation; Strategic capability, management and leadership skills; The ability to multitask, deal with ambiguity, manage under rapidly changing and pressurised circumstances; Financial management and negotiation skills; and Ability to communicate at all levels and across sectors utilising various media.

**DUTIES**

- : Enhance and sustain the departmental strategic direction in line with the strategic vision, budget and management plans, of both the Department and the Western Cape Government; Oversee strategic line function management regarding: Veterinary services pertaining, to animal health, food safety, export control, laboratory services, Research and development of agricultural technology, Agricultural economic research and client support; Evaluate and interpret impact of provincial, national and environmental variables; Advise top management and executing authority on impact of strategic changes; Ensure compliance with Public Service statutory frameworks, regulations and professional ethics applicable to programmes in the Branch; Maintain good relations with industrial role-players, academic institutions and other relevant bodies in the Agricultural environment; Promote Agricultural research and regulatory services across all spheres of government; Explore and implement new ways of service delivery innovations; and People Management.

**ENQUIRIES** : Dr MP Sebopetsa Tel No: (021) 808 5006  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

## **OTHER POSTS**

**POST 17/290** : **DEPUTY DIRECTOR: TECHNICAL SUPPORT REF NO: AGR 08/2024 R1**

**SALARY** : R896 436 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification) in Pomology, Horticulture or related field; A minimum of 6 years' experience in an agricultural environment; A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: An appropriate postgraduate (BSc Hons and/or MSc degrees or higher qualification); Practical experience in: Pome/stone fruit, citrus or berry production; Research and development as well as adaptive research; Mentoring, coaching and supervision of pomology related extension; Networking with fruit industry and related commodities on a professional level. Competencies: Knowledge and understanding of the following: Agricultural pomology production sector; Soil crop relations, climatic conditions for crops in the province; Rural pomology advisory services and related policies; Land reform and applicable agricultural development policies in South Africa; Financial Management, Human Resources and applicable prescripts. Skills needed: Scientific writing and editing; Communication (written, verbal and report writing); Planning and organising; Computer especially in MS Office, Adobe and CC Suite; Excellent attention to detail; Good interpersonal and technical intelligence capabilities.

**DUTIES** : Develop internal operational and information systems, consisting of appropriate data, frameworks and procedures in order to improve the efficiency of advisory services in Pome, stone citrus and berry production spheres; Develop technical, economic and business acumen of extension officers regarding pomology production, operations and improved service delivery; Facilitate training and capacity building to agriculturists and farmers; Provide strategic and specialist inputs to implement innovations and perform critical supportive roles in animal production; Administration and management of human resources.

**ENQUIRIES** : Mr. J. Aries Tel No: (021) 808 5103  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 17/291** : **SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL): SOIL PLANT WATER INTERACTION REF NO: AGR 19/2024 R2 (X2 POSTS AVAILABLE IN ELSenburg AND TYGER HOEK)**

**SALARY** : Grade A: R391 671 per annum  
 Grade C: R586 665 per annum  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma in Soil Science or equivalent qualification; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Certificated Natural Scientist in the appropriate field of practice; 3 years post qualification technical scientific experience; A valid driving licence. Recommendation: Experience in soil science research; Experience with soils in small grain crops and systems of the Western Cape. Competencies: Knowledge of the following: Major small grain crops in the Western Cape; Soils in the Western Cape, climate smart agriculture; Settings, calibration and basic maintenance of appropriate equipment and implements; Technical scientific inputs needed for research trials in the field; Farm work related to research; Technical planning skills; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Communication (written and verbal) skills; Ability to work independently and as part of a team.

**DUTIES** : Render technical assistance in research projects for the development of more efficient farming practices; Administer the creation/adaptation/maintenance of the necessary infrastructure in accordance with the project plan; Perform all

administrative and related functions; Render advice and disseminate technical information to applicable role players; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments in the subject field.

**ENQUIRIES  
APPLICATIONS**

: Ms A Swanepoel Tel No: (021) 808 5320  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 17/292**

: **CHIEF ACCOUNTING CLERK: SALARY DEDUCTIONS REF NO: AGR 42/2025**

**SALARY  
CENTRE  
REQUIREMENTS**

: R325 101 - R382 959 per annum (Level 07)  
: Department of Agriculture, Western Cape Government  
: Senior Certificate (Grade 12 or equivalent qualification) with accounting as a passed subject; A minimum of 3 years relevant experience in Debt Management or related. Recommendation: A valid (code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Financial background specifically in Public Sector Finance; Report procedures; PERSAL and BAS; Relevant legislation, directions and procedures with regard to financial administration and more specifically of: PFMA, NTR'S, PTI'S and Division of Revenue Act (DORA). Skills needed: Written and verbal communication; Presentation skills; Computer literacy in MS Office Package (Word, Excel, PowerPoint, Internet, Outlook); Planning and organising; Problem solving and decision making within the field of work; Research; Analysing; Ability to interpret policies and directives; Ability to work independently and as part of a team.

**DUTIES**

: Debt Management; Accounting Policies and Procedures (Journals and Payments), Suspense and Ledger accounts; Human Resources Management and Operational Planning; Tax matters; PERSAL deductions and allowances; Maintenance over operating systems (PERSAL), Batch Control, salary advices and third party payments, PERSAL Forum; Travel and subsistence.

**ENQUIRIES  
APPLICATIONS**

: Ms S Adonis Tel No: (021) 808 5104  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

**CLOSING DATE  
NOTE**

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

**OTHER POSTS**

**POST 17/293**

: **GENERAL WORKER: REGIONAL MUSEUM EDEN CENTRAL KAROO DIAS REF NO: CAS 25/2025**

**SALARY  
CENTRE  
REQUIREMENTS**

: R138 486 – R163 131 per annum (Level 02)  
: Department of Cultural Affairs and Sport, Western Cape Government  
: Ability to read and write (ABET). Competencies: A good understanding of the following: Working with different chemicals; Cleaning of artifacts; Cleaning in an aquarium; Batho Pele; Skills needed: Written and verbal communication; Good time management; Ability to work in a team and individually; Ability to manage conflict.

- DUTIES** : Cleaning of museum complex; Cleaning of offices; Provide optimal support to the manager, supervisor and colleagues with general cleaning and housekeeping duties; General cleaning and housekeeping of the museum complex (i.e. dust/sweep/ polish/ scrub/ mop/ clean windows/ walls/equipment and refuse removal); General cleaning of all museum exhibition areas and exhibition cases according to museum practices; Assist with the conservation of the Museum artefacts, following museum practices; Effective and efficient utilisation and storage of cleaning materials and equipment; General assistance in setting up, cleaning and clearing of venues; Rendering assistance during museum events and functions; Adhere to general safety standards and security procedures and keep a safe environment.
- ENQUIRIES** : Lorinda Hakimi Tel No: (044) 691 1067
- APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);  
or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,  
or Email your application to, [westerncape@respond.co.za](mailto:westerncape@respond.co.za) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

#### **DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

- CLOSING DATE** : 17 June 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

- POST 17/294** : **DEPUTY DIRECTOR: MANUFACTURING REF NO: DEDAT 21/2025**
- SALARY** : R896 436 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year post school (equivalent or higher) qualification in economics, finance or commerce; A minimum of 3 years management experience. Recommendation: An appropriate undergraduate degree at NQF 7 or higher in economics, finance or commerce as recognised by SAQA; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: HRM processes and labour relations; Public Financial Management Act; Project Management; Public service procedures; Knowledge of applicable policies and procedures; Stakeholder and relationship management; Monitoring and evaluation systems. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Problem solving; Decision making; Strategic and creative thinking; Ability to work independently and as part of a team.

<b><u>DUTIES</u></b>	:	To develop and implement operational manufacturing sector programmes derived from the strategic framework for Trade and Sector Development; Maintain networks with key stakeholders and ensure horizontal and vertical alignment with the sector; Support and implement the market growth and promotion of the sector; Identify and address sector-specific blockages and participate in the unlocking of opportunities to achieve strategic outcomes; Co-develop and support programmes to improve sector competitiveness and development; Act as a project manager for the various manufacturing programmes being designed and developed through national and provincial government policy; Human resource and financial management.
<b><u>ENQUIRIES</u></b>	:	Marthinus van Wyk Tel No: (021) 483-3106
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 17/295</u></b>	:	<b><u>DEPUTY DIRECTOR: AGRI-PROCESSING REF NO: DEDAT 25/2025 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Department of Economic Development and Tourism, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Economics; A minimum of 3 years management level experience. Recommendation: A qualification at NQF level 7 in Economics; Export and Investment development experience; Research related qualifications and or experience; Policy and strategy development; A valid driving license (Code B or higher) NB: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Economic Research; Agri-processing Sector; Trade and sector development; Investment Development. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint, Power BI, SharePoint); Communication skills (written and verbal); Research and Report Writing; Presentation Skills; Economic Research and modelling; Data Analysis; Ability to work independently and as part of a team.
<b><u>DUTIES</u></b>	:	Project Management; Research; Stakeholder relation management; Presentation Development; Project Proposal Writing; Financial Management as it relates to projects; Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Goodwell Dingaen at <a href="mailto:Goodwell.Dingaen@westerncape.gov.za">Goodwell.Dingaen@westerncape.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 17/296</u></b>	:	<b><u>DEPUTY DIRECTOR: KNOWLEDGE AND INFORMATION MANAGEMENT REF NO: DEDAT 27/2025</u></b> (5 Year Contract Position)
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Department of Economic Development and Tourism, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Knowledge and Information Management or Information and Communication Technology (ICT); A minimum of 3 years management level experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Bachelor of Commerce in Knowledge and Information Management or Information and Communication Technology (ICT). Competencies: Knowledge of the following: Public Service legislation, including POPIA, PAIA and PAJA; Management and people management principles; Financial Management; Records Management Systems; Electronic content management including database structures; Policies and prescripts related to records and knowledge management; Project Management; Data Science; Information Management. Skills in the following: Numeracy; Computer Literacy; Typing; Language; Project Management; Accounting Finance and Audit; Information Technology; Economic, financial analysis' Legal Administration; Strategic Planning.
<b><u>DUTIES</u></b>	:	Provide records and Registry Service Management including electronic content Management (ECM); Develop and maintain knowledge and

		information management within the department; Plan, manage and coordinate information and communication technology (ICT) services; Develop, manage and test Business Continuity Planning; Facilitate and coordinate Risk Management, Internal Audit reviews, Information Security and Audit Committee feedback; People Management; Financial Management.
<b><u>ENQUIRIES</u></b>	:	Ms Cheryl Julies Kayembe Wa Kayembe Tel No: (021) 483 9000
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 17/297</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANUFACTURING REF NO: DEDAT 20/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 - R561 894 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Department of Economic Development and Tourism, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year post school qualification (equivalent or higher) in economics, finance or commerce; A minimum of 3 years relevant administrative and project management experience. Recommendation: An appropriate undergraduate degree at NQF 7 or higher in economic, finance or commerce as recognised by SAQA; A valid driving licence (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: HRM processes and labour relations; Public Financial Management Act; Project Management; Stakeholder management; Monitoring and evaluation systems. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Problem-solving and decision-making; Applied strategic and creative thinking; Ability to work independently and as part of a team.
<b><u>DUTIES</u></b>	:	Facilitate the implementation of sector strategies, policies, programmes and projects; Maintain networks with key stakeholders and support value chain alignment within the sectors; Support and implement the market growth and promotion of the prioritised sectors; Participate in the unlocking of opportunities to achieve strategic outcomes; Provide administrative services to support programmes, the directorate and chief directorate.
<b><u>ENQUIRIES</u></b>	:	Ilse van Schalkwyk Tel No: (021) 483 9494
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 17/298</u></b>	:	<b><u>ASSISTANT DIRECTOR: AGRI-PROCESSING REF NO: DEDAT 26/2025 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R468 459 - R561 894 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Department of Economic Development and Tourism, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Economics or Agricultural Economics; A minimum of 3 years relevant administrative experience in agri-processing or sector development. Recommendation: An appropriate qualification at NQF level 7 or higher; A valid driving licence (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply; Export and Investment development; Research related qualifications and or experience. Competencies: Knowledge of the following: Programme and Project Management; Stakeholder management; Agri-processing Sector; Financial Management as it relates to projects; Trade and sector development. Problem Solving. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint, Power BI, SharePoint); Communication skill (written and verbal); Research and Report Writing; Presentation Skills; Economic Research and modelling; Data Analysis; Ability to work independently and as part of a team.
<b><u>DUTIES</u></b>	:	Facilitate the implementation of sector strategies, policies, programmes and projects; Maintain networks with key stakeholders and support horizontal and vertical alignment; Support and implement the market growth and expansion; Participate in the unblocking of opportunities to achieve strategic outcomes; Provide an administrative service to support programmes, the Directorate and the Chief- directorate; Provide support relating to the implementation of the

- export strategy; Provide assistance in the operations of the Chief Directorate and Department.
- ENQUIRIES** : Goodwell Dingaan Tel No: (021) 483 9315 /  
[Goodwell.Dingaan@westerncape.gov.za](mailto:Goodwell.Dingaan@westerncape.gov.za)
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

#### DEPARTMENT OF HEALTH AND WELLNESS

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

- NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.
- ERRATUM:** Kindly note that the Post: Manager: Hast, Mitchells Plain District Hospital, Chief Directorate: Metro Health Services, with reference number Post 16/383: advertised in the Public Service Vacancy dated 16 My 2025. The advert has been amended as follows: Centre: Klipfontein Mitchell's Plain Sub-structure
- Kindly note that the Post: Senior Industrial Technician (Clinical Engineering: Electronics Workshop) Clinical Engineering Goodwood, Electronics, Head Office, Cape Town with reference number: Post 16/403: Advertised in the Public Service Vacancy dated 16 My 2025. The post has been cancelled.

#### MANAGEMENT ECHELON

- POST 17/299** : **DIRECTOR: PROJECT OFFICER: TYGERBERG HOSPITAL REDEVELOPMENT**  
 Directorate: Facilities and Infrastructure Management  
 (3 Years Renewable Contract)

- SALARY** : R1 216 824 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 undergraduate qualification (NQF level 7) as recognized by SAQA with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services is a requirement (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS" and the full details can be sourced from the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated herewith are the responsibility of the applicant). Experience Extensive experience in project management, preferably, for large infrastructure projects. Stakeholders Management. Infrastructure contract management. Project finance. Inherent requirements of the job: Ability to work extended hours (after hours and weekends) when required. Physically fit and healthy enough to walk long distances in the confines of a building and/or on a construction site. Valid South African (Code B/EB) driver's license. Competencies (knowledge/skills): PPP knowledge and experience from the public or private sector, incl. PFMA and Treasury Regulation 16. Relevant Project Management methodology. Relevant knowledge and skills in law, finance, public administration and document management. Advanced computer literacy (Microsoft Office) and ability to use computerized Project Management tools. Excellent verbal and written communication skills. Good understanding of facilities management needs and functions. Strong negotiation skills and advanced interpersonal skills. Ability to manage diverse interests and processes in the interest of government. Excellent report writing and presentation skills. Adaptive leadership skills.

- DUTIES** : Direct and manage the transaction advisor team. Manage the planning, implementation and contract management of the PPP project on behalf of the Department, exercising delegated authority, in line with Treasury Regulation 16 to the Public Finance Management Act and PPP Practice Notes. Consult with the management of affected institutions at all relevant stages in the project

cycle and ensure ongoing consultation and buy-in from relevant stakeholders. Diligently manage the project from inception to the signing of the PPP agreement and financial closure, to ensure that the project is affordable to the institution, provides an optimal value for money solution and appropriately allocates risk to the private party. Manage all information systems necessary for the proper planning and implementation of the project. Manage the PPP, in terms of the PPP agreement management plan, on behalf of the institution in line with Treasury Regulation 16.7. Manage the staff of the PPP Project Officer. Dr L Angeletti-Du Toit Tel No: (021) 483-5354

**ENQUIRIES  
APPLICATIONS**

**NOTE  
CLOSING DATE**

: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
: No payment of any kind is required when applying for this post.  
: 06 June 2025

**OTHER POSTS**

**POST 17/300**

: **MEDICAL SPECIALIST GRADE 1 TO 3 (INTERNAL MEDICINE)  
(PHYSICIAN)**  
Chief Directorate: Metro Health Services

**SALARY**

: Grade 1: R1 341 855 per annum  
Grade 2: R1 531 032 per annum  
Grade 3: R1 773 222 per annum  
(A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

**CENTRE  
REQUIREMENTS**

: Karl Bremer Hospital  
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Registration with a Professional Council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Internal Medicine. **Grade 2:** A minimum of 5 years appropriate experience after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Internal Medicine. **Grade 3:** A minimum of 10 years of appropriate experience after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Internal Medicine. Inherent requirements of the job: Valid driver's licence and willingness to travel. Willingness to perform commuted overtime. Computer literacy (MS Word, Excel and Groupwise). Competencies (knowledge/ skills): - Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching.

**DUTIES**

: Provision of clinical service delivery at specialist level across the full spectrum of internal medicine services. Develop and supervise quality of care improvement programs within the internal medicine unit. Supervision of junior medical staff and medical officers. Attendance and coordination of relevant administrative meetings like morbidity and mortality meetings and completing medico-legal documents timeously. Participation in the academic programmes in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Assisting with the implementation of and adherence to of ideal hospital standards within the department.

**ENQUIRIES  
APPLICATIONS**

**NOTE**

: Dr. S Le Roux Tel No: (021) 918 1733  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
: Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status).

		Candidate may be subjected to a practical assessment The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from the date of advert.
<b><u>CLOSING DATE</u></b>	:	06 June 2025
<b><u>POST 17/301</u></b>	:	<b><u>MEDICAL SPECIALIST: GRADE 1 TO 3 (ORTHOPAEDICS)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum A portion of the package can be structured according to the individual's personal needs
<b><u>CENTRE REQUIREMENTS</u></b>	:	Paarl Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist in Orthopaedics. Registration with a Professional Council: Registration with the HPCSA as a Specialist in Orthopaedics. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist in Orthopaedics. <b>Grade 2:</b> 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 Orthopaedics. <b>Grade 3:</b> 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 Orthopaedics. Inherent requirements of the job: A valid (code B/EB) driver's licence. Available and willing to participate in after-hours duties, if required. Competencies (knowledge/skills): Strong record of specialist clinical expertise and clinical governance. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. At least 36 months prior experience as a specialist in Orthopaedic surgery. Proven knowledge of public health policies, clinical guidelines, and related prescripts to manage resources effectively. Appropriate experience and ability in teaching, training and supervision of students, Registrars Medical Staff and Medical interns. Appropriate experience and ability to perform or guide research.
<b><u>DUTIES</u></b>	:	Provide specialist clinical services to inpatients and outpatients. Perform outreach services within the hospital catchment area. Management and perform of relevant clinical governance, resource stewardship and administrative requirements in the Department. Leadership of a multi-disciplinary clinical team. Perform clinical teaching, training, and research.
<b><u>ENQUIRIES</u></b>	:	Mr S Fourie Tel No: (021) 860 2500 or <a href="mailto:Stephanus.Fourie@westerncape.gov.za">Stephanus.Fourie@westerncape.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply.? Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Paarl Hospital for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	06 June 2025
<b><u>POST 17/302</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 TO 3: PLASTIC SURGERY</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum A portion of the package can be structured according to the individual's personal needs.
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Medical Specialist in Plastic Surgery. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Plastic Surgery. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist in Plastic Surgery. <b>Grade 2:</b> 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 Medical Specialist in Plastic Surgery. <b>Grade 3:</b> 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 Medical Specialist in Plastic Surgery. Competencies (knowledge/skills): Ability to work in a team. Ability to communicate effectively (verbal and written). Ability to initiate research, strong academic record in terms of teaching and research supported by publications and presentations. Support to postgraduate and Masters' students. Commitment to attaining advanced surgical skills especially in Microsurgery. Computer literacy, the ability to develop and work with databases. Skills and experience in undergraduate and postgraduate teaching and training.
<b><u>DUTIES</u></b>	:	Assist with leadership and oversight of the day-day running of the Division of Plastic and Reconstructive Surgery. Assess, investigate and manage patients referred to the Plastic Surgery service from the Western Cape and beyond. Help manage the out-patient service for Plastic Surgery. Assist with cross-cover for the plastic service at Red Cross War Memorial Children's Hospital. Ensuring, as part of a team, continuous improvements in the quality, efficiency and outcome of plastic surgery patients. Actively participate in all the academic activities of the division including performing and overseeing research. Train under/post-graduate students, including elective students, and other allied health personnel.
<b><u>ENQUIRIES</u></b>	:	Prof S Adams Tel No: (021) 406 6415 or email: <a href="mailto:saleigh.adams@uct.ac.za">saleigh.adams@uct.ac.za</a>
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Please ensure that you attach an updated CV.
<b><u>CLOSING DATE</u></b>	:	06 June 2025
<b><u>POST 17/303</u></b>	:	<b><u>REGISTRAR (MEDICAL) (PROSTHODONTICS)</u></b> Chief Directorate: Metro Health Services (2 Year Contract)
<b><u>SALARY</u></b>	:	R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<b><u>CENTRE</u></b>	:	Oral Health Centre, Tygerberg/Mitchell's Plain Platform
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a Professional Council: Registration with the HPCSA as a Dentist. Inherent requirements of the job: A valid driver's licence. Participation in the commuted overtime system may be required depending on the service requirements. Primaries and/or Postgraduate qualification relevant to Prosthodontics.
<b><u>DUTIES</u></b>	:	Rendering of service and research on combined platform as determined by the Head of department. Undergraduate teaching and training on the platform of Oral Health Centre (includes satellite clinics) as required by the Head of

		department. Completion of the 4 years (48 months) academic requirements for MChD Degree at UWC. Administration duties as determined by the Head of Department.
<b><u>ENQUIRIES</u></b>	:	Prof S Khan Tel No: (021) 937 3006
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of the Western Cape according to the yearbook and guidelines. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	06 June 2025
<b><u>POST 17/304</u></b>	:	<b><u>DEPUTY DIRECTOR: OPERATIONS ASSURANCE</u></b> Chief Directorate: Emergency and Clinical Support Services
<b><u>SALARY</u></b>	:	R896 436 per annum, (A portion of the package can be structured to the individual's personal needs).
<b><u>CENTRE</u></b>	:	Emergency Medical Services
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 3-year Health related tertiary qualification (NQF level 6) registerable with the HPCSA. Experience: Appropriate managerial experience. Appropriate experience in the Emergency Services platform. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel within the province. Competencies (knowledge/skills): Knowledge of EMS legislation and regulations as well as Occupational Health and Safety Act. Knowledge of contract management and the appropriate governing legislation. Excellent leadership and managerial skills. Networking abilities with external stakeholders. Excellent communication and interpersonal skills. Computer Literacy proficient. Knowledge of relevant legal, policy, managerial and clinical aspects related to public health programmes/interventions and services.
<b><u>DUTIES</u></b>	:	Ensure compliance with EMS legislation and regulations. Ensure a positive health and safety culture in the EMS workplace. Collaborate towards the development of alternative service delivery channels towards UHC. Develop and ensure sound stakeholder management practices. Ensure effective and efficient people management. Ensure effective and efficient Financial Management.
<b><u>ENQUIRIES</u></b>	:	Mr C Wylie Tel No: (021) 508 4519
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").

<b><u>NOTE</u></b>	:	Shortlisted candidates will be expected to undergo a practical assessment
<b><u>CLOSING DATE</u></b>	:	06 June 2025
<b><u>POST 17/305</u></b>	:	<b><u>ENGINEER PRODUCTION GRADE A TO C ELECTRICAL</u></b> Directorate: Engineering and Technical Services
<b><u>SALARY</u></b>	:	Grade A: R879 342 per annum Grade B: R990 669 per annum , Grade C: R1 127 100 per annum (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE</u></b>	:	Professional Engineering Services (Location on the grounds of Karl Bremer Hospital)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: An appropriate 4-year degree Electrical Engineering (BEng/BScEng). Registration with a professional council: Registration with Engineering Council of South Africa (ECSA) as a Professional Engineer; Or have submitted with ECSA for Professional registration as a Professional Engineer (proof of payment to be submitted with application) and compulsory registration with ECSA as a Professional Engineer will then be applicable within six (6) months after appointment. Experience: <b>Grade A:</b> At least 3 years appropriate/recognisable experience after obtaining the relevant qualification e.g. BSc (Eng.). <b>Grade B:</b> At least 14 years appropriate/recognisable experience after registration as a Professional Engineer. <b>Grade C:</b> At least 26 years appropriate/recognisable after registration as a Professional Engineer. Inherent requirements of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province, often at short notice. Willing to assist in other institutions and directorates. Physically fit and able to inspect buildings and related engineering infrastructure and machinery. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate experience in the maintenance and operation of electrical - and electronic systems and infrastructure. Appropriate experience in the compilation of specifications and procurement documentation. MV Switch gear, Reticulation and transformers. LV reticulation. Fire detection and electronic services associated with the Built Environment. Electrical installations specific to Health care facilities. Implementation of green and energy savings technologies. Knowledge in the compilation of specifications and tender documentation. Contracts and quality management skills. Knowledge of risk analysis and risk mitigation strategies and prioritisation. Conversant with OHSA and regulations pertaining to Electrical and Electrical installations. Conversant with NEC contracts especially the Short-, Term service- and Framework agreement forms of contracts. Computer literate (MS Word. Auto CAD and Excel). Knowledge and experience in computer aided design of engineering infrastructure in the health care environment. Sound interpersonal and good verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Compile specifications and tender documentation within time limits. Manage, identify projects from inception to close-out. Investigate proposals for innovative service delivery mechanisms for Routine and Day-to-Day Maintenance. Liaise with clients with regard to information and work progress. Ensure continuity of service schedules, prioritizing work, and consideration of operational requirements. Ensure Engineering infrastructure, plant and equipment complies with Occupational Health and Safety Act and Built environment related regulations and prescripts in the Health Care environment.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr C Badenhorst/Mr S Reichert Tel No: (021) 830 3752/3768 Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. A practical/competency test may form part of the shortlisting and/or interview process
<b><u>CLOSING DATE</u></b>	:	06 June 2025
<b><u>POST 17/306</u></b>	:	<b><u>ENGINEER PRODUCTION GRADE A TO C MECHANICAL</u></b> Directorate: Engineering and Technical Services
<b><u>SALARY</u></b>	:	Grade A: R879 342 per annum Grade B: R990 669 per annum, Grade C: R1 127 100 per annum

	(A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE</u></b>	: Professional Engineering Services (Location on the grounds of Karl Bremer Hospital)
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: An appropriate 4-year degree Mechanical Engineering (BEng/BScEng). Registration with a professional council: Registration with Engineering Council of South Africa (ECSA) as a Professional Engineer; Or have submitted with ECSA for Professional registration as a Professional Engineer (proof of payment to be submitted with application) and compulsory registration with ECSA as a Professional Engineer will then be applicable within six (6) months after appointment. Experience: <b>Grade A:</b> At least 3 years appropriate/recognisable experience after obtaining the relevant qualification e.g. BSc (Eng.). <b>Grade B:</b> At least 14 years appropriate/recognisable experience after registration as a Professional Engineer. <b>Grade C:</b> At least 26 years appropriate/recognisable after registration as a Professional Engineer. Inherent requirements of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province, often at short notice. Willing to assist in other institutions and directorates. Physically fit and able to inspect buildings and related engineering infrastructure and machinery. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate experience in design, specification and maintenance of hospital infrastructure with a strong emphasis on Mechanical plant as well as Mechanical engineering reticulation and systems. Appropriate experience in the compilation of specifications and procurement documentation related to: Heating, ventilation and air-conditioning (HVAC) in a Health Care built environment. Fire services. Medical gas reticulation and plant. Wet services. Implementation of green and energy savings technologies. Knowledge in the compilation of specifications and tender documentation. Contracts and quality management skills. Knowledge of risk analysis and risk mitigation strategies and prioritisation. Conversant with OHSA and regulations pertaining to Mechanical and Electrical installations. Conversant with NEC contracts especially the Short-, Term service- and Framework agreement forms of contracts. Computer literate (MS Word, AutoCAD and Excel). Knowledge and experience in computer aided design of engineering infrastructure in the health care environment. Registration with ECSA as a professional Engineer. Sound interpersonal and good verbal and written communication skills.
<b><u>DUTIES</u></b>	: Compile specifications and tender documentation within time limits. Manage, identify projects from inception to close-out. Investigate proposals for innovative service delivery mechanisms for Routine and Day-to-Day Maintenance. Liaise with clients with regard to information and work progress. Ensure continuity of service schedules, prioritizing work, and consideration of operational requirements. Ensure Engineering infrastructure, plant and equipment complies with Occupational Health and Safety Act and Built environment related regulations and prescripts in the Health Care environment.
<b><u>ENQUIRIES</u></b>	: Mr C Badenhorst/Mr S Reichert Tel No: (021) 830 3752/3768
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. A practical/competency test may form part of the shortlisting and/or interview process.
<b><u>CLOSING DATE</u></b>	: 06 June 2025
<b><u>POST 17/307</u></b>	: <b><u>PHARMACIST GRADE 1 TO 3</u></b> West Coast District
<b><u>SALARY</u></b>	: Grade 1: R848 862 per annum Grade 2: R917 634 per annum Grade 3: R1 001 349 per annum A portion of the package can be structured according to the individual's personal needs.
<b><u>CENTRE</u></b>	: Cederberg Sub-District
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a Professional Council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience: <b>Grade 1:</b> None after registration as a Pharmacist with SAPC in respect of SA qualified

employees. 1-year relevant experience after registration as Pharmacist 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 SA. **Grade 2:** A minimum of 5 years' appropriate experience after registration as a Pharmacist with SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist 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 SA. **Grade 3:** A minimum of 13 years' appropriate experience after registration as a Pharmacist with SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist 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 SA. Inherent requirement of the job: Willingness to work as a pharmacist within a multi-disciplinary team at Cederberg SD. Computer literacy (MS Word, Excel and Outlook). Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Strategic capabilities and leadership, Program and project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and analysis, Communication, Client Orientation and Customer focus.

<b><u>DUTIES</u></b>	:	Drug supply management in Sub-district. Alternative methods of medicine distribution in the sub-district. Dispensing. Clinical interventions. Implementation and monitoring of Policies. Data collection. Support pharmacy supervisor in supervision and training of junior staff for wards and clinicians.
<b><u>ENQUIRIES</u></b>	:	Sr M Sandt Tel No: (027) 482 1484
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<b><u>CLOSING DATE</u></b>	:	06 June 2025
<b><u>POST 17/308</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING: SPECIALTY: ICU (WARD C SPINAL REHABILITATION)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R693 096 per annum
<b><u>CENTRE</u></b>	:	Western Cape Rehabilitation Centre
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 (Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. A post-basic nursing qualification, in Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a Professional Council: Registration with SANC as a Professional Nurse Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Medical and Surgical Nursing Science: Critical Care Nursing: General. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts and after-hours including weekends, public holidays and night duty. Willingness to rotate/work in other wards within Western Cape Rehabilitation Centre. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving report writing, liaison and facilitation skills. Computer literacy in MS package. Knowledge in spinal cord injuries and the relevant nursing care specialty. Ability to think and function independently and to work in a multidisciplinary team.
<b><u>DUTIES</u></b>	:	Provision of quality specialised nursing patient centered care in the spinal ward. Manage and co-ordinate the implementation of holistic, comprehensive specialised nursing care in the unit. Provide support for an efficient and

		effective specialized rehabilitation service. Manage, supervise and guide staff and keep records and statistics as required. Manage assets, consumables and financial services effectively. Manage and support education, in-service training and orientation and practice development initiatives in the unit and prevent medicolegal risks. Management of human and financial resources. Information management and support services.
<b><u>ENQUIRIES</u></b>	:	Mrs IA Jacobs Tel No: (021) 370 2486
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	06 June 2025
<b><u>POST 17/309</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (PHC)</u></b> West Coast District
<b><u>SALARY</u></b>	:	R693 096 per annum
<b><u>CENTRE</u></b>	:	Vredendal Central Clinic, Matzikama Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be an appropriate/recognisable experience after obtaining the 1-year post-basic Diploma qualification in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel to and support other Clinics in the Sub-district when needed. Competencies (knowledge/skills): Good interpersonal, planning, organisational skills, and computer literacy (MS Office). In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources and Financial guidelines and protocols.
<b><u>DUTIES</u></b>	:	Effective management and execution of relevant Curative Programmes at PHC level. Effective management and execution of relevant Child Health services and programmes. Effective Management and execution of all Women's Health services, including reproductive health and antenatal care. Effective management and execution of the HAST programme. Effective and efficient management of the PHC facility, mobile units and satellite Clinics – management of staff, services and infrastructure.
<b><u>ENQUIRIES</u></b>	:	Dr JE Eygelaar Tel No: (027) 213 4070
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Shortlisted candidates may be subjected to a practical test and a competency assessment.
<b><u>CLOSING DATE</u></b>	:	06 June 2025
<b><u>POST 17/310</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (AREA)</u></b> Chef Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R693 096 per annum
<b><u>CENTRE</u></b>	:	Metro TB Hospital Complex
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: A valid driver's licence. Willingness to do shift work and standby duties. Willingness to travel and work between Brooklyn Chest

Hospital and DP Marais Hospital. Competencies (knowledge/ skills): Good interpersonal and leadership skills. The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Ability to manage own work and that of the units reporting to the post. Demonstrate in-depth knowledge of nursing and public service legislation. Knowledge of human resource and financial policies. Computer literacy (MS Word and Excel). Ability to effectively communicate Computer literacy in MS Office.

**DUTIES** : Management of service delivery in the specialized TB Hospitals (Brooklyn Chest & DP Marais Hospital) Resource Management of the nursing department control and monitor resources and consumables. Ensure a well-managed and capacitated work force by determining staff development needs and co-ordinate staff development in collaboration with Human Resource component. Improved Quality of Care Support the Deputy Manager: Nursing as part of the Top Management team, with strategic and operational management functions.

**ENQUIRIES** : Ms G. Mashaba Tel No: (021) 508 7406  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for the post.  
**CLOSING DATE** : 06 June 2025

**POST 17/311** : **RADIOGRAPHER GRADE 1 TO 3 (NUCLEAR MEDICINE)**

**SALARY** : Grade 1: R491 256 per annum  
 Grade 2: R575 250 per annum  
 Grade 3: R676 716 per annum

**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Nuclear Medicine. Registration with a Professional Council: Registration with the HPCSA as a Radiographer in Nuclear Medicine  
 Experience: **Grade 1:** None after registration with the HPCSA as Nuclear Medicine Radiographer in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as Nuclear Medicine Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as Nuclear Medicine Radiographer in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as Nuclear Medicine Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **-Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as Nuclear Medicine Radiographer in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Nuclear Medicine Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Must be willing to work shifts as determined by the radiography management. Competencies (knowledge/ skills): Must be able to work with Adults and Paediatric patients. The candidate must have thorough knowledge of radiographic techniques, radiation protection, quality assurance and equipment safety. Excellent communication skills (written and verbal). Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills.

**DUTIES** : Perform PET/CT imaging of high standards. Produce Nuclear Medicine imaging and laboratory procedures of high standards. Manage workflow on a Nuclear Medicine information management system Provide optimal patient care. Ensure quality assurance and application of suitable radiation protection. Knowledge of use and care of Imaging Equipment.

**ENQUIRIES** : Ms. M. Klein Tel No: (021) 938 4268 /6002  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : "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

<b><u>CLOSING DATE</u></b>	:	time for registration as Radiographer in Nuclear Medicine with the relevant council (including individuals who must apply for change in registration status)". 06 June 2025
<b><u>POST 17/312</u></b>	:	<b><u>ASSISTANT DIRECTOR: SUPPORT (STRATEGIC PLANNING)</u></b> Directorate: Strategy, Policy and Planning
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year National Diploma/Degree in the field of information science, information management, information technology, data analytics, econometrics, biostatistics (or equivalent). Experience: Appropriate experience in information and data management. Appropriate experience in the health sector. Inherent requirement of the job: Valid (Code B/EB) driver's licence Competencies (knowledge/skills): Advanced computer skills in MS365. Sound understanding of planning methodologies and processes. Ability to perform confidently in a complex environment under pressure. Sound understanding of measurement sciences with independent-and critical thinking skills. Excellent data management skills. Advanced computer skills (MS365).
<b><u>DUTIES</u></b>	:	Support the production of statutory plans (Departmental Annual Performance Plan and Strategic Plan). Develop and manage planning tools, expanding automation and digitisation. Support medium to long-term strategic planning processes. Provide technical planning support to the service delivery platform (District health planning processes and hospital planning processes). Support planning alignment across the Department. Offer management functions within the unit.
<b><u>ENQUIRIES</u></b>	:	Ms L Pienaar Tel No: (021) 483 3539 or <a href="mailto:lene.pienaar@westerncape.gov.za">lene.pienaar@westerncape.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	06 June 2025
<b><u>POST 17/313</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)</u></b> Cape Winelands Health District
<b><u>SALARY</u></b>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<b><u>CENTRE</u></b>	:	Stellenbosch Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Psychiatry. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good psychosocial-and health assessment skills and knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills.
<b><u>DUTIES</u></b>	:	Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Health Care facilities in the Sub-district, including hospital and clinics. Make bio-psychosocial health assessments that are culturally sensitive. Prescribe appropriate medication within the scope of the mental health care nurse in the rural district setting. Incorporate and implement the mental health care protocols in the Stellenbosch Sub-district. Design and implement treatment plans and critically evaluate outcomes. Competent with implementing the Mental Health Care Act when applicable and available to train others on how to implement appropriately. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation.

	Participate in the training and clinical supervision support of other health care providers. Collaborate cohesively within the mental health care multidisciplinary team.
<b><u>ENQUIRIES</u></b>	: Dr LB Eksteen Tel No: (021) 808-6135.
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: in Advanced Psychiatric Nursing Science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within Stellenbosch Sub-district for a period of 3 months from the date of advert.
<b><u>CLOSING DATE</u></b>	: 06 June 2025
<b><u>POST 17/314</u></b>	: <b><u>PROFESSIONAL NURSE GRADE 1 TO 2: SPECIALTY (TRAUMA AND EMERGENCY)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	: Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<b><u>CENTRE</u></b>	: Delft Community Health Centre
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Basic R425 qualification (i. e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic nursing qualification with a duration of at least one 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. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: <b>Grade 1:</b> A Minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. <b>Grade 2:</b> 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 the relevant speciality as mentioned above. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation and policies. Analytical thinking, independent decision making, problem-solving skills and ability to facilitate and promote training. Computer literacy (MS Word, GroupWise and Excel).
<b><u>DUTIES</u></b>	: 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 shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. 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.
<b><u>ENQUIRIES</u></b>	: Mr M Gaji Tel No: (021) 954 2237
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: 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 in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. The pool of applicants will be considered for other vacant Professional Nurse: Speciality posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Shortlisted candidates will be subjected to a practical/written and oral assessment.

<b><u>CLOSING DATE</u></b>	:	06 June 2025
<b><u>POST 17/315</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Basic R425 (Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. A post basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to stand for long hours and lift heavy equipment.
<b><u>DUTIES</u></b>	:	Participate in research and training and development. Provision of effective support to the Nursing Manager and maintain own professional growth and self-development. Practice within the realms of IPC, OHAS, Risk Management, Quality Assurance, GSH hospital protocols, procedures and policies. Utilise human, material and physical resources efficiently and effectively. Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in Operating Theatre.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs J Watson Tel No: (021) 404 5161. Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre. The pool of applicants will be considered for similar vacant posts within Groote Schuur Hospital for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	06 June 2025
<b><u>POST 17/316</u></b>	:	<b><u>RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<b><u>CENTRE</u></b>	:	Khayelitsha District Hospital, Khayelitsha/Eastern Sub-structure

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with a Professional Council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: <b>Grade 1:</b> None after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> A minimum of 10 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 3:</b> A minimum of 20 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Willingness to work weekends, night duty or extended hours if needed. Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems.
<b><u>DUTIES</u></b>	:	Responsible for the smooth running of Radiography Services and delivery of a professional service to patients. Produce diagnostic images of high quality. Render other services as needed for service delivery. Participate in community services and student training. Ensure quality assurance and apply radiation protection. Perform clinical and administration duties as required.
<b><u>ENQUIRIES</u></b>	:	Mr A Cokoyi Tel No: (021) 360-4305
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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)". The pool of applicants will be considered for other vacant Radiographer (Diagnostics) posts within the Chief Director Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
<b><u>CLOSING DATE</u></b>	:	06 June 2025
<b><u>POST 17/317</u></b>	:	<b><u>PHYSIOTHERAPIST GRADE 1 TO 3</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<b><u>CENTRE</u></b>	:	Metro TB Complex (Brooklyn Chest Hospital)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Registration with a Professional Council: Current registration with the Health Professional Council of South Africa (HPCSA) as a Physiotherapist. Experience: <b>Grade 1:</b> None after registration with the HPCSA as Physiotherapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> A minimum of 10 years' relevant experience after registration with the HPCSA as Physiotherapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as Physiotherapist 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 Physiotherapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as Physiotherapist 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) drivers' licence. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant acts, policies and procedures. Understanding evidence-based practice and knowledge of Physiotherapy, Neuro-rehab, Chest Physiotherapy and TB. Computer literate.

**DUTIES** : Assessment and treatment of patient referred for Physiotherapy. Management and completion of patient related administration. To assist with the smooth-running of Physiotherapy dept / support role to supervisor. Running MDT Projects, Education and Awareness Programmes: To assist with clinical guidance of Physiotherapy students and supervision of Junior staff, and to play an active role in Physiotherapy and TB awareness &/or education. Ensure continued professional development by keeping abreast with the latest developments in the field.

**ENQUIRIES** : Mr M Goolam Nabie Tel No: (021) 508 7413  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)

**CLOSING DATE** : 06 June 2025

**POST 17/318** : **SENIOR STATE ACCOUNTANT: FINANCE**  
 Directorate Financial Accounting  
 Sub-Directorate: Financial Administration (Section: Payments)

**SALARY** : R397 116 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree in a financial field. Experience: Appropriate experience in Financial Accounting environment. Competencies (knowledge/skills): Computer literacy in Microsoft applications (MS Word and Excel). Good interpersonal relations, communication and organizational skills. Knowledge of administration. Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.

**DUTIES** : Supervise and oversee workflow in the Payments Section. Control the receiving, registering and pre-auditing of BAS/Logis payments. Process and authorise BAS and Logis payments. Effecting payments within 30 days from receipt of an invoice as required in section 38(1)(f) of the Public Finance Management Act (PFMA). Ensure monthly reporting on 30-day payment compliance. Maintaining an invoice tracking tool to ensure payments are processed timeously. Compile, update and manage a creditors reconciliation spreadsheet of all creditors. Administering the payments stub/remittances process. Document Control and safekeeping of processed payments. Keeping and up to date register of all claims payables and ensure timeous payment of claims. Ensure effective and timeous reporting of the IYM, IFS/AFS, Internal Assessment. Manage the claims receivables/payables account. Compiling and maintaining the Accruals Template for Interim/Annual Accrual reporting. Optimal usage of SharePoint. Ensuring a proper archiving system per the National Archives of South Africa Act 43 of 1996.

**ENQUIRIES** : Mr DA Hendricks Tel No: (021) 483-4398  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 06 June 2025

<b><u>POST 17/319</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: FINANCE &amp; SUPPLY CHAIN MANAGEMENT</u></b> Overberg District
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Hermanus Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Finance, Revenue, Patient Administration and Supply Chain. Appropriate experience in budget and expenditure control, and supply chain management. Experience in the management of Asset and Liability Accounts. Appropriate proven Supervisory experience. Inherent requirements of the job: Valid (Code B/EB/C1) drivers' license. Competencies (knowledge/ skills): Extensive knowledge and practical experience in Logis and Integrated Procurement Solutions (IPS) as well as good organisational, managerial, leadership skills and an aptitude for working with financial figures. Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures and Strong people management skills, ability to work in a team context and motivate team members. Computer literacy and thorough knowledge of computer systems (LOGIS, BAS, IPS, Clinicom & Account Receivable). Excellent communication skills (verbal and written). Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.
<b><u>DUTIES</u></b>	:	Responsible for overall management for all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes Responsible for Inventory control, warehouse management and Asset Management processes. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Clearing Asset and Liabilities accounts Supervise Patient Administration, Medical Records, and Hospital Fees Departments. Ensure sound Labour practices are executed and implemented.
<b><u>ENQUIRIES</u></b>	:	Ms CE Langley Tel No: (028) 313-5220
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Short listed candidates may be subjected to a practical test.
<b><u>CLOSING DATE</u></b>	:	06 June 2025
<b><u>POST 17/320</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT</u></b> Overberg District
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Swellendam & Cape Agulhas Sub-District
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: An appropriate three-year National Diploma/Degree. Experience: Appropriate experience in health Information Management. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel and overnight. Willingness to perform overtime duties when required. Competencies (knowledge/ skills): Intermediate to advanced computer literacy especially in MS Office with good numerical and analytical skills to support report writing, interpretation, analysis of data management projects/interventions. Advanced knowledge and experience in the National and Provincial Information Systems and Databases utilised by the WCG: Health e.g. SINJANI, Clinicom PHCIS, Ideal Health Facility, Business Intelligence, TIER.net and office 365 environment. Knowledge and experience in planning and policy development process.
<b><u>DUTIES</u></b>	:	Ensure good quality data, compliance and adherence to legislative target dates. Regular stakeholder engagement, support and feedback (written and verbal). Compiling and presentation of monthly Reports and helping with information management during campaigns. Adhere to national/provincial data policies and maintain good quality data at all times within the District/Sub-district. Support with monthly sub-district Monitoring and Evaluation events. Conduct audits within the Sub-district when assigned or needed. Project management with regards to Data, IT matters and Systems optimisation where you apply your technical knowledge. Perform Supervisory function within the Health Information Management team within the Sub-district and ensure that staff are skilled to perform their duties. Interrogate Data and generate reports e.g. via SINJANI, Business Intelligence and other related health systems.
<b><u>ENQUIRIES</u></b>	:	Ms G Van der Westhuizen, Tel No: (028) 514-8400

<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test which may include a practical/computer literacy test.
<b><u>CLOSING DATE</u></b>	:	06 June 2025
<b><u>POST 17/321</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: HRD (PEOPLE DEVELOPMENT)</u></b> Chief Directorate: Emergency and Clinical Support Services
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Emergency Medical Services
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 3-year National Diploma /Degree in Human Resource related field. Experience: Appropriate experience in a supervisory capacity. Appropriate experience in Human Resource Development. Inherent requirements of the job: Valid code B/EB driver's license. Willingness to travel. Competencies (knowledge/ skills): Good interpersonal skills. Good presentation skills. Computer literacy (MS Word, Excel and PowerPoint). Ability to function in a stressful environment and cope with a heavy workload. Leadership capabilities, managerial and organisation skills. Appropriate planning and administration skills. Ability to analyse, interpret and apply legislation, policies and prescripts.
<b><u>DUTIES</u></b>	:	Management of CET, Internship, Volunteers and Workplace Integrated Learning. Manage Bursary administration. Orientation/re-orientation of new/existing staff. Implementing the Workplace Skills Plan and report on training activities. Supervision of staff. Facilitation of training. Financial Management and appropriate utilization of training budget. Effective management and development of staff.
<b><u>ENQUIRIES</u></b>	:	Ms. H Martin Tel No: (021) 944 9204
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	Shortlisted candidates will be expected to undergo a practical assessment.
<b><u>CLOSING DATE</u></b>	:	06 June 2025
<b><u>POST 17/322</u></b>	:	<b><u>CLINICAL TECHNOLOGIST GRADE 1 TO 3: NEPHROLOGY</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Obsevratory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in Nephrology. Registration with a Professional Council: Registration with the HPCSA as Clinical Technologist in Nephrology. Experience: <b>Grade 1:</b> None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> Minimum of 10 years' relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 3:</b> Minimum of 20 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology 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: Delivering an after-hours kidney replacement therapy service is compulsory. Competencies (knowledge/skills): Good communication skills (verbal and written). Good interpersonal skills. Capable of maintaining confidentiality. Ability to work under pressure and to manoeuvre heavy dialysis equipment. Ability to work independently and within a team at all levels of authority. Willingness to participate in training of Clinical Technology students.
<b><u>DUTIES</u></b>	:	Perform renal replacement therapies in chronic and acute settings. Perform continuous renal replacement therapies, i.e., CVVHD, CVVHDF & SLED.

		Perform daily RO water checks; do monthly water sampling for bacterial count and perform tests for the endotoxin levels. Perform Body Composition Monitoring (BCM) on CKD patients. Perform therapeutic plasma exchange (membrane plasma separation and centrifugal plasmapheresis). Participate in on-going quality control and infection control. Working overtime.
<b><u>ENQUIRIES</u></b>	:	Mr D Mveli Tel No: (021) 404 3305/2150 or email: <a href="mailto:daniel.mveli@westerncape.gov.za">daniel.mveli@westerncape.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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)".
<b><u>CLOSING DATE</u></b>	:	06 June 2025
<b><u>POST 17/323</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (PHC)</u></b> West Coast District
<b><u>SALARY</u></b>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<b><u>CENTRE</u></b>	:	Swartland Sub-district (Stationed at Darling Clinic)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: <b>Grade 1:</b> None <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Prepared to work at different facilities within the Sub-District inclusive a Mobile Valid (code B/EB) driver's licence. 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.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional growth/ethical standards and self-development.
<b><u>ENQUIRIES</u></b>	:	Mr RA Christoffels Tel No: (022) 482-2729
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to a competency assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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).
<b><u>CLOSING DATE</u></b>	:	06 June 2025
<b><u>POST 17/324</u></b>	:	<b><u>EMS SHIFT LEADER GRADE 3 TO 6</u></b> Chief Directorate: Emergency and Clinical Support Services
<b><u>SALARY</u></b>	:	Grade 3: R335 226 per annum Grade 4: R397 308 per annum

**CENTRE  
REQUIREMENTS**

Grade 5: R480 108 per annum  
Grade 6: R589 443 per annum  
Emergency Medical Services, Winelands, De Doorns  
Minimum educational qualification: **Grade 3:** Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). **Grade 4:** Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). **Grade 5:** Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. Grade 6: Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a Professional Council: **Grade 3:** Registration with the Health Professions Council of South Africa as an AEA. **Grade 4:** Registration with the Health Professions Council of South Africa as an ECT. **Grade 5:** Registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Experience: **Grade 3:** Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). **Grade 4:** Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Emergency Care Technician (ECT). **Grade 5:** Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Paramedic. Grade 6: Minimum of 3 years' experience your current registration category with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirements of the job: Valid code C1 driver's license. Current Professional driver's permit. Current registration with HPCSA as an ANA, ECT, PARAMEDIC or ECP. Competencies (knowledge/ skills): Good communication and interpersonal skills. Excellent knowledge of all levels of Emergency Care protocols. Computer literacy in the MS Office package. Report writing skills. Physically fit and able.

**DUTIES**

Ensure effective supervision and maintenance of Emergency Vehicles and equipment in line with the Financial and Fleet directives. Supervise and manage rostered shifts and personnel in line with People Management policies and practices. Provide an effective administrative support to the Supervisor when required. Effective pre-hospital Emergency Medical Care and response to incidences when required. Ensure effective report writing with regards to accident and incident reports, loss and theft control incidents and safety incidents. Ensure effective communication with regards to patients, colleagues, other services and members of the Public.

**ENQUIRIES  
APPLICATIONS**

Mr J Jansen Tel No: (044) 80 22 500  
Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE**

No payment of any kind is required when applying for the post. Shortlisted candidates will be expected to undergo a practical assessment.

**CLOSING DATE**

06 June 2025

**POST 17/325**

**EMERGENCY CALL CENTRE SUPERVISOR**  
Chief Directorate: Emergency and Clinical Support Services

**SALARY  
CENTRE  
REQUIREMENTS**

R325 101 per annum  
Emergency Medical Services, Beaufort -West Communication Centre  
Minimum educational qualification: Appropriate Certificate in Call Centre Management (NQF Level 4). Senior Certificate (or equivalent). Experience: Appropriate experience in the Emergency Call Centre environment. Inherent requirements of the job: Ability to work shifts and overtime, as needed. Competencies (knowledge/ skills): Competency in the CAD (CareMonX) system. Good leadership, communication, and interpersonal skills. Good planning, leading, organizing and control abilities. Ability to work well under pressure. Computer Literacy with MS Word, Excel and PowerPoint, Outlook.

**DUTIES**

Efficient, effective, and quality management of Centre staff. Cost Effective Management of allocated overtime needs. Effective Human Resource Management, Training and Development and the management of Labour Relations matters. Supervision and Management of all Administrative

		Requirements. Effective Communication and Liaison with internal and external clients. Support to colleagues and the Centre Manager.
<b><u>ENQUIRIES</u></b>	:	Ms M Arries Tel No: (044) 805-5070
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	Shortlisted candidates will be expected to undergo a practical assessment.
<b><u>CLOSING DATE</u></b>	:	06 June 2025
<b><u>POST 17/326</u></b>	:	<b><u>SENIOR EMERGENCY CALL CENTRE AGENT (DISPATCHER)</u></b> Chief Directorate: Emergency and Clinical Support Services
<b><u>SALARY</u></b>	:	R269 499 per annum
<b><u>CENTRE</u></b>	:	Emergency Communication Centre, West Coast Communication Centre
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate Emergency/ Medical Call-Centre experience. Inherent requirements of the job: Computer literacy (MS office). Ability to work shifts as per roster. Appropriate knowledge of CareMonx computer aided dispatching system. Competencies (knowledge/ skills): Basic knowledge of the topographical layout of the Western Cape. Good leadership, listening, supervisory, work organization and prioritization skills. Must be able to utilise mapping software for resource allocation. Good communication skills.
<b><u>DUTIES</u></b>	:	Manage caller anxiety and stress and provide life-saving telephonic interventions. Accurately record information in order to ensure data integrity and subsequent appropriate management intervention. Alert supervisors to recurrent incidents, as well as exceptional incidents of a critical life threatening in nature, particularly in the mass casualty context. -Implement any instructions as per the identified medical dispatch protocol reference system (MDPRS). Mobilise vehicle resources, control the deployment of resources and react to delays in the individual status of the deployed vehicles. Manage Major Incidents according to plan Delta and MIMMS, and mobilize other emergency services incl. Traffic, Fire SAPS and Disaster Management when required. Training and supervision of Emergency Communications students during their elective.
<b><u>ENQUIRIES</u></b>	:	Mr E Pedro Tel No: (022) 433 8853, (West Coast District Manager)
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	Shortlisted candidates will be expected to undergo a practical assessment.
<b><u>CLOSING DATE</u></b>	:	06 June 2025
<b><u>POST 17/327</u></b>	:	<b><u>ADMINISTRATION CLERK: ADMISSIONS (X2 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Delft CHC (X1 Post) Symphony Way CDC (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior certificate or equivalent. Experience: Appropriate experience inpatient admissions and helpdesk functions. Inherent requirements of the job: Willingness to work 12-hour shifts (i.e. night duty, weekends, public holidays) and work overtime on short notice. Competencies (knowledge/ skills): Knowledge of Primary Health Care Information System/Clinicom, Hospital Emergency Centre Tracking Information System, Tier.net. Knowledge of the PFMA and responsibilities linked to finance management. Knowledge of filing, archiving and disposal process of records.
<b><u>DUTIES</u></b>	:	Admissions of clients in different departments, open new folders, merging of folders, filing, archiving and disposal of folders. Accomplish key tasks in a competent and acceptable manner, adhere to sound professional behaviour and dress code. Ensure accurate and daily capturing on PHCIS/Tier.net/relevant electronics systems. Ensure clients are admitted according to the appointment system, assist with queue marshalling. Ensure good client relation strategies to minimize complaints. Ensure effective and efficient implementation of all applicable policies, procedures and instructions.
<b><u>ENQUIRIES</u></b>	:	Mr. N Meyer tel.no. (021) 954 2237 (Delft CHC) Ms. CS Van der Merwe Tel No: (021) 204 9466 (Symphony Way CDC)
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").

<b><u>NOTE</u></b>	:	The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.
<b><u>CLOSING DATE</u></b>	:	06 June 2025
<b><u>POST 17/328</u></b>	:	<b><u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Khayelitsha/Eastern Sub-structure Office
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management environment. Inherent requirements of the job: Valid code B/EB driver's licence. Willingness to travel to facilities within Khayelitsha/Eastern Substructure. Data management experience. Competencies (knowledge/ skills): Advanced Computer literacy skills (MS Word, Excel, PowerPoint and Access). Knowledge in departmental systems, i.e. Health Information Systems, Ditcom processes and health data management. Training skills. Health research coordination. Good numerical, organisational and analytical thinking skills.
<b><u>DUTIES</u></b>	:	Provide general support to all Information Management and HAST Clerks at facility level. Perform office administrative role as a member of the Information Management team. (I.e. minute taking, filling, copies and logistical arrangements). Participate in health information co-ordinating activities. Assist with the co-ordination of Ditcom applications and ITS requests. Assist with data quality monitoring, verification, data/trend analysis and submission. Assist with preparing presentations and compiling reports. Participate in health research coordinating activities. Assist with sub-structure research committee initiatives. Administrative support to supervisors, Managers and Health Facilities within the Substructure.
<b><u>ENQUIRIES</u></b>	:	Ms J Jansen Tel No: (021) 360-4702 email: Janis.Jansen@westerncape.gov.za
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of the advert. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	:	06 June 2025
<b><u>POST 17/329</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	New Somerset Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management with specific focus in Asset Management. Inherent requirement of the job: Ability to work in a physically demanding environment. Willingness to work overtime when required. Competencies (knowledge/skills): Computer Literacy in the Microsoft Package. Knowledge and exposure to the Public Finance Management Act (PFMA), Regulations and Financial Instructions and legislations pertaining to Asset Management. Experience of SCM Systems, i.e. LOGIS (Logistical Information System), EPS (Electronic Procurement System), CSD (Central Supplier Database), and the WCSEB (Western Cape Supplier Evidence Bank) and Asset Management Functions. The ability to work independently and as part of a team. Good interpersonal and communication skills.
<b><u>DUTIES</u></b>	:	Perform physical stocktaking and determine surpluses and shortages. Ensuring the loss control process is implemented where cases are identified. Assist with the preparation of inputs for the AFS as well as the IFS. Assist with the monthly BAS/Logis Reconciliation/Note 39 & 40 and other asset related reporting. Perform the general LOGIS system functions pertaining to asset management. Performing functions related to Demand and Acquisition of Assets and Services, through the applicable Asset & SCM prescripts. Exercise

		control over the storage of condemned, redundant and/or obsolete equipment/assets awaiting condemning. Assist with the ALM & SALM appointments and appointment letters.
<b><u>ENQUIRIES</u></b>	:	Mr R Willemse Tel No: (021) 402 6459
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar vacant posts within the Chief Director: Metro Health Services, for a period of 3 months from the date of the advert.
<b><u>CLOSING DATE</u></b>	:	06 June 2025
<b><u>POST 17/330</u></b>	:	<b><u>PRINCIPAL FOOD SERVICES SUPERVISOR</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Food Certificate. Experience: Appropriate Supervisory experience in Food Services Management in an industrial Food Service Unit. Inherent requirement of the job: Shifts (including weekends and public holidays) according to operational requirements. Competencies (knowledge /skills): Computer literacy (MS word & excel). The ability to maintain discipline. Good communication and interpersonal skills. Knowledge of pest and infection control. Knowledge of the Occupational Health and Safety Act. Knowledge of Hazard analysis critical control point (HACCP) Good administrative abilities in the food service system.
<b><u>DUTIES</u></b>	:	Responsible for food services management systems (LOGIS) and relieve the manager when on leave. Effective utilisation and supervision of the food services team. Training of the food services team in all aspects relating to daily tasks. Control of the budget, equipment and stock/supplies Control of food expenditure by implementation of prescribed guidelines Control and maintain adequate levels of hygiene, safety and security in the kitchen.
<b><u>ENQUIRIES</u></b>	:	Ms M Coetzee Tel No: (021) 658-5407
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	06 June 2025

#### **DEPARTMENT OF INFRASTRUCTURE**

<b><u>CLOSING DATE</u></b>	:	17 June 2025
<b><u>NOTE</u></b>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

<b><u>POST 17/331</u></b>	:	<b><u>ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): ROUTINE MAINTENANCE REF NO: DOI 64/2025</u></b>
<b><u>SALARY</u></b>	:	Grade A: R453 576 - R487 500 per annum, (OSD as prescribed) Grade B: R513 303 - R551 493 per annum, (OSD as prescribed) Grade C: R586 665 - R690 237 per annum (OSD as prescribed)
<b><u>CENTRE</u></b>	:	Department of Infrastructure, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Bachelor of Technology (B Tech) in Civil Engineering or relevant qualification; A minimum of 3-years post qualification Engineering Technologist experience; Compulsory registration with ECSA as an Engineering Technologist; A valid code B driving license. Recommendation: Working experience of physical road maintenance and construction and associated experience. Competencies: Knowledge of the following: Road safety aspects regarding land use,

	expropriation, road access applications; Relevant legislation and specifications (Act on advertising and closure of roads - Act 21 of 1940, Road Ordinance 19 of 1976, Ordinance of Land Use Planning 15 of 1985, Disciplinary code and SABS codes; Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Skills in the following: Technical report writing; Networking; Professional judgement; Problem solving and analysis; Decision making; Leadership; Self-management; Customer focus and responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising; People management.
<b><u>DUTIES</u></b>	: Planning and execution of maintenance activities by in-house personnel towards the maintenance and construction of the provincial network within the Oudtshoorn DRE; Facilitation and coordination and physical protection of the proclaimed provincial network within the Oudtshoorn DRE; Support engineers, technicians and associates in field; Promote safety standards in line with statutory and regulatory requirements; Perform administrative and related functions; Provide inputs to the operational plan; Research and development; Procurement of maintenance material; Monitor flood damage repair and maintenance activities on the roads; Quality assurance of technical designs with specification and authorize/make recommendations for approval by the relevant authority.
<b><u>ENQUIRIES</u></b>	: Mr E van Wyk Tel No: (044) 272 6071
<b><u>APPLICATIONS</u></b>	: Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 17/332</u></b>	: <b><u>CIVIL ENGINEERING TECHNOLOGIST: (PRODUCTION LEVEL):</u></b> <b><u>PROCLAMATION AND ROAD USE REF NO: DOI 43/2025 R1</u></b>
<b><u>SALARY</u></b>	: Grade A: R453 576 - R487 500 per annum, (OSD as prescribed) Grade B: R513 303 - R551 493 per annum, (OSD as prescribed) Grade C: R586 665 - R690 237 per annum, (OSD as prescribed)
<b><u>CENTRE</u></b>	: Department of Infrastructure, Western Cape Government
<b><u>REQUIREMENTS</u></b>	: Bachelor of Technology in Civil Engineering (B Tech) or relevant qualification; Three years post qualification Engineering Technologist experience; Compulsory registration with ECSA as an Engineering Technologist; A valid code B driving license. Recommendation: Public Sector experience focusing on Roads; Applicable experience in transport infrastructure, roads planning and/or design; Experience with services within the road reserve; Experience in the evaluation of traffic impacts on transport infrastructure due to land use changes; Further studies or formal courses; Experience and a sound understanding of technical matters across various engineering design stages for multidiscipline projects. Competencies: Knowledge of the following: Project management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Skills needed: Decision making; Team leadership; Creativity; Change management; Financial management; Customer focus and responsiveness; Communication (written and verbal); Computer skills; Planning and organising; People management. Problem solving and analysis.
<b><u>DUTIES</u></b>	: Provide technological advisory services: Support Engineers, Technicians and associates in field, workshop and office activities; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; and To liaise with relevant boards/councils on engineering-related matters.
<b><u>ENQUIRIES</u></b>	: Mr D Fortuin Tel No: 082 670 4560

<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 17/333</u></b>	:	<b><u>OFFICE MANAGER: PROVINCIAL PUBLIC WORKS REF NO: DOI 71/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 - R561 894 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Department of Infrastructure, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' experience in rendering executive support functions to top management. Competencies: Knowledge and understanding of the following: Public Service reporting procedures; Modern systems of governance and administration; Policies, regulations, internal arrangements and procedures; SMS Manual; Financial Manual; Administrative and financial management; Budget control and management; Procurement and tender administration; Human resource management; Broad knowledge of all aspects pertaining to line functions within the Department. Skills in the following: Research; Analytical thinking; Financial Management; Project Management; Managerial; Computer Literacy; Communication; Problem solving; Presentation; Conflict resolution; Language skills and the ability to communicate well with people at different levels and from different backgrounds; Sound organisational skills; Good people skills; Basic written communication skills; Aptitude to work with computers.
<b><u>DUTIES</u></b>	:	Manage engagements; Render line administrative support services; Execute research, analyse information and compile complex documents for the Senior Manager/Deputy Director-General (DDG); Provide support to the Senior Manager/Deputy Director-General (DDG) with regard to meetings; Manage resources of the office of the Senior Manager/Deputy Director-General (DDG); Remains up to date with regard to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Senior Manager/Deputy Director-General (DDG).
<b><u>ENQUIRIES</u></b>	:	Ms R Kok Tel No: (021) 483 3056
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 17/334</u></b>	:	<b><u>STATE ACCOUNTANT: ASSET MANAGEMENT REF NO: DOI 76/2024 R2</u></b>
<b><u>SALARY</u></b>	:	R397 116 - 467 790 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Department of Infrastructure, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year relevant experience in Accounting/ Auditing/Finance or Supply Chain Management. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Accounting; SCOA; PFMA; LOGIS; Asset management; Skills needed: Monitoring and evaluation methods, tools and techniques; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Analytical, planning and organising skills; Reliable, self-disciplined and dedicated.
<b><u>DUTIES</u></b>	:	Implement the asset management system, including the establishment and implantation of the asset management unit and departmental policies and procedures; Develop and maintain the strategic and annual asset management plans aligned with the departmental strategy and budget, and in consultation with Public Works where applicable; Develop and maintain asset registers, including acquisitions, maintenance management, transfers and valuations; Develop asset needs assessment, acquisition management, operational and disposal plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies and update the asset register; Develop, implement and manage mechanism to safeguard assets, prepare monthly reconciliation with supporting schedules for the asset registers to the relevant accounting records and resolve uncleared items; Prepare a business plan for the lifecycle of assets including an analysis of pricing options using lifecycle costs as well as recommendations on the most appropriate asset solution; Ensure compliance with relevant legislative, statutory, regulatory, and supervisory requirements towards the achievement of component projects and goal.

<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr C Matthyse Tel No: (021) 483 4949
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 17/335</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: HS CONTRACT ADMINISTRATION REF NO: DOI 68/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 - R382 959 per annum (Level 07)
	:	Department of Infrastructure, Western Cape Government
	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Public Administration or similar field; A minimum of 1-year relevant experience in a human settlement working environment or similar. Recommendation: Relevant supervisory experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the National Housing Code and Housing Subsidy Programs; Computer literacy in Ms office package (Word, Excel, PowerPoint); Written and Verbal communication skills; People Management skills.
<b><u>DUTIES</u></b>	:	Supervise the capturing, processing and record keeping of EEDBS applications; Assist with the WCHDDB administration and support function; Assist with the HR related matters and administrative support to Assistant Director / Deputy Director / Manager of the sub-directorate; Maintain database and provide information related to Extended Enhanced Discount Benefit Scheme (EEDBS).
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms C Rose Tel No: (021) 483 2158
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 17/336</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: PHYSICAL RECORD MANAGEMENT REF NO: DOI 69/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 - R382 959 per annum (Level 07)
	:	Department of Infrastructure, Western Cape Government
	:	An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification); A minimum of 1-year administrative experience. Recommendation: Working knowledge of relevant systems; Supply chain management experience. Competencies: Knowledge of processing payments; Skills needed: Written and verbal communication; Good client relations; Concern for others; Reliable; Self-Management; Ability to work in a team.
<b><u>DUTIES</u></b>	:	Provide administrative support to the Sub Directorate RM; Provide financial management Support to Sub Directorate RM; Provide assistance with supply chain management duties; Maintain the management of human resources; Maintain relevant registers.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr A Kruger Tel No: (021) 483 7088
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 17/337</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT AND FLEET ADMINISTRATION (BELLVILLE) REF NO: DOI 67/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 - R268 950 per annum (Level 05)
	:	Department of Infrastructure, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification); A valid (code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Working knowledge of Fleet administration, procurement and supply chain management. Competencies: A good understanding of the following: Asset Control, store and stock-taking procedures; Obtaining quotations telephonically or via the Integrate Purchasing System; Applicable treasury and purchasing delegations; Skills needed: Written and verbal communication; Proven computer literacy; Planning and organising; Problem analysis; Creative thinking; Technical proficiency; Interpersonal relations; Ability to work under pressure and independently as well as in a team.

<b><u>DUTIES</u></b>	:	Procurement and general administration; Data capturing; Administer Licensing and repair authorities; Administer traffic fines; Administer Machine transfers and plant management; Loss and control liaison; Logistical arrangements and administration of auctions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms H Kleinhans Tel No: (021) 959 7700
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 17/338</u></b>	:	<b><u>REGISTRY CLERK: PHYSICAL RECORD MANAGEMENT REF NO: DOI 73/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 - R268 950 per annum (Level 05)
	:	Department of Infrastructure, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Registry Clerk Course; Relevant experience working in a registry or similar environment. Competencies: Good verbal and written communication skills; Concern for others; Reliable; Self-Management; Ability to work in a team; Good client relation skills.
<b><u>DUTIES</u></b>	:	Opening of physical and electronic files and maintenance of file covers; Correct and neat filing of documentation, including the maintenance of index pages in physical and electronic files; Preparing mail to be posted by folding and franking; Assist the supervisor with the allocation of reference numbers; Handle client enquiries, requests and pending of files; Assist with the administration of systems by adding folders.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr A Kruger Tel No: (021) 483 7088
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 17/339</u></b>	:	<b><u>DRIVER WITH SECONDARY FUNCTIONS: PHYSICAL RECORDS MANAGEMENT REF NO: DOI 72/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R193 359 - R227 766 per annum (Level 04)
	:	Department of Infrastructure, Western Cape Government
	:	Junior Certificate (Grade 10) or equivalent qualification; A minimum of 1-year relevant experience; A valid code B (or higher) driving licence with a valid Professional Driving Permit (PrDP). Recommendation: Good client relations experience. Competencies: Good verbal and written communication skills; Self-Management; Concern for others; Trustworthy; Ability to work in a team.
<b><u>DUTIES</u></b>	:	Collection of mail bags from the Post Office and documents from all the office of the department, using a vehicle or physically; Sorting and distribution of internal mail to all the offices of the Department; Franking of mail to be posted; Request vehicle and ensure that it is in a good condition; Assist with the execution of functions associated with Records management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr A Kruger Tel No: (021) 483 7088
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 17/340</u></b>	:	<b><u>MESSENGER: PHYSICAL RECORD MANAGEMENT, REF NO. DOI 70/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R138 486 – R163 131 per annum (Level 02)
	:	Department of Infrastructure, Western Cape Government
	:	Grade 10 (Junior Certificate or equivalent qualification). Competencies: Good verbal and written communication skills; Good people skills; Must be computer literate; Sound organisational skills; Self-Management; Concern for others; Trustworthy; Ability to work in a team.
<b><u>DUTIES</u></b>	:	Perform messenger functions: Sort and arrange correspondences in the registry; Collect, distribute and circulate correspondences (mail, parcels, documents and files); Record and control correspondence register; Sort mail, files, documents and parcels; Ensure that items to collect are sealed and addressed; Collect mail, files, documents and parcels from addressor; Deliver mail, files, documents and parcels to addressees; Ensure that the recipients sign on the delivery book/register; Record contents and physical addresses in the delivery book/register. Perform general office assistant tasks: Make copies, fax and shred documents.

<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr A Kruger Tel No: 021 483 7088
	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, <a href="mailto:westerncape@respond.co.za">westerncape@respond.co.za</a> Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<b><u>NOTE</u></b>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. <b>NB:</b> Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.
<b><u>POST 17/341</u></b>	:	<b><u>STORES ASSISTANT: SCM AND FLEET ADMINISTRATION REF NO: DOI 74/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R138 486 – R163 131 per annum (Level 02)
	:	Department of Infrastructure, Western Cape Government
	:	Grade 10 (Junior Certificate or equivalent qualification). Competencies: Knowledge: Receiving, recording and issuing of stock (supplies and assets); Verbal and written communication skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Reliable and honest; Problem solving; Able to work independently and as part of a Team.
<b><u>DUTIES</u></b>	:	Perform administration and stock keeping duties: Assist with stock keeping of all supplies and stock; Assist with record keeping of registers, procurement, and staff records; Undertake filing and make relevant photocopies. Perform Store-person duties: Receive and issue store goods; Keep records of supplies, equipment and protective clothing received; Organise the supplementing of supplies in time; Perform stock inspections and keep stock tidy; Update Bin cards; Safe keeping of the following commodities but not limited to: Petrol/ Oil/ Gas; Tyres/Tubes/ Tools; Paint, Thinners, Bolts and Nuts; PPE Clothing; Consumables (Black bags, brooms, brushes, hand cleaner, vesting and copy paper); Cleaning Materials; Fencing Materials, poles, cement, Tar, Guardrails; Stationery. Issue fuel, lubricants and chemicals: Keep record of fuel and lubricants issued per vehicle; Issue and receipt and ensure safe keeping and storage of fuels. Perform general duties: Assist with servicing of plant allocated to Supply Chain Management; Assist with completing Logs for allocated plants to Supply Chain Management; Complete the uploading and offloading of stock; Clean and organise work facility inside and outside yard (store); Assist assets management with random and annual stock taking; Move and lift heavy tools.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. Lucinda Arendse Tel No: (021) 959 7700
	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, <a href="mailto:westerncape@respond.co.za">westerncape@respond.co.za</a> Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<b><u>NOTE</u></b>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. <b>NB:</b> Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

## DEPARTMENT OF LOCAL GOVERNMENT

<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>CLOSING DATE</u></b>	:	17 June 2024
<b><u>NOTE</u></b>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

### OTHER POSTS

<b><u>POST 17/342</u></b>	:	<b><u>ASSISTANT DIRECTOR: HOD SUPPORT REF NO: LG 20/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 - R 561 894 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Department of Local Government, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 5 years relevant experience in rendering a support service to a Senior Manager/Head of Department/Ministry. Recommendation: Willingness to work irregular hours when required. Competencies: In depth knowledge and understanding of the relevant legislation/policies/prescripts and procedures; Excellent interpersonal relations; Good verbal and written communication skills; Customer service orientation; Organising and planning; Confidentiality and discretion; Computer literacy in MS Office packages (Word, Excel, PowerPoint); High level of communication; Ability to work independently and as part of a team; Ability to work under pressure; Ability to work effectively in a dynamic office; Stress tolerance; Able to liaise with diverse people and attention to detail.
<b><u>DUTIES</u></b>	:	Render administrative support services to the Head: Office of the HOD; Provide support to the Head of Department regarding meetings; Communication and liaison; Management and supervision.
<b><u>ENQUIRIES</u></b>	:	Ms D Benjamin Tel No: (021) 483 3938
<b><u>POST 17/343</u></b>	:	<b><u>STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: LG 23/2025</u></b>
<b><u>SALARY</u></b>	:	R397 116 - R467 790 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Department of Local Government, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification); A minimum of 1-year appropriate experience in a management accounting working environment. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge and understanding of the following: Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Policy development, and operational management, monitoring and review processes; Planning, budgeting and reporting tools and techniques; Have a strong financial background specifically in public sector finance; Intermediary computer competency; Monitoring and evaluation methods, tools and techniques. (essential) Transversal public sector accounting systems. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Interpersonal relations; Flexibility; Ability to work independently and as part of a team; Have ability to function under pressure; Accuracy; Ability to interpret, apply and comment on policies and legislation; Planning and organising; Numeracy skills; Be able to solve financial problems; Problem Solving.
<b><u>DUTIES</u></b>	:	Provide assistance with the compilation of the budget; Provide assistance with the monitoring of revenue and expenditure; Reporting: Coordinate, review,

		analyse and quality assure the management accounting reporting processes; Regulatory, policy, governance frameworks and operational advice.
<b><u>ENQUIRIES</u></b>	:	Ms A Jacobs Tel No: (021) 483 0607
<b><u>POST 17/344</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: LG 22/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 - R561 894 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Department of Local Government, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year B-Degree at NQF level 7 (equivalent or higher qualification); A minimum of 3 years' experience in Management Accounting. Recommendation: Supervisory experience within a management accounting environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge and understanding of the following: Have a strong financial background specifically in public sector finance; Planning, budgeting and reporting tools and techniques; Intermediary computer competency; Monitoring and evaluation methods, tools and techniques; Transversal public sector accounting systems; Policy development, and operational management, monitoring and review processes; Public finance, human resources and management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Interpersonal relations; Flexibility; Ability to work independently and as part of a team; Have ability to function under pressure; Accuracy; Ability to interpret, apply and comment on policies and legislation; Planning and organising; Numeracy skills; Be able to solve financial problems; Problem Solving; People management and empowerment.
<b><u>DUTIES</u></b>	:	Coordinate, review, analyse and quality assure the budget preparation process; Coordinate, review, analyse and quality assure the financial supporting information for planning purposes; Coordinate, review, analyse and quality assure the management accounting reporting processes for financial year; Regulatory, policy, governance frameworks and operational advice; Supervisory functions.
<b><u>ENQUIRIES</u></b>	:	Ms A Jacobs Tel No: (021) 483 0607
<b><u>POST 17/345</u></b>	:	<b><u>ADMINISTRATION CLERK: TRANSPORT REF NO: LG 21/2025</u></b>
<b><u>SALARY</u></b>	:	R228 321 - R268 950 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Department of Local Government, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate or equivalent qualification); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Appropriate administrative and record keeping experience; Proven computer literacy; Ability to work irregular hours when required. Competencies: Knowledge and understanding of the following: Transport management policies and procedures; Understanding the PFMA. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Planning and Organising skills; Presentation skills; Ability to work independently and as part of a team.
<b><u>DUTIES</u></b>	:	Ensure proper maintenance of GG vehicles; Ensure proper inspection of GG and parking area; Responsible for issuing and receiving of GGs (including hiring); Investigate misuse cases and compile reports; General GG administration (license, odometer recording, payments of invoices, checking of logbooks, allocation of traffic violations); Administer GG accident and Losses; Conduct information sessions with staff.
<b><u>ENQUIRIES</u></b>	:	Ms M Coerecuis Tel No: (021) 483 5122
<b>DEPARTMENT OF THE PREMIER</b>		
<b><u>CLOSING DATE</u></b>	:	17 June 2025
<b><u>NOTE</u></b>	:	All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available

from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> (SMS pre-entry certificate submitted prior to appointment). Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

## **MANAGEMENT ECHELON**

<b><u>POST 17/346</u></b>	:	<b><u>DIRECTOR: PEOPLE EMPOWERMENT REF NO: DOTP 41/2025</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 per annum (Level 13)
<b><u>CENTRE</u></b>	:	Department of the Premier, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF 7 as recognised by SAQA; A minimum of 5 years' experience at a middle/senior managerial level. Recommendation: A Post graduate degree and academic background and/or experience would be to your advantage. Competencies: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions. Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function. Proven knowledge and understanding of programme and project management. Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes. Proven knowledge and understanding of modern systems of governance and administration. Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector. Proven knowledge and understanding of public finance, human resources and discourse management processes. Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Proven knowledge and understanding of the policies of the government of the day.
<b><u>DUTIES</u></b>	:	Line Management: Manage the development and implementation of future-fit skills strategies and skills development programmes: Conduct skills need analysis. Facilitate the development of workplace skills plans. Liaise with the relevant Sector Education and Training Authority (SETA) and other statutory agencies. Facilitate the establishment and functioning of departmental training committees. Assess the impact of development interventions. Foster people development partnerships. Coordinate and administrate internships, bursaries, learnerships and work experience programmes for youth. Facilitate and coordinate learnerships. Coordinate placement of students for internships. Facilitate the process of awarding bursaries. Facilitate provincial mentorship programme. Perform contract management with regard to bursaries and internships. Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Drive the Directorate's strategic planning process. Drive the development and management of the strategic and business plans for the Directorate. Evaluate the performance of the Directorate on a continuing basis against pre-

determined key measurable objectives and standards. Report to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance relating to operational management support. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it. Foster and promote a culture of innovation within the Directorate, and the Department. Diligently perform all duties assigned to the post of Director. Financial Management: Manage participation in the budgeting process at Directorate level. Ensure the preparation of the annual and adjustment budgets for the Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure. Human Resource Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's strategic and business plans. Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Directorate.

**ENQUIRIES  
APPLICATIONS**

: Ms. LS Esterhuysen Tel No: (021) 483 - 5856  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**OTHER POSTS**

**POST 17/347**

: **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: DOTP 61/2024 R1**

**SALARY  
CENTRE  
REQUIREMENTS**

: R896 436 per annum (Level 11), (all-inclusive salary package)  
: Department of the Premier, Western Cape Government  
: An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 5 years middle management level experience within risk management or similar environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the design and implementation of risk assessment methodologies. Competencies: Extensive knowledge of Enterprise Risk Management (ERM) frameworks and working principles; Skills needed: Communication at an executive management level (verbal and writing); Analytical and problem solving and Strategic planning.

**DUTIES**

: Policy and Strategy Development: design and review risk management policies, strategies and implementation plans. Monitor and evaluate progress against those plans; Deliver Risk Management Services: Direct, lead and influence risk identification, assessment, prioritisation, and integrate risk management practises into decision-making processes; Risk Monitoring and Reporting: Collaborate with relevant departments to ensure timely and accurate risk information is obtained. Accurately capture and maintain risk-related data in the system and generate regular reports on risk exposure, trends and mitigation efforts of Departments being serviced; Risk Governance and Compliance: Ensure that the Departments comply with all relevant regulations, industry standards and best practises. Lead risk management governance initiatives including liaising and presenting within reporting structures and committee oversight bodies such as Enterprise Risk Management Committees and Audit Committees; Team Leadership and development: Lead and manage risk practitioners, providing mentorship and professional development opportunities. Foster a high-performance team culture that prioritises collaboration and innovation in risk management.

**ENQUIRIES  
APPLICATIONS**

: Ms A Haq Tel No: (021) 483 8318  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 17/348**

: **CHIEF ORGANISATION DEVELOPMENT PRACTITIONER (ASSISTANT DIRECTOR): ORGANISATIONAL BEHAVIOUR REF NO: DOTP 43/2025**

**SALARY  
CENTRE**

: R468 459 - R561 894 per annum (Level 09)  
: Department of the Premier, Western Cape Government

<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Social Sciences, Humanities, Industrial Psychology, Public and Business Management Science or related; A minimum of 3 years relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Project Management, Facilitation Skills, Culture intervention skills, Change Management. Competencies: Knowledge of the following: Functions of the various components of the WCG to ensure a holistic, integrated approach to interventions; Latest advances in public management theory and practice; Provincial government functions and services; Statutory framework governing the broad management of the Public Service; Mentoring and coaching practices; Financial management prescripts; Culture and leadership theory and models; Change management methodologies; Key elements/determinants of organisational performance as they relate to the field of culture and leadership; Project management. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint, Visio etc); Analytical; Conceptual, interpretive and formulation; Diagnostic; Facilitation and process consultation; Persuading and Influencing; Creative problem-solving; Intervention design; Leadership; Leading and supervising; Delivering results and meeting customer expectations; Planning and organising; Relating and networking; Presenting and communicating information; Listening; Team building and strong inter-personal; Written and verbal communication; Conceptual, interpretive and formulation; Motivation; Networking; Project management; Research; Ability to work independently and as part of a team.
<b><u>DUTIES</u></b>	:	Determine, oversee and facilitate individual, team and group interventions for effective organisation culture change, including Change Navigation and Values-Alignment interventions; Diagnose organisational issues and facilitate appropriate behavioural change interventions; Oversee and execute the provision of leadership development and improvement initiatives; Provide project management and administration support; Manage People (management performance, benefits, labour relations, recruitment, selection and placement).
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr K Pillay Tel No: (021) 466 9742
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 17/349</u></b>	:	<b><u>ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: DOTP 45/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 - R561 894 per annum (Level 09)
	:	Department of the Premier, Western Cape Government
	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) In Labour Relations, Human Resource Management or Law; A minimum of 3 years' experience as a labour relations officer or similar field. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public Service Act; Public Service Regulations; Labour Relations Act; Human Resource Management processes. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Planning and execution; Communication skills (written and verbal); Ability to work independently and as part of a team; Ability to manage the training process as well as facilitating.
<b><u>DUTIES</u></b>	:	Manage and facilitate capacity building among employees in respect of employee relations matters; Do research on employment law and develop guidelines for WCG; Draft appeals submissions/recommendations; Draft reinstatement applications; Manage the appeal/training database and compile statistics monthly, quarterly and annually when required; Render labour law advisory service to employees on training enquiries, misconduct and grievance procedures; Provide inputs on policy review or development.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms S Kearns Tel No: (021) 483 2650
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>

## WESTERN CAPE MOBILITY DEPARTMENT

**CLOSING DATE** : 17 June 2025  
**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

### OTHER POSTS

**POST 17/350** : **CONTROL PROVINCIAL INSPECTOR (METRO) REF NO: WCMD 66/2025**

**SALARY** : R896 436 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 7 years working experience in the field of Traffic Law Enforcement of which 3 years must on management level; Registered as a Traffic Officer or Peace Officer; A valid driving license (Code B or higher); No criminal record. Competences: Knowledge of the following: Operational functioning of the Directorate Traffic Law Enforcement; National Road Traffic Act, 1996 (Act 93 of 1996); National Road Traffic Amendment Act, 2008 (Act 64 of 2008); Firearms Control Act, 2000 (Act 60 of 2000); Criminal Procedure Act, 1977 (Act 51 of 1977); Firearms Control Regulations, 2004; National Road Traffic Regulations, 2000; National Road Traffic Regulations, 2000; Guidelines from the Director of Public Prosecutions; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Procurement and tendering processes. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Conflict Management; Project Management; Planning; Organising; Leadership; Monitoring and Evaluation; People Management; Written and verbal communication; Problem-solving; Reports Writing; Investigations; Negotiation; Interpretation; Legal Evidential; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from the office.  
**DUTIES** : Provide effective and efficient leadership; Evaluate the activities of the Metro Region operational plans to ensure strategic alignment with the strategic plan, budget statements and national and provincial strategies; Co-ordinate the collection and analysis of regional law enforcement statistics, conduct research, formulate policy and develop new strategies and models to improve service delivery; Plan and manage the work of and account for the overall performance of the region; People Management; Financial Management.  
**ENQUIRIES** : Mr W van der Merwe Tel No: (021) 911 0383  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 17/351** : **ASSISTANT DIRECTOR: OPERATING LICENSE PROCESSING REF NO: WCMD 63/2025**

**SALARY** : R468 459 - R561 894 per annum (Level 09)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3-years supervisory experience in an operating license administration working environment.; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competences: Knowledge of the following: National Land Transport Act 5 of 2009 and Regulations; Manage the processing of applications for operating licenses; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and

		information pertaining to the line function; Project management; Operational management practices; Public service procedures, processes and systems; Public finance, human resources and discourse management processes. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Accounting, Finance and Audit; Customer Care; Reporting; Problem-solving; Planning; Organising; Creative Thinking; Decision making; Problem Analysis; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
<b><u>DUTIES</u></b>	:	Process applications for operating licenses; Prepare cases and present at adjudication meetings; Prepare cases for the cancellation of operating licenses; Notify operators of renewals; Liaise with planning authorities regarding supply and demand of public transport services; Liaise with other stakeholders (e.g. Department of Education regarding learner transport, etc.); Managerial functions.
<b><u>ENQUIRIES</u></b>	:	Mr PW Davids Tel No: (021) 483 0312/1212
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 17/352</u></b>	:	<b><u>INSPECTOR: TRAFFIC LAW ADMINISTRATION REF NO: WCMD 64/2025 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R397 116 - R467 790 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Western Cape Mobility Department, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' experience in an auditing or investigation working environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Examiner of Vehicles, Examiner for Driving Licences, Proof of Audit function and/ or Investigation processes. Competencies: Knowledge of the following: National Road Traffic Act, 1996; Western Cape Provincial Road Traffic Administration Act, 2012; National Road Traffic Regulations, 2000; National Traffic Information System (eNaTIS); Provincial Road Traffic Regulations; eNaTIS policies, processes and procedures; Information Management; Public Finance Management Act (PFMA), 1999, National Treasury Regulations and Provincial Treasury Instructions. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Reporting; Problem-solving; Planning; Organising; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
<b><u>DUTIES</u></b>	:	Conduct Audits/Investigations; Conduct follow-up audit inspections on reports issued by the National Inspectorates; Audit planning; Liaison with departmental stakeholders in respect of audits/investigations responses.
<b><u>ENQUIRIES</u></b>	:	Mr CC Majiedt Tel No: (021) 483 2073
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 17/353</u></b>	:	<b><u>INSPECTOR: TRAFFIC LAW ADMINISTRATION (GEORGE) REF NO: WCMD 65/2025 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R397 116 - R467 790 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Western Cape Mobility Department, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' experience in an auditing or investigation working environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Examiner of Vehicles, Examiner for Driving Licences, Proof of Audit function and/ or Investigation processes. Competencies: Knowledge of the following: National Road Traffic Act, 1996; Western Cape Provincial Road Traffic Administration Act, 2012; National Road Traffic Regulations, 2000; National Traffic Information System (eNaTIS); Provincial Road Traffic Regulations; eNaTIS policies, processes and procedures; Information Management; Public Finance Management Act (PFMA), 1999, National Treasury Regulations and Provincial Treasury Instructions. Skills needed: Numeracy; Literacy; Computer Literacy; Written

		and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Reporting; Problem-solving; Planning; Organising; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
<b><u>DUTIES</u></b>	:	Conduct Audits/Investigations; Conduct follow-up audit inspections on reports issued by the National Inspectorates; Audit planning; Liaison with departmental stakeholders in respect of audits/investigations responses.
<b><u>ENQUIRIES</u></b>	:	Mr CC Majiedt Tel No: (021) 483 2073
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 17/354</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK: FLEET PLANNING AND ACQUISITION AND FLEET ADMINISTRATION REF NO. WCMD 69/2025 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 – R382 959 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Western Cape Mobility Department, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years fleet experience in Fleet management environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: C1 licence and Professional Driving Permit (PrDP). Competencies: Knowledge of the working procedures in terms of the working environment; Skills needed: Client liaison; Conflict resolution; Responsible driver (i.e. clean record wrt traffic offences and accidents), Sober habits, punctual (i.e. working hours and tasks allocated); Service and results orientated; Able to work under pressure; Self-motivated to work independently and to function in a team; Planning and organisational skills in order to work with stringent deadlines; Ability to interpret legislation, policies and contracts, Written and verbal skills to draft submissions and tender specifications.
<b><u>DUTIES</u></b>	:	Vehicle Replacement: Fleet Planning and Procurement; Procurement of replacement vehicles for Members of the Western Cape Cabinet; Procurement of additional vehicles as requested by client departments; Procurement of additional vehicles for judges; Maintain the GMT vehicle specifications profile in FleetBase and GoFin systems; Order vehicles on the GMT GoFin system from vehicle related suppliers; Receipt the vehicle invoice on iProc, and process the payment of delivered vehicles; Initiate, schedule and monitor the preparation of new vehicles at GMT Maitland; Administer GMT vehicle related limited bids and contracts; Maintain the GMT daily and kilometre vehicle tariff structure in the FleetBase system; Allocation of vehicles to client departments; Maintain the GMT Fleet Allocation Register; Receive a request from the client department to change the vehicle registration number from a GG to a CA number; Maintain the GMT fleet branding policy as prescribed; Administer applications received from client departments for vehicle take-ins; Administer applications for alienation of GMT fleet vehicles; Enter into GMTservice agreements with client departments; Perform secretariat duties for the subsidised motor vehicle scheme meetings; Perform general administrative; Fleet administration; Fuel management: Fuel and toll cards; Fuel claims and duplications; Monitor card usage; Fuel management; Helpdesk over-rides and faulty cards; Invoices and contract management; Vehicle auction management; Support functions on auction day; Auction administrative functions after auction took place; General administrative duties.
<b><u>ENQUIRIES</u></b>	:	Mr R Fourie Tel No: (021) 467 4747
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 17/355</u></b>	:	<b><u>ADMINISTRATION CLERK: PROVINCIAL REGULATORY ENTITY (GEORGE) REF NO: WCMD 62/2025</u></b>
<b><u>SALARY</u></b>	:	R228 321 - R268 950 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Western Cape Mobility Department, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administrative support experience in a provincial regulatory entity working environment. Competencies: Good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public

		Service; Working procedures in terms of the working environment. Skills needed: Written and verbal communication; Proven computer; Planning and Organising; Customer Care; Reporting; Problem-solving; Creative Thinking; Decision Making.
<b><u>DUTIES</u></b>	:	Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the division.
<b><u>ENQUIRIES</u></b>	:	Ms L Batt Tel No: (044) 813 2902
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 17/356</u></b>	:	<b><u>ADMINISTRATION CLERK: GOVERNMENT MOTOR TRANSPORT REF NO: WCMD 70/2025 (X10 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R228 321 - R268 950 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Western Cape Mobility Department, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate or equivalent qualification); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. <b>Competencies:</b> A good understanding of the procedures in terms of an office environment. Skills needed: Proven computer literacy (MS Office); Accurate data capturing capabilities; Ability to maintain accurate record keeping, attention to detail and reporting to the supervisor; Client liaison skills, Conflict resolution skills, Responsible driver (i.e. clean record wrt traffic offences and accidents), Sober habits, punctual (i.e. working hours and tasks allocated); Service and results orientated; Able to work under pressure; Self-motivated to work independently and to function in a team; Planning and organisational skills in order to work with stringent deadlines; Ability to interpret legislation, policies and contract.
<b><u>DUTIES</u></b>	:	Administer the planning, acquiring, conversion, fitment and preparation of the vehicle fleet; Administer the registration and licencing of vehicles, deregistration of vehicles and changing of ownership of disposed vehicles; Administer in-vehicle technology, tracking and control systems in vehicles; Administer eTag units and fuel/Nev (new energy vehicle)-cards of GMT vehicle fleet as well as fuel management; Administer vehicle auctions; Administer vehicle repair, maintenance and fitment processes of the vehicle fleet; Administer contract management activities with related GMT service providers; Render an administrative and rental related support service to National and Provincial Departments in the Western Cape with regards to the provisioning of Government Motor Transport.
<b><u>ENQUIRIES</u></b>	:	Mr R Fourie Tel No: (021) 467 4747
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 17/357</u></b>	:	<b><u>DRIVER: FLEET SERVICES REF NO: WCMD 67/2025 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R138 486 – R163 131 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Western Cape Mobility Department, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Basic education; A minimum of 7 months relevant experience; A valid code C driver's license and a PrDP (Code EC preferred). Competencies: A good understanding working procedures in terms of the working environment; Good driving skills and experience as a driver by occupation; Excellent Client liaison skills, Conflict resolution skills, Responsible driver (i.e. clean record wrt traffic offences and accidents), Sober habits, punctual (i.e. working hours and tasks allocated), literate and able to complete forms and reports, Service and results orientated, Able to work under pressure, Self-motivated to work independently, and to function in a team, Planning and organisational skills in order to work with stringent deadlines.
<b><u>DUTIES</u></b>	:	Movement of R&M vehicles on GMT Maitland Premises; Delivering R&M vehicles to merchants (and collections); Delivering vehicles to GMT's auction premises in Paarden Eiland; Assist Fleet Planning and Acquisition with Ad-hoc driver duties.
<b><u>ENQUIRIES</u></b>	:	Mr. R Fourie Tel No: 021 467 4747
<b><u>APPLICATIONS</u></b>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be

clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
 Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);  
 or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,  
 or Email your application to, [westerncape@respond.co.za](mailto:westerncape@respond.co.za) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**NOTE**

Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

**POST 17/358**

**TECHNICAL AID (2 POSTS AVAILABLE), REF NO: WCMD 68/2025**

**SALARY  
CENTRE  
REQUIREMENTS**

: R138 486 – R163 131 per annum (Level 02)  
 : Western Cape Mobility Department, Western Cape Government  
 : Grade 10 (Junior certificate or equivalent qualification); A valid code C driving license. Competencies: A good understanding working procedures in terms of the working environment; Basic vehicle knowledge (i.e. jumpstarting vehicles, charge batteries, change a flat wheel); Excellent Client liaison skills, Conflict resolution skills, Responsible driver (i.e. clean record wrt traffic offences and accidents), Sober habits; Punctual (i.e. working hours and tasks allocated), literate and able to complete forms and reports; Service and results orientated; Able to work under pressure; Self-motivated to work independently and to function in a team; Planning and organizational skills in order to work with stringent deadlines.

**DUTIES**

: Assist with the preparation of newly delivered vehicles; Rebranding of vehicles (at GMT premises); Assist with charging vehicle batteries, and jumpstart vehicles on site at GMT; Assist with monthly vehicle auction support duties; Assist with moving and transporting office, vehicle and workshop equipment; On an ad hoc basis assist with transporting vehicles between the GMT premises in Maitland, Paarden Eiland and Cape Town.

**ENQUIRIES  
APPLICATIONS**

: Mr. R Fourie Tel No: 021 467 4747  
 : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
 Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);  
 or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,  
 Or Email your application to, [westerncape@respond.co.za](mailto:westerncape@respond.co.za) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**NOTE**

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**PROVINCIAL TREASURY**

**APPLICATIONS**

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

**CLOSING DATE  
NOTE**

: 17 June 2025  
 : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you

experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### OTHER POSTS

**POST 17/359** : **ASSISTANT DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE - GROUP 1 AND 2 REF NO: PT 11/2025 (X3 POSTS)**

**SALARY** : R468 459 - R561 894 per annum (Level 09)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year Advanced Diploma/B-Degree (equivalent or higher qualification) in Financial Management, Financial Accounting or Management Accounting; A minimum of 3 years' experience in an Accounting or Financial Management environment. Recommendation: Experience in the following: Budget analysis and co-ordination; Finance department in Public Sector; Financial background specifically in Local Government; Must be willing to travel locally on a regular basis; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Budget process and procedures; Implementation of mSCOA in municipalities; Financial norms and standards as well as Acts such as MFMA, PFMA, DoRA, Regulations and Circulars (local and provincial). Skills needed: Written and verbal communication; Report writing, Strategic planning; Ability to work under pressure and meet deadlines; Attention to detail and good interpretation of numbers.

**DUTIES** : Assess municipal budgets in respect of revenue and expenditure management; Compile monthly, quarterly and bi-annual in-year monitoring assessments; Assess MFMA implementation against framework; Provide technical assistance and research to municipalities; Facilitate training and other support to municipalities; Assist with the arrangement of Municipal IGR Functions; Conduct and facilitate municipal visits.

**ENQUIRIES** : Ms Z Hans Tel No: (021) 483 3845

**POST 17/360** : **ASSISTANT DIRECTOR (SYSTEM CONTROLLER): SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 13/2025**

**SALARY** : R468 459 - R561 894 per annum (Level 09)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' experience of financial system administration and user support; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Analyse reporting requirements and document report specifications with stakeholders; Analyse, develop, test, and implement reports to support operational processes, including trend analysis and analysis of data that advances business process improvements. Competencies: Knowledge of the following: Local government sphere legislation; MFMA Treasury Regulations Accounting Principles; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives, and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and

		regulations; Performance management in general. Skills needed: Data analytical skills; Skills development facilitation; Proven computer literacy; Communication (Written and verbal) skills; Ability to deal with enquiries on financial system matters.
<b><u>DUTIES</u></b>	:	Render transversal support and maintenance of the financial systems and system access security and controls; Provide support in the management of the reporting processes of the financial systems; Provide capacity building in Provincial Departments to enhance the effective utilization of the financial system; Implementation of applications and financial systems; Monitor compliance and enforcement of prescribed legislation, policies and guidelines relating to all financial system processes; Operational and financial management.
<b><u>ENQUIRIES</u></b>	:	Mr Xolani Spelete Tel No: (021) 483 5650
<b><u>POST 17/361</u></b>	:	<b><u>PERSONAL ASSISTANT: LOCAL GOVERNMENT PUBLIC FINANCE, REF NO: PT 10/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 – R382 959 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Provincial Treasury, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years relevant experience in office administration and rendering support to Senior Manager; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Willingness to work irregular hours and travel if and when needed. Competencies: Knowledge of the following: Relevant legislation, policies, prescripts and procedures; Relevant software packages; Basic financial administration. Skills needed: Interpersonal relations; Written and verbal communication; Customer Service Orientation; Team player / membership; Ability to work effectively in a dynamic office; Ability to work in a highly pressured environment; Ability to liaise with diverse people; Attention to detail.
<b><u>DUTIES</u></b>	:	Rendering administrative support services; Provides secretarial/receptionist service to the manager; Provide support to manager regarding meetings; Supports the manager with the administration of the budget; Analyse the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof.
<b><u>ENQUIRIES</u></b>	:	Ms V Coetzee Tel No: (021) 483 5715
<b><u>POST 17/362</u></b>	:	<b><u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT CAPACITY DEVELOPMENT (PROCUREMENT SPECIALIST) REF NO: PT 26/2024 R1</u></b>
<b><u>SALARY</u></b>	:	R468 459 - R561 894 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Provincial Treasury, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year B-Degree (equivalent or higher qualification) in Finance, Economics or Supply Chain Management; A minimum of 3 years functional experience in Supply Chain Management or Financial management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: South African marketplace; Providing advice, guidance and support on implementation of Supply Chain Management policy, norms and standards. Competencies: Knowledge of the Public sector Supply Chain Management legislation, policies and procedures; Skills needed: Analysing; Presenting and Communicating Information; Planning and Organising; Adapting and Responding to Change; Reporting; Written and verbal communication skills.
<b><u>DUTIES</u></b>	:	Develop and implement strategies for Supply Chain Management capacity development; Provide Supply Chain Management client support to provincial departments, public entities and external stakeholders; Manage assistance to suppliers and capacity building; Manage information and report on analysis of client performance.
<b><u>ENQUIRIES</u></b>	:	Ms L Cupido Tel No: (021) 483 5486 / <a href="mailto:Lee-Anne.cupido@westerncape.gov.za">Lee-Anne.cupido@westerncape.gov.za</a>

## DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 17 June 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

### OTHER POSTS

- POST 17/363** : **COMMUNITY DEVELOPMENT POLICY DEVELOPER: SOCIAL RELIEF REF NO: DSD 34/2025**

- SALARY** : Grade 1: R388 110 – R436 110 per annum, (OSD as prescribed).  
Grade 2: R453 201– R514 470 per annum, (OSD as prescribed).  
Grade 3: R535 095 – R725 754 per annum, (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Social Development Western Cape Government  
An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); **Grade 1:** A minimum of 8 years recognisable experience in Community Development after obtaining the required qualification; **Grade 2:** A minimum of 18 years recognisable experience in Community Development after obtaining the required qualification; **Grade 3:** A minimum of 28 years recognisable experience in Community Development after obtaining the required qualification. Recommendation: A valid code B (or higher) driving licence. Competencies: Knowledge of the following: Policy Analysis and development; Community development; Legislation of local government; Integrated Development Planning; Legislation, policies and procedures governing Non-Profit Organisations (NPO); Management of, as well as types of programmes relevant to NPOs. Skills in the following: Mentoring and training; Facilitation skills; Project Management skills; Planning and organizing; Networking skills; Communication (written and verbal); Professional counselling skills; Financial management; Presentation skills; Monitoring and evaluation skills; Inter-sectoral collaboration and partnership skills; Intergovernmental relations skills; Ability to compile complex reports; Contract Management.

- DUTIES** : Develop, implement and maintain community development policies: Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements; Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the policies; Develop, implement and monitor youth development programmes; Manage social relief projects. Keep up to date with new developments in the community development field. This would, inter alia, entail the following: Study relevant journals and publications to ensure that cognisance is taken of new developments; Monitor and study the social services legal and policy framework continuously; Liaise/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognisance of the latest developments in the relevant fields; Engage in continuous development activities; Research and development related to social relief programmes; Perform the administrative functions required in the unit; Stakeholder engagements.

- ENQUIRIES** : Mr L Arnolds Tel No: (021) 483-6657

- POST 17/364** : **SOCIAL WORK POLICY DEVELOPER: SERVICES TO FAMILIES REF NO: DSD 36/2025**

- SALARY** : Grade 1: R453 201 – R514 470 per annum, (OSD as prescribed).  
Grade 2: R535 035 – R725 754 per annum, (OSD as prescribed)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Social Development Western Cape Government
	:	Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B (or higher) driving licence. Competencies: Knowledge of the following: Policy Analysis and development; Community development; Legislation of local government; Integrated Development Planning; Legislation, policies and procedures governing Non-Profit Organisations (NPO); Management of, as well as types of programmes relevant to NPOs. Skills in the following: Mentoring and training; Facilitation skills; Project Management skills; Planning and organizing; Networking skills; Communication (written and verbal); Professional counselling skills; Financial management; Presentation skills; Monitoring and evaluation skills; Inter-sectoral collaboration and partnership skills; Intergovernmental relations skills; Ability to compile complex reports; Contract Management.
<b><u>DUTIES</u></b>	:	Conduct Financial and Governance assessments for existing and new NPOs; Financial and Governance Oversight; Administration and Analysis of Non-Financial Data (NFD); Compliance Monitoring and Regulatory Adherence; Conduct Stakeholder Engagement and Rapid Response.
<b><u>ENQUIRIES</u></b>	:	Mr T Kwakwini Tel No: (021) 483 4115
<b><u>POST 17/365</u></b>	:	<b><u>SOCIAL WORKER: SERVICES TO FAMILIES REF NO: DSD 35/2025</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R325 200 – R382 374 per annum, (OSD as prescribed) Grade 2: R397 119 – R459 996 per annum, (OSD as prescribed) Grade 3: R477 564 – R561 378 per annum, (OSD as prescribed) Grade 4: R585 441 – R725 754 per annum, (OSD as prescribed)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Social Development Western Cape Government
	:	A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; <b>Grade 1:</b> No experience; <b>Grade 2:</b> A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; <b>Grade 3:</b> A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; <b>Grade 4:</b> A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid code B (or higher) driving licence. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behavior and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation; Good planning and organizing; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1.
<b><u>DUTIES</u></b>	:	Ensure compliance with registration requirements of NPOs (regulatory frameworks); Monitor and review services rendered by the NPO in line with the Provincial /National policy frameworks; Administration of the Non-Financial Data (NFD) / Performance Information process; Monitoring the implementation

		of the Service Delivery Improvement plans; Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme.
<b><u>ENQUIRIES</u></b>	:	Ms J Payne Tel No: (021) 483 5798
<b><u>POST 17/366</u></b>	:	<b><u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (VARIOUS POSTS AVAILABLE IN METRO EAST) REF NO: DSD 07/2025 R1</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R192 972 – R218 409 per annum, (as prescribed by OSD) Grade 2: R227 292 – R259 368 per annum, (as prescribed by OSD) Grade 3: R270 009 - R339 439 per annum, (as prescribed by OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Social Development Western Cape Government Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
<b><u>DUTIES</u></b>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
<b><u>ENQUIRIES</u></b>	:	Mr Q Arendse Tel No: (021) 763 6206
<b><u>POST 17/367</u></b>	:	<b><u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (ATLANTIS), REF NO: DSD 08/2025 R1</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R192 972 – R218 409 per annum, (as prescribed by OSD) Grade 2: R227 292 – R259 368 per annum, (as prescribed by OSD) Grade 3: R270 009 - R339 439 per annum, (as prescribed by OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Social Development Western Cape Government Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
<b><u>DUTIES</u></b>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
<b><u>ENQUIRIES</u></b>	:	Ms I Koen Tel No: (021) 840 3500
<b><u>POST 17/368</u></b>	:	<b><u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (VARIOUS POSTS AVAILABLE IN METRO SOUTH) REF NO: DSD 09/2025 R1</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R192 972 – R218 409 per annum, (as prescribed by OSD) Grade 2: R227 292 – R259 368 per annum, (as prescribed by OSD)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Grade 3: R270 009 - R339 439 per annum, (as prescribed by OSD)
	:	Department of Social Development Western Cape Government
	:	Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
<b><u>DUTIES</u></b>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
<b><u>ENQUIRIES</u></b>	:	Mr K Brink Tel No: (021) 834 7000
<b><u>POST 17/369</u></b>	:	<b><u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (VARIOUS POSTS AVAILABLE IN CAPE WINELANDS/OVERBERG) REF NO: DSD 11/2025 R1</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R192 972 – R218 409 per annum, (as prescribed by OSD)
	:	Grade 2: R227 292 – R259 368 per annum, (as prescribed by OSD)
	:	Grade 3: R270 009 - R339 439 per annum, (as prescribed by OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Social Development Western Cape Government
	:	Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
<b><u>DUTIES</u></b>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
<b><u>ENQUIRIES</u></b>	:	Ms E De Villiers at (072) 332 1117
<b><u>POST 17/370</u></b>	:	<b><u>SOCIAL WORKER: SOCIAL WORK SERVICES (BREEDE RIVER) REF NO: DSD 37/2025</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R325 200 – R382 374 per annum, (OSD as prescribed)
	:	Grade 2: R397 119 – R459 996 per annum, (OSD as prescribed)
	:	Grade 3: R477 564 – R561 378 per annum, (OSD as prescribed)
	:	Grade 4: R585 441 – R725 754 per annum, (OSD as prescribed)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Social Development Western Cape Government
	:	A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; <b>Grade 1:</b> No experience; <b>Grade 2:</b> A minimum of 10 years appropriate experience in Social

Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation; Good planning and organizing; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1.

- DUTIES** :
- Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Continuous Professional Development: Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
- ENQUIRIES** :
- Ms Z Van Brakel Tel No: (023) 348 5300

#### **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** :
- 10 June 2025
- 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.

## OTHER POSTS

<b><u>POST 17/371</u></b>	:	<b><u>DEPUTY DIRECTOR: BUSINESS PLANNING &amp; STRATEGY REF NO: 75</u></b> Directorate: Business Strategy & Stakeholder Management
<b><u>SALARY</u></b>	:	R896 436 per annum. An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/B-degree or higher qualification); A minimum of 3 years relevant experience in Business Administration, Public Management, or related field; A minimum of 3 years relevant management experience. Knowledge of public sector planning frameworks and performance management systems. Recommendation: An appropriate post graduate qualification in a relevant field; Experience in education sector planning and management will be an advantage. The Western Cape Education Department has an opportunity for a suitably qualified and competent individual to manage the coordination and facilitation of the business planning function within the Directorate Business Strategy and Stakeholder Management. Knowledge: In-depth knowledge of public sector planning frameworks, legislation, strategic management processes and methodologies; Knowledge of the Framework for Managing Programme Performance Information; Familiarity with Government-wide Monitoring and Evaluation Systems; Understanding of education policies and priorities. Knowledge of Public Financial Management Act (PFMA) and Treasury Regulations; Project management methodologies. Change management approaches. Skills: Strategic thinking and leadership; Advanced planning and organizational skills. Financial management; Project management; Analytical and problem-solving abilities; Networking and network formation skills; Conceptual and formulation skills; Advanced report writing and communication skills; Presentation skills; People management and team leadership; Negotiation and conflict resolution. Advanced computer literacy (MS Office suite, especially Excel and PowerPoint). Data Analysis.
<b><u>DUTIES</u></b>	:	Provide strategic direction for departmental planning processes, ensuring alignment of operational plans with strategic objectives and compliance with legislative frameworks for non-financial performance information; Develop and implement department-wide strategic and operational planning frameworks; Lead the departmental strategic planning processes and ensure alignment with provincial and national priorities; Coordinate the development and review of Annual Performance Plans and Strategic Plans; Ensure compliance with performance information management frameworks and standards; Provide advice and guidance to senior management on strategic planning matters; Provide advice on the alignment of departmental strategic and annual performance plans as well as integrated development plans with provincial strategic priorities; Manage stakeholder relationships relevant to business planning and performance reporting; Develop and maintain systems for efficient collection and verification of performance information; Lead and manage the Business Planning team. Provide support to education districts regarding planning and reporting processes. Ensure integration of planning with budget processes; Support the monitoring and reporting systems for non-financial performance information; Support the compilation of quarterly and annual performance reports.
<b><u>ENQUIRIES</u></b>	:	Mr. IE de Vega Tel No: (021) 467-9323
<b><u>POST 17/372</u></b>	:	<b><u>DEPUTY DIRECTOR: WORKFORCE PLANNING REF NO: 116</u></b> Directorate: Strategic People Management
<b><u>SALARY</u></b>	:	R896 436 per annum. An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	3-year post school qualification. 3 years middle management experience. To manage the development, establishment and maintenance of the workforce planning service. Knowledge of post provisioning and workforce planning related process; Knowledge of post provisioning and workforce planning related systems. 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, Knowledge of other related legislation. Skills: Numeracy; Literacy; Computer Literacy Language skills; Project Management; Accounting Finance and Audit; Legal Administration. Other: 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.
<b><u>DUTIES</u></b>	:	Plan, organise, control and manage the basket of Educator posts process for Ordinary Public Schools and Ordinary Special Schools. Plan, organise, control, manage the coordination and reporting on the implementation of workplace planning interventions. Plan, organise, control and manage the development and maintenance of norms and standards for institution-based employees (Educator and Public Servants). Oversee and coordinate Organisation Development (OD) investigations and job evaluations. 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. 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.
<b><u>ENQUIRIES</u></b>	:	Mr. R Oosthuizen Tel No: (021) 457 2475
<b><u>POST 17/373</u></b>	:	<b><u>ENGINEER: CIVIL REF NO: 237</u></b> Directorate: Physical Resource Planning & Property Management
<b><u>SALARY</u></b>	:	R879 342 per annum, (OSD). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs. Salary depending on years of experience after registration as a professional with the professional body.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Cape Town Degree in Engineering; Registered as a Professional Engineer with ECSA; Three years' experience post qualification; Valid Driver's Licence; Computer literate. Job Summary: Assist with the provision of civil engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards aligned to the Provincial Infrastructure Delivery Management System (IDMS). Knowledge: Relevant experience: Three years post qualification and relevant experience working on Infrastructure Projects from inception to completion. Candidate must be able to work independently and within a team. Need a good understanding of infrastructure planning and systems that can contribute towards the timeous development of education infrastructure. Need a good understanding of and experience in project management. Skills: Candidates must have the ability to prepare reports and draft submissions. Contribute towards the development of strategies and systems for the planning and implementation of education infrastructure. Plan and manage the implementation of infrastructure projects.
<b><u>DUTIES</u></b>	:	Assist to develop and maintain functional and technical norms and standards from an engineering perspective. Perform condition assessments and credibility of technical information. Adhere to environmental and occupational health & safety aspects. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Assist to prepare the User Asset Management Plan. Make inputs to the Construction Procurement Strategy and the Infrastructure Programme Management Plan. Conduct post project and post occupancy evaluations. Candidates must be able to undertake research related to innovative and sustainable infrastructure development and be able to plan and implement projects related to this.
<b><u>ENQUIRIES</u></b>	:	Mr. G Coetzee Tel No: (021) 467 9261
<b><u>POST 17/374</u></b>	:	<b><u>ARCHITECT PRODUCTION GRADE A REF NO: 69</u></b> Directorate: Infrastructure Delivery Management
<b><u>SALARY</u></b>	:	R761 157 per annum. Salary depending on years of experience after registration as a professional with the professional body
<b><u>CENTRE</u></b>	:	Cape Town

<b><u>REQUIREMENTS</u></b>	:	Bachelor of Architecture degree. Registration with the SACAP as a Professional Architect. Three years of relevant experience post qualification. Valid Driver's License. Computer literate. Three years post qualification and relevant experience in working on infrastructure projects (both capital / new and maintenance / existing) from inception to completion. To assist to manage the delivery of the infrastructure-built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS). Knowledge: Needs a good understanding of- and in project management. Needs a good understanding of infrastructure planning and contribute towards timeous development of education infrastructure. Experience with institutional systems / processes. Candidate must be able to operate independently and as part of a team. Skills: Planning and organizing, research and technical report-writing and programme / project management skills.
<b><u>DUTIES</u></b>	:	Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan (IPIP). Monitor the implementation of Programmes /Projects and budgets. Approve Project Stage reports and designs. Manage the interface between the end-user/community structures and Implementing Agents.
<b><u>ENQUIRIES</u></b>	:	Mr. GP Nieuwoudt Tel No: (021) 467 2052
<b><u>POST 17/375</u></b>	:	<b><u>ASSISTANT DIRECTOR: LEARNER TRANSPORT SCHEMES (LTS) REF NO: 71</u></b> Directorate: Institutional Resource Support (In Lib Serv)
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An applicable, recognised B degree or three-year post matric qualification; plus 3 years appropriate supervisory experience in Learner Transport or related field. Excellent verbal and written communication skills in at least two of the official languages of the Western Cape Province. A valid Code B motor vehicle driver's licence. Competencies: The successful candidate must have the following proven experience, knowledge and skills in order to successfully function in this specific position: Experience: Supervisory experience; the ability to communicate at all levels; to work independently as well as in a team. Knowledge: Must have knowledge of modern systems of governance & administration, relevant policies, legislation, constitutional and institutional arrangements governing the public sector. Must possess strong analytical skills; budgeting and finance administration skills; monitoring and reporting skills; planning, organizing and people management skills as well as skills in the development and application of administration processes and procedures. Skills: Excellent verbal and written communication skills in at least two of the official languages of the Western Cape Province. Computer literacy skills in MS Office (Word, Excel, PowerPoint, Access, etc.); Statistical and Planning competencies; Must have the ability to conceptualise and implement innovative ideas; Personal attributes: Must be polite, reliable, self-motivated and have good interpersonal skills. Must be honest, trustworthy and respectful and possess cultural awareness and sensitivity, be flexible and demonstrate sound work ethics. Must have aptitude to write and be sound with figures. Must be capable of working under pressure and meet strict deadlines. Must have the ability to persuade, influence and handle conflict.
<b><u>DUTIES</u></b>	:	Manage the planning and implementation of learner transport schemes; Compilation and Maintenance of Learner Transport databases; Effective monitoring of the testing of Learner Transport Vehicles; Manage the receipt and Processing of Learner Transport applications; Ensure the delivery of learner transport services; Monitor and evaluate learner transport Services; Perform managerial tasks with regard to the sub-directorate including the motivation, training, mentorship and guidance of subordinates to achieve and maintain excellence in service delivery; Actively manage the performance and evaluation of subordinates; Actively assist in managing and promoting the maintenance of discipline within the sub-directorate; Manage policy issues with regard to the functions of the component; Communicate on managerial level with regard to the functions of the sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Mr Keith Lackay Tel No: (021) 467 2327

<b><u>POST 17/376</u></b>	:	<b><u>ASSISTANT DIRECTOR: LEARNING TEACHING SUPPORT MATERIAL (LTSM) REF NO: 72</u></b> Directorate: Institutional Resource Support
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	A recognised 3-year qualification (Degree or National Diploma); a minimum of 3 years supervisory experience in a supply chain management environment; a valid (Code B or higher) driving licence. Competencies: Extensive knowledge of SCM Practices, processes and procedures, Preferential Procurement, National and Provincial Treasury regulations and financial legislation. Extensive knowledge of LOGIS and ePS systems. Working knowledge of Standard Chart of Accounts. Skills: Computer literacy in MS Word, Excel, Access and Outlook (or similar e-mail tool); Good verbal and written communication skills; organisational and planning skills; report writing, problem solving and numeracy skills; strategic planning; presentation skills. Attributes: Ability to work within a team as well as independently whilst focussed on achieving targets. Plan, prioritize and organize work whilst functioning under pressure to handle high volumes. Meet strict deadlines. Disciplined, orderly, systematic and courteous with stakeholders. Liaise with stakeholders at all levels. Effective communication and good interpersonal relationships.
<b><u>DUTIES</u></b>	:	Assist with development of Learner Teacher Support Material (LTSM) policies and procedures. Assist with developing operational and process plans relating to LTSM. Interpret, implement and ensure compliance with legislated Department of Basic Education (DBE), Supply Chain Management (SCM), Public Finance Management Act (PFMA) and LOGIS regulations, processes and documents. Implement, monitor and evaluate work processes and registers of teams. Provide development, guidance and training in LOGIS processes. Determine specifications for sourcing of LTSM goods and services. Identify and implement a strategic sourcing strategy for LTSM goods and services. Facilitate the contracting of the sourcing strategy for LTSM goods and services. Facilitate and report on the procurement and delivery of LTSM to schools and Directorates. Monitor commitments and budgets of LTSM. Authorising of payments and orders. Reporting of SCM processes, LTSM activities and budgets. Respond to audit enquiries. Provide inputs for AFS. Management and supervision of officials.
<b><u>ENQUIRIES</u></b>	:	Mr A Betz Tel No: (021) 467 2804
<b><u>POST 17/377</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROJECT INCUBATOR REF NO: 74 (X2 POSTS)</u></b> Directorate: Business Strategy & Stakeholder Management
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year qualification (National Diploma / Bachelor's Degree or higher qualification. At least 3 year's relevant experience in project management. Recommendation: a valid driver's licence. Knowledge: Extensive knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices; Expert knowledge of strategic management processes; Knowledge of global, regional and local political, economic and social affairs. Skills: Presentation skills; Policy formulation; Policy analysis; Communication (written and verbal); Organising; Dispute resolution/conflict management; Interpersonal relationships; Analytical thinking; Strategic thinking; Administration skills; Project management; Ability to analyse, conceptualise and implement policy; Research. Networking and highly articulate. Time management.
<b><u>DUTIES</u></b>	:	Identification of Projects/programmes that drive strategic departmental goals. Assist with conducting feasibility studies for proposals/ideas emanating from EXCO. Identify transversal networks required. Provide input into the preparation of strategic plans and proposals for consideration by EXCO. Assist in Identifying, cultivating and soliciting support for incubation efforts. Provide input into concept documents/project plans including resources, budget and operations required. Assist with the preparation of Management Action Plan for all activities required. Prepare all necessary documentation i.e. submissions, case studies, budgets. Form part of the implementation team for project roll-out and compiling monitoring reports. Compile monitoring report on progress of implementation. Liaise and communicate to relevant stakeholders and

		agents of change. Assist with the Identification of cross-functional agents and develop working relationships with same. Facilitate the development of working relationships with transversal agents. Assist with the develop clear business as usual plan with specific timelines for project handover. Support project champions in BAU spaces. Assist with transfer of skills from incubation team to BAU unit.
<b><u>ENQUIRIES</u></b>	:	Mr. IE de Vega Tel No: (021) 467-9323
<b><u>POST 17/378</u></b>	:	<b><u>ASSISTANT DIRECTOR: ASSESSEMENT AND EXAMINATIONS SYSTEMS REF NO: 81 (X2 POSTS)</u></b> Directorate: Assessment Management
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	A relevant B. Degree Valid driver's license 3-5 years relevant experience in the information systems field Experience in the Examinations and/or Assessments field. To coordinate the development, implementation and management of examination and assessment information systems for the Chief Directorate. Knowledge: Public Service legislation, including POPI, PAIA, PAJA Advanced knowledge of the policies and processes governing Examinations and Assessments (National and Provincial) Advanced knowledge of the relevant policies and prescripts relating to information systems and data governance Advanced knowledge of information systems, ICT and data governance Management and people management principles Project management Skills: Computer literacy People management and empowerment Planning and organising Communication (written, verbal and liaison) Problem-solving Facilitation and presentation skills Analytical skills.
<b><u>DUTIES</u></b>	:	Coordinate the development, implementation and review of policies to govern examination and assessment information systems. Coordinate and monitor the development of new assessment and examinations systems and the optimal implementation of existing systems in the Chief Directorate, in collaboration with Ce-I and SITA. Coordinate and oversee assessment and examinations user management services. Coordinate and oversee assessment and examinations training in IT systems, capacity building and knowledge-sharing practices. Coordinate the Disaster Recovery Plan for the Chief Directorate in respect of examination and assessment systems in collaboration with relevant stakeholders. Supervise the administrative and technical support in the development, implementation and management of examination and assessment information systems for the Chief Directorate. People Management.
<b><u>ENQUIRIES</u></b>	:	Ms L Bredenkamp Tel No: (021) 467 2945
<b><u>POST 17/379</u></b>	:	<b><u>ASSISTANT DIRECTOR: COMMUNICATION REF NO: 89</u></b> Directorate: communication
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	A recognised three-year qualification (NQF6) in communication and translation studies, linguistics or related studies. At least 5 years' experience as a Language Practitioner in editing and translation; Knowledge of communication policy and strategies; Proficiency in at least two of the three official languages of the Western Cape. Recommendation: A post-graduate qualification in linguistics, a language or a language-related field. Knowledge of Translation Memory Software.
<b><u>DUTIES</u></b>	:	Manage and lead the Language Services Unit of the Western Cape Education Department; Responsible for monitoring the implementation of the relevant language policy; Facilitate the editing and translation of documents and promote multilingualism; Supervise quality control of documents; Keep record of the documents processed by the unit; Provide a language advisory service to Departmental employees.
<b><u>ENQUIRIES</u></b>	:	Ms M Merton Tel No: (021) 467 2707
<b><u>POST 17/380</u></b>	:	<b><u>ASSISTANT DIRECTOR: MISCONDUCT, DISPUTES AND GRIEVANCES REF NO: 95</u></b> Directorate: Employee Relations
<b><u>SALARY</u></b>	:	R468 459 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	Cape Town
	:	An appropriate recognised degree or diploma; valid codes B or EB driver's licence; Minimum of 3 years' experience in Labour Relations in the Public Sector. Knowledge: Extensive experience regarding the grievance and dispute processes, collective bargaining as well as the HR regulatory framework with regard to public service Extensive experience in dealing and/or managing discipline/misconduct in the Public Service; Knowledge of related statutes in the Education Sector. The ability to work under pressure, to reason clearly and logically. Proven supervisory experience Willingness to travel frequently and work irregular hours. Skills: Computer literacy skills. Good written and communication skills.
<b><u>DUTIES</u></b>	:	Management and processing of grievances, disputes and misconduct cases. Supervise functions of labour relations officers; exercise financial control; investigate matters and represent the WCED when required to do so. Preside at misconduct hearings (CS educators and Public Service). Represent the WCED at various collective bargaining structures,(CS Educators and Public Service Personnel), Train line functionaries in labour related matters, Implement and monitor operational labour relations policies, Keep abreast of change and developments in labour relations and build capacity in order to facilitate labour peace in the institutions managed by the WCED.
<b><u>ENQUIRIES</u></b>	:	Ms L-A Bathgate Tel No: (021) 467 2848
<b><u>POST 17/381</u></b>	:	<b><u>ASSISTANT DIRECTOR: ICT COORDINATOR: GOVERNANCE REF NO: 108</u></b> Directorate: Knowledge and Information Management
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	cape town
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised, minimum 3-year tertiary qualification in IT or IT related field with at least 3 years' experience in ICT. ICT governance certification i.e. COBIT, ITIL is preferable. A valid driver's licence. Job Summary: To manage, coordinate and monitor ICT service delivery and support in the schools? and WCED corporate environment. Knowledge: Proven knowledge of: ICT governance best practices, theory and methodology; budgeting and cash flow; Supply Chain processes in public service; E-government and enterprise ICT programmes/projects; Project management and coordination; Applicable legislation such as the PFMA, Educators? Act, Public Service Act and Regulations, SITA Act and Regulations, Promotion of Access to Information Act, Electronic Communications and Transactions Act, WAN (Wide Area Network) and LAN (Local Area Network) and wireless technologies knowledge; managing of vendors and clients will be advantageous. Skills: Strong research skills; strong conceptual and formulation skills; exceptional writing and verbal communication skills; well-developed project management skills; innovative problem solving skills; analytical skills; strategic thinking and planning skills; presentations skills; negotiation skills; sound organisational and planning skills; sound interpersonal skills; advanced computer proficiency; training skills.
<b><u>DUTIES</u></b>	:	Develop, interpret and implement policy, practice, procedure and standards, with regards to National and Provincial ICT governance for Information Systems and ICT solutions within the WCED; Ensure WCED compliance with National and Provincial ICT governance policy, framework and standards; Manage, monitor and advise the WCED on ICT Service Level Agreements with vendors; Maintain records of ICT spending to WCED schools? and corporate environment. Accurate and timeous reporting of ICT governance issues within the WCED and WCG (Western Cape Government). Represent the department at internal and external ICT committees. Monitor the provisioning of e-Administration equipment and connectivity subsidy disbursement to schools. Coordinate the demand for ICT services and equipment within the organization and present it to various governance forums. Liaise with the Provincial service partners in terms of managing operational risks. Coordinate processes to ensure ICT security compliance and that audit requests are adequately resolved.
<b><u>ENQUIRIES</u></b>	:	Mr. A Jacobs Tel No: (021) 467 9322

<b><u>POST 17/382</u></b>	:	<b><u>ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: 111 (X3 POSTS)</u></b> Directorate: Service Benefits
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	National Diploma or Degree in Human Resources or an equivalent qualification plus a minimum of 3 years relevant experience in Human Resources Administration. Recommendations: Experience in public service and education environment with specific reference to applicable employment and conditions of service legislation; proven communication skills in at least two official languages of the Western Cape Province. Knowledge: Knowledge of: Relevant Education and Public Service Acts, Policy documents, Public Finance Management Act, Education Law and Policy, CORE, Personnel Administration Measures (PAM) & Public Service (PS) Regulations, Collective Agreements, Resolutions and PERSAL. Skills: Managerial, Leadership and Interpersonal skills; Written and Verbal Communication skills; Analytical, Problem Solving, Decision Making, Facilitation and Presentation skills; Conflict Resolution; Organising skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, MS Excel, MS PowerPoint); MS Outlook, Internet.
<b><u>DUTIES</u></b>	:	Exercise managerial functions pertaining to the post, including but not limited to assisting the Deputy Director. Manage and supervise staff members, including but not limited to training, monitoring and evaluation. Manage and supervise general administrative duties with regard to service benefits and conditions of service. Implementation of policies and procedures related to HR Administration. Manage and supervise functions pertaining to leave administration. Manage and supervise the exit management service. Manage and supervise functions pertaining to appointments & salary administration; and Perform more complex work regarding the functions above.
<b><u>ENQUIRIES</u></b>	:	Ms D Pillay Tel No: (021) 467 2477
<b><u>POST 17/383</u></b>	:	<b><u>ASSISTANT DIRECTOR: PEOPLE MANAGEMENT PRACTICES REF NO: 118</u></b> Directorate: Strategic People Management
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	A relevant 3-year post school qualification, 5 years relevant experience. Job Summary: To operationalise and provide people empowerment services. Knowledge: 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, Knowledge of other related legislation. Skills: Numeracy; Literacy; Computer Literacy; Language skills, Managerial skills; Leadership skills; Interpersonal skills; Communication skills (written and verbal); Analytical skills; Problem solving; Decision Making; Facilitation and Presentation skills; Conflict resolution ;Organising.
<b><u>DUTIES</u></b>	:	Develop and implement the Workplace Skills Plan (WSP). Operationalise the Human Resource Development (HRD) functions (Bursaries, Inductions and Internships). Operationalise all Leadership and Development Interventions. Operationalise all people empowerment related programmes for the department. People Management.
<b><u>ENQUIRIES</u></b>	:	Mr. R Oosthuizen Tel No: (021) 467 2475
<b><u>POST 17/384</u></b>	:	<b><u>ASSISTANT DIRECTOR: MONITORING REF NO: 122</u></b> Directorate: Early Childhood Development
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 3- year relevant experience. To oversee the administering of monitoring assessments of NGOs. Knowledge: Public administration, Applicable legislative and regulatory requirements, policies and standards, Norms and standards, Project Management, Principles and processes for providing customer services. Including customer needs assessment, meeting quality standards for services and evaluation of customer

**DUTIES**

satisfaction, Monitoring and evaluation methods, tools and techniques, Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership techniques, production methods and coordination of people and resources, Relationship management. Skills: Professional Competencies, People Competencies, Results Competencies, Business/Organization Competencies.

: Develop monitoring and review systems. Evaluate the current systems and recommend improvement, develop monitoring tools and systems, oversee the implementation of monitoring tools. Oversee Financial and Governance Assessment for existing and new NPOs. Oversee site visits, quality assure monitoring reports, quality assure the completion of the appraisal grid. Oversee the monitoring and review of services rendered by the NPO. Ensure the analyses of progress reports. Oversee and quality assure the administering of quarterly compliance assessments including site visits Oversee and quality assure the administering of annual compliance assessments including site visits, Quality assures monitoring reports Ensure the development of corrective measures Verify the data submitted via reports Draft guidelines on required monitoring processes and procedures, Support managers and other staff in their monitoring actions, including the setting. of standards, Communicate and apply the Batho Pele concept in service delivery. Human Resource Management: 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 to achieve agreed KRAs that derive from components plans. Monitor information capacity building within the Division. Promote sound labour relations within the Division. Actively manage and promote the maintenance of discipline within the Division. Perform all the managerial tasks with regard to the Division Give direction to and manage policy issues with regard to the functions of the components under his/her command. Communicate on managerial level with regard to the functions of the component. Assess data and information Review and revise the information recorded on the activation grid/ indicator description manual/ NFD reporting template and approve. Compile report send to supervisor for verification and submit.

**ENQUIRIES**

: Ms R Leukes Tel No: (021) 467 2584

**POST 17/385**

: **ASSISTANT DIRECTOR: MANAGEMENT AND GOVERNANCE REF NO: 148**

District Office: Education District Office Eden & Central Karoo

**SALARY  
CENTRE  
REQUIREMENTS**

: R468 459 per annum

: George

: National Diploma (NQF 6) or degree plus 3 years administrative experience. A valid driver's license. To facilitate and coordinate developmental support to Public Ordinary and Public Special Schools (including hostels) with respect to school management and governance. Knowledge: Knowledge of the Education departmental policies and procedures. Knowledge of Western Cape Policy for the Management of Admission. Knowledge of SCM processes and procedures. Knowledge of finance (business planning). Knowledge of project planning. Knowledge of School administrative processes and procedures. Knowledge of Information Management Systems (DMIS, CEMIS, SAMI, EIS, IMS). Skills: Written and verbal communication in 2 official languages of the Western Cape. Computer literacy. Project Planning and Organising skills. Presentation and facilitation. Report writing skills (specifications and submissions). Interpretation, Interpersonal, Problem solving and Financial skills.

**DUTIES**

: Manage and coordinate support to Public Schools (including hostels) with the implementation of new/ existing financial-, records and school governance and management policies, guidelines and instruments. Coordinate and monitor all financial-, records-, governance and management training interventions. Manage learner admission at district level. Supervision of staff.

**ENQUIRIES**

: Mr. J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)

**POST 17/386**

: **ASSISTANT DIRECTOR: COMPLIANCE REF NO: 159**

District Office: Education District Office Eden & Central Karoo

**SALARY  
CENTRE**

: R468 459 per annum

: George

<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF 6) with Auditing/Financial Management as subjects or a Degree in Auditing/Financial Management plus 3 years relevant experience in auditing or financial management environment. Driver's license. Communication in two of the official languages of the Western Cape. Knowledge: 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 (NNSSF), 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 (reports and submissions). Organisational and Planning. Numerical skills. Computer literacy. Presentation. Interpretation, analyse and conceptualise. Ability to gather and process information. Interpersonal skills.
<b><u>DUTIES</u></b>	:	Manage and coordinate the evaluation of the Approved Budget for Public Ordinary Schools and Hostels. Manage and coordinate the evaluation of the Annual Financial Statements of Public Ordinary Schools and Hostels within the Education District. Manage the evaluation of the Bi-annual Financial Statements (WCED 043) of the Public Ordinary and Public Special Schools within the Education District. Manage, coordinate and administer pre-forensic investigations. People Management functions. Extensive experience of the Red Flag database with regards to capturing and analyzing of information in order to effect transfer payments. AGSA Response Team. Manage the Presidential Youth Employment Initiative (PYEI).
<b><u>ENQUIRIES</u></b>	:	Mr. J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)
<b><u>CLOSING DATE</u></b>	:	10 June 2025
<b><u>POST 17/387</u></b>	:	<b><u>ASSISTANT DIRECTOR: COMPLIANCE REF NO: 169</u></b> District Office: Education District Office Metro Central
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Maitland
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF 6) with Auditing/Financial Management as subjects or a Degree in Auditing/Financial Management plus 3 years relevant experience in auditing or financial management environment. Driver's license. Communication in two of the official languages of the Western Cape. Knowledge: 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 (NNSSF), 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 (reports and submissions). Organisational and Planning. Numerical skills. Computer literacy. Presentation. Interpretation, analyse and conceptualise. Ability to gather and process information. Interpersonal skills.
<b><u>DUTIES</u></b>	:	Manage and coordinate the evaluation of the Approved Budget for Public Ordinary Schools and Hostels. Manage and coordinate the evaluation of the Annual Financial Statements of Public Ordinary Schools and Hostels within the Education District. Manage the evaluation of the Bi-annual Financial Statements (WCED 043) of the Public Ordinary and Public Special Schools within the Education District. Manage, coordinate and administer pre-forensic investigations. People Management functions. Extensive experience of the Red Flag database with regards to capturing and analyzing of information in order to effect transfer payments. AGSA Response Team. Manage the Presidential Youth Employment Initiative (PYEI).
<b><u>ENQUIRIES</u></b>	:	Ms B Robertson Tel No: (021) 514 6700 (Metro Central EDO)

<b><u>POST 17/388</u></b>	:	<b><u>ASSISTANT DIRECTOR: LOGISTICAL SUPPORT SERVICES REF NO: 183</u></b> District Office: Education District Office Metro North
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Parow
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year qualification/B degree with 3-5 years' experience. Knowledge: Knowledge of communication, public relations, public participation and public education. Modern systems of governance and administration. The latest advances in public management theory and practices. Policies of the government of the day. Skills: Problem solving, numeracy and decision making; Analytical thinking; Ability to work under pressure; Computer literate (Ms Word, Ms Excel, Ms Outlook, PowerPoint); Good verbal and written communication skills in at least two of the three official languages of the Western Cape; organizational and planning skills; report writing.
<b><u>DUTIES</u></b>	:	Manage the GG and public transport at the district level. Render an efficient and effective fleet management service. Ensure that vehicles are issued to staff, traffic violations cases, misuse of vehicles, licensing and inspection of vehicles are managed. Ensure that quarterly assessment on utilization of the districts fleet is done and users logbooks are management according to prescripts. Ensure the arrangement of public transport (including flights / hiring of cars / transport to and from airport are done. Manage and maintain district records. Provide registry counter services. Provide registry counter services. Handling of incoming and outgoing correspondence. Render an effective filing and record management service. Management of the operation and operating of office machines in relation to the registry function. Ensure the processing of documents for archiving and/disposal in line with official filing system of WCED. Electronic scanning of files. Provide a facilities logistical service (including reception, switchboard, management of telecommunications and official branding in line with Communication prescripts. Management of district infrastructure including refurbishing, Occupational Health and Safety Management, security management, as well as food, cleaning and gardening service needs of districts. Booking of venues. Supervision of staff.
<b><u>ENQUIRIES</u></b>	:	Ms W Horn Tel No: (021) 938 3133
<b><u>POST 17/389</u></b>	:	<b><u>ASSISTANT DIRECTOR: SCHOOL MANAGEMENT AND GOVERNANCE REF NO: 184</u></b> District Office: Education District Office Metro North
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Parow
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF 6) or degree plus 3 years administrative experience. A valid driver's licence. To facilitate and coordinate developmental support to Public Ordinary and Public Special Schools (including hostels) with respect to school management and governance. knowledge: Knowledge of the Education departmental policies and procedures. Knowledge of Western Cape Policy for the Management of Admission. Knowledge of SCM processes and procedures. Knowledge of finance (business planning). Knowledge of project planning. Knowledge of School administrative processes and procedures. Knowledge of Information Management Systems (DMIS, CEMIS, SAMI, EIS, IMS). Skills: Written and verbal communication in 2 official languages of the Western Cape. Computer literacy. Project Planning and Organising skills. Presentation and facilitation. Report writing skills (specifications and submissions). Interpretation, Interpersonal, Problem solving and Financial skills.
<b><u>DUTIES</u></b>	:	Manage and coordinate support to Public Schools (including hostels) with the implementation of new / existing financial-, records- and school governance and management policies, guidelines and instruments. Coordinate and monitor all financial-, records-, governance and management training interventions. Manage learner admission at district level. Supervision of staff.
<b><u>ENQUIRIES</u></b>	:	Ms W Horn Tel No: (021) 938 3133
<b><u>POST 17/390</u></b>	:	<b><u>ASSISTANT DIRECTOR: SCHOOL MANAGEMENT AND GOVERNANCE REF NO: 212</u></b> District Office: Education District Office Metro South
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Mitchells Plain

<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF 6) or degree plus 3 years administrative experience. A valid driver's licence. To facilitate and coordinate developmental support to Public Ordinary and Public Special Schools (including hostels) with respect to school management and governance. Knowledge: Knowledge of the Education departmental policies and procedures. Knowledge of Western Cape Policy for the Management of Admission. Knowledge of SCM processes and procedures. Knowledge of finance (business planning). Knowledge of project planning. Knowledge of School administrative processes and procedures. Knowledge of Information Management Systems (DMIS, CEMIS, SAMI, EIS, IMS). Skills: Written and verbal communication in 2 official languages of the Western Cape. Computer literacy. Project Planning and Organising skills. Presentation and facilitation. Report writing skills (specifications and submissions). Interpretation, Interpersonal, Problem solving and Financial skills.
<b><u>DUTIES</u></b>	:	Manage and coordinate support to Public Schools (including hostels) with the implementation of new / existing financial-, records- and school governance and management policies, guidelines and instruments. Coordinate and monitor all financial-, records-, governance and management training interventions. Manage learner admission at district level. Supervision of staff.
<b><u>ENQUIRIES</u></b>	:	Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)
<b><u>POST 17/391</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL BATCH AND LOSS CONTROL REF NO: 230</u></b> Directorate: Financial Accounting
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	B. Degree or equivalent qualification in Financial Accounting with 3 years relevant experience (Financial Accounting and Auditing to be passed at third year). A valid driver's license (Code B/EB/C1). Knowledge: Proven Knowledge of GRAP/IFRS/MCS, Sound knowledge of financial management and accounting processes; Sound knowledge of modern systems of governance and administration; knowledge on Risk Management and Auditing; Sound Knowledge of financial information systems; Sound knowledge of Supply chain management; Financial Delegations; Project Management and organisational skills; Report writing; MS Office applications; Ability to interpret regulations; Problem resolution experience requiring strong analytical skills, sound judgement.
<b><u>DUTIES</u></b>	:	Monitor compliance with all applicable prescripts and regulations. Develop and implement policies and procedures dictating financial reporting and recording requirements. Manage investigations (including assessment and determination), recovery and reporting on losses, fruitless and wasteful expenditure and irregular expenditure in accordance with applicable frameworks and regulations. Manage and/or provide inputs to financial reporting processes (Annual and quarterly). Reporting including Driving and promoting late payment improvements. Management and regular follow up of suspense accounts. Manage the storage, maintenance and disposal of financial records in accordance with applicable regulations. Liaise with the State attorney on investigations, Auditor General and Internal Audit on the audit and respond to audit queries for the Department. Maintain stakeholder relationship with State attorney, Auditor General, Internal Audit, Supervision and performance management of staff in the loss control unit and the financial batch control unit.
<b><u>ENQUIRIES</u></b>	:	Mr. H Burger Tel No: (021) 467 2188
<b><u>POST 17/392</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 235 (X4 POSTS)</u></b> Directorate: Management Accounting
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	A relevant National Diploma or Degree in Finance, plus a minimum of 3 years relevant experience in a financial and/or budget environment; A valid Code B (manual) driver's license. The successful candidate will at times be required to work irregular hours, including travel. Candidates must be prepared to do a practical test as part of the shortlisting/evaluation process. Knowledge: Knowledge of financial policies and regulations. Knowledge of financial processes. Ability to analyze and interpret financial data. Advanced computer

		literacy in Microsoft Office applications (Word, Excel and PowerPoint). Technical knowledge of financial systems. Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. The ability to give clear direction in realizing objectives. Knowledge of financial data modelling. Strong analytical, problem-solving and decision-making skills. Ability to work independently and under pressure in a dynamic and diverse environment. People management skills.
<b><u>DUTIES</u></b>	:	Provide management information with regards to the financial processes within the Department, for example institutional funding and budget related matters. Ensure effective implementation and monitoring of financial policies and guidelines and assist in the formulation thereof. Manage and analysis of project costings/related activities including providing advice on the outcome of these costing to management. Analyse expenditure trends/reports and provide report to management and external stakeholders. Co-ordination and preparation of submissions/presentations to serve at high level meetings. Manage and submit cash flow plans as well as the reporting thereof. Manage the re-allocation of funds and movement of funds allocated within the budget after reprioritization. Ability to assist and support financial data modelling. Analyse and interpret financial and non-financial data and prepare a submission on the findings to management including performance reporting and financial statement inputs. Manage the institutional funding including communication, affordability of costing proposals and payments. Research and development of policy applications in a financial environment. Management of staff in the component including general administrative tasks and other employee related matters.
<b><u>ENQUIRIES</u></b>	:	Ms PPP Adams Tel No: (021) 467 2225
<b><u>POST 17/393</u></b>	:	<b><u>E-LEARNING PROJECTS FACILITATOR REF NO: 170</u></b> District Office: Education District Office Metro Central
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF Level 6) or Degree plus 3 years' experience in project management in an ICT environment preferably within education. A valid driver's licence. To manage e-Learning projects at district level. Knowledge: Knowledge of relevant eLearning Provincial Policies, legislation and regulations (White Paper 7). Knowledge of Project Management within an ICT environment. Knowledge of Project Management within an education environment. Skills: Advanced computer literacy, negotiation, presentation, communication and report writing skills. Project and organisational planning. Ability to think analytically and systematically.
<b><u>DUTIES</u></b>	:	Assist in the process of confirming the list of priority schools for new and technology refresh. Conduct audits of technology at schools to inform decisions (collaborated with Cel for technical evaluation). Manage the retrieval and redistribution of technology. Coordinate and manage the implementation of all e-Learning projects deliverables such as project plans, site visits, installations. Ensure that schools with subject-specific needs (e.g. CAT / IT / EGD) are adequately ICT resourced in collaboration with other stakeholders (Head Office, District Subject Adviser and Cel) according to approved plans. Check and report on the schedule of needs and project plans for technology provisioning in priority schools/ district. Submit project plans for approval and signature of the Manager Curriculum Support (MCS) and Director Education District. Coordinate and project manage all technology provisioning at schools for e-Learning and e-Administration. Develop and implement plans, processes and systems to effectively implement e-Learning and technology provision projects and report on all projects. Liaise with head office (eLearning) with respect to provisioning of technology and relevant research and evaluation innovation projects. Implementation and support of new technology and refresh of technology at Public Ordinary and Special Schools. Ensure support and maintenance as per SLA from Cel, ICT helpdesk, outside service providers: e-Learning and e-Administration equipment including connectivity. Collaborate and liaise with the different units at head office and districts i.e. e-Learning HO, FET / GET Curriculum, IMG, ICT Committee and Cel with respect to relevant e-Learning projects. Ensure first line administrative technical support to schools and School Network Administrator (SNA) with respect to error detection including connectivity, software and hardware. Provide relevant information to inform the e-Learning database. Develop, manage, and maintain an updated database / records of the implementation of e-Learning projects

including financial aspects in line with project management principles. Update and maintain a project register. (e.g. WCED Projects, District Initiated and Donor funded). Report regularly to relevant stakeholders on e-learning projects, technology provisioning and connectivity.

**ENQUIRIES** : Ms B Robertson Tel No: (021) 514 6700 (Metro Central EDO)

**POST 17/394** : **E-LEARNING PROJECTS FACILITATOR REF NO: 178**  
District Office: Education District Office Metro East

**SALARY** : R468 459 per annum  
**CENTRE** : Kuils River  
**REQUIREMENTS** : National Diploma (NQF Level 6) or Degree plus 3 years' experience in project management in an ICT environment preferably within education. A valid driver's licence. To manage e-Learning projects at district level. Knowledge: Knowledge of relevant eLearning Provincial Policies, legislation and regulations (White Paper 7). Knowledge of Project Management within an ICT environment. Knowledge of Project Management within an education environment. Skills: Advanced computer literacy, negotiation, presentation, communication and report writing skills. Project and organisational planning. Ability to think analytically and systematically.

**DUTIES** : Assist in the process of confirming the list of priority schools for new and technology refresh. Conduct audits of technology at schools to inform decisions (collaborated with Cel for technical evaluation). Manage the retrieval and redistribution of technology. Coordinate and manage the implementation of all e-Learning projects deliverables such as project plans, site visits, installations. Ensure that schools with subject-specific needs (e.g. CAT / IT / EGD) are adequately ICT resourced in collaboration with other stakeholders (Head Office, District Subject Adviser and Cel) according to approved plans. Check and report on the schedule of needs and project plans for technology provisioning in priority schools/ district. Submit project plans for approval and signature of the Manager Curriculum Support (MCS) and Director Education District. Coordinate and project manage all technology provisioning at schools for e-Learning and e-Administration. Develop and implement plans, processes and systems to effectively implement e-Learning and technology provision projects and report on all projects. Liaise with head office (eLearning) with respect to provisioning of technology and relevant research and evaluation innovation projects. Implementation and support of new technology and refresh of technology at Public Ordinary and Special Schools. Ensure support and maintenance as per SLA from Cel, ICT helpdesk, outside service providers: e-Learning and e-Administration equipment including connectivity. Collaborate and liaise with the different units at head office and districts i.e. e-Learning HO, FET / GET Curriculum, IMG, ICT Committee and Cel with respect to relevant e-Learning projects. Ensure first line administrative technical support to schools and School Network Administrator (SNA) with respect to error detection including connectivity, software and hardware. Provide relevant information to inform the e-Learning database. Develop, manage, and maintain an updated database / records of the implementation of e-Learning projects including financial aspects in line with project management principles. Update and maintain a project register. (e.g. WCED Projects, District Initiated and Donor funded). Report regularly to relevant stakeholders on e-learning projects, technology provisioning and connectivity

**ENQUIRIES** : Ms L Diamond Tel No: (021) 900 7006 (Metro East EDO)

**POST 17/395** : **E-LEARNING PROJECTS FACILITATOR REF NO: 189**  
District Office: Education District Office Metro North

**SALARY** : R468 459 per annum  
**CENTRE** : Parow  
**REQUIREMENTS** : National Diploma (NQF Level 6) or Degree plus 3 years' experience in project management in an ICT environment preferably within education. A valid driver's licence. To manage e-Learning projects at district level. Knowledge: Knowledge of relevant eLearning Provincial Policies, legislation and regulations (White Paper 7). Knowledge of Project Management within an ICT environment. Knowledge of Project Management within an education environment. Skills: Advanced computer literacy, negotiation, presentation, communication and report writing skills. Project and organisational planning. Ability to think analytically and systematically.

**DUTIES**

: Assist in the process of confirming the list of priority schools for new and technology refresh. Conduct audits of technology at schools to inform decisions (collaborated with Cel for technical evaluation). Manage the retrieval and redistribution of technology. Coordinate and manage the implementation of all e-Learning projects deliverables such as project plans, site visits, installations. Ensure that schools with subject-specific needs (e.g. CAT / IT / EGD) are adequately ICT resourced in collaboration with other stakeholders (Head Office, District Subject Adviser and Cel) according to approved plans. Check and report on the schedule of needs and project plans for technology provisioning in priority schools/ district. Submit project plans for approval and signature of the Manager Curriculum Support (MCS) and Director Education District. Coordinate and project manage all technology provisioning at schools for e-Learning and e-Administration. Develop and implement plans, processes and systems to effectively implement e-Learning and technology provision projects and report on all projects. Liaise with head office (eLearning) with respect to provisioning of technology and relevant research and evaluation innovation projects. Implementation and support of new technology and refresh of technology at Public Ordinary and Special Schools. Ensure support and maintenance as per SLA from Cel, ICT helpdesk, outside service providers: e-Learning and e-Administration equipment including connectivity. Collaborate and liaise with the different units at head office and districts i.e. e-Learning HO, FET / GET Curriculum, IMG, ICT Committee and Cel with respect to relevant e-Learning projects. Ensure first line administrative technical support to schools and School Network Administrator (SNA) with respect to error detection including connectivity, software and hardware. Provide relevant information to inform the e-Learning database. Develop, manage, and maintain an updated database / records of the implementation of e-Learning projects including financial aspects in line with project management principles. Update and maintain a project register. (e.g. WCED Projects, District Initiated and Donor funded). Report regularly to relevant stakeholders on e-learning projects, technology provisioning and connectivity.

**ENQUIRIES**

: Ms W Horn Tel No: (021) 938 3133

**POST 17/396**

: **E-LEARNING PROJECTS FACILITATOR REF NO: 221**  
District Office: Education District Office West Coast

**SALARY  
CENTRE  
REQUIREMENTS**

: R468 459 per annum  
: Paarl  
: National Diploma (NQF Level 6) or Degree plus 3 years' experience in project management in an ICT environment preferably within education. A valid driver's licence. To manage e-Learning projects at district level. Knowledge: Knowledge of relevant eLearning Provincial Policies, legislation and regulations (White Paper 7). Knowledge of Project Management within an ICT environment. Knowledge of Project Management within an education environment. Skills: Advanced computer literacy, negotiation, presentation, communication and report writing skills. Project and organisational planning. Ability to think analytically and systematically.

**DUTIES**

: Assist in the process of confirming the list of priority schools for new and technology refresh. Conduct audits of technology at schools to inform decisions (collaborated with Cel for technical evaluation). Manage the retrieval and redistribution of technology. Coordinate and manage the implementation of all e-Learning projects deliverables such as project plans, site visits, installations. Ensure that schools with subject-specific needs (e.g. CAT / IT / EGD) are adequately ICT resourced in collaboration with other stakeholders (Head Office, District Subject Adviser and Cel) according to approved plans. Check and report on the schedule of needs and project plans for technology provisioning in priority schools/ district. Submit project plans for approval and signature of the Manager Curriculum Support (MCS) and Director Education District. Coordinate and project manage all technology provisioning at schools for e-Learning and e-Administration. Develop and implement plans, processes and systems to effectively implement e-Learning and technology provision projects and report on all projects. Liaise with head office (eLearning) with respect to provisioning of technology and relevant research and evaluation innovation projects. Implementation and support of new technology and refresh of technology at Public Ordinary and Special Schools. Ensure support and maintenance as per SLA from Cel, ICT helpdesk, outside service providers: e-Learning and e-Administration equipment including connectivity. Collaborate

and liaise with the different units at head office and districts i.e. e-Learning HO, FET / GET Curriculum, IMG, ICT Committee and Cel with respect to relevant e-Learning projects. Ensure first line administrative technical support to schools and School Network Administrator (SNA) with respect to error detection including connectivity, software and hardware. Provide relevant information to inform the e-Learning database. Develop, manage, and maintain an updated database / records of the implementation of e-Learning projects including financial aspects in line with project management principles. Update and maintain a project register. (e.g. WCED Projects, District Initiated and Donor funded). Report regularly to relevant stakeholders on e-learning projects, technology provisioning and connectivity.

**ENQUIRIES** : Ms A Truter Tel No: (021) 860 1209 (West Coast EDO)

**POST 17/397** : **SOCIAL WORK POLICY DEVELOPER REF NO: 125 (X2 POSTS)**  
Directorate: Early Childhood Development

**SALARY** : R453 201 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker, and proof of payment of registration. Valid Code B Driver's License. 8 years' experience in Social Work after registration as a Social Worker with the SACSSP. Recommendations: Experience in the field of child and youth care. Knowledge: 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 Ability to compile complex reports.

**DUTIES** : Develop, implement and maintain social work policies: Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the policies. Develop programmes to implement the relevant policies. Keep up to date with new developments in the social work field. 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/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognisance of the latest developments in the relevant fields. Engage in continuous professional development activities as prescribed. Research and development. Perform the administrative functions required in the unit.

**ENQUIRIES** : Ms R Leukes Tel No: (021) 467 2584

**POST 17/398** : **EMPLOYEE RELATIONS OFFICER: COLLECTIVE BARGAINING: TRAINING AND ADMINISTRATION REF NO: 97**  
Directorate: Employee Relations

**SALARY** : R397 116 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : National Diploma or Degree in Human resources; Public Administration or Labour Law with minimum 3 years' experience in the Public Sector and a valid driver's licence. Recommendation: The successful candidate should have a thorough knowledge and understanding of the Public Service Legislative framework with specific emphasis on Education Labour Laws. Excellent training/facilitation skills and knowledge of the legal prescripts governing misconduct, grievances and disputes within the public service will be an added advantage. Knowledge: Good understanding of modern labour relations trends /developments and all processes involved, training methods and techniques. All labour-relations legislation related to the education sector. Grievances, misconduct and dispute resolution processes Advance computer literacy. Skills: Excellent written and oral communication skills. Good training/facilitation skills and a sound understanding of modern training interventions. Sound organising and planning skills. conflict resolution. Decision-making. Innovative.

	Excellent training skills. Excellent facilitation and communication skills. Strong coordination skills.
<b><u>DUTIES</u></b>	: Assist in facilitating, plan and determine training needs of officials, educators and school governing bodies to ensure they are equipped with relevant labour relations knowledge and interventions. Assist in developing training materials and ensure compliance with training standards. Co-ordinate Labour Relations Training/Interventions for Public Service Employees and Educators. Serve on various training committees. Compile and analyse statistical data in relation to misconduct, grievances and disputes. Advise management on labour relation issues. Where necessary, chair and facilitate labour related meetings. To optimally fulfil a role as a member of the directorate's task teams in order to achieve our strategic goals. Assist with the compilation and analysis of statistical data.
<b><u>ENQUIRIES</u></b>	: Ms D Syster Tel No: (021) 467 2399
<b><u>POST 17/399</u></b>	: <b><u>EMPLOYEE RELATIONS OFFICER: ADVISORY SERVICES REF NO: 98</u></b> Directorate: Employee Relations
<b><u>SALARY</u></b>	: R397 116 per annum
<b><u>CENTRE</u></b>	: Cape Town
<b><u>REQUIREMENTS</u></b>	: 3- year post school qualification, plus 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 Other: Interpersonal skills  Communication skills (written and verbal)   Analytical skills  Problem solving  Decision Making  Facilitation and Presentation skills  Conflict resolution  Organising.
<b><u>DUTIES</u></b>	: Render effective misconduct, grievances, disputes and case matters. Misconduct: Handle misconduct cases through investigation, initiation, and liaising with organised labour. Deal with all types of enquiries relating to misconduct. Perform general administrative duties. Grievances: Facilitate the grievance procedure in terms of the rules for the handling of complaints and grievances for the public service and educators. Disputes: Analyse the dispute referral in order to prepare for the conciliation and/or arbitration. ER case matters: Prepare and support role players with the relevant documents for labour court case i.e. review applications or similar. Execute Collective Bargaining and Training services. Assist in collective bargaining consultations with education unions. Assist in collective bargaining consultations with public service unions. Assist with secondments and time off for union secondments. Execute recruitment and selection notices to unions. Send notices to unions of adverts. Assist in the Medium-Term Expenditure Framework (MTEF) consultation. Execute training and support. Perform advisory and policy research services. Keeping abreast with updated legislation and the latest relevant case law in the Labour relations field; Gather and compile information on topical matters affecting WCED. 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): 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 to 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). Promote sound labour relations in

		the public education sector. Prepare all and relevant documentations for appointments and meeting.
<b><u>ENQUIRIES</u></b>	:	Mr. J Fry Tel No: (021) 4672866
<b><u>POST 17/400</u></b>	:	<b><u>EMPLOYEE RELATIONS OFFICER: MISCONDUCT, DISPUTES AND GRIEVANCES REF NO: 101 (X7 POSTS)</u></b> Directorate: Employee Relations
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized degree or an equivalent qualification (REQV 13). Relevant experience in investigations and/or conducting of disciplinary hearings; and/or dealing with dispute resolution and/or grievance processes. Valid driver's license. Recommendation: Willingness to travel frequently and work irregular hours. The ability to work under pressure, to reason clearly and logically. Investigative skills. Good written and verbal skills. Broad knowledge of personnel and labour relations matters. Knowledge of statutes applicable to both Public Service and Educators. Ability to speak, read and write in at least two official languages. Knowledge: Broad knowledge of personnel and labour relations matters. Knowledge of statutes applicable to both Public Service and Educators. Ability to speak, read and write in at least two official languages. Skills: The ability to work under pressure, to reason clearly and logically. Investigative skills. Good written and verbal skills. Sound report writing skills and writing of submissions with insight.
<b><u>DUTIES</u></b>	:	Represent the WCED at grievance and dispute meetings (CS Educators and Public Service Personnel, i.e. individual and collective). investigate and represent WCED at misconduct hearings (CS Educators and Public Service). Advise management on issues pertaining to employment law and labour relations. Provide support functions to line functionaries in respect of employee relations, including misconduct and disputes. Pro-active conflict intervention; promotion of labour peace; liaison with trade unions; conflict resolution over wide spectrum. Providing advice to clients at the institutions of the WCED (CS Educators and Public Service Personnel) on labour related matters. Attend any labour related meetings; if required. Sound report writing skills and writing of submissions with insight.
<b><u>ENQUIRIES</u></b>	:	Ms L-A Bathgate Tel No: (021) 467 2848
<b><u>POST 17/401</u></b>	:	<b><u>EMPLOYEE RELATIONS OFFICER REF NO: 145</u></b> District Office: Education District Office Cape Winelands
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Worcester
<b><u>REQUIREMENTS</u></b>	:	3-year relevant post matric qualification (preference will be given to Labour relations and labour law as subjects). Valid Driver's Licence B. 2 Years Relevant administrative experience within people management / labour relations environment. Knowledge: People Management (HR) and Employee Relations; Employee Relations and Public Service Legislation and procedures; Relevant experience in investigative processes in relation to misconduct cases; disputes and grievances; Ability to represent the employer in misconduct cases; disputes and grievances as required. Skills: Investigative; Written and verbal communication in 2 Official languages of the Western Cape; Report writing; Capturing of data; Analytical thinking; Computer literacy; Interpersonal; Interpretation; Planning and organisational.
<b><u>DUTIES</u></b>	:	Responsible to manage progressive discipline and misconduct process within the district; Advise the responsible manager on processes relating to progressive discipline. Facilitate or advise on misconduct procedures. Advise and assist Head Office on investigations into allegations of misconduct. Serve as departmental representative at employee disciplinary hearings. Provide support to the Directorate Employee Relations on all misconduct cases within the Education District. Preside over misconduct cases when appointed to do so by Directorate Employee Relations. Update and maintain relevant information management systems with regards to progressive discipline and misconduct. Provide monthly statistics and report on misconduct cases to DCES People Management and Directorate Employee Relations. Responsible to manage disputes processes within the district; Facilitate or advise on dispute procedures. Represent the WCED in formal dispute resolution processes; when requested. Advise on unfair labour practices. Provide advice on issues

relating to unfair dismissals, victimisation and discrimination. Update and maintain relevant information management systems. Report on disputes to DCES People Management and Directorate Employee Relations. Responsible to manage on grievance procedures within the district; Advise managers on the grievance procedure in terms of the Rules for the Handling of Complaints and Grievances. Ensure that managers comply with the timeframes in terms of Rules for the Handling of Complaints and Grievances. Update and maintain relevant information management systems. Provide monthly statistics and report on grievances to DCES People Management and Directorate Employee Relations. Responsible to provide training to employees within the District; Training of line supervisors and managers within the District Office. Training of School Governing Bodies and Principals. Liaise with and assist Directorate Employee Relations with training to ensure labour peace. Report on Industrial action to DCES People Management. Update and maintain relevant information management systems. Report on all training conducted to DCES People Management and Directorate Employee Relations. Collective Bargaining; Proper and accurate research on the topic / issue for submission. Provide commentary, evaluate and implement decisions emanating out of the IMLCs Provide advice on legal implications of employee related matters. Co-ordinate caucus meetings of the employer for IMLC meetings and engagements with unions. Organise and conduct information sessions with managers on labour relations legislation and collective agreements. Handling of enquiries, statistics and general administration. Update and maintain relevant information management systems. Report on all of the above to the DCES People Management.

**ENQUIRIES** : Mr N Petersen Tel No: (023) 348 4600

**POST 17/402** : **EMPLOYEE RELATIONS OFFICER REF NO: 226**  
District Office: Education District Office West Coast

**SALARY** : R397 116 per annum  
**CENTRE** : Paarl  
**REQUIREMENTS** : 3-year relevant post matric qualification (preference will be given to Labour relations and labour law as subjects). Valid Driver's Licence B. 2 Years Relevant administrative experience within people management / labour relations environment. Knowledge: People Management (HR) and Employee Relations; Employee Relations and Public Service Legislation and procedures; Relevant experience in investigative processes in relation to misconduct cases; disputes and grievances; Ability to represent the employer in misconduct cases; disputes and grievances as required. Skills: Investigative; Written and verbal communication in 2 Official languages of the Western Cape; Report writing; Capturing of data; Analytical thinking; Computer literacy; Interpersonal; Interpretation; Planning and organisational.

**DUTIES** : Responsible to manage progressive discipline and misconduct process within the district; Advise the responsible manager on processes relating to progressive discipline. Facilitate or advise on misconduct procedures. Advise and assist Head Office on investigations into allegations of misconduct. Serve as departmental representative at employee disciplinary hearings. Provide support to the Directorate Employee Relations on all misconduct cases within the Education District. Preside over misconduct cases when appointed to do so by Directorate Employee Relations. Update and maintain relevant information management systems with regards to progressive discipline and misconduct. Provide monthly statistics and report on misconduct cases to DCES People Management and Directorate Employee Relations. Responsible to manage disputes processes within the district; Facilitate or advise on dispute procedures. Represent the WCED in formal dispute resolution processes; when requested. Advise on unfair labour practices. Provide advice on issues relating to unfair dismissals, victimisation and discrimination. Update and maintain relevant information management systems. Report on disputes to DCES People Management and Directorate Employee Relations. Responsible to manage on grievance procedures within the district; Advise managers on the grievance procedure in terms of the Rules for the Handling of Complaints and Grievances. Ensure that managers comply with the timeframes in terms of Rules for the Handling of Complaints and Grievances. Update and maintain relevant information management systems. Provide monthly statistics and report on grievances to DCES People Management and Directorate Employee Relations. Responsible to provide training to employees within the district;

Training of line supervisors and managers within the District Office. Training of School Governing Bodies and Principals. Liaise with and assist Directorate Employee Relations with training to ensure labour peace. Report on Industrial action to DCES People Management. Update and maintain relevant information management systems. Report on all training conducted to DCES People Management and Directorate Employee Relations. Collective Bargaining; Proper and accurate research on the topic / issue for submission. Provide commentary, evaluate and implement decisions emanating out of the IMLCs Provide advice on legal implications of employee related matters. Co-ordinate caucus meetings of the employer for IMLC meetings and engagements with unions. Organise and conduct information sessions with managers on labour relations legislation and collective agreements. Handling of enquiries, statistics and general administration. Update and maintain relevant information management systems. Report on all of the above to the DCES People Management.

**ENQUIRIES** : Ms A Truter Tel No: (021) 860 1209 (West Coast EDO)

**POST 17/403** : **ASSISTANT INFORMATION ANALYST REF NO: 106 (X2 POSTS)**  
Directorate: Knowledge and Information Management

**SALARY** : R397 116 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : National Diploma (NQF Level 6) or Degree with 1-year relevant experience. Recommendation: A valid driver's license. Knowledge: Competencies: Experience: Excellent computer skills with experience in database and on-line applications; Experience in systems development and implementation; Project Management; Data query, analysis and reporting. Knowledge: knowledge of online databases and database handling via queries. Knowledge of blended survey administration processes. Advanced spread sheet handling capabilities. Business management reporting. Skills: Excellent oral and written communication skills; strong logic, analytical and conceptual skills; Mathematical and diagnostic skills; Good presentation skills; Advanced computer skills; Problem solving, research and facilitation skills; Communication skills in two of the official languages of the Western Cape Province.

**DUTIES** : Enable access and utilization of Education Information management information (EMIS) and related information technology (IT) solutions within the Western Cape Education Department (WCED) in collaboration with DotP: Cel. Maintain EMIS and related systems within the WCED and provide information analytics. Facilitate knowledge and information systems and user training and support in collaboration with education districts. Render support in terms of the publication and dissemination of institutional knowledge and information generated within education information systems. Process online and written requests. Validate survey data. Maintain the network links with system administration officials. Design and amend surveys in accordance with Education Information Standards to finalise datasets. Design and apply verification checks. Office administration and management of resources. Provide online support and training to schools and officials in the effective use of school administration systems to ensure accuracy and quality data in the system.

**ENQUIRIES** : Mr. S Hansraj Tel No: (021) 467 2086

**POST 17/404** : **HUMAN RESOURCE PRACTITIONER: PEOPLE POLICY AND ANALYTICS REF NO: 117**  
Directorate: Strategic People Management

**SALARY** : R397 116 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : Qualifications: 3-Year National Diploma in (NQF 6) or degree in Human Resource Management/ Information Science/Public Management/Administration. Work experience: 3-Years relevant experience. Knowledge: Policy development and implementation; Public Service Act, Regulations and Resolutions, Employment Equity Act, project administration and management, labour relations framework, knowledge of the Employment of Educators Act and post structures in the education sector will be an advantage. Skills: Analytical thinking; problem-solving skills; decision making; facilitation and presentation skills; good written and communication skills;

		ability to interpret prescripts; knowledge of and experience in database management; ability to work under pressure; intermediate/advanced usage of the Microsoft Office suite (Excel, Word and PowerPoint).
<b><u>DUTIES</u></b>	:	Render support and advice on people management data, information, trend analysis and research reports. Administer standardized people management business intelligence systems. Interpret, develop, monitor and maintain HR policy guidelines and circulars. Render an employment equity and transformation service, including secretariat services.
<b><u>ENQUIRIES</u></b>	:	Ms T Florence Tel No: (021) 467 2169.
<b><u>POST 17/405</u></b>	:	<b><u>HUMAN RESOURCE PRACTITIONER: PERFORMANCE MANAGEMENT AND ADVISORY SERVICES REF NO: 120</u></b> Directorate: Strategic People Management
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	At least a recognized 3-year qualification which can be in Human Resource Management, Public Management, Industrial Psychology or B. Admin with at least 3-years' experience in human resources or relevant experience; Language proficiency in at least two of the three official languages of the Western Cape. Knowledge: Knowledge of people management related processes, systems and prescripts. Skills: Communication skills, language skills, Computer skills, Planning and Organizing skills, Presentation skills, Report writing skills (specifications and submissions), Interpersonal skills. Ability to analyze, conceptualize and implement policy, Conflict resolution skills. Monitor, evaluation and reporting skills Problem solving skills Research skills.
<b><u>DUTIES</u></b>	:	Assist and support the development of performance agreements, mid-year assessments, and annual assessment, including moderation and probation processes for Public Service Staff, inclusive of Senior Management Service (SMS) members Provide operational and administrative support to educator (school and office-based) performance management processes Provide and assist with guidance and support on incapacity due to poor performance, ill-health, disability or misconduct for Public Service Staff Render a general administrative support function for the sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Mr. G Abrahams Tel No: (021) 467 2574
<b><u>POST 17/406</u></b>	:	<b><u>LEARNER TRANSPORT OFFICER REF NO: 153</u></b> District Office: Education District Office Eden & Central Karoo
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	George
<b><u>REQUIREMENTS</u></b>	:	Requirements: A relevant 3-year qualification (Degree/National Diploma or equivalent); A valid Code B - Manual driving license; Two years relevant experience in an administrative environment Recommendations: Applicable experience in a LTS Administration environment. 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: The following experience, skills and knowledge are required to successfully function in this position: Computer literacy in MS Office; Good verbal and written communication skills; Organisational, planning and numeracy skills; Report Writing, Supervisory Skills.
<b><u>DUTIES</u></b>	:	LTS Application Processing: Receive and process LTS applications. Maintain a register of LTS applications received. Verify learner details on the Central Education Management Information System (CEMIS). Utilise WCED Learner Transport System Application to compile LTS route map with verified distances and Geographic Positioning System (GPS) coordinates. Conduct route verifications where required. Communicate with schools/ Circuit Managers regarding shortcomings identified. Present the completed applications to district manager/s for final recommendation. Ensure the creation and maintenance of a separate file for each LTS route. LTS Vehicle Testing/ Roadworthy Confirmations: Ensure the timeous arrangement of roadworthy testing/ obtaining Roadworthy Certificates for approved LTS vehicles. Ensure the maintenance of a database of approved LTS vehicles. Ensure the update of database with approved LTS vehicle replacements. Requesting corrective

		<p>action where required and maintaining related records. Monthly reporting. LTS Claim Processing: Oversee receipt of monthly LTS claims. Verify correctness and submit for payment. Ensure claims are received timeously and follow up where claims are not received. Maintain a register of claims. Monthly Reporting. LTS Route/ Vehicle Inspections: Ensure regular scheduled inspections of LTS routes. Conduct unannounced LTS inspections. Identify cases of non-compliance. Communication, in writing, with principals/ learner transport contractors regarding non-compliance. Attend to learner transport complaints received. Maintain a LTS complaints register. Take corrective actions. Report Monthly on LTS route inspections conducted and actions taken. 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.</p>
<b><u>ENQUIRIES</u></b>	:	Mr J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO).
<b><u>POST 17/407</u></b>	:	<b><u>SCHOOL MANAGEMENT AND GOVERNANCE OFFICER REF NO: 154</u></b> District Office: Education District Office Eden & Central Karoo
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	George
<b><u>REQUIREMENTS</u></b>	:	3 year post matric qualification or degree plus 3 years relevant administrative experience (preferably in the field of assessment and development of policies). A valid code B driver's license. Knowledge: Knowledge of the Education Departmental policies and procedures; Knowledge of Western Cape Policy for the Management of Admission; Knowledge of SCM processes and procedures; Knowledge of finance (business planning); Knowledge of project planning; Knowledge of School Administrative Processes and procedures; Knowledge of Information Management Systems (DMIS, CEMIS, SAMI, EIS, IMS). Skills: Communication skills in 2 official languages of the Western Cape; Computer literacy; Project planning; Organising; Presentation and facilitation; Report writing skills (specifications and submissions); Interpretation; Interpersonal; Problem solving; Financial.
<b><u>DUTIES</u></b>	:	Check that management and governance policies are available / accessible. Assess identified key policies of management and governance in line with prescripts. Assist the school / hostel with the development of the relevant policies in line with prescripts. Investigate, resolve and report on complaints regarding school / hostel management and governance policies. Support and follow up on all required corrective actions. Report in writing and electronically on all aspects of school / hostel policies to the Assistant Director School Management and Governance. Training on and the development of school / hostel management and governance policies. Monitor the implementation of the training interventions. Coordinate the process of learner admission at district level.
<b><u>ENQUIRIES</u></b>	:	Mr J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO).
<b><u>POST 17/408</u></b>	:	<b><u>SCHOOL FINANCE AND RECORDS OFFICER: CIRCUIT 6 REF NO: 158</u></b> District Office: Education District Office Eden & Central Karoo
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	George
<b><u>REQUIREMENTS</u></b>	:	3 year post matric finance qualification or degree plus 2 years relevant administrative experience (preferably in finance and records management experience). Valid code B drivers licence. 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 (e.g. Pastel, etc.); Knowledge of School Administrative processes and procedures; Knowledge of Information Management Systems (EMIS, CEMIS, Leave Management Systems); Knowledge of SCM processes and procedures. Skills: Communication skills in (2 official languages of the Western Cape); Computer Literacy (including skills in Pastel, etc.); Planning and Organising; Presentation; Report writing skills (reports and submissions); Analytical and interpretation; Interpersonal; Problem solving; Financial (including bookkeeping).
<b><u>DUTIES</u></b>	:	Monitor, verify, develop and report on all aspects of Record Management. Assist with the development of file plans, 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 Management and Governance. Monitor, verify, develop and report on sound Financial Administration Systems. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist / training 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.

**ENQUIRIES** : Mr. J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO).

**POST 17/409** : **SCHOOL FINANCE AND RECORDS OFFICER REF NO: 164 (X3 POSTS)**  
District Office: Education District Office Metro Central

**SALARY** : R397 116 per annum  
**CENTRE** : Maitland  
**REQUIREMENTS** : 3 year post matric finance qualification or degree plus 2 years relevant administrative experience (preferably in finance and records management experience). Valid code B drivers licence. 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 (e.g. Pastel, etc.); Knowledge of School Administrative processes and procedures; Knowledge of Information Management Systems (EMIS, CEMIS, Leave Management Systems); Knowledge of SCM processes and procedures. Skills: Communication skills in (2 official languages of the Western Cape); Computer Literacy (including skills in Pastel, etc.); Planning and Organising; Presentation; Report writing skills (reports and submissions); Analytical and interpretation; Interpersonal; Problem solving; Financial (including bookkeeping).

**DUTIES** : Monitor, verify, develop and report on all aspects of Record Management. Assist with the development of file plans, 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 Management and Governance. Monitor, verify, develop and report on sound Financial Administration Systems. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist / training 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 Management and Governance.

**ENQUIRIES** : Ms B Robertson Tel No: (021) 514 6700 (Metro Central EDO)

**POST 17/410** : **SCHOOL FINANCE AND RECORDS OFFICER REF NO: 176**  
District Office: Education District Office Metro East

**SALARY** : R397 116 per annum  
**CENTRE** : Kuils River  
**REQUIREMENTS** : 3 year post matric finance qualification or degree plus 2 years relevant administrative experience (preferably in finance and records management experience). Valid code B drivers licence. 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 (e.g. Pastel, etc.); Knowledge of School Administrative processes and procedures; Knowledge of Information Management Systems (EMIS, CEMIS, Leave Management Systems); Knowledge of SCM processes and procedures. Skills: Communication skills in (2 official languages of the Western Cape); Computer Literacy (including skills in Pastel, etc.); Planning and Organising; Presentation; Report writing skills (reports and submissions); Analytical and interpretation; Interpersonal; Problem solving; Financial (including bookkeeping).

**DUTIES** : Monitor, verify, develop and report on all aspects of Record Management. Assist with the development of file plans, 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 Management and Governance. Monitor, verify, develop and report on sound Financial Administration Systems. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist / training 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 Management and Governance.

**ENQUIRIES** : Ms L Diamond Tel No: (021) 900 7006 (Metro East EDO)

**POST 17/411** : **SCHOOL FINANCE AND RECORDS OFFICER REF NO: 209**  
District Office: Education District Office Metro South

**SALARY** : R397 116 per annum  
**CENTRE** : Mitchells Plain  
**REQUIREMENTS** : 3 year post matric finance qualification or degree plus 2 years relevant administrative experience (preferably in finance and records management experience). Valid code B drivers licence. 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 (e.g. Pastel, etc.); Knowledge of School Administrative processes and procedures; Knowledge of Information Management Systems (EMIS, CEMIS, Leave Management Systems); Knowledge of SCM processes and procedures. Skills: Communication skills in (2 official languages of the Western Cape); Computer Literacy (including skills in Pastel, etc.); Planning and Organising; Presentation; Report writing skills (reports and submissions); Analytical and interpretation; Interpersonal; Problem solving; Financial (including bookkeeping).

**DUTIES** : Monitor, verify, develop and report on all aspects of Record Management. Assist with the development of file plans, 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 Management and Governance. Monitor, verify, develop and report on sound Financial Administration Systems. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist / training 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 Management and Governance.

**ENQUIRIES** : Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)

**POST 17/412** : **SCHOOL FINANCE AND RECORDS OFFICER REF NO: 223**  
District Office: Education District Office West Coast

**SALARY** : R397 116 per annum  
**CENTRE** : Paarl  
**REQUIREMENTS** : 3 year post matric finance qualification or degree plus 2 years relevant administrative experience (preferably in finance and records management experience). Valid code B drivers licence. 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 (e.g. Pastel, etc.); Knowledge of School Administrative processes and procedures; Knowledge of Information Management Systems (EMIS, CEMIS, Leave Management Systems); Knowledge of SCM processes and procedures. Skills: Communication skills in (2 official languages of the Western Cape); Computer Literacy (including skills in Pastel, etc.); Planning and Organising; Presentation; Report writing skills (reports and submissions); Analytical and

	interpretation; Interpersonal; Problem solving; Financial (including bookkeeping).
<b><u>DUTIES</u></b>	: Monitor, verify, develop and report on all aspects of Record Management. Assist with the development of file plans, 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 Management and Governance. Monitor, verify, develop and report on sound Financial Administration Systems. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist / training 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 Management and Governance.
<b><u>ENQUIRIES</u></b>	: Ms A Truter: Tel No: (021) 860 1209 (West Coast EDO).
<b><u>POST 17/413</u></b>	: <b><u>SCHOOL SAFETY OFFICER REF NO: 180</u></b> District Office: Education District Office Metro East
<b><u>SALARY</u></b>	: R397 116 per annum
<b><u>CENTRE</u></b>	: Kuils River
<b><u>REQUIREMENTS</u></b>	: Appropriate National Diploma (NQFL 6) or degree with 3 years relevant experience. A valid Code B or higher drivers' Licence. Knowledge: Further Duties are and developmental initiatives including Youth Clubs, AntiTruancy and Back to School Programmes. Coordinate and facilitate training in conflict management, crime prevention and safety planning. Coordinate and implement safety and security training in line with the National Schools Safety Framework. Coordinate and facilitate Youth Development Programmes which includes After School Programmes (ASP) and Holiday Programmes. Monitor and report on the implementation of various attitudinal / behavioural programs and relevant budgets to the DCES School Management and Governance Support. Knowledge of: Occupation 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 (SCM and budgetary processes). Knowledge and application of relevant Education Policies, Prescripts and Legislation. National School Safety Framework Project Planning. Skills: Report writing skills. Planning and organising skills. Monitoring and evaluation skills. Problem solving skills Human relations skills. Analytical skills. Negotiation skills. Conflict Management and Mediation Skills. Communication skills (At least two of the official languages of WCG). Presentation and facilitation skills.
<b><u>DUTIES</u></b>	: Implementation of Occupational Health and Safety Policies, National / 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 the property and keep employees and learners safe. Assist with the creation of a comprehensive safety Plan which will include a Contingency Plan. The role of each employee in maintaining workplace safety (include RCL, SGB and SMT). 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 (SHE) consultancy and advisory service based on legal and other regulatory frameworks. Regular inspections at Public Ordinary Schools and Special Schools to check policies and procedures are being properly implemented. Monitor and report on the implementation of the policies and procedures; and drills conducted at Public Schools to DCES School Management and Governance Support. Conduct Security audits / risk assessments / 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 assessment / safety inspections and consider how risks could be reduced. Establish safe working practices that comply with legislation. Conduct safety inspections at schools regarding evacuation drills and emergency alarms; safety risk assessments and standard

operating procedures; employees being aware of their responsibilities; ensure safety equipment is installed safely and maintained, that records are kept of all safety related matters. Provide a list of safety findings and recommendations to the Principal. Procure safety infrastructure and services to limit risks. (align 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 audit / assessments/ safety inspection findings and provide relevant reports to DCES School Management and Governance Support. Support the effective management of District Occupational Health Safety (OHS) 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. Mobilize and advocate safety and security at district level. Guide the development and implementation of disaster management preparedness plan. 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 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 health and safety services. Coordinate the delivery of training (evacuation plans, fire prevention, fire protection and hazardous materials communication). Ensure full an 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 / behavioural programs to support, modify or influence learner and educator behaviour to create safe learning environments and promote quality teaching and learning. Organizing, manage and facilitate all School Based Crime Control, Crime Prevention.

**ENQUIRIES**

: Ms L Diamond Tel No: (021) 900 7006 (Metro East EDO).

**POST 17/414**

: **SCHOOL SAFETY OFFICER REF NO: 192**  
District Office: Education District Office Metro North

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R397 116 per annum  
: Parow  
: Appropriate National Diploma (NQFL 6) or degree with 3 years relevant experience. A valid Code B or higher drivers' Licence. Knowledge: Further Duties are and developmental initiatives including Youth Clubs, AntiTruancy and Back to School Programmes. Coordinate and facilitate training in conflict management, crime prevention and safety planning. Coordinate and implement safety and security training in line with the National Schools Safety Framework. Coordinate and facilitate Youth Development Programmes which includes After School Programmes (ASP) and Holiday Programmes. Monitor and report on the implementation of various attitudinal / behavioral programs and relevant budgets to the DCES School Management and Governance Support. Knowledge of: Occupation 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 (SCM and budgetary processes). Knowledge and application of relevant Education Policies, Prescripts and Legislation. National School Safety Framework Project Planning. Skills: Report writing skills. Planning and organising skills. Monitoring and evaluation skills. Problem solving skills Human relations skills. Analytical skills. Negotiation skills. Conflict Management and Mediation Skills. Communication skills (At least two of the official languages of WCG). Presentation and facilitation skills.

**DUTIES**

: Implementation of Occupational Health and Safety Policies, National / 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 the property and keep employees and learners safe. Assist with the creation of a comprehensive safety Plan which will include a Contingency Plan. The role of each employee in maintaining workplace safety (include RCL, SGB and SMT). 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 (SHE) consultancy and advisory service based on legal and other regulatory frameworks. Regular inspections at Public Ordinary Schools and Special Schools to check policies and procedures are being properly implemented. Monitor and report on the implementation of the policies and procedures; and drills conducted at Public Schools to DCES School Management and Governance Support. Conduct Security audits / risk assessments / 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 assessment / safety inspections and consider how risks could be reduced. Establish safe working practices that comply with legislation. Conduct safety inspections at schools regarding evacuation drills and emergency alarms; safety risk assessments and standard operating procedures; employees being aware of their responsibilities; ensure safety equipment is installed safely and maintained, that records are kept of all safety related matters. Provide a list of safety findings and recommendations to the Principal. Procure safety infrastructure and services to limit risks. (align 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 audit / assessments/ safety inspection findings and provide relevant reports to DCES School Management and Governance Support. Support the effective management of District Occupational Health Safety (OHS) 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. Mobilize and advocate safety and security at district level. Guide the development and implementation of disaster management preparedness plan. 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 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 health and safety services. Coordinate the delivery of training (evacuation plans, fire prevention, fire protection and hazardous materials communication). Ensure full an 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 / behavioural programs to support, modify or influence learner and educator behaviour to create safe learning environments and promote quality teaching and learning. Organizing, manage and facilitate all School Based Crime Control, Crime Prevention.

**ENQUIRIES**

: Ms W Horn Tel No: (021) 938 3133

**POST 17/415**

: **SCHOOL SAFETY OFFICER REF NO: 202**  
District Office: Education District Office Metro South

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R397 116 per annum  
: Mitchells Plain  
: Appropriate National Diploma (NQFL 6) or degree with 3 years relevant experience. A valid Code B or higher drivers' Licence. Knowledge: Further Duties are and developmental initiatives including Youth Clubs, AntiTruancy and Back to School Programmes. Coordinate and facilitate training in conflict management, crime prevention and safety planning. Coordinate and implement safety and security training in line with the National Schools Safety Framework. Coordinate and facilitate Youth Development Programmes which includes After School Programmes (ASP) and Holiday Programmes. Monitor and report on the implementation of various attitudinal / behavioural programs and relevant budgets to the DCES School Management and Governance Support. Knowledge of: Occupation 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 (SCM and budgetary processes). Knowledge and application of relevant Education Policies, Prescripts and Legislation. National School Safety Framework Project

## **DUTIES**

Planning. Skills: Report writing skills. Planning and organising skills. Monitoring and evaluation skills. Problem solving skills Human relations skills. Analytical skills. Negotiation skills. Conflict Management and Mediation Skills. Communication skills (At least two of the official languages of WCG). Presentation and facilitation skills.

- : Implementation of Occupational Health and Safety Policies, National / 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 the property and keep employees and learners safe. Assist with the creation of a comprehensive safety Plan which will include a Contingency Plan. The role of each employee in maintaining workplace safety (include RCL, SGB and SMT). 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 (SHE) consultancy and advisory service based on legal and other regulatory frameworks. Regular inspections at Public Ordinary Schools and Special Schools to check policies and procedures are being properly implemented. Monitor and report on the implementation of the policies and procedures; and drills conducted at Public Schools to DCES School Management and Governance Support. Conduct Security audits / risk assessments / 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 assessment / safety inspections and consider how risks could be reduced. Establish safe working practices that comply with legislation. Conduct safety inspections at schools regarding evacuation drills and emergency alarms; safety risk assessments and standard operating procedures; employees being aware of their responsibilities; ensure safety equipment is installed safely and maintained, that records are kept of all safety related matters. Provide a list of safety findings and recommendations to the Principal. Procure safety infrastructure and services to limit risks. (align 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 audit / assessments/ safety inspection findings and provide relevant reports to DCES School Management and Governance Support. Support the effective management of District Occupational Health Safety (OHS) 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. Mobilize and advocate safety and security at district level. Guide the development and implementation of disaster management preparedness plan. 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 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 health and safety services. Coordinate the delivery of training (evacuation plans, fire prevention, fire protection and hazardous materials communication). Ensure full an 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 / behavioural programs to support, modify or influence learner and educator behaviour to create safe learning environments and promote quality teaching and learning. Organizing, manage and facilitate all School Based Crime Control, Crime Prevention
- ENQUIRIES** : Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO).

## **POST 17/416**

- : **SCHOOL SAFETY OFFICER REF NO: 218**  
District Office: Education District Office West Coast

## **SALARY** **CENTRE** **REQUIREMENTS**

- : R397 116 per annum  
: Paarl  
: Appropriate National Diploma (NQFL 6) or degree with 3 years relevant experience. A valid Code B or higher drivers' Licence. Knowledge: Further

Duties are and developmental initiatives including Youth Clubs, AntiTruancy and Back to School Programmes. Coordinate and facilitate training in conflict management, crime prevention and safety planning. Coordinate and implement safety and security training in line with the National Schools Safety Framework. Coordinate and facilitate Youth Development Programmes which includes After School Programmes (ASP) and Holiday Programmes. Monitor and report on the implementation of various attitudinal / behavioral programs and relevant budgets to the DCES School Management and Governance Support. Knowledge of: Occupation 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 (SCM and budgetary processes). Knowledge and application of relevant Education Policies, Prescripts and Legislation. National School Safety Framework Project Planning. Skills: Report writing skills. Planning and organising skills. Monitoring and evaluation skills. Problem solving skills Human relations skills. Analytical skills. Negotiation skills. Conflict Management and Mediation Skills. Communication skills (At least two of the official languages of WCG). Presentation and facilitation skills.

## **DUTIES**

: Implementation of Occupational Health and Safety Policies, National / 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 the property and keep employees and learners safe. Assist with the creation of a comprehensive safety Plan which will include a Contingency Plan. The role of each employee in maintaining workplace safety (include RCL, SGB and SMT). 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 (SHE) consultancy and advisory service based on legal and other regulatory frameworks. Regular inspections at Public Ordinary Schools and Special Schools to check policies and procedures are being properly implemented. Monitor and report on the implementation of the policies and procedures; and drills conducted at Public Schools to DCES School Management and Governance Support. Conduct Security audits / risk assessments / 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 assessment / safety inspections and consider how risks could be reduced. Establish safe working practices that comply with legislation. Conduct safety inspections at schools regarding evacuation drills and emergency alarms; safety risk assessments and standard operating procedures; employees being aware of their responsibilities; ensure safety equipment is installed safely and maintained, that records are kept of all safety related matters. Provide a list of safety findings and recommendations to the Principal. Procure safety infrastructure and services to limit risks. (align 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 audit / assessments/ safety inspection findings and provide relevant reports to DCES School Management and Governance Support. Support the effective management of District Occupational Health Safety (OHS) 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. Mobilize and advocate safety and security at district level. Guide the development and implementation of disaster management preparedness plan. 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 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 health and safety services. Coordinate the delivery of training (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 / behavioural programs to support, modify or influence learner and educator behaviour to create safe learning environments and promote quality teaching and learning. Organizing, manage and facilitate all School Based Crime Control, Crime Prevention.
<b><u>ENQUIRIES</u></b>	:	Ms A Truter Tel No: (021) 860 1209 (West Coast EDO)
<b><u>POST 17/417</u></b>	:	<b><u>SCHOOL ENRICHMENT OFFICER REF NO: 195</u></b> District Office: Education District Office Metro North
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Parow
<b><u>REQUIREMENTS</u></b>	:	3 year post matric qualification or degree plus 2 years relevant administrative experience (preferably in sport, culture or teaching environment). Valid code B drivers' licence. Knowledge: Knowledge of the relevant education policies and procedures; Knowledge of SCM processes and procedures; Knowledge of Public Financial Management (PFMA); Knowledge of Information Management Systems; Knowledge of relevant Sport and Recreation Policies, regulations and procedures; Knowledge of filing and recordkeeping. Skills: Written and verbal communication (2 official languages of the Western Cape); Project planning; Organising; Financial administration; Computer literacy; Recordkeeping; Interpersonal; Report writing; Facilitation and presentation; Analytical.
<b><u>DUTIES</u></b>	:	Monitoring the implementation of School Enrichment (SE) Policies. Encouraging learner participation in sports by ensuring Public Schools participate in intra and inter school enrichment activities. Ensuring that Public Ordinary Schools and Public Special Schools promote social inclusion and cultural diversity (music, dance, drama, sport and visual arts) through school enrichment programmes. Collect, analyse, compile and update data on all sport and recreational activities. Provide administrative and technical support with regard to sport and recreation facilities and infrastructure. Procure and ensure delivery of equipment to identified schools. Administer the system for storage, maintenance, issue and return of sport and physical recreation equipment. Examine, compile and monitor transfer payments of funded projects.
<b><u>ENQUIRIES</u></b>	:	Ms W Horn Tel No: (021) 938 3133
<b><u>POST 17/418</u></b>	:	<b><u>STATE ACCOUNTANT REF NO: 181</u></b> District Office: Education District Office Metro East
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Kuils River
<b><u>REQUIREMENTS</u></b>	:	3 year post matric qualification in finance / accounting or auditing plus 3 years relevant administrative experience in a financial management environment. Knowledge: 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 (NNSSF), 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. Excellent written and verbal Communications in at least two of the official languages in the Western Cape Province (reports and submissions). Motivational. Organisational and Planning. Numerical skills. Computer literacy. Presentation. Interpretation, analyse and conceptualise. Ability to gather and process information. Interpersonal skills.
<b><u>DUTIES</u></b>	:	Facilitate, administer and evaluate the Approved Budget of public Schools. Facilitate, administer and evaluate the Annual Financial Statement of Public Schools. Facilitate, administer and evaluate the bi-annual financial reports of Public Schools. Administer Pre-Forensic Investigations.
<b><u>ENQUIRIES</u></b>	:	Ms L Diamond Tel No: (021) 900 7006 (Metro East EDO).

<b><u>POST 17/419</u></b>	:	<b><u>STATE ACCOUNTANT REF NO: 194</u></b> District Office: Education District Office Metro North
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Parow
<b><u>REQUIREMENTS</u></b>	:	3 year post matric qualification in finance / accounting or auditing plus 3 years relevant administrative experience in a financial management environment. Knowledge: 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 (NNSSF), 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. Excellent written and verbal Communications in at least two of the official languages in the Western Cape Province (reports and submissions). Motivational. Organisational and Planning. Numerical skills. Computer literacy. Presentation. Interpretation, analyse and conceptualise. Ability to gather and process information. Interpersonal skills.
<b><u>DUTIES</u></b>	:	Facilitate, administer and evaluate the Approved Budget of public Schools. Facilitate, administer and evaluate the Annual Financial Statement of Public Schools. Facilitate, administer and evaluate the bi-annual financial reports of Public Schools. Administer Pre-Forensic Investigations.
<b><u>ENQUIRIES</u></b>	:	Ms W Horn Tel No: (021) 938 3133
<b><u>POST 17/420</u></b>	:	<b><u>STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: 228</u></b> Directorate: Financial Accounting
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	A degree (NQF 7) or higher in Accounting; A minimum of three years? experience in an Accounting and/or auditing environment; A valid (Code B or higher) driver's licence. Additional Requirements: Willingness to work overtime when required. Knowledge: Knowledge of the financial policies and regulations i.e. Public Financial Management Act (PFMA); the National Treasury Instruction (NTI) and Provincial Treasury Regulation (PTR). Knowledge of financial processes and financial systems (BAS & LOGIS). Good understanding of cashflow and budgets. Knowledge and understanding of financial statements. Skills: An understanding of the Standard Chart of Accounts (SCOA). Ability to analyse and interpret data. Knowledge of modern systems of governance and administration. Good computer skills in Excel Good analytical, problem solving and decision-making skills Ability to work under pressure and independently in a fast-paced environment Good accounting, analytical and communication skills (verbal and written). Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Planning and organising skills. Conceptual and formulation skills.
<b><u>DUTIES</u></b>	:	Responsible for checking and capturing transactions on Financial Systems Verify and capture payments on payment system/s. Prepare and/or compile payments in preparation for processing of transactions on financial systems Report on expenditure vs budget to supervisor and or other stakeholders. Ensure completeness and timeous approval of invoices on payment systems in line with policies and procedures. Creation use and maintenance of databases. Preparing/authorising corrective journals. Report regularly to supervisor regarding compliance and assist with the preparation of inputs for the monthly, quarterly, and annual financial reporting. Assist with updating a Financial Commitment Register. Manage enquiries and payment detail from contractors, professional service providers, implementing agents, and management. Providing inputs to Interim Financial Statements/Annual Financial Statements. Ensure compliance in terms of reporting due dates and monitor report schedule including reminding managers/ responsible persons to submit timeously. Manage auditor request and assist in collating responses for

		the auditor. Ensure effective implementation and monitoring of financial policies and guidelines. Co-ordination and preparation of submissions/presentations to management. General supervision of employees including managing performance, conduct and discipline. Assist with all general and financial administrative tasks.
<b><u>ENQUIRIES</u></b>	:	Ms C Adendorff Tel No: (021) 467 2506
<b><u>POST 17/421</u></b>	:	<b><u>STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: 236 (X5 POSTS)</u></b> Directorate: Management Accounting
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Requirements: A relevant National Diploma or Degree in Finance. Note: The successful candidate will at times be required to work irregular hours and also travel. Candidates must be prepared to do a practical test as part of the shortlisting/evaluation process. Knowledge: Knowledge of financial policies and regulations. Knowledge of financial processes. Ability to analyse and interpret financial data. Advanced computer literacy in Microsoft Office applications (Word, Excel and PowerPoint). Technical knowledge of financial systems. Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of financial data modelling. Strong analytical, problem-solving and decision-making skills. Ability to work independently and under pressure. Skills: Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of financial data modelling. Strong analytical, problem-solving and decision-making skills. Ability to work independently and under pressure.
<b><u>DUTIES</u></b>	:	Provide support with regards to the financial processes within the Department, for example the formulation and maintenance of budget model and communications to managers. Ensure effective implementation of financial policies and guidelines and assist in the formulation of thereof. Costing of projects/related activities including providing advice on the outcome of these costing. Analyse expenditure trends and deviations and provide report to management. Prepare monthly reports and identify deviations and report on the outcome of the analysis. Assist with the reallocation of funds and monitor movement of funds allocated within the budget after reprioritization. Ability to assist and support financial data modelling. Analyse and interpret financial data and prepare a submission on the findings to management. Perform a support function to institutional funding including communication and payments.
<b><u>ENQUIRIES</u></b>	:	Mr. PPP Adams Tel No: (021) 467 2225.
<b><u>POST 17/422</u></b>	:	<b><u>ADMIN OFFICER: INFRASTRUCTURE DELIVERY MANAGEMENT REF NO: 77</u></b> Directorate: infrastructure delivery management
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate B-degree/ diploma with minimum 3 years relevant experience or Grade 12 with 6 years appropriate experience. Knowledge: Knowledge of modern systems of governance and administration. Knowledge of the government policies and legislation. Knowledge of constitutional, legal and institutional arrangements governing the South African public sector Skills: Computer literacy skills. Analytical and system thinking skills. Conceptual and formulation skills. Excellent communication skills. Planning and organising skills.
<b><u>DUTIES</u></b>	:	Ensure compliance in terms of reporting due dates and monitor report schedule including reminding managers/ responsible persons to submit timeously. Manage auditor request and assist in collating responses for the auditor. Keep track of correspondence and submissions issued in relation to physical resources projects. Draft correspondence and submissions as directed by senior personnel. Perform general administrative duties such as compiling a Leave Register and processing of Leave Application forms. Assist with the procurement function in the directorate including the placement of orders, receiving goods and facilitating payments. Maintaining an Invoice Register, process payments on BAS (compile, capture, authorize) and or LOGIS and maintain proper audit trail. Support a proper filing system to documents,

		payments and related correspondence. Assist with updating a Financial Commitment Register. Assist with the administrative process related to schools building projects and contract agreements. Assist with all property-related matters such as clear sits, acquisition of facilities and municipal queries.
<b><u>ENQUIRIES</u></b>	:	Mr. GP Nieuwoudt Tel No: (021) 467 2052
<b><u>POST 17/423</u></b>	:	<b><u>ADMINISTRATION OFFICER REF NO: 238</u></b> Directorate: Physical Resource Planning & Property Management
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate B-degree / diploma with minimum 3-5 years relevant experience or Grade 12 with 6-10 years appropriate experience. Knowledge: Knowledge of modern systems of governance and administration. Knowledge of the government policies and legislation. Knowledge of constitutional, legal and institutional arrangements governing the South African public sector. Skills: Analytical and systems thinking skills. Written and oral communication skills. Planning and organizing skills. Computer literacy skills.
<b><u>DUTIES</u></b>	:	Ensure compliance in terms of reporting due dates and monitor report schedule. Manage auditor requests and assist in collating responses for the auditor. Negotiation of Lease Agreements and renewal of expired Lease Agreements for public schools on private property. Assist with the renewal of contracts and rental agreements. Draft submissions in respect of rent increases, renewals and terminations. Draft submissions for ministerial approval for School Governing Body building projects/ leasing out of school property (Circular 18 applications). Keep track of correspondence and submissions issued in relation to physical resources projects. Facilitate enquiries regarding leases, rental payments, and Circular 18 applications. Management of requests from schools on private property. Perform general administrative duties such as maintaining Lease & property management databases and dealing with telephonic and email enquiries relating thereto. Assist with and facilitate a payment function in the directorate. Assist with the monthly lease calculations and sourcing of documents to facilitate payment of leases and suppliers. Assist with the processing of payments on BAS and BasInterface. Assist with document control for DFA to authorise payments on BASIS. Ensure compliance to internal policies and Standard Operating procedures. Support a proper filing system to document payments and related correspondence. Assist with updating a lease commitment register. Assist with a support function to the Property Management team. Perform an administrative support function to senior personnel.
<b><u>ENQUIRIES</u></b>	:	Mr. G Coetzee Tel No: (021) 467 9261
<b><u>POST 17/424</u></b>	:	<b><u>ADMINISTRATION OFFICER: PAYMENTS - CONTRACT</u></b> <b><u>ADMINISTRATION REF NO: 240</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	A relevant recognized 3-year qualification (degree or diploma) with 2 years' experience in the Supply Chain Management field dealing with payment of suppliers, LOGIS Payments and BAS Payments. Training Certificates (BAS & LOGIS) will be required, plus a valid driver's license. Knowledge: Knowledge of SCM Practices, processes and procedures, Preferential Procurement and Financial legislation, Knowledge of LOGIS, BAS or similar transversal procurement systems or electronic quotation system or payment system. Skills: Computer literacy in MS Word, Excel and Access; Good verbal and written communication skills; organizational and planning skills; report writing, problem solving and numeracy skills.
<b><u>DUTIES</u></b>	:	Attend to the pre-authorisation of payments and/or final payments for goods delivered and services rendered within 30 days of receipt of the invoices (subject to compliance of all requirements). Attend to the receiving of goods delivered. Ensure that the reconciliation of statements and follow-up of outstanding invoices of service providers/suppliers are attended to accordingly. Assist with the enquiries on payments from officials and suppliers/service providers. Assist with the supervision and management of staff as required.
<b><u>ENQUIRIES</u></b>	:	Ms R De Bruyn Tel No: (021) 467 2821.

<b><u>POST 17/425</u></b>	:	<b><u>ADMINISTRATION OFFICER: BID CALLER REF NO: 241 (X2 POSTS)</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	A relevant recognised 3-year qualification (Degree or National Diploma) plus at least 2-years practical experience in a purchasing/selling environment (dealing with purchasing and selling of goods/services through quotations or tenders); plus, Valid Driving Licence. Knowledge: Knowledge of SCM Practices, processes and procedures, Preferential Procurement and financial legislation, Knowledge of Logis or similar transversal procurement systems and an electronic quotation system. Skills: Computer literacy in MS Word, Excel and Access; Good verbal and written communication skills; organisational and planning skills; report writing, problem solving and numeracy skills.
<b><u>DUTIES</u></b>	:	Assist with the receipt and opening of bids; Issue letters of acceptance and Contract Forms to successful bidders and inform unsuccessful bidders and non-compliant bidders of the reasons for being unsuccessful or non-compliant; compile Service Level Agreements in consultation with Legal Advisory services and facilitate the signing of same by service providers; Consult various databases in the execution of assigned tasks; Evaluate bids/quotations received and determine capability and ability of recommended bidders; Verify bidder's declaration of interest; Apply the Preferential Procurement Policy; Compile memoranda to the Evaluation Committee, Quotation Committee, Bid Committee and delegated officials regarding the award, rejection or cancellation of offers received; Present recommendations at the Evaluation, Quotation and Bid Committee meetings; Advertise awards in line with prescripts; Undertake compulsory reporting.
<b><u>ENQUIRIES</u></b>	:	Ms R De Bruyn Tel No: (021) 467 2821
<b><u>POST 17/426</u></b>	:	<b><u>ADMIN OFFICER: ASSET MANAGEMENT REF NO: 242 (X2 POSTS)</u></b> directorate: asset management
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	A relevant recognized 3-year qualification (Degree or National Diploma) plus minimum 2 years appropriate experience in Procurement and/or Supply Chain Management with knowledge of Asset Management. A valid driver's license. Recommendation: Proficient in figures with mathematics or accountancy passed as a subject at senior certificate or tertiary level. Computer literacy in MS Word and Excel. Good verbal and written communication skills in at least two of the official languages of the Western Cape Province. Knowledge: Knowledge, interpretation and application of legislation which include: PFMA (Public Finance Management Act), Accounting Officers System and Treasury Regulations. Ability to work within a team as well as independently. Ability to prioritise and organise work whilst functioning under pressure to handle high volumes and meet strict deadlines. Thorough knowledge of Asset Management. Skills: Proficient in figures, with mathematics or accountancy passed as a subject at senior certificate or tertiary level. Computer literacy in MS Word and Excel. Good verbal and written communication skills in at least two of the official languages of the Western Cape Province.
<b><u>DUTIES</u></b>	:	Do reconciliations between all systems, i.e. BAS and LOGIS, maintain the WCED asset register and individual inventories by recording updates in respect of additions, movements, replacements, transfers, marking and bar-coding of assets, record the maintenance, operational condition and performance standards of assets, submit memoranda to the delegated person regarding the write-off of losses/damages and disposal of assets, dispose of written off assets, manage and record losses and report losses to the Lost Control Officer, manage and undertake stock takes and inspections at Head Office and District Offices, verify the existence of assets at the recorded locations, reconcile the physical stock take results with Logis/Hardcat, report on stock take results, assess the optimal utilisation of state assets and redeployment where necessary.
<b><u>ENQUIRIES</u></b>	:	Mr. A Betz Tel No: (021) 467 2804

<b><u>POST 17/427</u></b>	:	<b><u>ADMINISTRATION OFFICER: CONTRACT ADMINISTRATION REF NO: 244 (X2 POSTS)</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	A relevant recognised 3-year qualification (Degree or National Diploma) plus at least 2-years practical experience in contract management including purchasing/selling environment (dealing with purchasing and selling of goods/services through quotations or tenders); plus Valid Driving Licence. Knowledge: Knowledge of SCM Practices, processes and procedures. PFMA, Treasury Regulations, Preferential Procurement and other applicable financial legislation; Knowledge of BAS, LOGIS or similar transversal procurement systems and electronic quotation systems. Skills: Computer literacy in MS Word, Excel, PowerPoint, Outlook, Teams and Access; Good verbal and written communication skills; organisational and planning skills; report writing, problem solving and numeracy skills.
<b><u>DUTIES</u></b>	:	Compile Service Level Agreements in consultation with Legal Service; Facilitate the signing of Service Level Agreements by service providers; Monitor and report on the quarterly performance of contractors; Administer breach of contract and default procedures in terms of the General and Special Conditions of Contract; Assist with queries from Contractors and Internal Stakeholders; Consider, compile and present memoranda to the Bid Committee and delegated official regarding the requests for price adjustments, cession of contracts, transfer, extension, expansion, amendment and termination of contracts; Liaise with Legal Services regarding the breach/termination of contracts and/or restriction of service providers/suppliers; Maintain the departmental Contract Register, Register of Complaints and Poor Performance and Register of Legal Advice sought; Monitor the contract expiry dates and liaise timeously with the end user in terms of the renewal of contracts; Consult various databases in the execution of assigned tasks; Consult with National Treasury regarding restriction/blacklisting of service providers/suppliers.
<b><u>ENQUIRIES</u></b>	:	Ms R De Bruyn Tel No: (021) 467 2821.
<b><u>POST 17/428</u></b>	:	<b><u>ADMINISTRATION OFFICER: EPS BUYER REF NO: 245 (X2 POSTS)</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	A relevant recognised 3-year qualification (Degree or National Diploma) plus at least a total of 2-years administrative experience including that in a purchasing/selling environment (dealing with purchasing and selling of goods/services through quotations or tenders); plus, Valid Driving Licence. Knowledge: Knowledge of SCM Practices, processes and procedures, Preferential Procurement and financial legislation, Knowledge of LOGIS or similar transversal procurement systems or an electronic quotation system. Skills: Computer literacy in MS Word, Excel, Access and Outlook (or similar e-mail tool); Good verbal and written communication skills; organisational and planning skills; report writing, problem solving and numeracy skills.
<b><u>DUTIES</u></b>	:	Clarify specifications with end users regarding their needs; Compile relevant bidding documents containing detailed specifications in line with the relevant bid requirements and a tentative time-line; Consult same with the end user for sign-off; Present specifications to the Specifications Committee for verification, where relevant; compile and submit memoranda to the relevant Quotation Committee(s) and Bid Committee and delegated official motivating the award of a quotation in line with the delegations; Create a sourcing event on the Electronic Procurement Solution (EPS); Request for Quotations (RFQs) for travel and accommodation related services; Advertise the event after determining possible suppliers for the commodity, using the Western Cape Supplier Evidence Bank (WCESB); Verify bidder's declaration of interest and B-BBEE status; Evaluate RFQs; Consult various databases in the execution of assigned tasks; determine the capability and ability of a recommended bidder; Clarify budget availability commensurate with cost of goods/services Issue letters of acceptance and contract documents to successful bidders; Deal with end user and supplier enquiries; assist suppliers to register on the supplier databases; Undertake on-line adjudication of approved events; Consult various

		databases in the execution of assigned tasks; Compile entire procurement pack compliant with all requirements; Assist with the receipt and opening of bids; Maintain various registers within the environment.
<b><u>ENQUIRIES</u></b>	:	Ms R De Bruyn Tel No: (021) 467 2821
<b><u>POST 17/429</u></b>	:	<b><u>ADMINISTRATION OFFICER: BID EVALUATION REF NO: 246</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	A relevant recognised 3-year qualification (Degree or National Diploma) plus at least 2-years practical experience in a purchasing/selling environment (dealing with purchasing and selling of goods/services through quotations or tenders); plus, Valid Driving Licence. Knowledge: Knowledge of SCM Practices, processes and procedures, Preferential Procurement and financial legislation, Knowledge of Logis or similar transversal procurement systems and an electronic quotation system. Skills: Computer literacy in MS Word, Excel and Access; Good verbal and written communication skills; organisational and planning skills; report writing, problem solving and numeracy skills.
<b><u>DUTIES</u></b>	:	Assist with the receipt and opening of bids; Issue letters of acceptance and Contract Forms to successful bidders and inform unsuccessful bidders and non-compliant bidders of the reasons for being unsuccessful or noncompliant; compile Service Level Agreements in consultation with Legal Advisory services and facilitate the signing of same by service providers; Consult various databases in the execution of assigned tasks; Evaluate bids/quotations received and determine capability and ability of recommended bidders; Verify bidder's declaration of interest; Apply the Preferential Procurement Policy; Compile memoranda to the Evaluation Committee, Quotation Committee, Bid Committee and delegated officials regarding the award, rejection or cancellation of offers received; Present recommendations at the Evaluation, Quotation and Bid Committee meetings; Advertise awards in line with prescripts; Undertake compulsory reporting.
<b><u>ENQUIRIES</u></b>	:	Ms R De Bruyn Tel No: (021) 467 2821
<b><u>POST 17/430</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: LEARNING AND TEACHING SUPPORT MATERIAL(LTSM) REF NO: 249</u></b> Directorate: Institutional Resource Support (In Lib Serv)
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	A relevant recognised 3-year qualification (Degree or National Diploma) plus at least a total of 3-years administrative and 2-years supervisory experience in a supply chain management environment including that in a purchasing/selling environment; and Valid Driving Licence. Knowledge: Knowledge of SCM Practices, processes and procedures, Preferential Procurement and financial legislation, Knowledge of Logis or similar transversal procurement systems and an electronic quotation system. Skills: Computer literacy in MS Word, Excel, Access and Outlook (or similar e-mail tool); Good verbal and written communication skills; organisational and planning skills; report writing, problem solving and numeracy skills.
<b><u>DUTIES</u></b>	:	Receive requisitions for the procurement of learner teacher support material; Clarify specifications with schools regarding their needs; Provide guidance to officials in capturing requisitions on LOGIS; Approve requisitions on LOGIS; Processing of procurement advice; Processing and approval of orders; Assist with the administration and pre-authorisation of payments; Capture and advise on LOGIS processes/functions in supply chain management; Maintain allocations and expenditure for LTSM; Compile entire procurement pack compliant with all requirements; Maintain various registers within the environment; Supervision of officials.
<b><u>ENQUIRIES</u></b>	:	Ms A Henriques Tel No: (021) 467 2767
<b><u>POST 17/431</u></b>	:	<b><u>SOCIAL WORKER REF NO: 127</u></b> District Office: Education District Office Cape Winelands
<b><u>SALARY</u></b>	:	R325 200 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Worcester

<b><u>REQUIREMENTS</u></b>	:	A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker, and proof of payment of registration for 2024-2025; <b>Grade 1:</b> No experience; <b>Grade 2:</b> A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; <b>Grade 3:</b> A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; <b>Grade 4:</b> A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Job Summary: To render a school social work service to Public Ordinary and Public Special Schools within the Education District. Knowledge: Inclusive Education Policies, guidelines and practices. Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Worker). Social Work legislation related to children. Social work theory and interventions. Information and Knowledge Management. Protocol and professional ethics. Skills: Organising and planning. Project Planning. Psychosocial intervention. Communication and language (2 Official languages). Interpersonal. Report writing. Computer literacy. Presentation and facilitation. Problem Solving and analysis. Client orientation and customer focus.
<b><u>DUTIES</u></b>	:	Implement social work capacity building programmes for the early identification of and interventions relating to social, emotional and behavioural barriers to learning: Train teachers, parents, and support staff in the early identification of social, emotional and behavioural barriers. Train teachers, parents, and support staff to manage identified learners who experience social, emotional and behavioural barriers (e.g. Individual Support Plan (ISP)/Group Support Plan (GSP). Develop and implement preventative programmes for learners, parents and School Governing Body (SGBs) that address and/or prevent social, emotional and behavioural barriers to learning. Implementation of Inclusive Education Policies including the Screening Identification and Assessment Support (SIAS) Policy. o Provide direct social work services when necessary. Participate in inter- and intra-sectoral networks and collaborations: Promote inclusive schools as centres of Care and Support for Teaching and Learning (CSTL) and use this framework to co-ordinate the support from other sectors. Collaborate on social work matters with the multi-disciplinary teams. Provide specialised social work support to strengthen District- and School-based support teams (DBSTs/SBSTs): Train, sustain and promote SBSTs in collaboration with the DBST in all Schools in understanding social context, legislation related to children and create an effective school-community partnership. Collaborate as multi-disciplinary teams with ISLES DBST to support learners who experience barriers to learning. Provide social work input for the district with regard to policy development and reviews. Conduct discipline specific research.
<b><u>ENQUIRIES</u></b>	:	Mr. N Petersen Tel No: (023) 348 4600
<b><u>POST 17/432</u></b>	:	<b><u>SCHOOL LIBRARY SERVICE OFFICER: LIBRARY SERVICES REF NO: 213</u></b> District Office: Education District Office Overberg
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Caledon
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate and a relevant National Diploma or degree in Library and information Science or related. 1 year' relevant librarian experience. Valid driver's license. Knowledge: Library and Information Science Matters. Knowledge of National and Provincial Library Policies and Legislation. Knowledge of procedures and processes. Knowledge of National and Provincial Education Policies and Legislation. Knowledge of National Curriculum Statements. Skills: Organizing, problem solving, conflict management customer care and good interpersonal relations. Computer literacy (MS Word, Excel, SLIMS). Financial administration skills. Ability to work under pressure. Communication skills in 2 official languages. Analytical thinking.
<b><u>DUTIES</u></b>	:	Implementation of National and Provincial Libraries Policies: Assist Head Office with the development of Provincial/National Policies, Develop the District implementation plan for the role out of the School Library Policy, Information

sessions with different role players (Principals, teachers, district officials), Training of School Library Coordinators, Monitor the implementation of the School Library Policy at school level, Report on the implementation of the School Library Policy. Training and development of School library coordinator (Teacher, student, parent): Conduct a training need analysis, Identify School Library Coordinators for training and development purposes in the library within the district or at the CTLI, Plan and prepare training material, visual aids and other support material necessary to implement training, Present and facilitate targeted library courses, Liaise and develop partnership with other library based organizations/NGOs/ Museums / Public Libraries, Follow up session with school library coordinator with the implementation of the training, Support, monitor, evaluate and report on the implementation of the training intervention, Prepare summary report based program evaluations (External Service Providers), Support the nominations of teachers for the professional development as well as the provincial and national teachers awards. Implementation of DBE/WCED requirements for Special projects (library): Assist EDULIS with the compilation of the project plan, Manage the implementation of the project plan at the district level, Evaluate the roll-out of the special project, Report on the implementation of the DBE requirements for the special projects. Provide guidance and support to Public and Special Ordinary School with the development and maintenance of the appropriate School Library Model and Service (Classroom- / Cluster - /Mobile- /Centralised- Community School library): Conduct site visits to provide guidance and supports during the development phases of the chosen School Library Model, Advise the type of model to be used according to national/provincial guidelines, Assist the Principal and SGB with the development and design of the School Library Model, Assist Directorate Physical Resource Planning and Property Management with recommendations regarding infrastructure (library) changes or refurbishments, Assist the Principal and SGB with the compilations of a school library committee (Centralised Library), Assist the committee with the compilation of the School Library Policy which should be aligned with the School improvement plan (mission and vision), Advise on management, administration, staffing and training, collection development, programmes and activities, marketing and advocacy , monitoring and evaluations, Collate and report monthly / quarterly / annually on library services. Promote and support reading and literacy programmes: Assist the curriculum/learner support component with projects and initiatives, Facilitate the process of provisioning of library materials (e.g., block loans from Edulis/ Public Libraries), Implement, promote and support international and national library and literacy celebrations (WCED minute/circulars), Manage the disseminations of donations of library materials/ resources from private organisations.

**ENQUIRIES** : Ms I Senosi Tel No: (028) 214 7300 (Overberg EDO).

**POST 17/433** : **CHIEF ACCOUNTING CLERK REF NO: 207**  
Directorate: Education District Office Metro South

**SALARY** : R325 101 per annum  
**CENTRE** : Mitchells Plain  
**REQUIREMENTS** : Matric / Grade 12 Certificate, 6 years relevant financial experience required. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture date, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual) Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc.) Skills: Computer operating skills (accounting system), Planning and organisation, Language, Good verbal and written communication skills, Basic Numeracy skills, Ability to perform routine tasks and Interpersonal skills.

**DUTIES** : Supervise and render financial accounting transactions. Receive and allocate payment advices. Verify payment advices and supporting documents for correctness, verification and approval. Draw Monthly Document Control Report and ensure the completeness of the payment batched. Ensure timeous submission of payment batches to Head Office. Supervise the filing of all documents. Supervise collection of petty cash. Supervise and payslip administration support services. Receive and distribute payslips and IRP5's. Obtain signatures. Supervise the filing of all documents. Supervise and render financial accounting transactions. Verify all financial transactions captured. Record debtors and creditors. Verify and process the processing of

		electronic banking transactions. Render a budget support service. Verify information collected from fund managers and feedback to them. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets. Responsible for the distribution of documents with regard to the budget. Supervise the filing of all documents. Supervise the receipt and capturing of cash payments. Supervision of staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<b><u>ENQUIRIES</u></b>	:	Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO).
<b><u>POST 17/434</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK: ACCOUNTS RECEIVABLE (DEBTORS)</u></b> <b><u>REF NO: 229</u></b> Directorate: Financial Accounting
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with Accounting or Mathematics. At least 4-6 years relevant work experience in working/dealing with debts. Supervisory experience. Recommendation: The following will serve as strong recommendations: National Diploma in Financial Accounting, Knowledge and experience in Finance Directorate (debt follow up and collection of outstanding debt). Knowledge: Competencies: Knowledge of: Systems (PERSAL and BAS); PFMA; Treasury Regulations and other relevant legislation; reporting procedures; Skills: Computer literate with (MS Word & MS Excel) Excellent report writing skills; Problem solving; Financial management, good interpersonal- and communication skills in at least two of the official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Follow up and collection of outstanding state debts. Preparing of referral cases to the Debt Collector/State Attorney. Write-off of irrecoverable debts. Check/Authorise BAS transactions. Check/Approve PERSAL transactions. Clearing of Debt suspense account. Manage debtor's database. Supervise and control subordinates and section. Answering audit queries and debt queries. Compiling monthly Accounts receivable reports for In Year Monitoring. Compile inputs to the Interim & Annual Financial Statements
<b><u>ENQUIRIES</u></b>	:	Ms C Adendorff Tel No: (021) 467 2506.
<b><u>POST 17/435</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK REF NO: 231</u></b> Directorate: Financial Management
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with Accounting or Mathematics. At least 4-6 years relevant work experience in working/dealing with debts. Supervisory experience. Recommendation: The following will serve as strong recommendations: National Diploma in Financial Accounting, Knowledge and experience in Finance Directorate (debt follow up and collection of outstanding debt). Knowledge: Competencies: Knowledge of: Systems (PERSAL and BAS); PFMA; Treasury Regulations and other relevant legislation; reporting procedures; Skills: Computer literate with (MS Word & MS Excel) Excellent report writing skills; Problem solving; Financial management, good interpersonal- and communication skills in at least two of the official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Follow up and collection of outstanding state debts. Preparing of referral cases to the Debt Collector/State Attorney. Write-off of irrecoverable debts. Check/Authorise BAS transactions. Check/Approve PERSAL transactions. Clearing of Debt suspense account. Manage debtor's database. Supervise and control subordinates and section. Answering audit queries and debt queries. Compiling monthly Accounts receivable reports for In Year Monitoring. Compile inputs to the Interim & Annual Financial Statements.
<b><u>ENQUIRIES</u></b>	:	Ms C Adendorff Tel No: (021) 467 2506
<b><u>POST 17/436</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK: COLLECTIVE BARGAINING: TRAINING AND ADMINISTRATION REF NO: 100</u></b> Directorate: Employee Relations
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Cape Town

<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus 6-10 years clerical/administrative experience drivers Code 8 license. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Knowledge of employee relations related process and 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. Basic understanding of modern labour relations management / development and its processes, methods and techniques. Skills: Computer literate. Good written and oral communication skills. Numeracy, Literacy, Function as a team member. Sound organising and planning skills. Be able to solve problems and resolve conflict situations. Decision-making. Creative. Must have good interpersonal and leadership skills. Analytical skills. Teamwork and flexibility skills.
<b><u>DUTIES</u></b>	:	Controlling, ordering and issuing of Stationery, routine/not too complex correspondence, administering the filing system, maintenance and update statistics and records, keeping up to date registers, administration of the budget, Ensure the distribution of circulars, circular minutes and recording thereof within the Directorate, Supervision of sub-ordinates, guidance and support to the functionaries in terms of general administrative matters, control and payment of accounts procurement off goods and services for the directorate, planning layout and typing of documents in accordance with the policy and guidelines of the WCED.
<b><u>ENQUIRIES</u></b>	:	Ms D Syster Tel No: (021) 467 2399
<b><u>POST 17/437</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK: FACILITY: LOGISTICAL SUPPORT SERVICES REF NO: 129</u></b> District Office: Education District Office Cape Winelands
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum Worcester Senior/Matric certificate plus 6 years relevant clerical experience. A valid driver licence. Knowledge: Public Service Act, 1994 and Regulations; Departmental Acts, policies, circulars, processes and procedures; OHS Act, 1993 and regulations; Norms and standards for office accommodation; Record Management Act and procedures; Health and Safety Act. Skills: Communication skills; Organising skills; Presentation skills; Ability to motivate personnel; Problem-solving skills; Computer literacy; Ability to delegate effectively; Health and Safety Skills; Report writing; Interpersonal skills. Interpretation. Language (2 official languages of the western cape government).
<b><u>DUTIES</u></b>	:	Responsible for supervision of receptionist service at district level. Responsible for supervision of telecommunication service at district level. Responsible for infrastructure, accommodation and grounds. Responsible for Occupational Health and Safety at District Level. (District Office and Service Points). Supervision of employees/staff.
<b><u>ENQUIRIES</u></b>	:	Mr N Petersen Tel No: (023) 348 4600
<b><u>POST 17/438</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK: FACILITIES REF NO: 161</u></b> District Office: Education District Office Eden & Central Karoo
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum George Senior/Matric certificate plus 6 years relevant clerical experience years in logistical support. A valid driver licence. Knowledge: Public Service Act, 1994 and Regulations; Departmental Acts, policies, circulars, processes and procedures; OHS Act, 1993 and regulations; Norms and standards for office accommodation; SCM policies and procedures; Disaster Management Act, 2002; Record Management Act and procedures; Health and Safety Act. Skills: Communication skills; Organising skills; Presentation skills; Ability to motivate personnel; Problem-solving skills; Computer literacy; Ability to delegate effectively; Health and Safety Skills; Report writing; Interpersonal skills.
<b><u>DUTIES</u></b>	:	Responsible for supervision of receptionist service at district level. Responsible for supervision of telecommunication service at district level. Responsible for infrastructure, accommodation and grounds. Responsible for Occupational

		Health and Safety at District Level. (District Office and Service Points). Supervision of employees/staff. Monitor evaluate and quality control of various logistical support services within the district. Compile and submit weekly / monthly reports.
<b><u>ENQUIRIES</u></b>	:	Mr J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)
<b><u>POST 17/439</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK: FACILITY: LOGISTICAL SUPPORT SERVICES REF NO: 186</u></b> District Office: Education District Office Metro North
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Parow
<b><u>REQUIREMENTS</u></b>	:	Senior/Matric certificate plus 6 years relevant clerical experience. A valid driver licence. To provide office support and facility management service at district level. Knowledge: Public Service Act, 1994 and Regulations; Departmental Acts, policies, circulars, processes and procedures; OHS Act, 1993 and regulations; Norms and standards for office accommodation; Record Management Act and procedures; Health and Safety Act. Skills: Communication skills; Organising skills; Presentation skills; Ability to motivate personnel; Problem-solving skills; Computer literacy; Ability to delegate effectively; Health and Safety Skills; Report writing; Interpersonal skills. Interpretation. Language (2 official languages of the western cape government).
<b><u>DUTIES</u></b>	:	Responsible for supervision of receptionist service at district level. Responsible for supervision of telecommunication service at district level. Responsible for infrastructure, accommodation and grounds. Responsible for Occupational Health and Safety at District Level. (District Office and Service Points). Supervision of employees/staff.
<b><u>ENQUIRIES</u></b>	:	Ms W Horn Tel No: (021) 938 3133
<b><u>POST 17/440</u></b>	:	<b><u>CHIEF REGISTRY CLERK: KNOWLEDGE AND INFORMATION MANAGEMENT REF NO:104</u></b> Directorate: Knowledge And Information Management
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Senior/Matric certificate with 3 years registry experience. Knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Knowledge of the National Archives and Record Management Act. Knowledge of departmental policies and procedures. Skills: Communication skills; Interpersonal relations; Computer skills; Planning and organisation skills; Language (2 Official Languages); Good verbal and written communication skills; Report writing skills; Interpersonal skills.
<b><u>DUTIES</u></b>	:	Supervise and provide registry counter and driver / messenger service. Supervise the handling of incoming and outgoing correspondence. Supervise and render and effective filing and record management service. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing and process documents for archiving and / disposal. Supervise the receive and sending of faxes. Supervision of employees/staff.
<b><u>ENQUIRIES</u></b>	:	Mr. S Hansraj Tel No: (021) 467 2086
<b><u>POST 17/441</u></b>	:	<b><u>CHIEF REGISTRY CLERK: SERVICE BENEFITS REF NO: 113</u></b> Directorate: Service Benefits
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Grade 12 senior certificate or equivalent qualification. A valid driver's license. Certificate in Records management. A recognized qualification in Records Management or Public administration or related field is an advantage. Good communication skills both written and verbal in at least two of the three official languages of the Western Cape. Minimum 3-5 years' experience in registry or records management environment. Proficiency in MS Office and understanding and experience in document management systems would be an advantage. Strong communication, leadership, planning, interpersonal and

		organizational skills. Knowledge: Departmental policies and procedures. Public Service Legislation and procedures. Relevant records Management and Archives Act/s and related instructions. Knowledge of Labour Relations. Knowledge of electronic document management systems Skills: Communication skills. Interpersonal relations/teamwork skills. Ability to interpret and apply policies and guidelines. Managerial/Supervisory skills. Computer literacy skills. Problem solving skills.
<b><u>DUTIES</u></b>	:	Oversee HR registry operations, ensuring accurate record keeping, safe storage and efficient retrieval of information. Supervise and coordinate activities of the HR registry team. Manage the receipt, classification, indexing, filing, tracking and dispatch/movement of HR-related documents. Maintain both manual and electronic records in accordance with the WCED records management policies. Implement procedures for the safe storage and timely disposal of records as per the National Archives and Records Service Act and Western Cape Archive and Records Service Act. Ensure confidentiality and integrity of sensitive of HR. records. Provide training, guidance and performance support to registry staff. Perform all supervisory functions with regard to the registry clerks. Liaise effectively and efficiently with all relevant stakeholders. Prepare reports and support audits and compliance checks.
<b><u>ENQUIRIES</u></b>	:	Ms D Pillay Tel No: (021) 467 2477
<b><u>POST 17/442</u></b>	:	<b><u>CHIEF REGISTRY CLERK: LOGISTICAL SERVICES REF NO: 134</u></b> District Office: Education District Office Cape Winelands
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Worcester
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate with 3 years registry experience. Knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Knowledge of the National Archives and Record Management Act. Knowledge of departmental policies and procedures. Skills: Communication skills; Interpersonal relations; Computer skills; Planning and organisation skills; Language (2 Official Languages); Good verbal and written communication skills; Report writing skills; Interpersonal skills.
<b><u>DUTIES</u></b>	:	Supervise and provide registry counter and driver / messenger service. Supervise the handling of incoming and outgoing correspondence. Supervise and render and effective filing and record management service. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing and process documents for archiving and / disposal. Supervise the receive and sending of faxes. Supervision of employees/staff.
<b><u>ENQUIRIES</u></b>	:	Mr. N Petersen Tel No: (023) 348 4600
<b><u>POST 17/443</u></b>	:	<b><u>CHIEF REGISTRY CLERK REF NO: 197</u></b> District Office: Education District Office Metro North
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Parow
<b><u>REQUIREMENTS</u></b>	:	Senior/Matric certificate with 3 years registry experience. Knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Knowledge of the National Archives and Record Management Act. Knowledge of departmental policies and procedures. Skills: Communication skills; Interpersonal relations; Computer skills; Planning and organisation skills; Language (2 Official Languages); Good verbal and written communication skills; Report writing skills; Interpersonal skills.
<b><u>DUTIES</u></b>	:	Supervise and provide registry counter and driver / messenger service. Supervise the handling of incoming and outgoing correspondence. Supervise and render and effective filing and record management service. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing and process documents for archiving and / disposal. Supervise the receive and sending of faxes. Supervision of employees/staff
<b><u>ENQUIRIES</u></b>	:	Ms W Horn Tel No: (021) 938 3133

<b><u>POST 17/444</u></b>	:	<b><u>TRANSPORT CONTROL OFFICER REF NO: 204</u></b> District Office: Education District Office Metro South
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Mitchells Plain
<b><u>REQUIREMENTS</u></b>	:	Senior/Matric certificate plus 6 years clerical experience. A valid drivers' licence. Knowledge: Public Service Act and Regulations. PFMA and Treasury Regulations. Department of Transport Policies (GG Transport). WCED Acts, policies, circulars, processes and procedures Skills: Financial. Interpretation of prescripts. Organising and planning. Report writing. Motivation. Interpersonal. Communication (2 official languages).
<b><u>DUTIES</u></b>	:	Monitor, maintenance and control the GG fleet at the district. Apply and register new GG users with GMT and provide all relevant documentation. Monitor the update of motor drivers' licenses register (file) of all personnel. Monitoring all trip authorities and garaging. Monitor that the drivers of vehicles have knowledge of prescribes contain in the transport circular for usage by providing a copy of the circular in the logbook. Monitor that all trips are recorded in the logbook. Ensure that control over toll card systems by verifying with trip authority and register as well as verification for payment to GMT. Monitor that all logbooks are signed off at the end of every month, verified and submitted to Head Office and GMT. Expenditure as indicated in the logbook is verified with the invoice of GMT before payment is done. Compile and submit monthly utilisation report to Head office. Management of fleet on a daily basis. Monitoring of registers (daily incoming, outgoing and security) for control purposes. Allocate pool vehicles to users for optimal use. Monitor the daily inspection of vehicles after trips and execute necessary actions. Reconcile GG invoice with utilisation report and verify the expenditure for payment by Head Office. Liaise with GMT for replacement vehicles. Check claims for damage submitted by GMT, verify and submit to Head Office for payment. Ensure that vehicles are roadworthy, serviceable, licenced and parked securely. Organise service of vehicles, replacements of tires, batteries and cleaning of vehicles. Coordinate and facilitate the administration of fines. Analyse the database and follow-up on disciplinary actions. Ensure that in the case of accidents, the driver reports it to the SAPD and the accident report is handed in by the official. The transport officer coordinates and finalise the accident report. The transport officer is responsible for the organising of breakdown services. Obtain quotations for minor vehicle damage due to accidents and obtain the relevant reports from users for GMT. Coordinate and manage the submission of log sheets / accident reports / fines and holiday garaging for Public Special School vehicles. Order taxi transport as per request from GMT. Responsible for the collection, verification and filing of taxi trip authorizes. Verify of invoice of GMT before sending for payment. Administer, verify and monitor the use of rentals. Receive application for use of private rental cars. • Responsible to collect and inspect rental cars. Ensure that vehicle is entered into the rental register, open logbook and follow procedure of GG-vehicles up to payment. Supervision of employees/staff General supervision of employees. Allocate duties and do quality control of the work delivered by employees. Advice and lead employees with regard to all aspects of work. Assess staff performance. Development of employees to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Manage and promote the maintenance of discipline. Participation in the recruitment and selection of staff, where required.
<b><u>ENQUIRIES</u></b>	:	Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO).
<b><u>POST 17/445</u></b>	:	<b><u>PERSONAL ASSISTANT: INCLUSIVE EDUCATION &amp; SPECIAL PROGRAMMES REF NO: 67</u></b> Chief Directorate: Inclusive Education & Special Programmes
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Matric Qualification; an accredited Secretarial/Office Administration Diploma/ Certificate and minimum of 3 years relevant experience in rendering administrative support services to management. Knowledge: Good communicator, creative, innovative skills and well-organised. Knowledge on the relevant legislation/ policies/ prescripts and procedure; Basic financial administration, proactive and organized with proven business report writing

and excellent communication skills. Good office and financial administration. Computer literate and fully aware of good social media etiquette. Knowledge of financial systems (BAS and PERSAL), IMS and J-track will be an advantage. Skills: Sound planning and organising skills; minute taking; Communicate effectively (written and verbally); Advanced typing, Ability to deal enquiries/complaints pertaining with a wide variety of functions/ activities within the Department.

**DUTIES** : Provides a secretarial/receptionist support service to the HoD, which include organising and maintaining diaries and making appointments. Rendering administrative support services in the office of the HoD; producing documents, briefing papers, reports and presentations. Provide support to HoD and Office Manager regarding meetings. Analyse information and compile complex documents/submissions of strategic nature for the MEC, HoD and members of Top Management, Draft submissions, letters, internal memorandums etc. Remain abreast with the policies, procedures and processes that apply in the office. Support the Office Manager with budget management; ensure financial objectives are met; schedule expenditures; analysing variances; initiating corrective actions and report back to Office Manager. Assist Office Manager in mentoring staff/interns in office. Ability to project manage events and plan ahead; contribute to team effort and success of projects with Office Manager. Maintain office efficiency by planning and implementing office systems, layouts, and equipment procurement required by the HoD. Devising and maintaining effective and efficient office systems, including data management and filing. Arranging travel, visas and accommodation. Taking minutes of meetings or provide general assistance during presentations. Screening phone calls, enquiries and handling all requests. Meeting and greeting visitors at all levels of seniority. Dealing with incoming email, faxes and post, often corresponding on behalf of the manager. Organising meetings and ensuring the manager is well prepared for meetings. Liaising with clients, suppliers and other staff. Carrying out background research and presenting findings.

**ENQUIRIES** : Mr. AJE Meyer Tel No: (021) 467 2105

**POST 17/446** : **PERSONAL ASSISTANT: BUSINESS INTELLIGENCE MANAGEMENT REF NO: 68**  
Chief: Business Intelligence Management

**SALARY** : R325 101 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : Matric Qualification; an accredited Secretarial/Office Administration Diploma/ Certificate and a minimum of 3 years relevant experience in rendering administrative support services to management. Knowledge: Knowledge of the relevant legislation/ policies/ prescripts and procedure; Basic financial administration. Computer literacy in MS Word, MS PowerPoint and MS Excel, Knowledge of financial systems e.g., BAS and PERSAL, IMS and J-track, will be an advantage. Skills: Sound planning and organising skills; Communicate effectively (written and verbally); Advanced typing.

**DUTIES** : Plan activities for example: diary management, travel itineraries, document flow in the office, do basic research. Provide a secretarial/receptionist support service to the Directorate, which includes procurement, maintain a record system, manage assets and record minutes of meetings. Render administrative support services in Directorate. Provide support to manager regarding meetings including logistical arrangements, keeping track of due dates. Analyse information and compile complex documents/ submissions /reports of strategic nature for the HoD and members of Top and Senior Management. Draft submissions, letters, internal memorandums etc. Remain abreast with the procedures and processes that apply in the office of the manager. Establish and maintain procedures and processes to support the smooth functioning of the Directorate. Render Support to the Director with budget management including claims, procurement claims, etc. 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 manager.

**ENQUIRIES** : Mr. IE de Vega Tel No: (021) 467-9323

**POST 17/447** : **PERSONAL ASSISTANT REF NO: 78**  
Directorate: Infrastructure Delivery Management

**SALARY** : R325 101 per annum

<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Matric Qualification; an accredited Secretarial/Office Administration Diploma/ Certificate and a minimum of 3 years relevant experience in rendering administrative support services to management. Knowledge: Knowledge of the relevant legislation/ policies/ prescripts and procedure; Basic financial administration. Computer literacy in MS Word, MS PowerPoint and MS Excel, Knowledge of financial systems e.g., BAS and PERSAL, IMS and J-track, will be an advantage. Skills: Sound planning and organising skills; Communicate effectively (written and verbally); Advanced typing.
<b><u>DUTIES</u></b>	:	Plan activities for example: diary management, travel itineraries, document flow in the office, do basic research. Provide a secretarial/receptionist support service to the Directorate, which includes procurement, maintain a record system, manage assets and record minutes of meetings. Render administrative support services in Directorate. Provide support to manager regarding meetings including logistical arrangements, keeping track of due dates. Analyse information and compile complex documents/ submissions /reports of strategic nature for the HoD and members of Top and Senior Management. Draft submissions, letters, internal memorandums etc. Remain abreast with the procedures and processes that apply in the office of the manager. Establish and maintain procedures and processes to support the smooth functioning of the Directorate. Render Support to the Director with budget management including claims, procurement claims, etc. 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 manager.
<b><u>ENQUIRIES</u></b>	:	Mr GP Nieuwoudt Tel No: (021) 467 2052
<b><u>POST 17/448</u></b>	:	<b><u>PERSONAL ASSISTANT: CURRICULUM FET REF NO: 90</u></b> Directorate: Curriculum FET
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Matric Qualification; an accredited Secretarial/Office Administration Diploma/ Certificate and minimum of 3 years relevant experience in rendering administrative support services to management. Knowledge: Good communicator, creative, innovative skills and well-organised. Knowledge on the relevant legislation/ policies/ prescripts and procedure; Basic financial administration, proactive and organized with proven business report writing and excellent communication skills. Good office and financial administration. Computer literate and fully aware of good social media etiquette. Knowledge of financial systems (BAS and PERSAL), IMS and Jtrack will be an advantage. Skills: Sound planning and organising skills; minute taking; Communicate effectively (written and verbally); Advanced typing, Ability to deal enquiries/complaints pertaining with a wide variety of functions/ activities within the Department.
<b><u>DUTIES</u></b>	:	Provides a secretarial/receptionist support service to the HoD, which include organising and maintaining diaries and making appointments. Rendering administrative support services in the office of the HoD; producing documents, briefing papers, reports and presentations. Provide support to HoD and Office Manager regarding meetings. Analyse information and compile complex documents/submissions of strategic nature for the MEC, HoD and members of Top Management, Draft submissions, letters, internal memorandums etc. Remain abreast with the policies, procedures and processes that apply in the office. Support the Office Manager with budget management; ensure financial objectives are met; schedule expenditures; analysing variances; initiating corrective actions and report back to Office Manager. Assist Office Manager in mentoring staff/interns in office. Ability to project manage events and plan ahead; contribute to team effort and success of projects with Office Manager. Maintain office efficiency by planning and implementing office systems, layouts, and equipment procurement required by the HoD. Devising and maintaining effective and efficient office systems, including data management and filing. Arranging travel, visas and accommodation. Taking minutes of meetings or provide general assistance during presentations. Screening phone calls, enquiries and handling all requests. Meeting and greeting visitors at all levels of seniority. Dealing with incoming email, faxes and post, often corresponding on behalf of the manager. Organising meetings and ensuring the manager is well prepared for meetings. Liaising with clients, suppliers and other staff. Carrying out background research and presenting findings.

<b><u>ENQUIRIES</u></b>	:	Ms G Schreuder Tel No: (021) 467 2564
<b><u>POST 17/449</u></b>	:	<b><u>PERSONAL ASSISTANT: CURRICULUM GET REF NO: 92</u></b> Directorate: Curriculum General Education Training
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Kuils River
<b><u>REQUIREMENTS</u></b>	:	Matric Qualification; an accredited Secretarial/Office Administration Diploma/ Certificate and minimum of 3 years relevant experience in rendering administrative support services to management. Knowledge: Good communicator, creative, innovative skills and well-organised. Knowledge on the relevant legislation/ policies/ prescripts and procedure; Basic financial administration, proactive and organized with proven business report writing and excellent communication skills. Good office and financial administration. Computer literate and fully aware of good social media etiquette. Knowledge of financial systems (BAS and PERSAL), IMS and Jtrack will be an advantage. Skills: Sound planning and organising skills; minute taking; Communicate effectively (written and verbally); Advanced typing, Ability to deal enquiries/complaints pertaining with a wide variety of functions/ activities within the Department.
<b><u>DUTIES</u></b>	:	Provides a secretarial/receptionist support service to the HoD, which include organising and maintaining diaries and making appointments. Rendering administrative support services in the office of the HoD; producing documents, briefing papers, reports and presentations. Provide support to HoD and Office Manager regarding meetings. Analyse information and compile complex documents/submissions of strategic nature for the MEC, HoD and members of Top Management, Draft submissions, letters, internal memorandums etc. Remain abreast with the policies, procedures and processes that apply in the office. Support the Office Manager with budget management; ensure financial objectives are met; schedule expenditures; analysing variances; initiating corrective actions and report back to Office Manager. Assist Office Manager in mentoring staff/interns in office. Ability to project manage events and plan ahead; contribute to team effort and success of projects with Office Manager. Maintain office efficiency by planning and implementing office systems, layouts, and equipment procurement required by the HoD. Devising and maintaining effective and efficient office systems, including data management and filing. Arranging travel, visas and accommodation. Taking minutes of meetings or provide general assistance during presentations. Screening phone calls, enquiries and handling all requests. Meeting and greeting visitors at all levels of seniority. Dealing with incoming email, faxes and post, often corresponding on behalf of the manager. Organising meetings and ensuring the manager is well prepared for meetings. Liaising with clients, suppliers and other staff. Carrying out background research and presenting findings.
<b><u>ENQUIRIES</u></b>	:	Dr. G Schreuder Tel No: (021) 467 2564
<b><u>POST 17/450</u></b>	:	<b><u>SCHOOL LIBRARY SERVICE OFFICER REF NO: 182</u></b> District Office: Education District Office Metro North
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Parow
<b><u>REQUIREMENTS</u></b>	:	A relevant National Diploma or degree in Library and information Science or related. 1-year relevant librarian experience. Valid driver's licence. Knowledge: Library and Information Science Matters. Knowledge of National and Provincial Library Policies and Legislation. Knowledge of procedures and processes. Knowledge of National and Provincial Education Policies and Legislation. Knowledge of National Curriculum Statements. Skills: Organising, problem solving, conflict management customer care and good interpersonal relations. Computer literacy (MS Word, Excel, SLIMS). Financial administration skills. Ability to work under pressure. Communication skills in 2 official languages. Analytical thinking.
<b><u>DUTIES</u></b>	:	Implementation of National and Provincial Libraries Policies. Training and development of School library coordinator (Teacher, student, parent). Implementation of DBE/WCED requirements for Special projects (library). Provide guidance and support to Public and Special Ordinary School with the development and maintenance of the appropriate School Library Model and Service (Classroom- / Cluster - /Mobile- /Centralised- Community School library). Promote and support reading and literacy programmes.

<b><u>ENQUIRIES</u></b>	:	Ms W Horn Tel No: (021) (021) 938 3133.
<b><u>POST 17/451</u></b>	:	<b><u>CALL CENTRE AGENT: SAFE SCHOOLS REF NO: 70</u></b> Directorate: Institutional Management & Governance
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	A relevant Diploma with 3 years appropriate experience. Excellent communication skills in at least two of the official languages of the Western Cape (isiXhosa, English, Afrikaans).; Helpdesk / Call / On-line Certificate; Certificate in Basic Counselling or debriefing. Knowledge: A good understanding of schools / institutions and the dynamics Skills: Must be able to work in a team. Must be polite, reliable, self-motivated and have good interpersonal skills. Good customer service skills. Ability to work under pressure. Active listener and analytical thinker. Professional telephone manner. Be computer literate. Ability to stay calm in an emergency and under pressure. Counselling and debriefing skills. Commitment to ongoing knowledge and skills development. Knowledge of school dynamics. Good written communication and documentation skills.
<b><u>DUTIES</u></b>	:	Providing a rational safety risk analysis in school issues/crime. Providing a first line of support to victims of abuse, violence and crime. Managing different categories of victims using psychological management plans to prevent post-traumatic stress disorders. Assessing the situation and identifying, addressing and facilitating the counselling and referral on concurrent issues, using a multi-modal approach. Plan crisis interventions for different categories of crime. Act as referral agency for all calls registered. Provision of rapid response support with regard to gang presence on school premises, and gang intimidation, threats, shootings and killings. Provision of immediate support and advice to schools in instances of vandalism and property damage, physical assault, stabbing and general fighting/ warfare. Provision of an information service to learners, educators, parents, support staff, governing bodies, with regard to issues such as rules, regulations and legislation when it comes to rights, responsibilities/ obligations. Rendering support and advice, or referring calls dealing with safety-related phenomena, including HIV/AIDS, substance abuse, trauma, teenage pregnancies, abortion and general queries. Serving as a crisis management team when required. Psychoeducation of client and relevant family members. Collect and analyse data. Utilising the Safety Management budget.
<b><u>ENQUIRIES</u></b>	:	Mr. William JS Jantjies Tel No: (021) 467 2611/3
<b><u>POST 17/452</u></b>	:	<b><u>ADMIN OFFICER: MARKING SERVICES REF NO: 80</u></b> Directorate: Assessment Management
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year degree/diploma with 3 years relevant experience in an administrative, or educational environment OR a matric qualification with at least 5 years relevant experience in an administrative, or educational environment; Valid Driver's licence. Recommendation: Knowledge of National Senior Certificate (NSC) and Senior Certificate (SC) examination policies and processes. To manage and support the administration, appointment and training of marking officials as well as all other activities related to marking processes to ensure quality marking within the province. Knowledge: Knowledge of Project Management. Relevant National and Provincial legislation and regulations pertaining to Finance. Relevant National and Provincial legislation pertaining to Conduct, Administration and Management of Assessment (SC- and NSC). Education Department Service Delivery Charter (Batho Pele). Western Cape Education Department Service Delivery Model. PFMA (1999) as amended. Good written and verbal communication skills. Numeracy skills. Literacy skills. Team building. Motivational. Planning and organizing. People management skills. Computer literacy (Microsoft Office and Excel). Project Management. Personal Attributes: Confidentiality. Able to work under pressure. The ability to handle conflict. The ability to lead and direct teams Innovative. Problem solving. Willing to work longer hours, often beyond the call of duty. Willing and able to drive a government vehicle when necessary.
<b><u>DUTIES</u></b>	:	To manage and support the marking processes and appointment of marking officials in the Western Cape Education Department (WCED). Appointment of

		markers, marking officials and mark-checkers. Administer the competency test processes. Administer and support the pre-marking, remarking/rechecking/viewing processes. Administer and support the marking standardisation meeting processes. Administer and support the establishment of marking centres and marking centre logistics. Render a supervisory function.
<b><u>ENQUIRIES</u></b>	:	Mr. F Salie Tel No: (021) 467 2572
<b><u>POST 17/453</u></b>	:	<b><u>ADMIN OFFICER: SYSTEMS LIBRARIAN REF NO: 86</u></b> Directorate: Cape Teaching & Leadership Institute
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Kuilsriver
<b><u>REQUIREMENTS</u></b>	:	3 year post matric qualification in Library and Information Science or Information Systems with at least 2 years relevant library experience or information systems experience. A valid driver's licence. Knowledge: Library and/or Information systems; Computer (hardware and software) and networks; Advanced Online services: MS Office packages; Library and/or Information procedures; Library organization; Internet searches and information retrieval. Skills: Supervisory skills; Problem solving; Ability to prioritise and organise; Ability to trouble shoot; Analytical thinking; Sound judgement; Good communication; Ability to communicate in at least 2 of the official languages of the Western Cape; Very high degree of computer literacy.
<b><u>DUTIES</u></b>	:	Assist the Systems Administrator with the SLIMS Helpdesk by investigating and resolving logged issues; by participating in the SLIMS user workshops; by testing the functionality of the library system; by managing the library barcoding system Assist with the asset management of library material by verifying the data on the asset register; by completing library material stock takes at all library sites Provide training to SLIMS sites Assist EDULIS personnel by providing basic first line support for software, hardware and network problems; by keeping a database of all computer equipment Assist with special projects, as required.
<b><u>ENQUIRIES</u></b>	:	Mr T Cloete Tel No: (021) 957- 9626
<b><u>POST 17/454</u></b>	:	<b><u>ADMIN OFFICER: ICT CO-ORDINATOR: GOVERNANCE REF NO: 87</u></b> Directorate: Cape Teaching & Leadership Institute
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Kuils River
<b><u>REQUIREMENTS</u></b>	:	Three years post school qualification. Recommendation: IT related qualification. Driver's license Code B. No experience required. Relevant experience in ICT environment will be advantageous. Knowledge: Knowledge of relevant legislation/policies/prescripts and procedures. Basic financial administration. Proven IT knowledge and competence. Knowledge of information management systems. Basic knowledge of Learning Management System. Skills: Numeracy. Literacy. Typing. Computer Literacy. Language skills. Project Management Other: Analytical skills. Technical skills. Written and verbal competence in two of the three official languages of the Western Cape. Interpersonal skills to work with internal and external clients. Ability to work independently and accurately. Supervisory skills.
<b><u>DUTIES</u></b>	:	Render general administrative support services. Ensure and advise on the effective flow of information and documents to and from the component. Ensure the safekeeping of all documentation in the in line with relevant legislation and policies. Obtain inputs, collate and compile reports, e.g. a. Progress reports. Monthly reports. Management reports. Scrutinise routine submissions/ reports and make abbreviated notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Draft documents as required. Collect, analyse and collate information requested by Manager. Ensure that travel arrangements are well coordinated. Provide support with regards to procurement and financial processes to the component. Render advice and liaise with regards to administrative matters. Remain abreast on WCED administrative policies, as well as procedures and processes that apply to the component. Study the relevant Public Service and departmental prescripts/policies and other documents in order to ensure that the application thereof is understood properly. Remain abreast with compilation of reports and submissions on request. Provide line administrative support with regards to systems and databases. Coordinate information management systems services. Participate

in collaboration with CEI to develop and maintain an on-line integrated professional development system. Generate trend analysis reports. Support day-to-day running of the system. Maintain and support Learning Management system (LMS) and CTLI website. Provide technical support and maintenance for the LMS in collaboration with CEI. Install, configure, and publish LMS system. Monitor system health and resolve underlying issues. Assist and liaise w.r.t. Server configuration including setting up and maintaining. Participate in developing and maintaining standard operating procedures and work instructions. Liaise with stakeholders regarding system upgrades. Provide support with plug-ins. Perform course backups and restorations. Provide course administration support on the LMS. Create and control user profiles. Control roles and permissions. Theme customisation. Course uploads. Setup configure Course completion Criteria, Badges, Certificates. Provide relevant reports to management and training coordinators. Implement/develop reporting solutions. Provide server information analysis and reporting metrics. Provide informal systems training and support to users. Support advocacy and communication of CTLI services. General social media initiatives. Stakeholder management. Day-to-day running of marketing and social media platforms, including CTLI website. Coordinate the maintenance of the ICT infrastructure at the CTLI. Liaise with CEI and other stakeholders regarding IT related matters in terms of the following: Trouble shoot, diagnose, and resolve hardware, software, and network problems. o Keep a faults and repairs log. Hardware and software installations and upgrades. Source and procure up-to-date ICT equipment and solutions. Draw up technical specifications. Complete ITOPSCOM applications. Arrange site meetings for procurement. Assist with contract management. Coordinate the deployment of ICT, sound and audio-visual equipment for training interventions and office administration functions. o Monitor control mechanisms for the movement of ICT equipment. Coordinate the set-up and uninstallation of ICT equipment as required for all interventions and meetings at the CTLI. Coordinate the provision of sound and projection support for interventions. Coordinate the distribution of refreshed technology. Coordinate the disposal of IT equipment. Coordinate the provision of ICT technical support for training interventions and administration functions.

**ENQUIRIES**

: Ms M. Van Wyk Tel No: (021) 900 5026

**POST 17/455**

: **ADMINISTRATION OFFICER: E-LEARNING ADMINISTRATIVE SUPPORT**  
**OFFICER REF NO: 94**  
Directorate: E-Learning

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R325 101 per annum  
:  
: Cape Town  
:  
: 1 year post matric qualification. At least 2 years relevant administrative experience. Proficiency at least in two of the three official languages [English, Afrikaans, isiXhosa]. Recommendations: Valid driver's license. Experience in web development, instructional design, administration of online platforms or digital environments will be an advantage. Knowledge: Knowledge of procurement processes, requisition processes. Knowledge of Public Finance Management Acts (PFMA, SITA). Knowledge of eLearning Vision, White paper 7 Skills: Computer literacy specifically in Web development, Online and Digital platforms. Communication specifically in Social Media with excellent Oral Skills. Analytically and systems thinking ability. Be able to work as part of a team. Report writing. Sound administration. Good organisational skills.

**DUTIES**

: Provide administrative support eLearning project office: Assist management support staff in all administrative duties. Liaise with the different units at head office and districts with respect to administrative aspects related to e-Learning. Develop and maintain processes and systems that will contribute towards improving efficiency in the office. Work within the established systems to perform all core functions effectively, efficiently and timeously. Obtain inputs, collate and ensure that effective records are kept of the activities and resources related to all the eLearning projects. Assist with all aspects of administration of projects, e.g. database of training, digital resources, R&D reports. Keep a meaningful correspondence and filing system for easy access. Assist with any other tasks that contributes to the functions of eLearning Directorate as delegated by the Director and CES/Deputy Director. Administer and keep records of office assets, S&T claims and travel, incl. Government transport (GG) applications. Coordinate logistical arrangements for meetings when required. Prepare brief notes for meetings as required. Draft Project-related

documents as required. General administrative duties (e.g., data capturing, opening files, keeping records, taking minutes of meetings, uploading information on various online systems.). Provide support to eLearning portfolios: Enabling Environment: Assist with all processes for the preparation of documentation for procurement of ICT equipment, hardware and infrastructure rollout; assist with project rollout progress; follow through on queries; assist with data capturing; other general administration tasks; assist with the communication to districts and service providers. Capacity Building Environment: Assist with training claims, queries, setup and preparation for online training; communication on training schedules, registers; Administrative support to DCES in charge of social media platforms; Conference logistical; booking of conferences; assist with the writing of submissions; checking and verifying of contract management processes and portfolio of evidence; Digital Online Resources and platforms: Provide administrative assistance for the digitization of content, uploading to online platforms, first-line support to officials and users on various online systems, responding to questions; creating of accounts and reset of passwords. Apply relevant knowledge/skill to Web presence, development and growth of online platforms and digital environment Liaise with internal and external stakeholders. Reporting and Administration: Regularly inform CES, Deputy Director, DCES and Assistant Directors of any problems related to the core functions. Report on risks, trends and general Frequently Ask Questions (FAQ). Obtains, inputs, collates and compile reports, e.g. progress reports, monthly reports as required. Assist with any other tasks that contributes to the functions of the E-Learning directorate as delegated by the CES, Deputy Director and Director. Administrative support to various contracts with Service Providers (e.g. Maths Curriculum Online, e-Portal, LAN). Mr C Walker Tel No: (021) 467 2351

#### **ENQUIRIES**

:

#### **POST 17/456**

:

**ADMIN OFFICER: PROVINCIAL PRINTING REF NO: 103 (X3 POSTS)**  
Directorate: Exams And Printing Administration

#### **SALARY CENTRE**

:

R325 101 per annum  
Maitland

#### **REQUIREMENTS**

:

An appropriate degree/diploma with 3 years relevant experience in an examination and or educational environment OR a matric qualification with at least 6 years relevant experience in an examination and or educational environment; and proven computer literacy. Valid Driver's license. Knowledge: Knowledge: Project Planning Relevant National and Provincial legislation and regulations pertaining to Finance Relevant National and Provincial legislation and regulations pertaining to Human Resource Management SA Schools Act (as revised) General and Further Education and Training Quality Assurance Act (as revised) Relevant National and Provincial legislation pertaining to Conduct, Administration and Management of Assessment (SC-Report 550 / NSC / ABET) Education Department Service Delivery Charter (Batho Pele) Western Cape Education Department Service Delivery Model PFMA (1999) as amended New developmental trends in the printing industry. Skills: Written and verbal communication (at least 2 official language of the province) Numeracy skills Literacy skills Team building Motivational Planning and organizing People management skills Computer literacy (Microsoft Office) Writing Skills Project Management Driver's License minimum requirement B.

#### **DUTIES**

:

Administer the Quality Assurance and Printing Process for examination materials Administer all other printing processes training and curriculum materials. Oversee the sealing process for question papers and other printing. Administer the stocktaking and storeroom for the printing consumables. Administer the process for repairs and maintenance of reprographic equipment. Oversee that Security requirements are in place in the Printing Room. Oversee software related matters for the printing equipment. Supervisor, plan and organise the work of print operators. Prepare the printing plans for examination and curriculum material. Record and report on quality assurance and printing.

#### **ENQUIRIES**

:

Ms L Bredenkamp Tel No: (021) 467 2945

#### **POST 17/457**

:

**ADMIN OFFICER: EARLY CHILDHOOD DEVELOPMENT FUNDING REF NO: 121 (X2 POSTS)**  
Directorate: Early Childhood Development

#### **SALARY**

:

R325 101 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	Cape Town
	:	An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 1- year relevant experience. Knowledge: PFMA, No 1 of 1999. Treasury Prescripts. Financial Delegations. NPO Act Policy on Financial Awards. Guidelines for the Implementation of the Policy on Financial Awards. Skills: Ability to motivate own ideas and approaches. Ability to break down problems into manageable parts and identify solutions. Ability to listen well and be receptive to the ideas of others. Ability to manage conflict. Ability to communicate (verbally or in writing) with ease and confidence. Ability to speak in public and make presentation to large or small groups. Ability to use desktop communication and information technology resources including MS Office software. Planning and organising. Problem solving. Training. Supervision/Management of staff. Interpersonal relations. Budgeting.
<b><u>DUTIES</u></b>	:	Verification of prescribed documents for payment: Verify and monitor compliance (TPA and business plan) and identify non-compliance with prescribed policy/ legislation and funding conditions. Render a support function to Programme Offices. Supervision of staff.
<b><u>ENQUIRIES</u></b>	:	Ms R Leukes Tel No: (021) 467 2584
<b><u>POST 17/458</u></b>	:	<b><u>ADMIN OFFICER: MONITORING REF NO: 123</u></b> Directorate: Early Childhood Development
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Relevant National Diploma/NQF level 5/ B Degree/NQF Level 6 (1-2 years post-school qualification and 3-5 years relevant experience. Competency in at least two official languages. Knowledge: Knowledge of M&E systems. Knowledge of applicable legislation. Knowledge of norms and standards. Information management. Public administration. 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.
<b><u>DUTIES</u></b>	:	Assist with the development of monitoring and review systems. Assist with the evaluation of the current systems and recommend improvements. Support the development of monitoring tools and systems. Implement monitoring tools and systems. Conduct Financial and Governance assessments for existing and new ECD Facilities Arrange and conduct site visits. Compile monitoring reports. Monitor and review services rendered by the NPO /ECD Programmes in line with the Provincial /National policy frameworks. Analyse progress report, administer quarterly and annual compliance assessments including site visits. Write reports with recommendations and corrective plans. Administration of the Non-Financial Data (NFD) process: Check the correctness of reporting templates. Review supporting documents, previous Monitoring and Evaluation reports. Report on any outstanding documents. Populate the payment activation grid and send to manager. Perform Quality Assurance Monitoring, Rapid Response, Non-Financial data Monitoring. Norms and Standards checking at facilities. Capacitate, support and develop ECD facilities.
<b><u>ENQUIRIES</u></b>	:	Ms R Leukes Tel No: (021) 467 2584
<b><u>POST 17/459</u></b>	:	<b><u>ADMIN OFFICER: HEAD CURRICULUM SUPPORT REF NO: 136</u></b> District Office: Education District Office Cape Winelands
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Worcester
<b><u>REQUIREMENTS</u></b>	:	Diploma (1 -2 years post matric qualification) plus 3 years relevant clerical/administrative experience. Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages & sound application of relevant computer programmes. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic financial administration. Skills: Draft documentation like submissions and letters, etc. Sound organising, planning and time management skills (for example workshops, conferences and 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.
<b><u>DUTIES</u></b>	:	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 Curriculum Support 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 Component Curriculum Support and advise/ sensitise the office, e.g.: (i) Progress reports(ii) Monthly reports (iii) Management reports. Assist with monitoring and evaluating the Performance of the Curriculum Support Component on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the Curriculum Support 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 curriculum 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 curriculum 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 Curriculum Support Component through Issue Management System (IMS). Coordinate projects development queries -related parliamentary/ ministerial enquiries referred to the Curriculum Support Component. Analyse reports and make notes and/or recommendations with regard to projects implemented by the Curriculum Support Component. Assist the Head Curriculum Support in the analysis of business reports. Draft progress reports on all plans. Keep detail records of teacher and school performance. Provide support to the Unit for supply chain management. Coordinate evidence/ supporting documents for the Curriculum Support. 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: (i) Arrange for the placement of project related items on the agenda of meetings chaired by the Head Curriculum Support, and to ensure circulation of accompanying memoranda. Manage the procurement of standard items: like stationery, refreshments etc. for the Curriculum Support 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 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 Curriculum Support Component. Compile reports and submissions on request.

**ENQUIRIES**

: Mr N Petersen Tel No: (023) 348 4600

**POST 17/460**

: **ADMINISTRATION OFFICER: ASSESSEMENT AND EXAMINATIONS REF NO: 140**

District Office: Education District Office Cape Winelands

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R325 101 per annum  
: Worcester  
: Three-year diploma or NQF level N6 qualification. Proficiency in at least in two of the three official languages of the Western Cape Province. Knowledge: Experience in an administrative or academic support role. Familiarity with learner information and examination management systems. Basic understanding of National and Provincial assessment timetables. Skills: Excellent verbal and written communication (to liaise with principals, teachers, and members of the public). Strong numerical aptitude for verifying candidate lists, timetables, and mark schedules. High level of accuracy and attention to detail in data capture and document control Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and electronic database systems. Reliable organizational and time management skills to meet strict examination deadlines. Discretion and integrity in handling confidential learner and examination materials. Customer service orientation, with ability to respond professionally to queries. Able to work in a challenging environment.

**DUTIES**

: Examination Administration: Assist with organizing and scheduling internal district examinations in line with academic calendar of WCED and district.

Liaise and assist Assessment Coordinator, Phase Coordinators and schools to ensure smooth delivery of all internal SBA and external examination. Assist with the preparation and distribution of exam timetables, room bookings, seating plans, and materials. Assessment Administration: Ensure timely collation, processing, and recording of learner assessments, and final exam results. Support the operation of assessment committees (SAIC & DAIC), including preparation of documentation and minutes. Assist with verification of accurate teacher and learner records in examination and assessment systems. Ensures that all national and provincial policies and procedures are communicated with all schools. Prepare reports, statistical data, and analysis for internal use and external audits/ accreditation bodies. Serve as a point of contact for assessment-related queries from public. Assist with assessment accommodations and concessions. Use and navigate student record systems (E.g. EIS). Ensure secure handling of confidential materials and data protection compliance.

**ENQUIRIES** : Mr N Petersen Tel No: (023) 348 4600

**POST 17/461** : **ADMIN OFFICER: MANAGEMENT AND GOVERNANCE REF NO: 187**  
District Office: Education District Office Metro North

**SALARY** : R325 101 per annum  
**CENTRE** : Parow  
**REQUIREMENTS** : years post matric qualification plus 3 years relevant clerical/administrative experience. Additional Requirements: Ability to be creative Flexibility Using your own trusted discretion when necessary Ability to consult Accountability. Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages &; 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** : Management support staff in all administrative duties. component. and Oversee and provide effective guidance and advice on the flow of information and documents, to 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/ sensitise the office. 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. Coordinate Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the supply chain management. Provide support to the supply chain management. Render advice and liaise w.r.t administrative matters.

**ENQUIRIES** : Ms W Horn Tel No: (021) 938 3133

**POST 17/462** : **HUMAN RESOURCE OFFICER: SERVICE BENEFITS REF NO: 112**  
Directorate: Service Benefits

**SALARY** : R325 101 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : An appropriate National Diploma or Degree in Human Resources plus 3 years relevant experience in Human Resources or Senior Certificate with a minimum of at least 6 years relevant experience. Knowledge: Knowledge Relevant Education and Public Service Acts, Regulations; Policy documents; Public Finance Management Act; Education Law and Policy; Disciplinary Codes and

		Procedures; CORE & Compensation Management, Collective Agreements, SPMDS and PERSAL. Skills: Interpersonal, Problem Solving and Organising skills; Decision Making and Conflict Resolution skills; Written and Oral Communication skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, Excel, PowerPoint); MS Outlook and PERSAL. Communication skills in at least two official languages of the Western Cape Province.
<b><u>DUTIES</u></b>	:	General administrative duties with regard to service benefits and conditions of service. Implementation of applicable policies. Salary administration. Leave administration. Exit management service. Supervision of staff.
<b><u>ENQUIRIES</u></b>	:	Ms D Pillay Tel No: (021) 467 2477
<b><u>POST 17/463</u></b>	:	<b><u>ADMIN OFFICER: ADMIN SUPPORT OFFICER REF NO: 73</u></b> Directorate: Business Strategy & Stakeholder Management
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Appropriate 3-year tertiary qualification (National Diploma/ B degree or higher qualification. A minimum of 1year relevant experience. Knowledge: Knowledge of general office administration. ability to use IT software package, with the ability to use MS package, PowerPoint, and MS Excel on an intermediate/ advance level. Knowledge of conducting basic research and data analysis. Knowledge and understanding of the following: Monitoring and Evaluation Systems. Framework for Managing Performance Information, Departmental Strategic and Annual Plans, Financial Management Systems (FMS); Public Financial Management Act (PFMA). Policy Framework for the Government-wide Monitoring and Evaluation System) Information management; Public administration; knowledge of and experience in database management Skills: Decision making; problem solving. Planning and Organising. Written and verbal communication skills. Report writing. Analytical problem solving. Research skills.
<b><u>DUTIES</u></b>	:	Provide effective office administration and management support services to the component. Provide support to management in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the component. Provide effective guidance and advice on the flow of information and documents, to and from the directorate. Ensure that effective records are kept of the activities and resources of the directorate. Assist with the planning of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation/data/information from relevant stakeholders. Track completion of activities and deliverables of department. Maintain a filing systems and electronic record keeping. Perform ad-hoc functions to support directorate. assist with the development of monitoring and review systems, assist with the governance assessments of performance information; Monitor and review services rendered by the directorate in line with the Provincial/ National policy frameworks. Administration of the non-financial data (NFD) process and compile reports. HR administration.
<b><u>ENQUIRIES</u></b>	:	Mr. IE de Vega Tel No: (021) 467-9323
<b><u>POST 17/464</u></b>	:	<b><u>ADMIN OFFICER: ADMIN SUPPORT OFFICER: CIRCUIT 6 REF NO: 139</u></b> District Office: Education District Office Cape Winelands
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Worcester
<b><u>REQUIREMENTS</u></b>	:	2 years post matric qualification (NQF 5) plus 3 years relevant clerical/administrative experience. To administer the office of the Circuit Manager and provide support to the circuit. 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 and letters, etc. Sound organising, planning and time management skills (for example workshops, conferences and 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.

<b><u>DUTIES</u></b>	:	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. 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 Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the circuit for supply chain management. Render advice and liaise w.r.t administrative matters.
<b><u>ENQUIRIES</u></b>	:	Mr N Petersen Tel No: (023) 348 4600
<b><u>POST 17/465</u></b>	:	<b><u>ADMIN OFFICER: ADMIN SUPPORT OFFICER: CIRCUIT 4 REF NO: 150</u></b> District Office: Education District Office Eden & Central Karoo
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Knysna
<b><u>REQUIREMENTS</u></b>	:	2 years post matric qualification (NQF 5) plus 3 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 and letters, etc. Sound organising, planning and time management skills (for example workshops, conferences and 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.
<b><u>DUTIES</u></b>	:	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. 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 Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the circuit for supply chain management. Render advice and liaise w.r.t administrative matters.
<b><u>ENQUIRIES</u></b>	:	Mr. J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)
<b><u>POST 17/466</u></b>	:	<b><u>ADMIN SUPPORT OFFICER: CIRCUIT 8 REF NO: 173</u></b> District Office: Education District Office Metro Central
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Maitland
<b><u>REQUIREMENTS</u></b>	:	2 years post matric qualification (NQF 5) plus 3 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 and letters, etc. Sound organising, planning and time management skills (for example workshops, conferences and 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.
<b><u>DUTIES</u></b>	:	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. 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 Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the circuit for supply chain management. Render advice and liaise w.r.t administrative matters.
<b><u>ENQUIRIES</u></b>	:	Ms B Robertson Tel No: (021) 514 6700(Metro Central EDO)
<b><u>POST 17/467</u></b>	:	<b><u>ADMIN OFFICER: ADMIN SUPPORT OFFICER: DISTRICT CIRCUITS REF NO: 198</u></b> District Office: Education District Office Metro North
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Parow
<b><u>REQUIREMENTS</u></b>	:	2 years post matric qualification (NQF 5) plus 3 years relevant clerical/administrative experience. Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages & sound application of relevant computer programmes. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic financial administration. Skills: Draft documentation like submissions and letters, etc. Sound organising, planning and time management skills (for example workshops, conferences and 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.
<b><u>DUTIES</u></b>	:	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. 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 Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the circuit for supply chain management. Render advice and liaise w.r.t administrative matters.
<b><u>ENQUIRIES</u></b>	:	Ms W Horn Tel No: (021) 938 3133
<b><u>POST 17/468</u></b>	:	<b><u>ADMIN OFFICER: ADMIN SUPPORT OFFICER: CIRCUIT 6 REF NO: 203</u></b> District Office: Education District Office Metro South
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Mitchells Plain
<b><u>REQUIREMENTS</u></b>	:	2 years post matric qualification (NQF 5) plus 3 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 and letters, etc. Sound organising, planning and time management skills (for example workshops, conferences and 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.
<b><u>DUTIES</u></b>	:	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. 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 Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the circuit for supply chain management. Render advice and liaise w.r.t administrative matters.
<b><u>ENQUIRIES</u></b>	:	Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)
<b><u>POST 17/469</u></b>	:	<b><u>ADMIN SUPPORT OFFICER: MANAGEMENT AND GOVERNANCE REF NO: 210</u></b> District Office: Education District Office Metro South
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum Mitchells Plain 2 years post matric qualification plus 3 years relevant clerical/administrative experience. Additional Requirements: Ability to be creative Flexibility Using your own trusted discretion when necessary Ability to consult Accountability. Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages & 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.
<b><u>DUTIES</u></b>	:	Management support staff in all administrative duties. component. and Oversee and provide effective guidance and advice on the flow of information and documents, to 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/ sensitise the office. 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. Coordinate Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the supply chain management. Provide support to the supply chain management. Render advice and liaise w.r.t administrative matters.
<b><u>ENQUIRIES</u></b>	:	Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)

<b><u>POST 17/470</u></b>	:	<b><u>ADMIN SUPPORT OFFICER: PEOPLE MANAGEMENT REF NO: 214</u></b> District Office: Education District Office Overberg
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Caledon
<b><u>REQUIREMENTS</u></b>	:	2 years post matric qualification (NQF 5) plus 3 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 and letters, etc. Sound organising, planning and time management skills (for example workshops, conferences and 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.
<b><u>DUTIES</u></b>	:	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. 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 Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the circuit for supply chain management. Render advice and liaise w.r.t administrative matters.
<b><u>ENQUIRIES</u></b>	:	Ms I Senosi Tel No: (028) 214 7300 (Overberg EDO)
<b><u>POST 17/471</u></b>	:	<b><u>ADMIN SUPPORT OFFICER: CURRICULUM SUPPORT REF NO: 215</u></b> District Office: Education District Office Overberg
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Caledon
<b><u>REQUIREMENTS</u></b>	:	1 year post matric qualification plus 3 years relevant clerical/administrative experience. Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages & 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.
<b><u>DUTIES</u></b>	:	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 Curriculum Support 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 Component Curriculum Support and advise/ sensitise the office. Assist with monitoring and evaluating the performance of the Curriculum Support Component on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the Curriculum Support 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 curriculum data available on WCED systems such as

		CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate M&E activities and maintain the relevant systems. Provide support to the supply chain management. Render advice and liaise w.r.t administrative matters.
<b><u>ENQUIRIES</u></b>	:	Ms I Senosi Tel No: (028) 214 7300 (Overberg EDO).
<b><u>POST 17/472</u></b>	:	<b><u>ADMIN SUPPORT OFFICER: LEARNER SUPPORT REF NO: 227</u></b> district office: education district office west coast
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Paarl
<b><u>REQUIREMENTS</u></b>	:	2 years post matric qualification (NQF 5) plus 3 years relevant clerical/ administrative experience. Knowledge: Duties continued: Render advice and liaise w.r.t administrative matters, Keep an update on WCED school online systems including, SAMI, CEMIS, DMIS and Eduinfosearch (including Databases and Registers within the Learner Support Component), Maintain a database and track the distribution of LTSM, learning support, therapy sections, Abuse No More Docs etc. Facilitate and manage all databases pertaining to Assessments and Accommodations. Special school applications, data management, tracking applications, Concessions / Adaptations, SLES Referral pathway / SIAS, Database of special school referrals. Manager Register for Abuse no More. Manage registers / database re Suspensions and Expulsions / Form 22 / Abuse No More Register. EduInfo Search capturing, gathering statistics, drawing up reports as required. Status / Tracking of various types of applications. Collate learner support data available on WCED systems. Track learner disability of EduInfoSearch, assist with verification of learner disabilities for AG purposes. Report on outstanding learner verifications for LSEN in the mainstream as provided by learning support educators. Study 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 Learner Support Component. Compile reports and submissions. Skills: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages & sound application of relevant computer programmes. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic financial administration. 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.
<b><u>DUTIES</u></b>	:	Render line administrative support: Management of 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 Learner Support Component. Answering and responding / redirecting telephonic enquiries. Dealing with telephone and walk in queries. Directing queries / referrals from the DoH / DSD etc. to the appropriate DBST (Circuit) Learner Support staff. Liaise with the admin officers of each circuit re placement / queries etc. Follow up with Special Schools regarding placement Follow up with Head Office/especially when docs go missing. Prepare documentation and verify responses information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile letters / reports pertaining to the Learner Support Component and advise/ sensitise the office. e.g.: Progress reports (ii) Monthly reports Management reports. Assist with monitoring and evaluating the performance of the Learner Support Component on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the Learner Support Component. Monitoring of SLES staff leave forms (ii) Ensuring daily registers are in place. Deal with all Learner Support employees enquiries re salary issues. Assist with the planning of workshops, large meetings, conferences as and when they occur. Sifting meeting prep./ admin (ii) Assist with Learner Support Components interviews. v) Follow up with outstanding documentation / data/information from relevant stakeholders e.g. Social Development, Children's Court referrals, Child Welfare etc. Track issues

referred to and from Learner Support Component through Issue Management System (IMS). Collate Learner Support data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate M&E activities and maintain relevant systems. Update and maintain the information systems for Learner Support Component projects. (e.g. APP Projects). Compile memoranda and reports on validity and relevance of data received from project stakeholders. Remain abreast with project procedures and process that apply to the Learner Support Component, Positive Behaviour, Learner Support Budgets Coordinate projects development queries (labour enquiries) -related parliamentary/ ministerial enquiries referred to the Learner Support Component. Analyse reports and make notes and/or recommendations with regard to projects implemented by the Learner Support Component. Assist the Head Learner Support in the analysis of business reports. Draft progress reports on all plans. 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 Learner Support, and to ensure circulation of accompanying memoranda. Provide Support to the Unit for Supply Chain Management. Manage the procurement of standard items: Handle all memorandums of agreement, venues, signatures, finances, financial planning and monitoring for WSP / positive behaviour. Assist with stationary for Learner Support staff, in terms of the project-related activities, obtain the necessary signatures on documents e.g. procurement advices and attendance records. Prepare and process contract applications for Learner Support Component and follow up with HO, Budget / requisition paperwork e.g. WSP/ Positive Behaviour, Management of preparation of documentation for claims / payments.

#### **ENQUIRIES**

:

Ms A Truter Tel No: (021) 860 1209 (West Coast EDO)

#### **POST 17/473**

:

#### **ADMIN OFFICER: PEOPLE MANAGEMENT REF NO: 166**

District Office: Education District Office Metro Central

#### **SALARY CENTRE REQUIREMENTS**

:

R325 101 per annum

:

Maitland

:

3 years post matric qualification plus 1-year relevant clerical/administrative experience. Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages & sound application of relevant computer programmes. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic financial administration. Skills: Draft documentation like submissions and letters, etc. Sound organising, planning and time management skills (for example workshops, conferences and 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.

#### **DUTIES**

:

Implement and administer the Workplace Skills Plan (WSP) at District Level. Assist with the process to obtain and collate training needs. Provide support to the DCES People Management in drafting of 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 that all reports are aligned with SETA requirements. Administer the training and professional development plan at District Level: Administer the process regarding the identification and nomination of candidates / 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 (Continuing Professional Teacher Development Management System). Assist in the administration and monitoring of the professional participation at school level in line with PGP's (Professional Growth Plans) and School Improvement Plans and WCED Professional Development Priorities. Administer and ensure that all data pertaining to the professional Development Points of all teachers are captured accurately and the information recorded is relevant, per district intervention. Compile submission of district interventions for CPTD MS from

District Components for SACE endorsements. Provide administrative support to teachers or refer them to the relevant support systems of their 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/CTLI (e.g. training interventions relating to the District Professional Development Plan). Assist with the monitoring and administration of the Staff Performance Management System(s) at District (including schools) Level: Assist in the administration and dissemination of performance management training information within the district and schools. Schedule and plan performance management events and activities, aligning the performance management plan and timetables with that of the Head Offices performance management structure and assist in the collation/compilation of regular progress reports. Assist with administrative and operational support for the alignment of individual and district performance plans. Assist with the communication and dissemination of information on performance management framework and assist with the gathering of information regarding performance management implementation trends within the district and report to supervisor. Administer and file personal development plans of district employees, skills development programmes and performance related management processes and assist in the identification of 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 (IPDP, quarterly review forms, appraisal certificates, circulars, etc.) Render support and advice to district management regarding Employee Assistance Program (EAP). Mediation of new policies, procedures and guidelines and to provide support to all staff on the interpretation of the EAP policy of the Department (through workshops, information sessions. etc.). Assist with provision of information on appropriate health, welfare and psychosocial facilities, support / counselling services at the workplace, or within the community to employees. To draft letters, progress /status reports as required in terms of prescripts / policies. Supervisory functions attached to the post.

**ENQUIRIES** : Ms B Robertson Tel No: (021) 514 6700 (Metro Central EDO)

**POST 17/474** : **INFORMATION SYSTEMS OFFICER: PLANNING REF NO: 167**  
District Office: Education District Office Metro Central

**SALARY** : R325 101 per annum  
**CENTRE** : Maitland  
**REQUIREMENTS** : 3 year post matric qualification plus 1-2 years relevant experience and Valid Driver's Licence B. 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.

**DUTIES** : 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. Maintain EMIS and provide data analysis service within the Education District. Facilitate Knowledge and Information Management systems user training and support in collaboration with the Directorate Knowledge and Information Management. Render support in terms of the internal publication and dissemination of institutional knowledge and information generated within education information systems.

**ENQUIRIES** : Ms B Robertson Tel No: (021) 514 6700 (Metro Central EDO)

**POST 17/475** : **INFORMATION SYSTEMS OFFICER REF NO: 188**  
District Office: Education District Office Metro North

**SALARY** : R397 116 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	Parow
	:	A relevant National Diploma (NQFL 6) or degree plus minimum 1-year 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.
<b><u>DUTIES</u></b>	:	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. Maintain EMIS and provide data analysis service within the Education District. Facilitate Knowledge and Information Management systems user training and support in collaboration with the Directorate Knowledge and Information Management. Render support in terms of the internal publication and dissemination of institutional knowledge and information generated within education information systems.
<b><u>ENQUIRIES</u></b>	:	Ms W Horn Tel No: (021) 938 3133
<b><u>POST 17/476</u></b>	:	<b><u>WORKS INSPECTOR REF NO: 76</u></b> Directorate: Infrastructure Delivery Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R269 499 per annum
	:	Caledon
	:	National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Additional Requirements: One years' relevant experience post-qualification. Valid Driver's license. Computer literate. Skills: Project management skills, organising, research and report writing, monitoring of projects, time management.
<b><u>DUTIES</u></b>	:	Prepare specifications for all types of maintenance-related work. Contribute to the development of Bills of Quantities for maintenance related work where required. Drafting of Reports and or proposals, including associated costs where required. Conducting inspections on all types of Education Infrastructure construction projects, monitoring progress & quality of work. Conducting Condition Assessments on school infrastructure. Assist schools with the development- & management of Maintenance Plans for school facilities. Assist in completing NEIMS (National Education Infrastructure Management System) assessments for existing Education Infrastructure.
<b><u>ENQUIRIES</u></b>	:	Mr GP Nieuwoudt Tel No: (021) 467 2052
<b><u>POST 17/477</u></b>	:	<b><u>WORKS INSPECTOR REF NO: 79</u></b> Directorate: Infrastructure Delivery Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R269 499 per annum
	:	Paarl
	:	National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Additional Requirements: One years' relevant experience post-qualification. Valid Driver's license. Computer literate. Skills: Project management skills, organising, research and report writing, monitoring of projects, time management.
<b><u>DUTIES</u></b>	:	Prepare specifications for all types of maintenance-related work. Contribute to the development of Bills of Quantities for maintenance related work where required. Drafting of Reports and or proposals, including associated costs where required. Conducting inspections on all types of Education Infrastructure construction projects, monitoring progress & quality of work. Conducting Condition Assessments on school infrastructure. Assist schools with the development- & management of Maintenance Plans for school facilities. Assist in completing NEIMS (National Education Infrastructure Management System) assessments for existing Education Infrastructure.
<b><u>ENQUIRIES</u></b>	:	Mr GP Nieuwoudt Tel No: (021) 467 2052

<b><u>POST 17/478</u></b>	:	<b><u>ACCOUNTING CLERK REF NO: 191</u></b> District Office: Education District Office Metro North
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Parow
<b><u>REQUIREMENTS</u></b>	:	A grade 12 certificate or equivalent qualification. To render financial support services within the Education District. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Basic knowledge of financial operating systems (PERSAL, BAS, LOGIS etc.) Skills: Computer skills. Planning and organisation. Language. Good verbal and written communication skills. Basic Numeracy skills. Ability to perform routine tasks. Ability to operate office equipment.
<b><u>DUTIES</u></b>	:	Render Financial Accounting Transactions Receive payment advices. Check payment advices for correctness, verification and approval. Process payment advices (e.g. capture payments). Filing of all documents. Collection of petty cash. Perform Payslip Administration. Receive and distribute payslips and IRP5s. Obtain signatures. File all documents. Perform Bookkeeping support service. Capture all financial transactions (including registration of suppliers). Record debtors and creditors. Process electronic banking transactions. Compile journals.
<b><u>ENQUIRIES</u></b>	:	Ms W Horn Tel No: (021) 938 3133
<b><u>POST 17/479</u></b>	:	<b><u>ACCOUNTING CLERK REF NO: 232 (X4 POSTS)</u></b> Directorate: Financial Accounting
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate with Mathematics and Accounting as a passed subject. Knowledge: Computer literacy (MS Word and Excel); Numeracy; Good Accounting and analytical skills; Good Communication skills (verbal and written) in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Verify or capturing of payments on the financial system (BAS, LOGIS and PERSAL). Compiling (BAS) payments from applications and claims to electronic spreadsheet. Handling of queries, telephonically and in writing (incoming and outgoing). Management of ledger accounts. Requesting and downloading of financial (BAS) reports. Preparing and capturing of General journals. Safe keeping of files Maintain database and documents. Perform a cashier function. Follow up and collection of outstanding state debts. Preparing of referral cases to the Debt Collector/State Attorney. Preparing write-off of irrecoverable debts.
<b><u>ENQUIRIES</u></b>	:	Ms C Adendorff Tel No: (021) 467 2506
<b><u>POST 17/480</u></b>	:	<b><u>ACCOUNTING CLERK: CONTROL PAY SHEET (VARIOUS POSTS) REF NO: 233</u></b> Directorate: Financial Accounting
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with Accounting or Mathematics as a passed subject. Additional Requirements: Willingness to work overtime. A three-year National Diploma in Financial accounting/Finance/Commerce. Knowledge: Good knowledge of the Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions. Knowledge of financial accounting processes. Be a team player as well as work independently, good accounting and analytical skills. Good numerical skills. Intermediate computer literacy in Microsoft Office applications (Word, Excel and PowerPoint). Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Good interpersonal skills. Basic problem-solving skills. Illustrate a positive attitude.
<b><u>DUTIES</u></b>	:	Effective and efficient payroll administration, follow up on outstanding electronic verification on People Management Practices System (PMPS). Dispatch of reports and electronic pay slips for various regions and pay points. Accurate and timeous dispatching of eIRP5, Safekeeping of payroll

		documents, distribution, and disposal of payroll records. handling of all pay slips enquiries.
<b><u>ENQUIRIES</u></b>	:	Ms S Dlamini Tel No: (021) 467 2739
<b><u>POST 17/481</u></b>	:	<b><u>ADMINISTRATION CLERK: EXAMINATION ADMINISTRATIONS REF NO: 82 (X10 POSTS)</u></b> Directorate: Assessment Management
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent, with 1-year relevant experience in examination administration Recommendation: Valid EB drivers' licence. Job Summary: To provide an administrative support service in respect of all functions for the Printing, Packing, Distribution and Script Management for the NSC and SC examinations. Knowledge: National Education Service Delivery Charter (Batho Pele) Good numerical and accuracy skills To operate photocopy machines and scanners. Skills: Good communication skills in at least two official languages of the Western Cape Province. Good verbal and written communication skills Computer literacy (Outlook, Ms Word, MS Excel) Interpersonal Relations.
<b><u>DUTIES</u></b>	:	Support all administrative aspects regarding processing, printing, packing and distribution of question papers for SC and NSC examinations. Support all processes with courier service for delivery of question papers, answer books and stationery to examination centres for SC and NSC examinations. Support the printing, packing and distribution of question papers, answer books and stationery to all national examinations. Provide clerical support for the preparation of marksheets and answer scripts for the marking process. Support the preparation for the audit of examination centres to ensure that all storage points at examination centres and Head Office meet the prescribed examination security standards. Assist with the training of all schools regarding the security solution for distribution of question papers. Data capturing for registration and resulting. Stock taking and procurement of stock. Support the registration process for repeat and part time learners.
<b><u>ENQUIRIES</u></b>	:	Ms L Bredenkamp Tel No: (021) 467 2945
<b><u>POST 17/482</u></b>	:	<b><u>ADMINISTRATION CLERK: MARKING SERVICES REF NO: 83</u></b> Directorate: Assessment Management
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent, with 1-year relevant experience in examination administration Recommendation (optional): Valid driver's license. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the organisation. National Education Service Delivery Charter (Batho Pele) Good numerical and accuracy skills. Skills: Good communication skills in at least two official languages of the Western Cape Province. Good verbal and written communication skills Computer literacy (Outlook, Ms Word, MS Excel) Interpersonal Relations.
<b><u>DUTIES</u></b>	:	To render administrative support to the marking processes and appointment of marking officials in WCED To render administrative support to the pre-marking, remarking/rechecking/ viewing processes To render administrative support to the marking standardisation meeting processes Provide administrative support to marking centre processes Provide general office administrative support services to the directorate.
<b><u>ENQUIRIES</u></b>	:	Mr. F Salie Tel No: (021) 467 2572
<b><u>POST 17/483</u></b>	:	<b><u>ADMINISTRATION CLERK GET REF NO: 91</u></b> Directorate: Curriculum General Education Training
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates 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; Good verbal and written communication skills. Two of the three languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Assist with office support duties within the MST component. Core duties to include, but not limited to compiling of submissions, liaise with MST schools, record keeping, assist with procurement matters, processing of claims, assist with the Division of Revenue Act (DoRA) monthly and quarterly reports, populating financial excel spreadsheets, maintaining a good filing system and office organisation, handling incoming queries. Liaise with internal and external stakeholders in relation to partnerships. Provide financial administration support services in the component.
<b><u>ENQUIRIES</u></b>	:	Dr G Schreuder Tel No: (021) 467 2623
<b><u>POST 17/484</u></b>	:	<b><u>ADMINISTRATION CLERK: COLLECTIVE BARGAINING REF NO: 96</u></b> Directorate: Employee Relations
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Grade 12. Knowledge: Knowledge of employee relations related process. Knowledge of employee relations related systems Knowledge of related prescripts Ensure compliance with educator/public servant prescripts Skills: interpersonal skills Analytical skills Problem-solving Decision making Organising Good written and oral communication skills Computer literacy.
<b><u>DUTIES</u></b>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Capture and update case management data for Individual. Relations Management. Handle routine enquiries. Make photocopies, receive and send emails on behalf of Deputy Director (DD). Answer telephone of DD and staff within the sub directorate and take messages. Transfer calls to relevant staff members. Contribute to the efficient management of the administration functions in the sub directorate. Receive, sort and distribute mail/correspondence between DD and staff members to relevant officials. Assist employee relations practitioners within the sub directorate, with venue bookings for consultations and hearings, conciliations and/or arbitrations. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to the 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 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.
<b><u>ENQUIRIES</u></b>	:	Ms D Syster Tel No: (021) 467 2399
<b><u>POST 17/485</u></b>	:	<b><u>ADMINISTRATION CLERK: MISCONDUCT, DISPUTES AND GRIEVANCES REF NO: 99 (X2 POSTS)</u></b> Directorate: Employee Relations
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Grade 12. Knowledge: Knowledge of employee relations related process. Knowledge of employee relations related systems Knowledge of related prescripts Ensure compliance with educator/public servant prescripts Skills: interpersonal skills Analytical skills Problem-solving Decision making Organising Good written and oral communication skills Computer literacy.
<b><u>DUTIES</u></b>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Capture and update case management data for Individual. Relations Management. Handle routine enquiries. Make photocopies, receive and send emails on behalf of Deputy Director (DD). Answer telephone of DD and staff within the sub directorate and take messages. Transfer calls to relevant staff members. Contribute to the efficient management of the administration functions in the sub directorate. Receive, sort and distribute mail/correspondence between DD and staff members to relevant officials. Assist employee relations practitioners within the sub directorate, with venue bookings for consultations and hearings, conciliations and/or arbitrations. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation

		to the 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 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.
<b><u>ENQUIRIES</u></b>	:	Ms D Syster Tel No: (021) 467 2399
<b><u>POST 17/486</u></b>	:	<b><u>ADMINISTRATION CLERK: EMPLOYEE RELATIONS REF NO: 102 (X2 POSTS)</u></b> Directorate: Employee Relations
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Matric (Grade 12) certificate. Knowledge: Knowledge of employee relations related process. Knowledge of employee relations 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. Basic understanding of modern labour relations management / development and its processes, methods and techniques. 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.
<b><u>DUTIES</u></b>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Capture and update case management data for Individual. Relations Management. Handle routine enquiries. Make photocopies, receive and send emails on behalf of Deputy Director (DD). Answer telephone of DD and staff within the sub directorate and take messages. Transfer calls to relevant staff members. Contribute to the efficient management of the administration functions in the sub directorate. Receive, sort and distribute mail/correspondence between DD and staff members to relevant officials. Assist employee relations practitioners within the subdirectorate, with venue bookings for consultations and hearings, conciliations and/or arbitrations. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to the 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 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.
<b><u>ENQUIRIES</u></b>	:	Ms D Syster Tel No: (021) 467 2399
<b><u>POST 17/487</u></b>	:	<b><u>ADMINISTRATION CLERK: EARLY CHILDHOOD DEVELOPMENT FUNDING REF NO: 124</u></b> Directorate: Early Childhood Development
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Matric, Plus 1-year Relevant work experience. Knowledge: PFMA, No 1 of 1999. Treasury Prescripts. Financial Delegations. NPO Act. Policy on Financial Awards. Policy on Financial Awards Skills: Ability to motivate own ideas and approaches. Ability to break down problems into manageable parts and identify solutions. Ability to listen well and be receptive to the ideas of others Ability to manage conflict. Ability to communicate (verbally or in writing) with ease and confidence. Ability to speak in public and make presentation to large or small group. Ability to use desktop communication and information technology resources including MS Office software. Planning and organising. Problem solving. Training. Supervision/Management of staff Interpersonal relations. Budgeting. Leadership. Policy development. Liaising. Decision making.

<b><u>DUTIES</u></b>	:	To evaluate and process prescribed documents for payment. Check Transfer Payment Agreements (TPA's) for correctness against approved funding submission. Evaluate information on source documents for compliance with prescripts and legislation i.e registration certificates, section 381 J of the PFMA (written assurance), board's declaration of interest, BAS entity form, compliance documents ect. Changes in TPA/ Details of NPO verify and monitor source documents in order to effect system changes on the NPO System. Compile payment documents, update payment record and submit to supervisor. Update NPO Data Base (UFC). Monitor compliance (TPA and business plan) and identify noncompliance with prescribed policy/ legislation and funding conditions. TPA's Request activation sheet and follow up any outstanding documents with the programmes/NPO's. Receive consolidated AFS update/ summary and activate/suspend payment. Reconcile subsidies payable against approved allocation as per TPA and submit to supervisor Underpayment: Compile payment Overpayment: Report to supervisor Business Plans: Assist with the verification of the contents of the business plan and supporting documents attached to NPO business plans (In accordance with the call for proposals) Render a support function to Programme Offices Alert programmes in terms of noncompliance issues Provide inputs to the development of funding admin tools Record keeping of NPO financial statements and other related documents Assist with the quality assurance of all NPO related documents Assist with the collation of documentation in relation to audit processes Record keeping, in alignment with record management procedures (Electronic and hard copies) Respond to client enquiries Calculate costing for the financial allocation of Partial Care facilities (Schedule A)- enrolment form in alignment with departmental benchmarks.
<b><u>ENQUIRIES</u></b>	:	Ms R Leukes Tel No: (021) 467 2584
<b><u>POST 17/488</u></b>	:	<b><u>ADMINISTRATION CLERK: HEAD CURRICULUM SUPPORT REF NO: 126</u></b> District Office: Education District Office Cape Winelands
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Worcester
<b><u>REQUIREMENTS</u></b>	:	Matric (Grade 12) Certificate. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment Skills: Computer skills (MS Word, Excel). Planning and organisation. Language (2 official languages). Good verbal and written communication. Interpersonal.
<b><u>DUTIES</u></b>	:	Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.
<b><u>ENQUIRIES</u></b>	:	Mr N Petersen Tel No: (023) 348 4600
<b><u>POST 17/489</u></b>	:	<b><u>ADMINISTRATION CLERK: ASSESSEMENT AND EXAMINATIONS REF NO: 131</u></b> District Office: Education District Office Cape Winelands
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Worcester
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate. Proficiency in at least in two of the three official languages of the Western Cape Province. Knowledge: Knowledge of administrative duties and procedures. Familiarity with learner information and examination management systems. Working knowledge of clerical and record keeping procedures (filing, correspondence, data capture). Basic understanding of National and Provincial assessment timetables. Skills: Excellent verbal and written communication (to liaise with principals, teachers, and members of the public). Strong numerical aptitude for verifying candidate lists, timetables, and mark schedules. High level of accuracy and attention to detail in data capture and document control, Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and electronic database systems. Reliable organizational and time management skills to meet strict examination deadlines. Discretion and integrity in handling confidential learner and examination materials. Customer service orientation, with ability to respond professionally to queries. Able to work in a challenging environment.

<b><u>DUTIES</u></b>	:	Assessment Administration: Register learners for internal and external assessments; verify eligibility lists, Compile and distribute examination timetables, stationery, and seating plans, Liaise with schools, exam venues, and examination boards to confirm logistical arrangements, assist assessment and examination DCES & SES with all administration functions. Data and Record Management: Capture and update learner marks, attendance, and examination outcomes on the information system, maintain accurate, up to date electronic and hard copy records of assessment materials, Generate statistical and status reports for the Curriculum Support Team and district offices. Correspondence and Dispatch: Process all incoming and outgoing assessment and examination related correspondence, Coordinate secure dispatch and receipt of examination documents. Customer Support: Serve as point of contact for principals, departmental heads, teachers, and members of the public on assessment and examination procedures, provide telephonic guidance on administrative requirements and troubleshoot scheduling or registration issues.
<b><u>ENQUIRIES</u></b>	:	Mr. N Petersen Tel No: (023) 348 4600
<b><u>POST 17/490</u></b>	:	<b><u>ADMINISTRATION CLERK: LEARNER SUPPORT REF NO: 132</u></b> District Office: Education District Office Cape Winelands
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Worcester
<b><u>REQUIREMENTS</u></b>	:	Matric (Grade 12) Certificate. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates 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. Languages. Good verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Render general clerical support services. Assist with office support duties within the component Learner Support. Provide supply chain clerical support services within the component. Provide financial administration support services in the component.
<b><u>ENQUIRIES</u></b>	:	Mr. N Petersen Tel No: (023) 348 4600
<b><u>POST 17/491</u></b>	:	<b><u>ADMINISTRATION CLERK: MANAGEMENT AND GOVERNANCE REF NO: 133</u></b> District Office: Education District Office Cape Winelands
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Worcester
<b><u>REQUIREMENTS</u></b>	:	Senior/Matric certificate. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates 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, good verbal and written communication skills. Languages.
<b><u>DUTIES</u></b>	:	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 detail records of the CM schools 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.
<b><u>ENQUIRIES</u></b>	:	Mr. N Petersen Tel No: (023) 348 4600
<b><u>POST 17/492</u></b>	:	<b><u>ADMINISTRATION CLERK: DISTRICT CIRCUIT: CIRCUIT 10 REF NO: 137</u></b> District Office: Education District Office Cape Winelands
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Worcester
<b><u>REQUIREMENTS</u></b>	:	National Senior/Matric Certificate. To render administration clerical support services within the District Circuit. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates 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, good verbal and written communication skills. Languages.
<b><u>DUTIES</u></b>	:	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 detail records of the CM 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.
<b><u>ENQUIRIES</u></b>	:	Mr. N Petersen Tel No: (023) 348 4600
<b><u>POST 17/493</u></b>	:	<b><u>ADMINISTRATION CLERK: DISTRICT CIRCUIT: CIRCUIT 9 REF NO: 141</u></b> District Office: Education District Office Cape Winelands
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Worcester
<b><u>REQUIREMENTS</u></b>	:	National Senior/Matric Certificate. To render administration clerical support services within the District Circuit. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates 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, good verbal and written communication skills. Languages.
<b><u>DUTIES</u></b>	:	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 detail records of the CM 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.

**ENQUIRIES**

: Mr. N Petersen Tel No: (023) 348 4600

**POST 17/494**

: **ADMINISTRATION CLERK: DISTRICT CIRCUIT: CIRCUIT 8 REF NO: 143**  
District Office: Education District Office Cape Winelands

**SALARY**  
**CENTRE**

: R228 321 per annum  
: Worcester

**REQUIREMENTS**

: National Senior/Matric Certificate. To render administration clerical support services within the District Circuit. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates 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, good verbal and written communication skills. Languages.

**DUTIES**

: 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 detail records of the CM 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.

**ENQUIRIES**

: Mr N Petersen Tel No: (023) 348 4600

**POST 17/495**

: **ADMINISTRATION CLERK: DISTRICT CIRCUIT: CIRCUIT 7 REF NO: 144**  
District Office: Education District Office Cape Winelands

**SALARY**  
**CENTRE**

: R228 321 per annum  
: Worcester

**REQUIREMENTS**

: National Senior/Matric Certificate. To render administration clerical support services within the District Circuit. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working

**DUTIES**

- procedures in terms of the working environment. Skills: Computer skills, planning and organisation, good verbal and written communication skills. Languages.
- : 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. 2. 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. 3. 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 detail records of the CM 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.

**ENQUIRIES**

- : Mr N Petersen Tel No: (023) 348 4600

**POST 17/496**

- : **ADMINISTRATION CLERK: DISTRICT CIRCUIT: CIRCUIT 3 REF NO: 146**  
District Office: Education District Office Cape Winelands

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

- : R228 321 per annum
- : Worcester
- : National Senior/Matric Certificate. To render administration clerical support services within the District Circuit. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates 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, good verbal and written communication skills. Languages.

**DUTIES**

- : 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 detail records of the CM 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.

**ENQUIRIES**

- : Mr N Petersen Tel No: (023) 348 4600

<b><u>POST 17/497</u></b>	:	<b><u>ADMINISTRATION CLERK: CIRCUIT 2 REF NO: 152</u></b> District Office: Education District Office Eden & Central Karoo
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Mossel Bay
<b><u>REQUIREMENTS</u></b>	:	National Senior/Matric Certificate. To render administration clerical support services within the District Circuit. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates 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, good verbal and written communication skills. Languages.
<b><u>DUTIES</u></b>	:	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 detail 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.
<b><u>ENQUIRIES</u></b>	:	Ms B Robertson Tel No: (021) 514 6700 (Metro Central EDO)
<b><u>POST 17/498</u></b>	:	<b><u>ADMIN CLERK: ASSET MANAGEMENT REF NO: 157</u></b> District Office: Education District Office Eden & Central Karoo
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	George
<b><u>REQUIREMENTS</u></b>	:	Senior/Matric Certificate or equivalent. To render supply chain management (SCM) clerical services. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of SCM work procedures in terms of the working environment. Skills: Computer Skills. Planning and organisation. Language skills. Good verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify inventories and asset register. Register suppliers on LOGIS (electronic purchasing system) or similar system. Request and receive quotations via relevant system. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for consumables from end users. Issue consumables to end users. Maintain consumable register.
<b><u>ENQUIRIES</u></b>	:	Mr. J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)

<b><u>POST 17/499</u></b>	:	<b><u>ADMINISTRATION CLERK: PEOPLE MANAGEMENT REF NO: 162</u></b> District Office: Education District Office Eden & Central Karoo
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	George
<b><u>REQUIREMENTS</u></b>	:	National Senior/Matric Certificate plus 6 months clerical experience. Knowledge: Extensive knowledge of applicable policies and procedures. Public service procedures. Knowledge of people management processes. Skills: Co-operate with the stakeholders. Computer literate. Hardworking. Meet deadlines.
<b><u>DUTIES</u></b>	:	Assist with the implementation and administration of the Workplace Skills Plan (WSP) to the District Office. Render clerical support with the coordination and facilitation of the training and professional development plan to the District Office. Render clerical support with the administration of Staff Performance Management Systems at District Office.
<b><u>ENQUIRIES</u></b>	:	Ms B Robertson Tel No: (021) 514 6700(Metro Central EDO)
<b><u>POST 17/500</u></b>	:	<b><u>ADMINISTRATION CLERK: CIRCUIT 4 REF NO: 163</u></b> District Office: Education District Office Eden & Central Karoo
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Knysna
<b><u>REQUIREMENTS</u></b>	:	National Senior/Matric Certificate. To render administration clerical support services within the District Circuit. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates 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, good verbal and written communication skills. Languages
<b><u>DUTIES</u></b>	:	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 detail 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.
<b><u>ENQUIRIES</u></b>	:	Ms B Robertson Tel No: (021) 514 6700 (Metro Central EDO)
<b><u>POST 17/501</u></b>	:	<b><u>ADMINISTRATION CLERK: CIRCUIT 5 REF NO: 165</u></b> District Office: Education District Office Metro Central
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Maitland
<b><u>REQUIREMENTS</u></b>	:	National Senior/Matric Certificate. To render administration clerical support services within the District Circuit. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates 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, good verbal and written communication skills. Languages
<b><u>DUTIES</u></b>	:	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 detail records of the CMs 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.
<b><u>ENQUIRIES</u></b>	:	Ms B Robertson Tel No: (021) 514 6700 (Metro Central EDO)
<b><u>CLOSING DATE</u></b>	:	10 June 2025
<b><u>POST 17/502</u></b>	:	<b><u>ADMINISTRATION CLERK: PEOPLE MANAGEMENT REF NO: 172 (X2 POSTS)</u></b> District Office: Education District Office Metro Central
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Maitland
<b><u>REQUIREMENTS</u></b>	:	National Senior/Matric Certificate plus 6 months clerical experience. To render a general administrative and clerical support service for people management at district level. Knowledge: Extensive knowledge of applicable policies and procedures. Public service procedures. Knowledge of people management processes. Skills: Co-operate with the stakeholders. Computer literate. Hardworking. Meet deadlines.
<b><u>DUTIES</u></b>	:	Assist with the implementation and administration of the Workplace Skills Plan (WSP) to the District Office. Render clerical support with the coordination and facilitation of the training and professional development plan to the District Office. Render clerical support with the administration of Staff Performance Management Systems at District Office.
<b><u>ENQUIRIES</u></b>	:	Ms B Robertson Tel No: (021) 514 6700 (Metro Central EDO)
<b><u>POST 17/503</u></b>	:	<b><u>ADMINISTRATION CLERK: GG TRANSPORT REF NO: 174</u></b> District Office: Education District Office Metro East
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Kuils River
<b><u>REQUIREMENTS</u></b>	:	Senior /Matric certificate. Knowledge: Knowledge of recordkeeping. Knowledge of relevant Departmental Policies and Procedures. Knowledge of relevant financial procedures Skills: Communication skills (2 official languages of the Western Cape). Computer literacy skills. Problem solving skills. Report writing skills. Recordkeeping abilities. Planning and organisation Interpersonal skills.
<b><u>DUTIES</u></b>	:	Render clerical support with regard to GG Transport. Administer, verify and update motor driver's licenses register (file) of all personnel. Collect and check all trip authorities and garaging documents. Check that logbooks and log sheets are kept up to date. Check that all logbooks are signed off at the end of the month, verified and submit to Head Office and GMT. Inspection of vehicles after trips. Check claims submitted by GMT, verify and submit to Head Office for payment. Check and verify transport log sheets, check for control purposes the KM usage with authorise trips. Organise services of vehicles, replacement

of tires, batteries and cleaning of vehicles. Administer all fines on databases. Check that vehicles are roadworthy, licenced and stored safely. Collect and verify taxi trip authorities and file accordingly. Check and verify invoices for taxi transport from GMT before sending for payment. Administer, verify and monitor the use of rentals. Distribute transport circulars, minutes of transport related meetings and the recordkeeping thereof Record, organise, store, capture and retrieve correspondence and data. Update registers, statistics and make photocopies. Handle routine enquiries. Distribute documents / packages to various stakeholders as required. Type letters and/or other correspondence when required.

**ENQUIRIES** : Ms L Diamond Tel No: (021) 900 7006 (Metro East EDO)

**POST 17/504** : **ADMINISTRATION CLERK: DISTRICT CIRCUIT: CIRCUIT 8 REF NO: 175**  
District Office: Education District Office Metro East

**SALARY** : R228 321 per annum  
**CENTRE** : Kuils River  
**REQUIREMENTS** : National Senior/Matric Certificate. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates 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, good verbal and written communication skills. Languages

**DUTIES** : 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 detail 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.

**ENQUIRIES** : Ms L Diamond Tel No: (021) 900 7006(Metro East EDO)

**POST 17/505** : **ADMINISTRATION CLERK: PEOPLE MANAGEMENT REF NO: 179**  
District Office: Education District Office Metro East

**SALARY** : R228 321 per annum  
**CENTRE** : George  
**REQUIREMENTS** : National Senior/Matric Certificate plus 6 months clerical experience. Knowledge: Extensive knowledge of applicable policies and procedures. Public service procedures. Knowledge of people management processes. Skills: Co-operate with the stakeholders. Computer literate. Hardworking. Meet deadlines.

**DUTIES** : Assist with the implementation and administration of the Workplace Skills Plan (WSP) to the District Office. Render clerical support with the coordination and facilitation of the training and professional development plan to the District Office. Render clerical support with the administration of Staff Performance Management Systems at District Office.

**ENQUIRIES** : Ms L Diamond: 021 900 7006(Metro East EDO)

<b><u>POST 17/506</u></b>	:	<b><u>ADMINISTRATION CLERK: DISTRICT CIRCUIT REF NO: 185</u></b> District Office: Education District Office Metro North
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Parow
<b><u>REQUIREMENTS</u></b>	:	Senior/Matric certificate. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates 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, good verbal and written communication skills. Languages.
<b><u>DUTIES</u></b>	:	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 detail 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.
<b><u>ENQUIRIES</u></b>	:	Ms W Horn Tel No: (021) 938 3133
<b><u>POST 17/507</u></b>	:	<b><u>ADMINISTRATION CLERK: MANAGEMENT &amp; GOVERNANCE REF NO: 190</u></b> District Office: Education District Office Metro North
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Parow
<b><u>REQUIREMENTS</u></b>	:	Senior/Matric certificate. To render administration clerical support services within the District Circuit. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates 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, good verbal and written communication skills. Languages
<b><u>DUTIES</u></b>	:	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 detail 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.
<b><u>ENQUIRIES</u></b>	:	Ms W Horn Tel No: (021) 938 3133
<b><u>POST 17/508</u></b>	:	<b><u>ADMINISTRATION CLERK: CURRICULUM SUPPORT REF NO: 199</u></b> District Office: Education District Office Metro South
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Mitchells Plain
<b><u>REQUIREMENTS</u></b>	:	Senior /Matric certificate. To render administration clerical support services within the District Circuit. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates 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, good verbal and written communication skills. Languages.
<b><u>DUTIES</u></b>	:	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 detail 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.
<b><u>ENQUIRIES</u></b>	:	Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)
<b><u>POST 17/509</u></b>	:	<b><u>ADMINISTRATION CLERK: PEOPLE MANAGEMENT REF NO: 200</u></b> District Office: Education District Office Metro South
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Mitchells Plain
<b><u>REQUIREMENTS</u></b>	:	National Senior/Matric Certificate plus 6 months clerical experience. Knowledge: Extensive knowledge of applicable policies and procedures. Public service procedures. Knowledge of people management processes. Skills: Co-operate with the stakeholders. Computer literate. Hardworking. Meet deadlines.
<b><u>DUTIES</u></b>	:	Assist with the implementation and administration of the Workplace Skills Plan (WSP) to the District Office. Render clerical support with the coordination and facilitation of the training and professional development plan to the District Office. Render clerical support with the administration of Staff Performance Management Systems at District Office.
<b><u>ENQUIRIES</u></b>	:	Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)

<b><u>POST 17/510</u></b>	:	<b><u>ADMINISTRATION CLERK: DISTRICT CIRCUIT: CIRCUIT 9 REF NO: 205</u></b> District Office: Education District Office Metro South
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Mitchells Plain
<b><u>REQUIREMENTS</u></b>	:	Senior /Matric certificate. To render administration clerical support services within the District Circuit. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates 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, good verbal and written communication skills. Languages.
<b><u>DUTIES</u></b>	:	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. 2. 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. 3. 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 detail records of the CM's school visits and activities. 4. 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.
<b><u>ENQUIRIES</u></b>	:	Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)
<b><u>POST 17/511</u></b>	:	<b><u>ADMINISTRATION CLERK: CURRICULUM SUPPORT REF NO: 216</u></b> District Office: Education District Office West Coast
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Paarl
<b><u>REQUIREMENTS</u></b>	:	Senior /Matric certificate. To render administration clerical support services within the District Circuit. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates 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, good verbal and written communication skills. Languages.
<b><u>DUTIES</u></b>	:	1. 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. 2. 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. 3. 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 detail records of the CM's school visits and activities. 4. 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.
<b><u>ENQUIRIES</u></b>	:	Ms A Truter Tel No: (021) 860 1209 (West Coast EDO)
<b><u>POST 17/512</u></b>	:	<b><u>ADMINISTRATION CLERK: CIRCUIT 4 REF NO: 219</u></b> District Office: Education District Office West Coast
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Clanwilliam
<b><u>REQUIREMENTS</u></b>	:	National Senior/Matric Certificate plus 6 months clerical experience. To render a general administrative and clerical support service for people management at district level. Knowledge: Extensive knowledge of applicable policies and procedures. Public service procedures. Knowledge of people management processes. Skills: Co-operate with the stakeholders. Computer literate. Hardworking. Meet deadlines.
<b><u>DUTIES</u></b>	:	Assist with the implementation and administration of the Workplace Skills Plan (WSP) to the District Office. Render clerical support with the coordination and facilitation of the training and professional development plan to the District Office. Render clerical support with the administration of Staff Performance Management Systems at District Office.
<b><u>ENQUIRIES</u></b>	:	Ms A Truter Tel No: (021) 860 1209 (West Coast EDO)
<b><u>POST 17/513</u></b>	:	<b><u>ADMINISTRATION CLERK: FINANCIAL ACCOUNTING REF NO: 234</u></b> Directorate: Financial Accounting
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (or equivalent qualification) with Mathematics and/or Accounting as subjects passed. A valid Code B (manual) driver's license. Knowledge: Knowledge of financial processes. Ability to perform under pressure. Be a team player as well as work independently. Skills: Good accounting and analytical skills. Good numerical skills. Intermediate computer literacy in Microsoft Office applications (Word, Excel and PowerPoint). Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Good interpersonal skills. Basic problem-solving skills. Illustrate a positive attitude.
<b><u>DUTIES</u></b>	:	Filing and safekeeping of documentation in accordance with prescripts and assist with the disposal of obsolete records according to the National Archives Act, including the retrieval of documentation. Provide administrative support to the Directorate. Update and maintenance of relevant databases in the directorate. Assist on procurement and contract management, stationery management and asset management. Coordinate quarterly performance reports including tracking completion of all compliance reporting within directorate. Manage Directorate's documents and information on Information Management Systems. Perform ad-hoc duties as required by Director.
<b><u>ENQUIRIES</u></b>	:	Mr. Z Mpisi Tel No: (021) 467 2511
<b><u>POST 17/514</u></b>	:	<b><u>ADMINISTRATION CLERK: ADMIN CLERK ORDERS REF NO: 239</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate or relevant qualification plus at least 1-year practical experience in a purchasing/selling environment (dealing with purchasing and selling of goods/services through quotations or tenders and specifically experience in ordering via Logis). Knowledge: Knowledge of SCM Practices, processes and procedures, Preferential Procurement and financial legislation, Knowledge and experience of Logis. Skills: Computer literacy in MS Word, Excel and Access; Good verbal and written communication skills; organisational and planning skills; report writing, problem solving and numeracy skills. Attributes: Ability to work within a team as well as independently whilst focussed on achieving targets; ability to prioritize and

		organize work whilst functioning under pressure to handle high volumes and meet strict deadlines; disciplined, orderly, systematic; effective communication and maintenance of good interpersonal relationships.
<b><u>DUTIES</u></b>	:	Check order data against requisition for compiling and capturing; Capture requisition details onto Logis; Search for item catalogue numbers (ICN) and request treasury to create new ICN's. Capture Petty Cash transactions on Logis; Separate orders and scan to suppliers; Ensure all procurement packages are complete, correctly filed and adhere to audit requirements; Maintain record of order packages; Assist with administrative duties.
<b><u>ENQUIRIES</u></b>	:	Ms L Sidina Tel No: (021) 467 2253
<b><u>POST 17/515</u></b>	:	<b><u>ADMINISTRATION CLERK: EARLY CHILDHOOD DEVELOPMENT REF NO: 248</u></b> Directorate: Early Childhood Development
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Matric / Grade 12 Certificate. 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.
<b><u>DUTIES</u></b>	:	To evaluate and process prescribed documents for payment: Check Transfer Payment Agreements (TPAs) for correctness against approved funding submission. Evaluate information on source documents for compliance with prescripts and legislation i.e. registration certificates, section 381 J of the PFMA (written assurance), boards declaration of interest, BAS entity form, compliance documents etc. Changes in TPA/ Details of entities, verify and monitor source documents in order to effect system changes. Compile payment documents, update payment record and submit to supervisor. Monitor compliance (TPA and business plan) and identify noncompliance with prescribed policy/ legislation and funding conditions. Request activation sheet and follow up any outstanding documents with entities. Receive consolidated AFS, record and report. Reconcile subsidies payable against approved allocation as per TPA and submit to supervisor. Compile payment: Underpayment, Overpayment: report to supervisor. Render a support function to Programme Offices. Alert programmes in terms of noncompliance issues. Provide inputs to the development of funding admin tools. Record keeping of NPO financial statements and other related documents. Assist with the quality assurance of all NPO related documents. Assist with the collation of documentation in relation to audit processes. Record keeping, in alignment with record management procedures (Electronic and hard copies). Respond to client enquiries.
<b><u>ENQUIRIES</u></b>	:	Ms R Leukes Tel No: (021) 467 2584
<b><u>POST 17/516</u></b>	:	<b><u>SCHOOL SAFETY SUPPORT WORKER REF NO: 155</u></b> District Office: Education District Office Eden & Central Karoo
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	George
<b><u>REQUIREMENTS</u></b>	:	Senior/Matric certificate plus 6 months relevant experience (preferably in community work). A valid Code B driver's licence. Knowledge: Occupational Health and Safety Act, Act 85 of 1993; Knowledge of health and safety procedures and prescripts; Handbook on Reasonable Accommodation for People with Disabilities in the Public Service, 2008; Disaster Management Act, No 57 of 2002, Compensation of Occupational Injuries and Diseases Act (COIDA); Service Charter for Victims of Crime in South Africa; Basic Conditions of Employment Act, 75 of 1997; Employee Health and Wellness Framework, 2012; Minimum Information Security Standards, 1996; National Archives and Record Act, 1996; Public Financial Management Act (PFMA) of 1999; Treasury Regulations 2001; Knowledge of financial administration prescripts Skills: Computer Skills; Planning and Organisation Skills. Good verbal and written communication skills. Facilitation and presentation skills. Numeracy skills. Interpersonal skills. Problem solving. Language skills.
<b><u>DUTIES</u></b>	:	Provide assistance and support to Public Ordinary and Special Schools Safety Committee by improving and maintain School Safety. Ensure that truancy is effectively addressed and that there is reintegration of learners. Assist the Safe Schools Coordination Officer to develop and enhance effective and sustainable

		Youth Development programmes at Public Schools. Render general clerical support service.
<b><u>ENQUIRIES</u></b>	:	Mr. J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)
<b><u>POST 17/517</u></b>	:	<b><u>SCHOOL SAFETY SUPPORT WORKER REF NO: 168</u></b> District Office: Education District Office Metro Central
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Maitland
<b><u>REQUIREMENTS</u></b>	:	Senior/Matric certificate plus 6 months relevant experience (preferably in community work). A valid Code B driver's licence. Knowledge: Occupational Health and Safety Act, Act 85 of 1993; Knowledge of health and safety procedures and prescripts; Handbook on Reasonable Accommodation for People with Disabilities in the Public Service, 2008; Disaster Management Act, No 57 of 2002, Compensation of Occupational Injuries and Diseases Act (COIDA); Service Charter for Victims of Crime in South Africa; Basic Conditions of Employment Act, 75 of 1997; Employee Health and Wellness Framework, 2012; Minimum Information Security Standards, 1996; National Archives and Record Act, 1996; Public Financial Management Act (PFMA) of 1999; Treasury Regulations 2001; Knowledge of financial administration prescripts Skills: Computer Skills; Planning and Organisation Skills. Good verbal and written communication skills. Facilitation and presentation skills. Numeracy skills. Interpersonal skills. Problem solving. Language skills.
<b><u>DUTIES</u></b>	:	Provide assistance and support to Public Ordinary and Special Schools Safety Committee by improving and maintain School Safety. Ensure that truancy is effectively addressed and that there is reintegration of learners. Assist the Safe Schools Coordination Officer to develop and enhance effective and sustainable Youth Development programmes at Public Schools. Render general clerical support service.
<b><u>ENQUIRIES</u></b>	:	Ms B Robertson Tel No: (021) 514 6700(Metro Central EDO)
<b><u>POST 17/518</u></b>	:	<b><u>SCHOOL SAFETY SUPPORT WORKER REF NO: 208</u></b> District Office: Education District Office Metro South
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Mitchells Plain
<b><u>REQUIREMENTS</u></b>	:	Senior/Matric certificate plus 6 months relevant experience (preferably in community work). A valid Code B driver's licence. Knowledge: Occupational Health and Safety Act, Act 85 of 1993; Knowledge of health and safety procedures and prescripts; Handbook on Reasonable Accommodation for People with Disabilities in the Public Service, 2008; Disaster Management Act, No 57 of 2002, Compensation of Occupational Injuries and Diseases Act (COIDA); Service Charter for Victims of Crime in South Africa; Basic Conditions of Employment Act, 75 of 1997; Employee Health and Wellness Framework, 2012; Minimum Information Security Standards, 1996; National Archives and Record Act, 1996; Public Financial Management Act (PFMA) of 1999; Treasury Regulations 2001; Knowledge of financial administration prescripts Skills: Computer Skills; Planning and Organisation Skills. Good verbal and written communication skills. Facilitation and presentation skills. Numeracy skills. Interpersonal skills. Problem solving. Language skills.
<b><u>DUTIES</u></b>	:	Provide assistance and support to Public Ordinary and Special Schools Safety Committee by improving and maintain School Safety. Ensure that truancy is effectively addressed and that there is reintegration of learners. Assist the Safe Schools Coordination Officer to develop and enhance effective and sustainable Youth Development programmes at Public Schools. Render general clerical support service.
<b><u>ENQUIRIES</u></b>	:	Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)
<b><u>POST 17/519</u></b>	:	<b><u>SCHOOL SAFETY SUPPORT WORKER REF NO: 222</u></b> District Office: Education District Office West Coast
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Paarl
<b><u>REQUIREMENTS</u></b>	:	Senior/Matric certificate plus 6 months relevant experience (preferably in community work). A valid Code B driver's licence. Knowledge: Occupational Health and Safety Act, Act 85 of 1993; Knowledge of health and safety procedures and prescripts; Handbook on Reasonable Accommodation for

		People with Disabilities in the Public Service, 2008; Disaster Management Act, No 57 of 2002, Compensation of Occupational Injuries and Diseases Act (COIDA); Service Charter for Victims of Crime in South Africa; Basic Conditions of Employment Act, 75 of 1997; Employee Health and Wellness Framework, 2012; Minimum Information Security Standards, 1996; National Archives and Record Act, 1996; Public Financial Management Act (PFMA) of 1999; Treasury Regulations 2001; Knowledge of financial administration prescripts Skills: Computer Skills; Planning and Organisation Skills. Good verbal and written communication skills. Facilitation and presentation skills. Numeracy skills. Interpersonal skills. Problem solving. Language skills.
<b><u>DUTIES</u></b>	:	Provide assistance and support to Public Ordinary and Special Schools Safety Committee by improving and maintain School Safety. Ensure that truancy is effectively addressed and that there is reintegration of learners. Assist the Safe Schools Coordination Officer to develop and enhance effective and sustainable Youth Development programmes at Public Schools. Render general clerical support service.
<b><u>ENQUIRIES</u></b>	:	Ms A Truter Tel No: (021) 860 1209 (West Coast EDO)
<b><u>POST 17/520</u></b>	:	<b><u>SCHOOL SAFETY SUPPORT WORKER REF NO: 250</u></b> District Office: Education District Office Metro North
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Parrow
<b><u>REQUIREMENTS</u></b>	:	Senior/Matric certificate plus 6 months relevant experience (preferably in community work). A valid Code B driver's licence. Knowledge: Occupational Health and Safety Act, Act 85 of 1993; Knowledge of health and safety procedures and prescripts; Handbook on Reasonable Accommodation for People with Disabilities in the Public Service, 2008; Disaster Management Act, No 57 of 2002, Compensation of Occupational Injuries and Diseases Act (COIDA); Service Charter for Victims of Crime in South Africa; Basic Conditions of Employment Act, 75 of 1997; Employee Health and Wellness Framework, 2012; Minimum Information Security Standards, 1996; National Archives and Record Act, 1996; Public Financial Management Act (PFMA) of 1999; Treasury Regulations 2001; Knowledge of financial administration prescripts Skills: Computer Skills; Planning and Organisation Skills. Good verbal and written communication skills. Facilitation and presentation skills. Numeracy skills. Interpersonal skills. Problem solving. Language skills.
<b><u>DUTIES</u></b>	:	Provide assistance and support to Public Ordinary and Special Schools Safety Committee by improving and maintain School Safety. Ensure that truancy is effectively addressed and that there is reintegration of learners. Assist the Safe Schools Coordination Officer to develop and enhance effective and sustainable Youth Development programmes at Public Schools. Render general clerical support service.
<b><u>ENQUIRIES</u></b>	:	Ms W Horn Tel No: (021) 938 3133 (Metro North EDO)
<b><u>POST 17/521</u></b>	:	<b><u>REGISTRY CLERK REF NO: 107 (X3 POSTS)</u></b> Directorate: Knowledge And Information Management
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate) or equivalent (NQF4) with minimum 2 years relevant experience in registry environment. A valid driver's license. The Registry clerk is responsible to provide an effective and efficient registry and records management service to Western Cape Education Department. Knowledge: Knowledge and understanding of Registry procedures and filing systems. Knowledge of departmental structures and procedures. Knowledge of file tracking system. Knowledge and understanding of electronic document management systems (My Content). Promotion of Access to Information Act, 2000 (Act No. 2 of 2000). Promotion of Administrative Justice Act, 2000 (Act No. 30 of 2000). Knowledge and understanding of the Provincial Archives and Records Service of the Western Cape, 2005 (Act No 3 of 2005) Skills: Conceptual and formulation skills; Leadership skills; Team building and strong inter-personal skills; Communication skills in at least two official languages; Planning, organizing and people management skills; Computer literacy skills; Analytical skills; Conflict; Decision-making; Time management.
<b><u>DUTIES</u></b>	:	Manage and control the application of created files. Maintenance and tracking of borrowed and pending files. Opening, sorting and distribution of mail

		internally and externally. Responsible for the correct and neat filing of documentation. Assist the supervisor with the allocation of reference numbers in line with the approved filing system. Handle client enquiries telephonically and electronically. Requests and pending of files. Assist with the disposal of records. Frank post, and update register daily. Assist to render electronic document management support (My Content). Register new users, loading access one-on-one training to user of Jtrack or an electronic document management system (My Content)
<b><u>ENQUIRIES</u></b>	:	Ms Z Jones Tel No: (021) 467 2766
<b><u>POST 17/522</u></b>	:	<b><u>REGISTRY CLERK: SERVICE BENEFITS REF NO: 110 (X4 POSTS)</u></b> Directorate: Service Benefits
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate) or equivalent (NQF4) with minimum 2 years relevant experience in registry environment. A valid driver's license. The Registry clerk is responsible to provide an effective and efficient registry and records management service to Western Cape Education Department. Knowledge: Knowledge and understanding of Registry procedures and filing systems. Knowledge of departmental structures and procedures. Knowledge of file tracking system. Knowledge and understanding of electronic document management systems (My Content). Promotion of Access to Information Act, 2000 (Act No. 2 of 2000). Promotion of Administrative Justice Act, 2000 (Act No. 30 of 2000). Knowledge and understanding of the Provincial Archives and Records Service of the Western Cape, 2005 (Act No 3 of 2005) Skills: Conceptual and formulation skills; Leadership skills; Team building and strong inter-personal skills; Communication skills in at least two official languages; Planning, organizing and people management skills; Computer literacy skills; Analytical skills; Conflict; Decision-making ;Time management
<b><u>DUTIES</u></b>	:	Manage and control the application of created files. Maintenance and tracking of borrowed and pending files. Opening, sorting and distribution of mail internally and externally. Responsible for the correct and neat filing of documentation. Assist the supervisor with the allocation of reference numbers in line with the approved filing system. Handle client enquiries telephonically and electronically. Requests and pending of files. Assist with the disposal of records. Frank post, and update register daily. Assist to render electronic document management support (MyContent). Register new users, loading access one-on-one training to user of Jtrack or an electronic document management system (MyContent)
<b><u>ENQUIRIES</u></b>	:	Ms D Pillay Tel No: (021) 467 2477
<b><u>POST 17/523</u></b>	:	<b><u>REGISTRY CLERK: LOGISTICAL SUPPORT SERVICES REF NO: 130</u></b> District Office: Education District Office Cape Winelands
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Worcester
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate. To provide registry services. Knowledge: Knowledge and understanding of Registry procedures and filing systems. Knowledge of departmental structures and procedures. Knowledge of file tracking system. Knowledge and understanding of electronic document management systems (My Content). Promotion of Access to Information Act, 2000 (Act No. 2 of 2000). Promotion of Administrative Justice Act, 2000 (Act No. 30 of 2000). Knowledge and understanding of the Provincial Archives and Records Service of the Western Cape, 2005 (Act No 3 of 2005) Skills: Conceptual and formulation skills; Leadership skills; Team building and strong inter-personal skills; Communication skills in at least two official languages; Planning, organizing and people management skills; Computer literacy skills; Analytical skills; Conflict; Decision-making ;Time management.
<b><u>DUTIES</u></b>	:	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 service. Opening and close files according to record classification system. Print / 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 & maintain remittance register. Record all valuable articles as prescribe in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked.
<b><u>ENQUIRIES</u></b>	:	Mr. N Petersen Tel No: (023) 348 4600
<b><u>POST 17/524</u></b>	:	<b><u>REGISTRY CLERK REF NO: 171</u></b> District Office: Education District Office Metro Central
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Maitland
<b><u>REQUIREMENTS</u></b>	:	Senior/Matric certificate. Knowledge: Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Knowledge of the National Archives and Record Management Act and related instructions. Knowledge of and ability to handle labour saving devices. Skills: Computer Literacy. Good verbal and written communication skills (2 Official Languages). Planning and organisation. Interpersonal relations / team work. Filing and reference skills.
<b><u>DUTIES</u></b>	:	Provide registry counter services. Handle incoming and outgoing correspondence. Opening and close files according to record classification system. Print / 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. Process documents for archiving and / disposal. Receive and sending of faxes.
<b><u>ENQUIRIES</u></b>	:	Ms B Robertson Tel No: (021) 514 6700(Metro Central EDO)
<b><u>POST 17/525</u></b>	:	<b><u>REGISTRY CLERK: LOGISTICAL SUPPORT SERVICES REF NO: 225</u></b> District Office: Education District Office West Coast
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Paarl
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate. To provide registry services. Knowledge: Knowledge and understanding of Registry procedures and filing systems. Knowledge of departmental structures and procedures. Knowledge of file tracking system. Knowledge and understanding of electronic document management systems (My Content). Promotion of Access to Information Act, 2000 (Act No. 2 of 2000). Promotion of Administrative Justice Act, 2000 (Act No. 30 of 2000). Knowledge and understanding of the Provincial Archives and Records Service of the Western Cape, 2005 (Act No 3 of 2005) Skills: Conceptual and formulation skills; Leadership skills; Team building and strong inter-personal skills; Communication skills in at least two official languages; Planning, organizing and people management skills; Computer literacy skills; Analytical skills; Conflict; Decision-making ;Time management
<b><u>DUTIES</u></b>	:	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 service. Opening and close files according to record classification system. Print / 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 & maintain remittance register. Record all valuable articles as prescribe in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked.
<b><u>ENQUIRIES</u></b>	:	Ms A Truter Tel No: (021) 860 1209 (West Coast EDO)

<b><u>POST 17/526</u></b>	:	<b><u>HUMAN RESOURCE CLERK REF NO: 114 (X9 POSTS)</u></b> Directorate: Service Benefits
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Senior/Matric certificate. Skills: Interpersonal, Problem Solving and Organising skills. Decision Making and Conflict Resolution skills; Written and Oral Communication skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, MS Excel, MS Outlook and PowerPoint).
<b><u>DUTIES</u></b>	:	Execute functions pertaining to: Conditions of service for Education and Public Service staff, e.g. Leave administration. Rendering an exit management service. Render general administrative duties with regard to service benefits. Capturing the appointment of personnel on PERSAL. Render salary administration pertaining to the appointment process. General administrative duties.
<b><u>ENQUIRIES</u></b>	:	Ms D Pillay Tel No: (021) 467 2477
<b><u>POST 17/527</u></b>	:	<b><u>HUMAN RESOURCE CLERK: PERFORMANCE AND ETHICS ADMINISTRATION REF NO: 119</u></b> Directorate: Strategic People Management
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	NSC or Grade 12 qualification. Knowledge: Competency in the PERSAL system. Competency in MS Office. Fluency in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Record all documents relevant to probations on a database. Schedule meetings and provide logistical support to the Sub directorate. Schedule and provide logistical support to training interventions. Record all relevant information on PERSAL relating to Performance Agreements. Record all applications relevant to RWOPS on a database. Record all relevant information on PERSAL relating to RWOPS and e-Disclosures.
<b><u>ENQUIRIES</u></b>	:	Mr R Oosthuizen Tel No: (021) 467 2475
<b><u>POST 17/528</u></b>	:	<b><u>SCM CLERK REF NO: 142</u></b> District Office: Education District Office Cape Winelands.
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Worcester
<b><u>REQUIREMENTS</u></b>	:	Senior/Matric Certificate or equivalent. To render supply chain management (SCM) clerical services. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of SCM work procedures in terms of the working environment. Skills: Computer Skills. Planning and organisation. Language skills. Good verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify inventories and asset register. Register suppliers on LOGIS (electronic purchasing system) or similar system. Request and receive quotations via relevant system. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for consumables from end users. Issue consumables to end users. Maintain consumable register.
<b><u>ENQUIRIES</u></b>	:	Mr. N Petersen Tel No: (023) 348 4600
<b><u>POST 17/529</u></b>	:	<b><u>SCM CLERK REF NO: 160</u></b> District Office: Education District Office Eden & Central Karoo
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	George
<b><u>REQUIREMENTS</u></b>	:	Senior/Matric Certificate or equivalent. To render supply chain management (SCM) clerical services. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting

		statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of SCM work procedures in terms of the working environment. Skills: Computer Skills. Planning and organisation. Language skills. Good verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify inventories and asset register. Register suppliers on LOGIS (electronic purchasing system) or similar system. Request and receive quotations via relevant system. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for consumables from end users. Issue consumables to end users. Maintain consumable register.
<b><u>ENQUIRIES</u></b>	:	Mr. J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)
<b><u>POST 17/530</u></b>	:	<b><u>SCM CLERK REF NO: 201</u></b> District Office: Education District Office Metro South
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Mitchells Plain
<b><u>REQUIREMENTS</u></b>	:	Senior/Matric Certificate or equivalent. To render supply chain management (SCM) clerical services. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of SCM work procedures in terms of the working environment. Skills: Computer Skills. Planning and organisation. Language skills. Good verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify inventories and asset register. Register suppliers on LOGIS (electronic purchasing system) or similar system. Request and receive quotations via relevant system. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for consumables from end users. Issue consumables to end users. Maintain consumable register.
<b><u>ENQUIRIES</u></b>	:	Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)
<b><u>POST 17/531</u></b>	:	<b><u>LEARNER TRANSPORT CLERK: LOGISTICAL SUPPORT SERVICES REF NO: 147</u></b> District Office: Education District Office Cape Winelands
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Worcester
<b><u>REQUIREMENTS</u></b>	:	Matric / Grade 12 Certificate and 6 months relevant clerical experience Recommendation: Valid Drivers' License B. To render a clerical support service with regards to Learner Transport Schemes. Knowledge: Knowledge of recordkeeping. Knowledge of financial administration Skills: Written and verbal communication in 2 official languages of the Western Cape. Organising and planning. Functional numeracy. Computer literacy. Recordkeeping. Interpersonal skills Report writing skills.
<b><u>DUTIES</u></b>	:	Execution of bi-annual vehicle testing and maintenance of database of all vehicles. Maintain and update the database of all approved vehicles on LTS routes indicating all relevant vehicle, license and roadworthy details. Request principals of schools with devolved routes to identify in writing the details of the approved vehicles prior to its inclusion on the database. Maintain and update the database regularly in line with changes in the approved vehicles, licenses and roadworthy renewal dates. Draw relevant reports on the testing, licensing and roadworthiness of vehicles. Arrange testing of all approved vehicles, due for the 6-monthly roadworthy test/s timeously. Prepare and submit to head office on a monthly basis a schedule of the approved vehicles to be tested during the following month. Arrange with the relevant traffic department officials and learner transport contractors or schools (in cases of devolved routes), the

monthly testing of all approved vehicles as per the bi-annual testing schedule. Require learner transport contractors and principals (in cases of devolved routes) to obtain approval for the replacement of learner transport vehicles. Keep record of all roadworthy testing results / reports. Arrange for the re-testing of all approved vehicles that fail the initial roadworthy test/s. Inform schools and learner transport contractors of cases where failed vehicles may not be used on the road prior to the successful re-testing of vehicles and request that relevant alternative arrangements are effected. Prepare and submit to head office a monthly report on the testing of vehicles. Maintain and update all records relating to Learner Transport. Report to Admin Officer LTS. Administer payment of monthly claims. Receive claims and supporting documents, signed by the principal from the learner transport contractor. Calculate the amount to be paid, including penalties in cases of non-compliance, in accordance with the contract specifications. Submit the claim documents to the Administrative Officer LTS for verification. File all documentation in accordance with the District Office file plan. Report to the Admin Officer LTS. KRA 3 Assist the Administrative Officer with Learner Transport. The determination and verification of learner transport route distances. Assist when necessary with the investigation of complaints. Maintain and update Learner Transport Complaints database. Assist when necessary with the inspection of learner transport routes.

**ENQUIRIES**

: Mr. N Petersen Tel No: (023) 348 4600

**POST 17/532**

: **LEARNER TRANSPORT CLERK REF NO: 217**  
District Office: Education District Office West Coast

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R228 321 per annum  
: Paarl  
: Matric / Grade 12 Certificate and 6 months relevant clerical experience  
Recommendation: Valid Drivers' License B. Knowledge: Knowledge of recordkeeping. Knowledge of financial administration Skills: Written and verbal communication in 2 official languages of the Western Cape. Organising and planning. Functional numeracy. Computer literacy. Recordkeeping. Interpersonal skills Report writing skills.

**DUTIES**

: Execution of bi-annual vehicle testing and maintenance of database of all vehicles. Maintain and update the database of all approved vehicles on LTS routes indicating all relevant vehicle, license and roadworthy details. Request principals of schools with devolved routes to identify in writing the details of the approved vehicles prior to its inclusion on the database. Maintain and update the database regularly in line with changes in the approved vehicles, licenses and roadworthy renewal dates. Draw relevant reports on the testing, licensing and roadworthiness of vehicles. Arrange testing of all approved vehicles, due for the 6-monthly roadworthy test/s timeously. Prepare and submit to head office on a monthly basis a schedule of the approved vehicles to be tested during the following month. Arrange with the relevant traffic department officials and learner transport contractors or schools (in cases of devolved routes), the monthly testing of all approved vehicles as per the biannual testing schedule. Require learner transport contractors and principals (in cases of devolved routes) to obtain approval for the replacement of learner transport vehicles. Keep record of all roadworthy testing results / reports. Arrange for the re-testing of all approved vehicles that fail the initial roadworthy test/s. Inform schools and learner transport contractors of cases where failed vehicles may not be used on the road prior to the successful retesting of vehicles and request that relevant alternative arrangements are affected. Prepare and submit to head office a monthly report on the testing of vehicles. Maintain and update all records relating to Learner Transport. Report to Admin Officer LTS. Administer payment of monthly claims. Receive claims and supporting documents, signed by the principal from the learner transport contractor. Calculate the amount to be paid, including penalties in cases of non-compliance, in accordance with the contract specifications. Submit the claim documents to the Administrative Officer LTS for verification. File all documentation in accordance with the District Office file plan. Report to the Admin Officer LTS. KRA 3 Assist the Administrative Officer with Learner Transport. The determination and verification of learner transport route distances. Assist when necessary with the investigation of complaints. Maintain and update Learner Transport Complaints database. Assist when necessary with the inspection of learner transport routes.

<b><u>ENQUIRIES</u></b>	:	Ms A Truter Tel No: (021) 860 1209 (West Coast EDO)
<b><u>POST 17/533</u></b>	:	<b><u>RECEPTIONIST REF NO: 177</u></b> District Office: Education District Office Metro East
<b><u>SALARY</u></b>	:	R193 359 per annum
<b><u>CENTRE</u></b>	:	Maitland
<b><u>REQUIREMENTS</u></b>	:	Senior/Matric certificate. Knowledge: Knowledge of Departmental policies and procedures. Knowledge of receptionist duties. Communications protocol. Knowledge of Record Management (Registry & postmaster system). General knowledge of Education District Structure (Operations). Client Care Etiquette. Skills: Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, Excel, PowerPoint) e-mail system, Internet. Organising skills (Queue-Management skills). Filing skills. Operating of Switchboard. Conflict Management Skills. Interpersonal skills. Listening skills. Good written and verbal communications skills in 2 official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Receive clients visiting district office. Refer clients to relevant official / venues. Take messages and delivered to employee. Receive mail and documentation delivered to the Education District Office. Register hand delivered mail / files. Access Control. Print and distribute attendance register of officials. File documentation. Recording of all incoming and outgoing faxes. Sending outgoing faxes immediately. Handover of faxes to responsible employee. Register of all incoming and outgoing faxes in fax register. Answer and transfer of telephone calls. Take messages if employees is not available. See that employee receive all messages.
<b><u>ENQUIRIES</u></b>	:	Ms L Diamond Tel No: (021) 900 7006 (Metro East)
<b><u>POST 17/534</u></b>	:	<b><u>DRIVER / MESSENGER REF NO: 196 (X2 POSTS)</u></b> District Office: Education District Office Metro North
<b><u>SALARY</u></b>	:	R193 359 per annum
<b><u>CENTRE</u></b>	:	Parow
<b><u>REQUIREMENTS</u></b>	:	Grade 12; a valid driver's licence (EB), plus relevant experience. To render a driver and messenger service for the district. Knowledge: Good driving skills, good navigation skills in greater Cape Town Area, basic communication skills in at least two of the official languages of the Western Cape Province; problem solving; good organising and planning skills; good interpersonal skills in serving clients / customers and good teamwork skills. Skills: Good driving skills, good navigation skills in greater Cape Town Area, basic communication skills in at least two of the official languages of the Western Cape Province; problem solving; good organising and planning skills; good interpersonal skills in serving clients / customers and good teamwork skills.
<b><u>DUTIES</u></b>	:	Drive light and medium motor vehicles to transport passengers and deliver other items (mail/documents/petty cash/goods). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Collect and deliver documentation and related item in the district. Copy and fax documents. Assist in the registry. Transportation of staff to various destinations as required. All internal driving needed must be done as required (On site as required). All waste refuse must be removed from facility to dumping site. Log-sheets, Trip authority forms and other related documentation must be completed as prescribed. Ensure that the vehicles are in good working condition suitable for driving. Minor maintenance and repairs of vehicles. Responsible for the cleanliness of vehicles and assuring that all vehicles are equipped with PPE. Schedule refilling of petrol, oil and tyre pressure etc. Report and effect services or repairs of vehicles. Responsible for obtaining quotations for such repairs. Ensure that vehicles are roadworthy at all times. Ensure that the vehicles are in good working condition suitable for driving. Responsible for the cleanliness of vehicles and assuring that all vehicles are equipped with PPE. Schedule refilling of petrol, oil and tyre pressure etc. Report and effect services or repairs of vehicles. Responsible for obtaining quotations for such repairs. Ensure that vehicles are roadworthy at all times. Ensure that the vehicles are in good working condition suitable for driving.
<b><u>ENQUIRIES</u></b>	:	Ms W Horn Tel No: (021) 938 3133

<b><u>POST 17/535</u></b>	:	<b><u>DRIVER / MESSENGER REF NO: 211</u></b> District Office: Education District Office Metro South
<b><u>SALARY</u></b>	:	R193 359 per annum
<b><u>CENTRE</u></b>	:	Mitchells Plain
<b><u>REQUIREMENTS</u></b>	:	National Senior/ Matric Certificate. A Valid Code B or higher Drivers Licence, plus relevant experience Knowledge: Good driving skills, good navigation skills in greater Cape Town Area, basic communication skills in at least two of the official languages of the Western Cape Province; problem solving; good organising and planning skills; good interpersonal skills in serving clients / customers and good teamwork skills. Skills: Good driving skills, good navigation skills in greater Cape Town Area, basic communication skills in at least two of the official languages of the Western Cape Province; problem solving; good organising and planning skills; good interpersonal skills in serving clients / customers and good teamwork skills.
<b><u>DUTIES</u></b>	:	Drive light and medium motor vehicles to transport passengers and deliver other items (mail/documents/petty cash/goods). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Collect and deliver documentation and related item in the district. Copy and fax documents. Assist in the registry. Transportation of staff to various destinations as required. All internal driving needed must be done as required (On site as required). All waste refuse must be removed from facility to dumping site. Log-sheets, Trip authority forms and other related documentation must be completed as prescribed. Ensure that the vehicles are in good working condition suitable for driving. Minor maintenance and repairs of vehicles, Responsible for the cleanliness of vehicles and assuring that all vehicles are equipped with PPE. Schedule refilling of petrol, oil and tyre pressure etc. Report and effect services or repairs of vehicles. Responsible for obtaining quotations for such repairs. Ensure that vehicles are roadworthy at all times. Ensure that the vehicles are in good working condition suitable for driving. Responsible for the cleanliness of vehicles and assuring that all vehicles are equipped with PPE. Schedule refilling of petrol, oil and tyre pressure etc. Report and effect services or repairs of vehicles. Responsible for obtaining quotations for such repairs. Ensure that vehicles are roadworthy at all times. Ensure that the vehicles are in good working condition suitable for driving.
<b><u>ENQUIRIES</u></b>	:	Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)
<b><u>POST 17/536</u></b>	:	<b><u>MESSENGER / DRIVER REF NO: 109</u></b> Directorate: Knowledge And Information Management
<b><u>SALARY</u></b>	:	R193 359 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (or equivalent) and Drivers Licence. Knowledge: Appropriate knowledge and experience of messenger services as well as registry functions. Skills: Must be a team player and self-motivated. Driving; Good written and verbal communication skills in at least two of the three official languages of the Western Cape; Good public relations skills; Computer literacy; (MS Word, MS Excel etc.); Good Interpersonal skills Knowledge: Appropriate knowledge and experience of registry and messenger functions and records/ documents management systems and programmes. Basic driving and minor vehicle mechanical knowledge; geographic location of districts and clients, knowledge of WCG Buildings To assist to implement property.
<b><u>DUTIES</u></b>	:	Collection, picking up, delivering and posting of letters, documents, parcels, Photostats, reprographics, faxes, files, records and other documents. Walking and driving from various pick-up stations; preparing of file covers and letters for franking; assist with execution of functions of the records division as requested; record documentation received and delivered in appropriate registers and electronic systems; assist in rendering transport services and do minor emergency maintenance of vehicle (e.g. changing of flat tyre, maintain vehicle, etc.) To render driving and messenger services to line functionaries at WCED Head Office.
<b><u>ENQUIRIES</u></b>	:	Ms Z Jones Tel No: (021) 467 2766

<b><u>POST 17/537</u></b>	:	<b><u>FOOD SERVICES AID REF NO: 243 (X5 POSTS)</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R163 680 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Grade 10 plus experience in a food service environment. Basic literacy and numeracy skills. Skills: Good communication skills; Basic literacy and numerical skills; organizational and planning skills; problem solving skills. Ability to work in a team and to work under pressure.
<b><u>DUTIES</u></b>	:	Provide a food aid service to officials at Head office; Collect, wash, dry and return all crockery, cutlery and utensils to staff; Keep kitchen, dining hall and food storage areas hygienically clean and tidy; Prepare and serve water and refreshments at meetings; Provide hot and cold water to staff on a daily basis; Render a relief service in related sphere of work, when required.
<b><u>ENQUIRIES</u></b>	:	Ms R De Bruyn Tel No: (021) 467 2821
<b><u>POST 17/538</u></b>	:	<b><u>HANDY MAN: LOGISTICAL SUPPORT SERVICES REF NO: 128</u></b> District Office: Education District Office Cape Winelands
<b><u>SALARY</u></b>	:	R163 680 per annum
<b><u>CENTRE</u></b>	:	Worcester
<b><u>REQUIREMENTS</u></b>	:	Junior Certificate (Grade 10) plus 6 months relevant experience. Basic knowledge of electrical maintenance (replacing bulbs, plugs). Basic knowledge of plumbing, carpentry and machinery. Basic knowledge of building maintenance. OHS requirements. Handling of machinery and equipment. Skills: Writing, reading and numeracy skills. Communication skills. Practical skills. Skills to operate machinery and equipment.
<b><u>DUTIES</u></b>	:	Maintenance of buildings. Maintenance of office-, garden equipment's, machinery and furniture. Maintain the garden and outside areas. Perform general assistant work.
<b><u>ENQUIRIES</u></b>	:	Mr. N Petersen Tel No: (023) 348 4600
<b><u>POST 17/539</u></b>	:	<b><u>TELECOM OPERATOR REF NO: 247</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R163 680 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate plus technical knowledge of telephone network systems. Knowledge: Broad knowledge and practical experience of the external and internal telephone network systems and ability to work under pressure. Skills: Computer literate; Good verbal communication skills; organisational and planning skills; report writing and problem-solving skills.
<b><u>DUTIES</u></b>	:	Provide a telecommunications support function at Head Office. Administration and arranging the correction of all PABX faults; Administration of the Service Terminal of the telephone system; Administration of new telephone installations; Control over the switchboard (relief duty) whenever required; Procurement of official cell phones for Head Office personnel.
<b><u>ENQUIRIES</u></b>	:	Ms R De Bruyn Tel No: (021) 467 2821
<b><u>POST 17/540</u></b>	:	<b><u>PHOTOCOPY OPERATOR: LOGISTICAL SUPPORT SERVICES REF NO:138</u></b> District Office: Education District Office Cape Winelands
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	Worcester
<b><u>REQUIREMENTS</u></b>	:	Grade 8. Summary: To provide photocopier services for the Education District Office. Knowledge: Departmental policies and procedures regarding reprographic services. Knowledge of appropriate legislation (e.g. Occupational Health and Safety) Understanding of the work in registry. Skills: Basic Numeracy and literacy. Ability to operate reprographic machinery. Language skills (2 Official languages). Communication skills. Writing skills. Organising skills Interpersonal skills.
<b><u>DUTIES</u></b>	:	Operate the photocopier machines (Adhere to the stipulations and safety measures as presented by the Occupational, Health and Safety Act). Make photocopies for staff. Report any malfunctioning of photocopier machines to supervisor. Keep records of photocopier machine activities and meter readings. Scanning of documents. Binding and laminating of documents.

		Deliver Photostats etc. to designated destinations. Monthly printing report according to pin codes / per user. Provide counter service. Receive the request form and documents. Record documents received and delivered in a register. Contact client / or deliver when documents are ready. Attend to counter queries. Perform minor maintenance on the photocopier machine. Identify record and arrange for the repair of defects to the machine. Ensure that the maintenance contractual agreements are enforced. Arrange for the servicing of and repair to the machine. Arrange for installation, moving of reprographic machinery. Undertake the general maintenance and cleaning of the machine. Make requisitions for photocopying materials. Ensure that photocopying materials and equipment are stored securely. Arrange for the re-ordering of copy papers, staples and toners.
<b><u>ENQUIRIES</u></b>	:	Mr. N Petersen Tel No: (023) 348 4600
<b><u>POST 17/541</u></b>	:	<b><u>PHOTOCOPY OPERATOR REF NO: 149</u></b> District Office: Education District Office Eden & Central Karoo
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	George
<b><u>REQUIREMENTS</u></b>	:	Grade 8. To provide photocopier services for the Education District Office. Knowledge: Departmental policies and procedures regarding reprographic services. Knowledge of appropriate legislation (e.g. Occupational Health and Safety) Understanding of the work in registry Skills: Basic Numeracy and literacy. Ability to operate reprographic machinery. Language skills (2 Official languages). Communication skills. Writing skills. Organising skills Interpersonal skills.
<b><u>DUTIES</u></b>	:	Operate the photocopier machines (Adhere to the stipulations and safety measures as presented by the Occupational, Health and Safety Act). Make photocopies for staff. Report any malfunctioning of photocopier machines to supervisor. Keep records of photocopier machine activities and meter readings. Scanning of documents. Binding and laminating of documents. Deliver Photostats etc. to designated destinations. Monthly printing report according to pin codes / per user. Provide counter service. Receive the request form and documents. Record documents received and delivered in a register. Contact client / or deliver when documents are ready. Attend to counter queries. Perform minor maintenance on the photocopier machine. Identify record and arrange for the repair of defects to the machine. Ensure that the maintenance contractual agreements are enforced. Arrange for the servicing of and repair to the machine. Arrange for installation, moving of reprographic machinery. Undertake the general maintenance and cleaning of the machine. Make requisitions for photocopying materials. Ensure that photocopying materials and equipment are stored securely. Arrange for the re-ordering of copy papers, staples and toners.
<b><u>ENQUIRIES</u></b>	:	Mr. J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)
<b><u>POST 17/542</u></b>	:	<b><u>MESSENGER REF NO: 105 (X2 POSTS)</u></b> Directorate: Knowledge And Information Management
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Requirements: National Senior Certificate (or equivalent (NQF 4); A minimum of 1 year experience in a messenger, registry or administrative environment. Recommendation: A valid Code B or higher Drivers Licence; appropriate experience in a registry environment would be an advantage. To render an effective and efficient messenger service to the support and line functionaries at the WCED Head Office and assist registry. Services where needed. Knowledge: Appropriate knowledge and experience of messenger services as well as registry functions. Skills: Team Building and strong inter-personal skills. Communication skills in at least two official languages. Planning, Organizing and People management skills. Computer Literacy. Decision Making. Time management. Good written and verbal communication skills. must be a team player and self-motivated.
<b><u>DUTIES</u></b>	:	Collection, picking up, delivering and posting of letters, documents, parcels, Photostats, reprographics, faxes, files, records and other documents. Walking and driving from various pick-up stations; preparing of file covers and letters for franking; assist with execution of functions of the records division as requested; record documentation received and delivered in appropriate

		registers and electronic systems; assist in rendering transport services and do minor emergency maintenance of vehicle (e.g. changing of flat tyre, maintain vehicle, etc.)
<b><u>ENQUIRIES</u></b>	:	Ms Z Jones Tel No: (021) 467 2766
<b><u>POST 17/543</u></b>	:	<b><u>GENERAL WORKER/GROUNDSMAN REF NO: 85</u></b> Directorate: Cape Teaching & Leadership Institute
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	Kuils River
<b><u>REQUIREMENTS</u></b>	:	ABET (Basic Literacy). Knowledge: Basic safety precautions in handling hazardous material liquids. Use of cleaning equipment. Maintenance / care of cleaning equipment Skills: Basic communication skills. Basic literacy skills. Ability to work in garden and handle equipment. Ability to work in office with cleaning utensils.
<b><u>DUTIES</u></b>	:	Perform general work. Load and off load furniture, equipment's and any other goods to relevant destination. Clean government vehicles. Clean relevant workstation / offices. Prepare and clean venues. Raise / lower SA Flag. Maintain premises / building. Cleaning premises and surroundings. Cleaning offices corridors, elevators and boardrooms by: Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Closing of windows. Clean general kitchens by: Cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the restrooms by: Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Cleaning of machines (microwaves, vacuum cleaners, etc) and equipment after use. Request cleaning materials. Keep and maintain stock register. Maintain and water interior garden / plants. Refresh water cooler daily. Maintain the garden and outside areas. Watering the garden. Clean gutters, furrows and drains. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides and other poisons. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools. Request maintenance material. Keep and maintain stock register.
<b><u>ENQUIRIES</u></b>	:	Ms M. Van Wyk Tel No: (021) 900 5026
<b><u>POST 17/544</u></b>	:	<b><u>GENERAL WORKER/GROUNDSMAN: CIRCUIT 5 REF NO: 220</u></b> District Office: Education District Office West Coast
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	Vredendal
<b><u>REQUIREMENTS</u></b>	:	ABET (Basic Literacy). Knowledge: Basic safety precautions in handling hazardous material liquids. Use of cleaning equipment. Maintenance / care of cleaning equipment Skills: Basic communication skills. Basic literacy skills. Ability to work in garden and handle equipment. Ability to work in office with cleaning utensils.
<b><u>DUTIES</u></b>	:	Perform general work. Load and off load furniture, equipment's and any other goods to relevant destination. Clean government vehicles. Clean relevant workstation / offices. Prepare and clean venues. Raise / lower SA Flag. Maintain premises / building. Cleaning premises and surroundings. Cleaning offices corridors, elevators and boardrooms by: Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Closing of windows. Clean general kitchens by: Cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the restrooms by: Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Cleaning of machines (microwaves, vacuum cleaners, etc) and equipment after use. Request cleaning materials. Keep and maintain stock register. Maintain and water interior garden / plants. Refresh water cooler daily. Maintain the garden and outside areas. Watering the garden. Clean gutters, furrows and drains. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides

		and other poisons. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools. Request maintenance material. Keep and maintain stock register.
<b><u>ENQUIRIES</u></b>	:	Ms A Truter Tel No: (021) 860 1209 (West Coast EDO)
<b><u>POST 17/545</u></b>	:	<b><u>GENERAL WORKER/GROUNDSMAN REF NO: 224</u></b> District Office: Education District Office West Coast
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	Paarl
<b><u>REQUIREMENTS</u></b>	:	ABET (Basic Literacy). Knowledge: Basic safety precautions in handling hazardous material liquids. Use of cleaning equipment. Maintenance / care of cleaning equipment Skills: Basic communication skills. Basic literacy skills. Ability to work in garden and handle equipment. Ability to work in office with cleaning utensils
<b><u>DUTIES</u></b>	:	Perform general work. Load and off load furniture, equipment's and any other goods to relevant destination. Clean government vehicles. Clean relevant workstation / offices. Prepare and clean venues. Raise / lower SA Flag. Maintain premises / building. Cleaning premises and surroundings. Cleaning offices corridors, elevators and boardrooms by: Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Closing of windows. Clean general kitchens by: Cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the restrooms by: Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Cleaning of machines (microwaves, vacuum cleaners, etc) and equipment after use. Request cleaning materials. Keep and maintain stock register. Maintain and water interior garden / plants. Refresh water cooler daily. Maintain the garden and outside areas. Watering the garden. Clean gutters, furrows and drains. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides and other poisons. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools. Request maintenance material. Keep and maintain stock register.
<b><u>ENQUIRIES</u></b>	:	Ms A Truter Tel No: (021) 860 1209 (West Coast EDO)