

## PUBLIC SERVICE VACANCY CIRCULAR

**PUBLICATION NO 18 OF 2025**  
**DATE ISSUED 30 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

**DEPARTMENT OF EMPLOYMENT AND LABOUR:** Please be informed that the nature of appointment for the following advertised posts is permanent appointment and not a four (4) years contract as previously stated: the posts of Registry Clerk- reference number: GAP-PRET-23521830-20250424-1 (X3 Posts) at salary level (5) of R228 321 per annum, the posts of Messenger/Driver- reference number: GAP-PRET-23521830-20250424-2 (X3 Posts) at salary level (4) R193 359 per annum and posts of Food Aide Services- reference number: GAP-PRET-28298004-20250424-1 (X3 Posts) at salary level (2) R138 486 per annum. These positions were advertised on the Circular 15 dated 09 May 2025 with a closing date of 23 May 2025. The closing date is extended to 13 June 2025. Note applications must be submitted electronically online following link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps. Sorry for inconvenience caused. Enquiries: Ms. Z Mdebuka Tel: (012) 309 4830 (General) and for ESSA system enquiries kindly contact Mr. Vusi Mazibuko @labour.gov.za , Cell 082 886 9627

**GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM:** Kindly note that the Enterprise Risk Management Committee Chairperson Ref No: POST 16/142 as advertisement on circular 16 of 2025 dated 16 May 2025 has been withdrawn. We apologise for the inconvenience caused.

**INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE:** Kindly note that posts of Assistant Director: Demand and acquisition with Ref No: Q9/2025/51, Administration Officer (Internal Audit) with Ref No: Q9/2025/53, Administration Officer (CD: IIM) with Ref No: Q9/2025/54, Administration Officer (Executive Support) with Ref No: Q9/2025/55, Administration Officer (Office of the CFO) with Ref No: Q9/2025/56 and Senior Security Officer (12 months contract): 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, please note that the closing date has been extended to 06 June 2025. Apologies for any inconvenience caused.

**DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE:** Kindly note that the following posts were advertised in Public Service Vacancy Circular 17 dated 23 May 2025 (1) State Accountant: Budget Analysis Ref No: 2025/51 (Head Office Pretoria), erroneously advertised with incorrect salary R397 116 per annum,

the correct salary is: R325 101 per annum. (2) Construction Project Manager (Production) (Grade A) Ref No: 2025/45, erroneously advertised with the incorrect centre: Urban Regional Office, the correct centre is as follows: Durban Regional Office.

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

**CLOSING DATE** : 13 June 2025

**NOTE** : Applications must be submitted on new Z83 form. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at [www.dpsa.gov.za/vacancies](http://www.dpsa.gov.za/vacancies). From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered." The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV and application must submit copies of qualifications, identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need to be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or the day of the interview following communication from HR as well as recently certified copies of all qualification(s), including a Senior certificate and ID-document [Driver's license where applicable]. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer/promotion/appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan.

**OTHER POSTS**

**POST 18/99** : **HEAD OF CLINICAL UNIT MEDICAL (ANAESTHESIOLOGY) REF NO: HP/01/2025**

**SALARY** : Grade 1: R2 084 754 – R2 212 680 per annum  
Grade 2: R2 279 559 - R2 492 571 per annum  
(optional), Employee must meet the prescribed requirements.

**CENTRE** : Dihlabeng Regional Hospital

**REQUIREMENTS** : Grade 12. Appropriate qualification that allows registration with HPCSA as Medical Specialist. A minimum of 3 years' appropriate experience as Medical Specialist after Registration with HPCSA as Medical Specialist in Anaesthesiology. Current registration with the HPCSA (2025/2026). Valid driver's license. Knowledge And Skills: Provide evidence of leadership qualities and experience. Provide evidence of Teaching and Learning and examining (Undergraduate and Postgraduate level). Research experience e.g. publications, post-graduate supervision, National/Local Research organizations, MMed (or equivalent qualifications) or a PhD. Evidence of good professional standing e.g. membership of professional organizations (other than HPCSA). Membership of relevant managerial committees, e.g. CMSA, National Associations/ Committees, etc.

**DUTIES** : Provision of strategic leadership and creation of a social compact for better health outcomes. Manage the financial affairs for sustainable health service delivery. Human resource management to build a strategic and dedicated workforce to address the necessary service demands, teaching and training. Develop, operate and manage infrastructure for compliance and better health outcomes. Strengthen information and knowledge management systems to optimize performance and research capability. Optimise and support implementation of key priority programmes. Create access to quality services. Manage and supervise outreach, in-reach and support services in Free State Province. Rendering compulsory commuted overtime. Manage and supervise the teaching and training of medical officers and interns.

**ENQUIRIES** : Dr WJ Selfridge Tel No: (058) 306 8092

**APPLICATIONS** : To: <https://ihealth.fshealth.gov.za/e-Recruitment>

<b><u>POST 18/100</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR- QUALITY ASSURANCE-PNA5 REF NO: HP/02/2025 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R549 192 – R619 821 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (optional), Employee must meet the prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Universitas Academic Hospital
	:	Grade 12. Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General. Current registration with SANC (2025/2026). Knowledge and Skills: Knowledge of the legal framework appropriate for nursing practice. Good Communication Skills and interpersonal relationship, Knowledge of Quality Assurance and Patient Safety and. Computer literacy.
<b><u>DUTIES</u></b>	:	Provide direction and oversight of the facility to meet ideal Health Facility compliance requirements (Baseline Assessment). Provide direction and oversight of the Facility to implement Norms and Standards by the Office of Health Standard and Compliance to acquire or sustain accreditation. Provide secretariat support for effective functioning of the Clinical Governance Committee, Patient Safety & Complaints Management Committee, the Risk Management Sub-Committee, Performance Monitoring & Evaluation Committee to monitor operational efficiency against performance targets. Develop the Training Plan for Quality Management and monitor implementation of Quality Improvement Plans across the facility. Management of all resources within the sphere of control in line with applicable SCM and PFMA provisions. Support the office of the Nursing Services Manager, Head of Clinical Departments and Chief Executive Officer by generating reports on Quality Management and Performance against Annual Performance Objectives/targets. Represent the Facility at the District Health Management Forum meetings.
<b><u>ENQUIRIES</u></b>	:	Mr. JM Radebe Tel No: (051) 405 3415
<b><u>APPLICATIONS</u></b>	:	To: <a href="https://ihealth.fshealth.gov.za/e-Recruitment">https://ihealth.fshealth.gov.za/e-Recruitment</a>

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

<b><u>APPLICATIONS</u></b>	:	To apply for the above position, please apply online at <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a> or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House, Johannesburg and NB: For assistance with online applications, visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall at Thuso House next to Home Affairs. It is the Department intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan (Coloreds and Indians are encouraged apply).
<b><u>FOR ATTENTION</u></b>	:	Ms. Gugu Nevondo at 072 904 1694 – Recruitment
<b><u>CLOSING DATE</u></b>	:	13 June 2025, 16h00. No late applications will be considered.
<b><u>NOTE</u></b>	:	Applications quoting the relevant reference number must be submitted on the NEW Z.83 form obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Applications with the OLD Z.83 form will not be considered. A NEW Z.83 form must be fully completed, duly signed and initialled by the applicant. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates must accompany the application form. Applications are not required to submit copies of qualifications and other relevant documents on application. Communication regarding certified documents will be limited only to the shortlisted candidates. Successful completion of the Senior Management Pre -Entry Programme (Nyukela) is required before the appointment can be made. Enrolment for the course should be made on the NSG's website at <a href="https://www.thensg.gov.za/training-course/sms-pre-entryprogramme">https://www.thensg.gov.za/training-course/sms-pre-entryprogramme</a> . All shortlisted candidates 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. To facilitate this process successfully, an indication of race, gender and disability status is required. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). General information. The Department will not accept posted and emailed applications. The Gauteng Department of Agriculture, Rural Development and Environment reserves the right to fill or not fill the advertised posts. If you do not receive any response from us within 3 months, please accept that your application was unsuccessful.

**MANAGEMENT ECHELON**

<b><u>POST 18/101</u></b>	:	<b><u>CHIEF FINANCIAL OFFICER REF NO: REFS/022709</u></b>
<b><u>SALARY</u></b>	:	R1 436 022 per annum, (all-inclusive salary package which can be structured according to the individual's needs).
<b><u>CENTRE</u></b>	:	Johannesburg (Head Office)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an undergraduate qualification (NQF level 7) as recognised by SAQA in the field of Financial Management. CA qualification will be an added advantage. 5 years proven experience in a senior managerial position. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made. Enrolment for the course should be made on the NSG's website at <a href="https://www.thensg.gov.za/training-course/sms-pre-entryprogramme">https://www.thensg.gov.za/training-course/sms-pre-entryprogramme</a> . Must be in possession of a valid Code 08 driver's license. Competencies: Strategic Capacity and Leadership skills, People Management, Empowerment and Integrity, Financial Management, Change Management, Programme and project Management. Technical Competencies: Advanced financial and analytical skills and innovativeness. Adequate financial management and extensive knowledge of Supply Chain Management in the Public Service. Strong managerial and communication skills (written and verbal). Thorough knowledge of the Financial Prescripts of the Public Service and Supply Chain Management. Attributes: Good interpersonal relations. Ability to work under pressure and meet deadlines. Ability to work in a team and independently. Strong Management skills. Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.
<b><u>DUTIES</u></b>	:	Ensure effective compilation of accurate financial statements. Manage revenue efficiently and effectively by developing and implementing appropriate processes. Ensure that internal procedures and control measures are in place. Compile an accurate departmental annual budget, MTEF budget, and maintaining effective standard chart of accounts for the department. Provide value adding report to management and external stakeholders timeously. Monitor the operation of accounting systems, controls and procedures to ensure the integrity of financial information and administration. Monitor the provision of financial reporting processes and provide recommendations and advise to address significant variances. Ensure proper financial reporting requirements as required in terms of financial management legislation such as PFMA, Treasury Regulations, DoRA, etc. Provide and oversee the overall management and monitoring

regarding supply chain compliance. Manage the provisioning of asset management services. Manage the provisioning of logistical and transport services. Manage and facilitate the demand, acquisition and contract management. Manage and conduct compliance Audits. Coordinate and facilitate forensic investigation. Facilitate the conducting of performance Audits. Provide support service to the internal Audit committee. Follow up on the Audits queries. Research and keep abreast of practice initiatives and developments within the directorate. Develop business/strategic plan for the directorate and align it with the Chief Directorate and ensure implementation thereof. Oversee the development and implementation of operational plans for the Chief Directorate. Manage the development and coordination of service delivery improvement plan. Oversee and ensure provision of coaching, disciplining and mentoring of staff to improve performance. Manage the performance of staff and ensure assessment of their performance. Consolidate and manage of budget in the Chief Directorate. Authorise, control and monitor the budget and expenditure. Manage the compilation of various reports and statistics. Manage leave in the Chief Directorate.

#### **ENQUIRIES**

: Ms. Gugu Nevondo; at 072 904 1694

### **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 Building, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.

**District Gauteng West (GW)**: Physical Address: Corner Boshoff & Human Street, Krugersdorp Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Ms Louisa Dhlamini TEL: (011) 660-4581,

**District Ekurhuleni South (ES)**: Physical Address: Infinity Office Park, 2 Robin Close, Meyersdal Private Bag X8001, Alberton, 1456 Enquiries: Mr. Sipho Zonele Tel No: (011) 389 6062

#### **CLOSING DATE**

: 13 June 2025

#### **NOTE**

: It is our intention to promote representatively (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 initialed 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, initialed, 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. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and SMS pre-entry certificate is submitted prior to appointment. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za). Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. 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.

**ERRATUM:** Please note that the post of Legal Admin Officer (MR5) with Ref No: REFS/022623 which was advertised in Public Service Vacancy Circular 17 dated 23 May 2025, in the Legal Services Directorate, Centre: Head Office, Johannesburg. The salary should have been advertised as R464 634 - R1 111 323 per annum (salary to be determined in accordance with experience as per OSD determination).

## MANAGEMENT ECHOLON

<b><u>POST 18/102</u></b>	:	<b><u>DEPUTY DIRECTOR-GENERAL: EDUCATION SUPPORT REF NO: REFS/022694</u></b> Branch: Education Support (5 Years Fixed Term Contract Performance Based)
<b><u>SALARY</u></b>	:	R1 741 770 per annum, (an all-inclusive package)
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 8 as recognised by SAQA plus a minimum of 8 years' experience at a Senior Managerial level within an education environment. Proven management skills in education management or similar. Extensive working knowledge of public sector, particular in education sphere, Education prescripts, Public Finance Management Act, Public Service Regulation. Competencies: Strategic Planning, Computer literacy, Communication Skills, Change Management, Negotiation skills, Report writing skills, Project Management, Good Interpersonal Relations, Problem Solving, Leadership, Facilitation and Consultation, Presentation skills, Financial Management skills, Policy development and Research skills, Innovation and creativity. Valid South African drivers' license is essential.
<b><u>DUTIES</u></b>	:	Provide strategic leadership and oversee the management and coordination of GDE infrastructure facilities and school infrastructure delivery, scholar transport, nutrition, security & safe school support services. Oversee, manage, and ensure implementation of GDE corporate infrastructure facilities and school infrastructure delivery, national school nutrition, scholar transport and safe school services. Provide strategic leadership and oversee the provision of social support services to institutions and stakeholder services. Oversee, manage, and ensure the improvement of institutions performance. Oversee, manage, and promote learner psycho-social support services, school sport and extra-curricular programmes. Provide strategic leadership and manage infrastructure and operation support services. Oversee, manage, and ensure the implementation of infrastructure planning services, day-to-day routine, and preventative maintenance projects. Promote internal and external stakeholder relationships. Represent the department in all relevant committees and forums. Build and maintain internal and external networks with Branch Heads, Senior Managers, and service providers to ensure relevance and credibility of the Branch services. Manage and maintain effective stakeholder engagement. Manage resources of the Branch. Ensure the development and implementation of procurement and operational plan for the Branch. Monitor and ensure control of budget & expenditure of the branch in line with the relevant legislation. Oversee the identification of risks within the Branch and implementation of mitigation thereof. Develop monitoring & evaluation mechanisms for the implementation of Policies and procedures in the department and ensure the maintenance thereof.
<b><u>ENQUIRIES</u></b>	:	Mr. Hector Tsosane Tel No: (011) 843 6533
<b><u>POST 18/103</u></b>	:	<b><u>CHIEF DIRECTOR: DISTRICT OPERATION MANAGEMENT (EKURHULENI REGION) REF NO: REFS/022699</u></b> Branch: Curriculum Management & Delivery (5 Years Fixed Term Contract Performance Based)
<b><u>SALARY</u></b>	:	R1 436 022 per annum, (an all-inclusive package)
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education/ Public Management/Public Administration or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate and ability to work under pressure. Valid South African driver's license is essential.
<b><u>DUTIES</u></b>	:	To oversee the management of district planning and resourcing. Facilitate the development of a consolidated operational plan for the Chief Directorate, district operations management that is aligned to the business objectives, goals and approved budget. Ensure the filling of vacant posts to achieve the departmental mandate. Oversee programmes within the District Offices to ascertain implementation and expenditure of the budget allocations. Monitor the implementation and propose the review of the districts organisational structure to address service delivery requirements. Coordinate and oversee HR and Financial administration support services to the district and circuit teams. Support, monitor and manage District operations. Consolidate District Reports for the Region as and when required. Manage, monitor and support district performance. Develop, implement and maintain a framework/programme against which the district performance can be evaluated and monitored. Manage and coordinate the provision of district governance services. Manage the development and review of district operations management policies and guidelines. Ensure that information risk management, security and support protocols are implemented and adhered to. Support, Manage and Monitor School governance and training of professional staff, Registration and de – registration of schools and



Determination of school norms and standards. Ensure standards of performance in districts under the region. Lead programmes and interventions to improve the quality of learning. Promote internal and external stakeholder relationships. Ensure that policy, systems and procedures.

**ENQUIRIES** : Mr. Hector Tsosane Tel No: (011) 843 6533

**POST 18/104** : **CHIEF DIRECTOR: STRATEGIC PLANNING AND MANAGEMENT REF NO: REFS/022700**  
Branch: Strategic Planning and Systems  
(5 Years Fixed Term Contract Performance Based)

**SALARY** : R1 436 022 per annum, (an all-inclusive package)

**CENTRE** : Head Office, Johannesburg

**REQUIREMENTS** : An appropriate Bachelor's degree, Advanced Diploma or B-Tech (NQF7) in Public Management, Public Administration/ Education/ Research/ Economics with at least a minimum of 5 years senior management experience in planning, policy or education information and any other appropriate experience. Superior understanding of Education Planning. Extensive knowledge of education legislation, public sector, PFMA and Treasury Regulations; Public Service Regulatory Framework, Risk Management Framework and Practices. Revised Framework for Strategic Plans and Annual Performance Plans and National Evaluation Policy Framework. Valid South African driver's license is essential. Competencies: Strategic capability and leadership. Ability to work under pressure. Strong quantitative and analytical skills and ability to articulate technical information clearly and effectively to both technical and non-technical audiences. Thorough awareness of current issues and a working knowledge of legislation relevant to the team's work. Demonstrable understanding of contemporary practice of education planning in south Africa. Demonstrated expertise in rigorous quantitative and qualitative research and analytical methods Previous publishing record will be an asset. Excellent report writing, analytical, and communication skills, including oral presentation skills.

**DUTIES** : Manage the provision of integrated planning and education management information systems (EMIS). Manage EMIS and data collection initiatives in support of departmental strategy, planning and accountability processes. Provide technical and strategic leadership on data quality assurance strategies and monitor the systems in place to generate high quality data. Manage the development and alignment of education plans, policies, and budgets. Manage the development and implementation of the educational development plan. Manage the development of departmental strategic plan, annual plan, operational planning, and other related documents and/instrument. Provide guidance on development and maintenance of the departmental planning agenda. Providing strategic direction and leadership in the management and coordination of performance information related to service delivery in the province. Facilitate processes to analyse performance reports and identify relevant education service delivery barriers. Oversee the promotion and strengthening of partnership support on the strategic priorities of the department. Manage and coordinate partnerships programmes departmentally with the office of the premier as well as international partners. Oversee the development of Memorandum of Understanding (MOU) between the department and partners. Provide transparent, accountable, and coherent governance for the whole of GDE between the stakeholders. Manage the policy alignment, development, and implementation. Manage the coordination of National and Provincial Parliamentary questions, compilation and submission of responses to parliamentary questions to DBE/Gauteng legislature.

**ENQUIRIES** : Mr. Hector Tsosane Tel No: (011) 843 6533

**POST 18/105** : **CHIEF DIRECTOR: RISK AND COMPLIANCE MANAGEMENT REF NO: REFS/022702**  
Branch: Office of the HOD  
(5 Years Fixed Term Contract Performance Based)

**SALARY** : R1 436 022 per annum, (an all-inclusive package)

**CENTRE** : Head Office, Johannesburg

**REQUIREMENTS** : An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Accounting/Auditing and Risk Management. At least 5 years' experience at a Senior Management level in a Risk /Audit/ Financial Management and any other appropriate experience. A post-graduate qualification and registration with relevant professional bodies will be an added advantage. Extensive Knowledge of public sector, PFMA and Treasury Regulations; PSRF (Public Service Regulatory Framework), Risk Management Framework and Practices, General Recognised Accounting Principles; GAAP; Risk and Financial Analysis; financial management and provisioning administration. Sound working knowledge of the legislative requirements relating to ERM. Competencies: Superior understanding of Integrated Risk Management principles and practices such as Corporate Governance (King IV), Code of Ethics and their incorporation into various business processes. Good communications skills (verbal and written), Interpersonal management, presentation skills, problem-solving, strong analytical, strategic ability, and conflict management skills. Valid South African driver's license is essential.

**DUTIES** : To ensure the development and the implementation of an Annual Risk Assessment Plan for the Department. Analyse Auditor General Reports and the risk management profiles of the Gauteng Department of Education (GDE) and institutions with a view to develop the Annual Assurance

Assessment Plan. Review accounting and management processes and systems to identify high risk areas. Monitor and evaluate the impact made with the implementation of recommended corrective actions following risk assessment profiling exercises. Identify transversal development needs regarding risk management practices for the GDE and make recommendations to address such developmental needs. Ensure the development and revision of the Departmental Risk Management and internal control strategies, frameworks, methodologies, policies, reporting, monitoring and evaluation mechanisms. Ensure common understanding on the transversal Departmental risk management matters as per the provincial and national risk management framework with relevant stakeholders. Develop and revise the risk management strategies and frameworks in line with the provincial and national risk management framework. Ensure the development of new methodologies, policies, procedures manual and best practices relating to risk management and internal controls. Ensure approval of the risk management strategies, framework, policies, methodologies, etc. Ensure the development of monitoring and evaluation mechanisms. Facilitate processes to conduct forensic audits in high-risk areas and components where fraudulent activities are suspected. Ability to design and implement internal systems, policies and controls to ensure sound management. Provide risk anti-corruption and integrity management services. Based on the findings of audit processes identify areas requiring forensic auditing and develop a Forensic Audit Plan. Perform benchmarks on risk mitigation strategies and provide advice on improvement. Ensure the effective and efficient management of resources.

**ENQUIRIES**

: Mr. Hector Tsosane Tel No: (011) 843 6533

**POST 18/106**

: **DIRECTOR: IT SERVICE MANAGEMENT REF NO: REFS/022704**

Chief Directorate: Corporate Information Technology and Management  
(5 Years Fixed Term Contract Performance Based)

**SALARY**

: R1 216 824 per annum, (an all-inclusive package)

**CENTRE**

: Head Office, Johannesburg

**REQUIREMENTS**

: An appropriate NQF Level 7 qualification in Information Technology/ Information System/Computer Science /Systems or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years' middle/senior management experience within IT Environment. ITIL Certification will be an added advantage. Experience in management of IT Service Level and Operational Level Agreements (SLA's and OLA's), IT Service Management environment, IT service desk, desktop support management, IT Governance, IT Security and IT Disaster Recovery. Ability to manage the service delivery of ICT services and supervise IT service operations teams. Knowledge of COBIT, ITIL, MISS, MIOS, ISO17799, GWEA framework. Knowledge of the Treasury Regulations, relevant legislations like Public Finance Management Act, ECT Act, etc. Knowledge of Configuration Management, departmental systems (BAS, Persal, SAP etc.), Information Technology Infrastructure Library (ITIL - industry standard for IT Help desk), IT Risk Management practices, IT network hardware and software and knowledge of current technology developments and future trends. COMPETENCIES: Good communication (verbal and writing) skills, good inter-personal relations, analysis, conceptualizing and problem solving. Good understanding of Financial Management, change management, project and strategic Management, conflict management, policy analysis and development, facilitation, presentation, report writing, planning and organising skills. Valid South African driver's license is essential.

**DUTIES**

: Oversee the development, implementation of the Information Security Policy and Disaster Recovery Strategy to manage the IT security vulnerabilities, as well as aligning the backup and restore implementation for both the server infrastructure and end user tools of trade to ultimately preserve the proprietary information and intellectual property of the Department. Manage the desktop support and service desk provisioning throughout the Department, including all the districts. Manage the availability and functionality of service-desk and related management tools in the Department. Manage the Service Level Agreement (SLA) and contracts of suppliers of information management and Information Technology goods and services, including management of licensing for intangible assets. Oversee the management of the delivery service through the implementing agents, eGov/SITA. Manage and monitor the capacity and availability of all hardware resources, including printers and tools of trade through its entire lifecycle within GDE. Oversee the development of ICT policies, processes, procedures and monitor the implementation thereof to ensure compliance with relevant regulatory frameworks and standards. Manage the operational efficiency and improvement of IT Governance in the Department. Oversee the management of audit improvement implementation in the IT environment including management of IT Risk register to ensure that risks are mitigated for.

**ENQUIRIES**

: Ms. Winny Radzilani Tel. No: (011) 843 6540

**POST 18/107**

: **DISTRICT DIRECTOR: JOHANNESBURG EAST REF NO: REFS/022706**

Chief Directorate: District Operations Management (Johannesburg Region)  
(5 Years Fixed Term Contract Performance Based)

**SALARY**

: R1 216 824 per annum, (an all-inclusive package)

**CENTRE**

: Johannesburg East District

<b><u>REQUIREMENTS</u></b>	:	An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education/ Public Management/Public Administration or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years middle/ senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. South African driver's license is essential.
<b><u>DUTIES</u></b>	:	Manage the provision of support to institutions: Ensure proper coordination for all support and activities to and with institutions. Manage the support provided to circuit teams e.g. education support, learning implementation. Facilitate the HR and Corporate support to district office and circuit teams. Ensure the maintenance of teaching and learning activities in schools within the district. Manage the strategic support direction and planning in the districts: Formulate strategies for efficient support to circuits and institutions. Ensure the implementation, monitoring and evaluation of departmental policies and strategies. Implement corrective intervention plans for districts to ensure effective learning take place in institutions. Manage all resources of the District Office: Supervise and manage sub-ordinates and other participants in the Branch activities. Responsible for the financial management of the component's activities. Plan, organise and control activities pertaining to functions of the districts. Adhere to and promote statutory prescripts and the Code of Conduct for the Public Service. Ensure compliance with National policy frameworks and standards. Lead programmes and interventions to improve the quality of learning. Report to and participate in all appropriate provincial, departmental and other structures and processes. Compile and take full responsibility for regular reports forwarded to the Chief Directorate: District Operations Management.
<b><u>ENQUIRIES</u></b>	:	Ms. Winny Radzilani Tel No: (011) 843 6540
<b><u>POST 18/108</u></b>	:	<b><u>DIRECTOR: SECURITY SERVICE &amp; SAFE SCHOOL MANAGEMENT REF NO: REFS/022701</u></b> Chief Directorate: School Support (5 Years Fixed Term Contract Performance Based)
<b><u>SALARY</u></b>	:	R1 216 824 per annum , (an all-inclusive package)
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate Advanced Diploma/ B-Tech/Degree (NQF7) in Occupational Health and Safety Management/ Security Risk Management/ Disaster Management/ Environmental Management or related equivalent qualification with at least a minimum of 5 years middle/ senior management experience in Safety and Security Management environment. Knowledge of Minimum Information Security Standards and its interpretation. Project Management and understanding of Security Standards and its interpretation in the Public Service. Protection of Children Act, OHS Act. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. South African driver's license is essential.
<b><u>DUTIES</u></b>	:	To manage security services of the Department. Develop and implement security policies based on Minimum Information Security Standards and Minimum Physical Security Standards. Plan, develop and Implement security plans, Security programs such as Emergency Response and Crisis Management. Physical Security Information Protection, Incident management and / or investigation. Manage the development and implementation of vetting and security screening, policies guidelines and procedures. Develop guidelines for managing access control to the Department. Manage information security. Oversee the development of Occupational Health and Safety measures and compliance protocols by schools. Oversee and implement of security and safety awareness and challenges at schools within the responsible district. Oversee the development and implementation of the approved Security and Safe School Management policies, procedures and guidelines. Manage the compilation and dissemination of departmental School Occupational Health and Safety norms and standards Safety Health Environment (SHE); School Occupational Health and Safety norms and standards Hazard Identification and Risk Assessment (HIRA).
<b><u>ENQUIRIES</u></b>	:	Ms. Winny Radzilani Tel No: (011) 843 6540

#### **OTHER POSTS**

<b><u>POST 18/109</u></b>	:	<b><u>DEPUTY DIRECTOR: OFFICE MANAGER REF NO: REFS/022705</u></b> Office of the DDG: Curriculum Management and Delivery
<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 Level 6/7) in Public Administration/Public Management/Office Management/ Office Administration/Administrative Management plus a minimum of 3 years' experience in general administration at Junior Management /Middle Management level (Assistant Director/Deputy Director level) within

administrative environment. Working knowledge of the relevant Acts, prescripts, regulations, policy practice notes and procedures pertaining to Public Administration, Finance, labour relations, human resource administration. Skills: Strong Organising, Planning, Problem solving, Research and Analytical skills, Strong computer and information systems management, Time management, Conflict management skills. Financial management skills, Project planning / management skills, Good inter-personal relations, verbal and written communication skills. Presentation and policy analysis skills. Self-disciplined and able to work under pressure with minimum supervision. Supervisory skills. A valid South African Driver's license.

**DUTIES** : Undertake policy or line function tasks as required. Execute research, analyse information and compile complex documents for the DDG. Source information and compile memoranda as required. Scrutinize submissions / reports; make notes and recommendations to present to the DDG. Co-ordinate, follow-up and compile reports of a transverse nature for the DDG. Advise / sensitize the DDG on reports to be submitted. Be able to track AG Matters, queries and documents between office of the HOD and MEC Compile presentations for the DDG. Provide support to the DDG. Record minutes / resolutions and communicate / disseminate to relevant role-players, follow-up on progress made, prepare briefing notes; Co-ordinate the performance agreements / assessments and financial disclosures with regard to SMS in the relevant DDG. Manage Performance Management of staff and general support services in the office of the DDG. Set up and maintain systems in the Office that will ensure efficiency in the office. Establish, implement and maintain effective processes / procedures for information and documents flow to and from the Office. Ensure the safekeeping of all documentation in the Office and. Manage the engagements of the DDG. Manage the resources of the Office of the DDG. Determine and collate information with regard to the budget needs of the Office. Keep record of expenditure commitments and monitor expenditure. Monitor and evaluate the performance of the Staff. Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders.

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

**POST 18/110** : **PERSONAL ASSISTANT (X9 POSTS)**  
Branch: Curriculum Management and Delivery Ref No: REFS/022692  
Chief Directorate: Corporate Finance Ref No: REFS/022696  
Directorate: HRTS (Cluster C) Ref No: REFS/022691  
Directorate: Examination Management Ref No: REFS/022693  
Directorate: Collective Bargaining Ref No: REFS/022690  
Directorate: e-Learning Ref No: REFS/022695  
Directorate: Recruitment and Selection Ref No: REFS/022688  
Directorate: Legal Services Ref No: REFS/022698  
Directorate: Monitoring and Evaluation Ref No: REFS/022733

**SALARY** : R325 101 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : Secretarial Diploma or equivalent qualification plus 3-5 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy in packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc.). Good problem-solving and analytical skills. Ability to work in a team and independently. Ability to organise/prioritise tasks and effectively manage time. Willingness to occasionally work after hours when needed.

**DUTIES** : Overall management of the office administration functions. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicate to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the office budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Senior Manager.

**ENQUIRIES** : Ms. Tlaleng Ngubeni Tel. No: (011) 843 6544

**POST 18/111** : **PERSONAL ASSISTANT (X2 POSTS)**  
Sub directorate: Head of the District

**SALARY** : R325 101 per annum  
**CENTRE** : Gauteng West District Ref No: REFS/022689  
Ekurhuleni South District Ref No REFS/022697

**REQUIREMENTS** : Secretarial Diploma or equivalent qualification plus 3-5 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy in packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc.). Good problem-solving and analytical skills. Ability to work in a team and

	independently. Ability to organise/prioritise tasks and effectively manage time. Willingness to occasionally work after hours when needed.
<b><u>DUTIES</u></b>	: Overall management of the office administration functions. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicate to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the office budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Senior Manager.
<b><u>ENQUIRIES</u></b>	: Ms. Louisa Dhlamini Tel No: (011) 660 4581 (GW District) Mr. Siphon Zonele Tel No: (011) 389 6062 (ES District)

#### **DEPARTMENT OF e-GOVERNMENT**

***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.***

<b><u>APPLICATIONS</u></b>	: All applications should be submitted online at: <a href="http://www.jobs.gauteng.gov.za">www.jobs.gauteng.gov.za</a>
<b><u>CLOSING DATE</u></b>	: 13 June 2025
<b><u>NOTE</u></b>	: Applications must be submitted on form Z83 (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> ) and must be completed in full, and page 2 duly signed. A clear indication of the post and reference number that is being applied must be indicated on your Z83. Applications should consist of a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details). Applicants are not required to submit copies of certificates; only shortlisted candidates will be required to submit copies of certificates. Failure to submit the above information will result in the application not being considered and deemed a regret. General information: Shortlisted candidates must be available for interviews at a date and time determined by the Gauteng Department of e-Government. Applicants must note that pre-employment checks and references will be conducted once they are shortlisted and the appointment is also subject to positive outcomes on these checks, which include but are not limited to security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification, and criminal record. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG). No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <a href="https://www.thensg.gov.za/trainingcourse/smspre-entry-programme/">https://www.thensg.gov.za/trainingcourse/smspre-entry-programme/</a> . For more information regarding the course please visit the NSG website: <a href="http://www.thensg.gov.za">www.thensg.gov.za</a> . Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. Successful candidates must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned post.

#### **MANAGEMENT ECHELON**

<b><u>POST 18/112</u></b>	: <b><u>DEPUTY DIRECTOR-GENERAL: INFORMATION COMMUNICATION TECHNOLOGY REF NO: REFS/022719</u></b> Branch: ICT
<b><u>SALARY</u></b>	: R1 741 770 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	: Johannesburg
<b><u>REQUIREMENTS</u></b>	: Qualification in Information Technology at NQF level 8 as recognised by the SAQA. A master's degree in business administration or information technology field would be advantageous. 8 years' experience at a senior managerial level in the ICT environment. Large scale project management experience. Extensive experience in a volume driven processing Centre environment will be an advantage. Nyukela pre-entry certificate into the Senior Management Services. Driver's license.
<b><u>DUTIES</u></b>	: To oversee the provision of information communication technology support services within the GPG Departments. Ensure the development and implementation of ICT programs and applications to support the GPG departments. Ensure the provision of integrated information support to the GPG. Ensure the implementation of ERP solutions support to the GPG. Ensure that GPG departments use all forms of ICT to enhance operations and accelerated service delivery. Provide technical expertise within the Department and GPG department. Ensure that

the information security governance and compliance is maintained within GPG. Ensure the management of ICT infrastructure and operations. Ensure maintenance of ICT infrastructure and operations within GPG to prevent disruption. Ensure that the GPG department's ICT systems are supported. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Business unit, and of the resources employed by it. Provide guidelines on technology standards and norms set. Ensure guidelines on technology standards are approved, implemented, and maintained. Ensure that the ICT infrastructure architecture is designed and implemented. Ensure the appropriate upgrade of infrastructure architecture design. Prepare Annual and adjustment budgets for the business unit. Ensure efficient, economic, and effective control and management of the business unit's budget and expenditure. Oversee control of business unit's budgeting and expenditure process in-line with strategic objectives and relevant legislation. Evaluate the performance of the business unit on a continuing basis against pre-determined key measurable objectives and standards. Oversee and ensure provision of coaching, disciplining, and mentoring of staff to improve performance. Oversee the management, maintenance, and safekeeping of the business unit's assets. Manage leave in the business unit. Attributes: Be able to work under pressure. Should be decisive. Enable Diversity awareness. Inspire innovation within the organisation. Encourage teamwork. Should be cost conscious. Inspire to be Quality Oriented.

**ENQUIRIES**

: Oscar Baloyi at 066 486 5508

**POST 18/113**

: **CHIEF DIRECTOR: FINANCIAL MANAGEMENT REF NO: REFS/022716**  
Branch: CFO

**SALARY**

: R1 436 022 per annum, (all-inclusive remunerative package)

**CENTRE**

: Johannesburg

**REQUIREMENTS**

: Qualification in Financial Management /Accounting Management/Supply Chain Management at NQF level 7 as recognized by SAQA. Post graduate qualification would be an added advantage. 5 years of experience at a senior managerial level in the financial management field. Proven management skills. Track record in preparation and management of strategic plans, business plans and budgeting. Ability to implement internal systems and controls to ensure sound financial management. Well versed in the PFMA and knowledge of all legislation, policies and regulations pertaining to the public sector. Nyukela pre-entry certificate into Senior Management Services. Driver's license.

**DUTIES**

: To oversee the management and provision of financial management within the Department. Oversee the Financial Accounting: Ensure accurate compilation of departmental annual budget, MTEF budget, and maintaining effective standard chart of accounts for the department. Prepare Annual and Adjustment Budgets for the Department. Ensure efficient, economic, and effective control and management of budget and expenditure. Prepare reports to the Head of Department on all aspects of the departments' finances. Ensure that full and proper records of the financial affairs of the Department are kept in accordance with any prescribed norms and standards. Oversee Financial Reporting. Oversee Revenue Management. Oversee management accounting: - Oversee the establishment and implementation of sound, effective and efficient Management Accounting systems in line with PFMA, Treasury Regulations and other regulatory frameworks. Oversee the management of Departmental Budget and budgeting systems and cycles in line with Departmental Strategic Plan, Annual Performance Plans and Operational Plans. Oversee the virements, rollovers and adjustments to Departmental annual budgets. Oversee the management of cash flows and budget forecasting based on Departmental Programmes: goals and objectives. Oversee the preparation, analysis and submission of Departmental monthly and quarterly expenditure reports and annual Financial Statements. Oversee the preparation and submission of Departmental Oversight Financial Reports to Provincial Legislature, Provincial Treasury. Oversee the establishment and implementation of sound, effective and efficient Tender, Contract, Procurement and Asset Management Systems and processes in line with PFMA: Treasury Regulations and other regulatory frameworks. Oversee the establishment and implementation of sound, effective and efficient Tender, Contract, Procurement and Asset Management Systems and processes in line with PFMA: Treasury Regulations and other regulatory frameworks. Oversee the alignment of Departmental Tender and Contract, Procurement and Asset Management Plan to Strategic Plan. Allocate budget on Departmental Tender and Contract, Procurement and Asset Management Plans. Ensure management, maintenance, and safekeeping of the Department's assets. Ensure that the correct tender and procurement procedures are adhered to. Manage and provide internal control services. Coordinate the implementation of audit recommendations. Provide financial systems and support services. Establish an integrated internal control system (including policies). Establish a delegation's framework. Facilitate assurance services. Retain financial information. Manage and facilitate monitoring and evaluation of departmental budget. Ensure compliance to accounting standards, regulations, and internal control. Provide strategic direction support the HOD and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations. Advise the HOD pertaining to matters that have strategic and financial implications. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Department. Provide additional information on activities, processes,

procedures, and requirements to comply with the determinations of the PFMA is set out in Appendix B. Facilitate the implementation of national norms and standards where applicable. Review and approve policies, standards, and guidelines for the E-GOV's Business Continuity Teams to follow, enterprise-wide, in the development/ enhancement of business continuity plans. Provide direction to the Business Continuity, infrastructure, and support teams. Manage resources (human, financial, equipment/assets). Evaluate the performance of the Business Unit on a continuing basis against pre-determined key measurable objectives and standards. Manage performance of staff and ensure assessment of their performance. Consolidate and manage budget of the chief directorate. Authorize, control, and monitor budget and expenditure. Ensure leave management in the chief directorate. Build and lead a high-performing team by ensuring provision of mentorship, coaching, and discipline of staff. Set clear goals and performance expectations for the team, ensuring alignment with organizational objectives.

**ENQUIRIES**

: Oscar Baloyi Tel No: (066 486 5508)

**POST 18/114**

: **CHIEF DIRECTOR: HUMAN RESOURCE SERVICES REF NO: REFS/022717**

Branch: Human Resource Services

**SALARY**

: R1 436 022 per annum, (all-inclusive remunerative package)

**CENTRE**

: Johannesburg

**REQUIREMENTS**

: Qualification in Human Resource at NQF level 7 as recognised by the SAQA. 5 years of experience at a senior managerial level. Nyukela pre-entry certificate into Senior Management Services. Driver's license.

**DUTIES**

: Oversee the provision of HR information management and policy development services to the GPG. Ensure compilation and interpretation of Condition of Services Quarterly/ Annual statistics and reports. Ensure the implementation and maintenance of accurate of Human Resource Establishment. Ensure that the HR policies, standards and guidelines for the HR management reports from PERSAL – for GPG are reviewed and approved. Oversee the safeguarding and enforcement of Personnel records safety and confidentiality in line with Protection of Personal Information (POPI) Act. Oversee the management of Injury on duty services. Ensure that IOD gaps are identified, investigated and propose corrective measures. Monitor and ensure that IOD cases and transactions are approved. Monitor and ensure that Injury on Duty (IOD) processes are compliant with COIDA standard. Oversee the provision of human resource conditions of service for all GPG Departments. Ensure effective and efficient transactional services on the conditions of service to the departmental employees as follows: Appointments and Termination of employee services, Transfer, Long Services, Severance package benefits to employees, Housing allowance and Leave management. Manage the development of Human Resource Administration Policies, Procedures and Guidelines. Ensure continuous reporting of audit findings relating to the correct interpretation and implementation of Incapacity Leave and Ill-health to the Senior Managers. Oversee the provision of debt collection service within GPG. Ensure that the debts owed to the departments are recovered. Oversee the performance of the appointed Service Providers in terms of the recovery of the debt over the contract period. Ensure that cases handed over to legal are monitored, and payment of all undisputed invoices within 30 (thirty) days of receipt. Ensure collection targets set by the department are met, ensure that monthly and quarterly reports such as monthly quotas or recovery rates are reported. Oversee the administration of the GPG wide payroll services. Manage approval and authorization of calculated salary and related allowance and deductions due to all affected GPG employees. Oversee payroll administration policies and procedures are in conjunction to Departmental policies and procedures and are compliant with PFMA/Treasury Regulations. Provide Leadership and manage resources. Build and lead a high-performing team by providing guidance, mentorship, and professional development opportunities. Set clear goals and performance expectations for the team, ensuring alignment with organizational objectives. Foster a collaborative and inclusive work environment that encourages teamwork and continuous learning. Manage all resources, including budget, in terms of the PFMA. Manage and promote the maintenance of discipline within the Business unit. Attributes: Be able to work under pressure. Should be decisive. Enable Diversity awareness. Inspire innovation within the organisation. Encourage teamwork. Should be cost conscious. Inspire to be Quality Oriented.

**ENQUIRIES**

: Oscar Baloyi at 066 486 5508

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL  
DEPARTMENT OF COMMUNITY SAFETY AND LIAISON**

<b><u>APPLICATIONS</u></b>	:	With the implementation of the online recruitment system, applicants for any vacant post within the Province of KwaZulu-Natal may apply for a post in the following ways: -via the S'thesha Waya Waya - KZN Online recruitment portal at ( <a href="https://www.eservices.gov.za">https://www.eservices.gov.za</a> ) or by submitting by post their Z83 and CV directly to the department to The Head: Community Safety and Liaison, Human Resource Management, Private Bag, X9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.
<b><u>FOR ATTENTION</u></b>	:	Ms. Z.R Bekwa
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>NOTE</u></b>	:	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 (Only shortlisted candidates will be required to submit certified qualifications, all non-SA citizens must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to (1) a technical exercise; (2) integrity assessment and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. For SMS posts following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools prior to submitting a recommendation for appointment to the Executive Authority. Prior to appointment, a candidate will be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services which is an online course offered by the National School of Government (NSG). The course is under the name Certificate for entry into the SMS and the full details can be sourced from the following link: <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> . The successful candidate will be required to complete such prior to appointment. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. Females, Persons with disabilities and youth are also encouraged to apply.
<b>MANAGEMENT ECHELON</b>		
<b><u>POST 18/115</u></b>	:	<b><u>CHIEF FINANCIAL OFFICER REF NO: CSL18/2025</u></b> Re-advertisement of Ref No: CSL07/2025. Applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered.
<b><u>SALARY</u></b>	:	R1 216 824 per annum, (an all-inclusive remuneration package) is payable to the successful candidate. The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.
<b><u>CENTRE</u></b>	:	Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	A Degree (NQF level 7) or higher qualification in Financial Management/ Accounting or Financial Accounting together with a minimum of 5 years of experience in Financial Management/Accounting at a middle/senior managerial level. A valid driver's license. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government (NSG) prior to appointment. A chartered Accountants (South Africa) qualification will be an added advantage. Applicants must be prepared to work extended hours. Knowledge of the Constitution of RSA, 1996, High degree of knowledge of the PFMA, Treasury Regulations and associated practice notes, Knowledge of Public Service Act and Regulations, HR systems including "PERSAL", National Crime Prevention Strategy, 1996, KZN Commissions Act, 1999, Employment Equity Act, 1998, Skills Development Act, 1998, Promotion of Administrative Justice Act, 2000, Promotions of Access to Information Act, 2000, Electronic Communications & Transactions Act, 2002, State Information Technology Agency Act, 1999, Labour Relations Act, 1995, Communication and protocol, Service Delivery and Service Level Agreements, Supply Chain Management Procedures.
<b><u>DUTIES</u></b>	:	Manage and facilitate the provision of Financial and Supply Chain Management within the Department. Manage the implementation and maintenance of effective Budget Control services within the Department. Manage the implementation and maintenance of an effective financial management and accounting system. Manage and provide supply chain and asset management services. Manage Financial Planning and Resource Funding. Manage the effective and efficient utilization of resources.
<b><u>ENQUIRIES</u></b>	:	Ms. B.F N Makhanya Tel No: (033) 341 9300



**DEPARTMENT OF TRANSPORT**  
*The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer*

- APPLICATIONS** : Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs). Applicants may also visit any one of our Designated Online Application Centres (DOACs) where our friendly staff will assist you with applying for jobs on the KZN online e-Recruitment system or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACs) at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs). Please note that applicants should only use one of the following methods when applying for a post: either through the online e-Recruitment system or submit a hardcopy application as directed. Forward your application, quoting the relevant reference number to: Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.
- CLOSING DATE** : 13 June 2025 (at 16h00). Applications received after the closing date and time will not be considered.
- NOTE** : Applications must be submitted on the NEW Application for Employment Form, Z83 (obtainable on the internet at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies)). The Z83 form must be completed in terms of DPSA circular 03 of 2025. The completed and signed Z83 must be accompanied by a detailed CV. Dates of starting and leaving employment must be given as DD/MM/YYYY. Kindly take note that only shortlisted candidates will be required to provide certified copies of required documents on or before the date of the interviews following communication from Human Resources. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must provide a copy of their Permanent Residence Permits if shortlisted for an interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such if shortlisted for an interview. Under no circumstances will faxed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications, and should you not receive an invitation to attend an interview within three (3) months of the closing date applicants should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. Prior to appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. 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. Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts 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. 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 of Transport reserves the right not to fill the advertised post(s) at any stage of the recruitment process.

**MANAGEMENT ECHELON**

- POST 18/116** : **DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: DOT 342/2025**  
 Kindly take note that this is a re-advertisement, applicants who applied previously and who still wish to be considered are at liberty to re-apply.
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum, (all Inclusive, flexible remuneration package)  
 : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg  
 : An undergraduate relevant tertiary qualification in Human Resource Development, Human Resource Management (NQF Level 7) as recognised by SAQA; Applicants who possess the required Postgraduate qualification must also possess a three year undergraduate in the required qualification; plus, A minimum of 5 years' experience at a middle/ senior managerial level in Human Resource Development environment; plus, Possession of a valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of Republic of South Africa Constitution. Knowledge of Public Service Act. Knowledge of Public Service Regulations. Knowledge of Public Finance Management Act. Knowledge of Labour Relations Act. Knowledge Performance Management Framework. Knowledge of Employee Performance

and Management System. Knowledge of Basic Conditions of Employment Act. Knowledge of Project Management principles. Knowledge of social dynamics of KwaZulu-Natal communities. Knowledge of National Youth Development Agency Act. Knowledge of Youth Development Policy. Knowledge of National and Provincial Practice Notes. Knowledge of Supply Chain Management Practices and procedures. Knowledge of Promotion of Access to Information Act. Knowledge of Service Delivery frameworks. Knowledge of Human Rights Act. Knowledge of Bill of Rights Act. Knowledge of Promotion of Administrative Justice Act. Knowledge of Skills Development Act. Knowledge of Employment Equity Act. Knowledge of Human Resource Development Strategy of South Africa. Knowledge of National Skills Development Strategy. Knowledge of the National Development Plan. Knowledge of National Skills Accord. Knowledge of Youth Employment Accord. Knowledge of Provincial Growth and Development Plan. Knowledge of Treasury Regulations. Knowledge of KwaZulu-Natal Citizen's Charter. Knowledge of Intergovernmental matters. Knowledge of Ministerial Handbook. Knowledge of Protocol Manual of South Africa. Knowledge of Promotion of Equality and Prevention of Unfair Discrimination Act and any other relevant Acts / Legislative Mandates. Knowledge of Management of Information Systems. Language, listening and presentation skills. Analytical thinking and interpersonal relations skills. Computer skills. Strategic planning and organisational skills. Research, analytical and leadership skills. Financial management skills. Time management skills. Report writing and problem-solving skills. Communication skills. Conflict management and change management skills. Project management and people management skills. Relationship management skills. Decision making and facilitation skills. Risk Management skills. Strategic direction and project planning and driving skills. The ideal candidate should be innovative, independent, time frame driven, meticulous, believe in confidentiality, proactive, honest, have integrity, be reliable, patient, committed, professional, culturally sensitive, have perseverance and be punctual. He/she must also be self-disciplined and able to work under pressure with minimum supervision and must be able to meet deadlines.

<b><u>DUTIES</u></b>	:	Maintain and enhance an effective employee departmental performance management function. Manage and monitor skills development programmes and bursaries. Manage training and development of departmental employees. Manage the provision of effective and comprehensive Human Resource Development support services to the Department. Provide overall strategic direction and leadership to the Directorate. Chair and provide secretariat and advisory service to the Human Resource Development Committee. Manage the development and implementation of National, Provincial and Departmental Directives/ Strategies/ Plans related to Human Resource Development. Manage the effective utilization of resources.
<b><u>ENQUIRIES</u></b>	:	Ms C Zwane Tel No: (033) 355 8902
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a>
<b><u>FOR ATTENTION</u></b>	:	Mr C McDougall
<b><u>NOTE</u></b>	:	It is the intention of this Department to consider equity targets when filling this position.

#### **OTHER POSTS**

<b><u>POST 18/117</u></b>	:	<b><u>ENGINEER PRODUCTION GRADE A REF NO: DOT 343/2025 (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R879 342 per annum, (salary depending on experience), (OSD), (Inclusive flexible remuneration package)
<b><u>CENTRE</u></b>	:	Mentorship Training Division Directorate: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	An engineering degree (BEng / BSc (Eng) - Civil; plus 3 (Three) years post qualification engineering experience; plus Compulsory Registration with Engineering Council of South Africa (ECSA) as a Professional Engineer; plus, A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Programme and Project management knowledge. Engineering design and analysis knowledge. Knowledge of research and development. Knowledge of computer-aided engineering applications. Knowledge of legal compliance. Knowledge of technical report writing and networking. Knowledge of creating high performance culture. Knowledge of engineering and professional judgement. Decision-making, team leadership and analytical skills. Creativity, self-management and financial management skills. Customer focus and responsiveness skills. Communication, planning and organizing skills. Computer Literacy. Conflict and people management skills. Problem solving and analysis skills. Change management and innovation skills. The ideal candidate should be honest, decisive, analytical and reliable.
<b><u>DUTIES</u></b>	:	Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Human capital development. Office administration and budget planning. Research and development.
<b><u>ENQUIRIES</u></b>	:	Ms S Mngomezulu Tel No: (033) 355 8609
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration

Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION  
NOTE**

Mr C McDougall  
It is the intention of this Department to consider equity targets when filling these positions.

**POST 18/118**

**GISC TECHNICIAN PRODUCTION GRADE A-C REF NO: DOT 344/2025**  
Road Declaration & Mapping Directorate

**SALARY**

Grade A: R391 671 per annum, (OSD)  
Grade B: R442 389 per annum, (OSD)  
Grade C: R498 816 per annum, (OSD)  
(Salary will be determined according to post registration experience as per OSD prescripts)

**CENTRE  
REQUIREMENTS**

Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg  
A National Diploma in GISc or Cartography or relevant qualification; plus A minimum of 3 (three) years post qualification technical (GISc) experience (Experience: **Grade A** is 0 to 12 years post registration and **Grade B** is 14 years to 24 years post registration and **Grade C** is 26 years and over); plus Compulsory registration with SAGC as a GISc Technician; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge and Understanding of GIS applications and spatial data queries. Knowledge of Theory, principles and practices of GIS Standards. Knowledge and capabilities of different GIS software. Knowledge and understanding of technologies such as GPS, Photogrammetry and Remote sensing. Knowledge of Projections. Knowledge of principles of cartography. Creativity skills. Self-management skills. Customer service skills. Excellent Communication skills (verbal, written and networking). Interpersonal skills. Advanced computer skills. Planning, organizing and execution skills. Language proficiency skills. Project management skills. Problem solving skills. Decision making skills. Teamwork skills. Analytical skills.

**DUTIES**

Perform technical GISc activities. Maintain GISc unit effectiveness. People Management Functional requirement analysis.

**ENQUIRIES  
APPLICATIONS**

Ms M Vosloo Tel No: (033) 355 8917  
Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION  
NOTE**

Mr B Hornsby  
It is the intention of this Department to consider equity targets when filling this position.

**POST 18/119**

**CHIEF ARTISAN GRADE A REF NO: DOT 345/2025**

**SALARY**

R480 261 - R547 635 per annum, (dependent on experience), (OSD)

**CENTRE**

Mechanical, Ixopo

**REQUIREMENTS**

An appropriate Trade Test Certificate in Earth moving equipment mechanic/Construction plant mechanic/Diesel mechanic/Tractor mechanic/ Heavy Equipment mechanic; plus 10 years post qualification experience as an artisan/artisan foreman plus; Possession of a valid driver's licence (minimum Code C1). Knowledge, Skills and Competencies Required: Project management knowledge. Technical design and analysis knowledge. Knowledge of computer-aided technical applications. Knowledge of legal compliance. Knowledge of technical report writing. Knowledge of technical consulting. Production, process knowledge and skills. Decision making, teamwork and analytical skills. Creativity and change-management skills. Customer focus and responsiveness skills. Communication, planning and organizing skills. Computer literacy. Problem solving and analysis skills. The ideal candidate should be honest, decisive, analytical and reliable.

**DUTIES**

Manage technical services: Manage technical services and support in conjunction with Technicians/Artisans and associates in the field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Manage administrative and related functions: Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage artisans and related personnel and assets. Financial management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline-related activities and services. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with related bodies/councils on technical/engineering-related matters.

**ENQUIRIES**

Mr L Songca Tel No: (033) 392 6600

<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr B Hornsby It is the intention of this Department to consider equity targets when filling this position.
<b><u>POST 18/120</u></b>	:	<b><u>PRINCIPAL ROAD SAFETY OFFICER (X2 POSTS)</u></b> Kindly take note that the post at Vryheid is a re-advertisement, applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<b><u>SALARY CENTRE</u></b>	:	R397 116 per annum (Level 08) Cost Centre, Ixopo Ref No: DOT 346/2025 Cost Centre, Vryheid Ref No: DOT 347/2025
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized Bachelor's Degree/National Diploma in Developmental Studies, Communication Studies, Education or Road Safety and Traffic Management (NQF Level 6), plus A minimum of 3 years clerical/administration experience; plus A valid driver's licence (minimum code B); plus Proficiency in Isizulu and English. Knowledge, Skills and Competencies Required: Knowledge of Project Management, Data Analysis and Programme Development. Knowledge of Public Service Regulation, policies and procedures. Computer Literacy. Analytical and innovative thinking skills. Report writing skills. Research Methodology skills. Ability to work independently. Excellent communication skills (written and verbal). Problem solving, negotiation and teaching skills. The ideal candidate should be responsible, conscientious, committed to community development, have good interpersonal relations, be receptive to ideas and suggestions and have the ability to communicate with people at all levels. He/she should also believe in openness and transparency, maintain a high level of professionalism, have honesty, integrity, reliability and accountability.
<b><u>DUTIES</u></b>	:	Implement Road Safety Programmes/Projects at community-based level through proper support and monitoring. Execute Departmental Road Safety related events in partnership with stakeholders. Actively engage in the development of the Road Safety annual performance plan and monitoring of the budget. Apply and interpret policies relevant to Road Safety programs. Promote public engagement around Road Safety.
<b><u>ENQUIRIES</u></b>	:	Ms G Hlabisa (Ixopo) Tel No: (033) 392 6600 Mrs EN Moloi (Vryheid) Tel No: (035) 787 1442
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr B Hornsby It is the intention of this Department to consider equity targets when filling these positions.
<b><u>POST 18/121</u></b>	:	<b><u>ADMINISTRATIVE CLERK (PRODUCTION): LICENSING &amp; ADMINISTRATION REF NO: DOT 348/2025 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R228 321 per annum (Level 05) Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Knowledge of the Public Service. Knowledge of e-Natis systems. Knowledge of the National Land Transport Act (NLTA). Knowledge of the National Public Transport Regulator (NPTR) and Republic of South Africa Constitution. Knowledge of Public Service Regulations. Knowledge of the Public Finance Management Act. Knowledge of Batho Pele principles. Computer literacy. Planning and organizing skills. Good verbal and written communication skills. Interpersonal skills. Customer care skills. The ideal candidate should be committed to organizational objectives / projects and programmes, responsible, punctual, flexible, conscientious and receptive to suggestions and ideas. He/she should also be loyal, honest, a team player, accurate, neat and tidy and comply with the code of conduct.
<b><u>DUTIES</u></b>	:	Provide licensing, permit and registration services (service desk / bulk application). Perform back office administrative services. Provide customer care support services. Provide financial administration support services in the component.
<b><u>ENQUIRIES</u></b>	:	Ms PZ Thabethe Tel No: (033) 355 0471
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr B Hornsby It is the intention of this Department to consider equity targets when filling these positions.

<b><u>POST 18/122</u></b>	:	<b><u>CLEANER (X5 POSTS)</u></b> Kindly take note that this a re-advertisement, applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<b><u>SALARY CENTRE</u></b>	:	R138 486 per annum (Level 02) Road Traffic Inspectorate: Road Traffic Inspectorate, Empangeni Ref No: DOT 349/2025 (X2 Posts) Road Traffic Inspectorate, Mtubatuba Ref No. DOT 350/2025 (X1 Post) Road Traffic Inspectorate, Vryheid Ref No: DOT 351/2025 (X1 Post) Road Traffic Inspectorate, Jozini Ref No: DOT 352/2025 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	AET Level 4 / Grade 9. Knowledge, Skills and Competencies Required: Knowledge of cleaning procedures. Knowledge of refreshment provision. Knowledge of safety requirements attached to the duties of the post. Knowledge of service delivery programs. Knowledge of operating appliances. Ability to interpret and act on instructions. Ability to perform routine tasks. Ability to operate domestic appliances. Basic literacy and numeracy skills. The ideal candidate should be reliable, responsible, receptive to suggestions and ideas, polite and believe in honesty and integrity.
<b><u>DUTIES</u></b>	:	Preparing, serving tea & washing up after tea breaks. Vacuum/ sweep offices, empty and clean appliances. Clean toilets, lecture room block, windows and glass door. Mopping floors, wipe /dust walls & surfaces, empty rubbish bins. Polish floor.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr ET Zulu Tel No: (035) 787 1442/1445/1447 Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabanzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr B Hornsby It is the intention of this Department to consider equity targets when filling these positions.

**PROVINCIAL ADMINISTRATION: LIMPOPO  
DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE**

- APPLICATIONS** : Applicants should apply through the following website <http://erecruitment.limpopo.gov.za>. The application on the eRecruitment system should be accompanied by the new Z83 and recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates), as well as copies of all qualifications, Identity Document and valid driver's license only. Failure to attach copies and required documents will result in the application not being considered/disqualification. Applications may also be hand delivered/posted to: Department of Public Works, Roads and Infrastructure: Private Bag X9490, Polokwane, 0700 or hand delivered at Works Tower Building, No. 43 Church Street, Polokwane, 0699.
- Capricorn District:** Private Bag X9378, Polokwane 0700 Or hand deliver at 15 Landros Mare street, next to Correctional Services. For Mopani District: Private Bag X576, Giyani 0826 or hand deliver at 570 Parliamentary Building, Giyani.
- Sekhukhune District:** Private Bag X02, Chuenespoort, 0745 or hand deliver at Lebowa kgomo Zone A, next to traffic department. For Vhembe District: Private Bag X2248, Sibasa, 0970 or hand deliver at Cnr. Traffic and Raluswielo Street, Sibasa.
- Waterberg District:** Private Bag X1028, Modimolle, 0510 or hand deliver at Cnr. Thabo Mbeki & Elias Motsoaledi Street.
- CLOSING DATE** : 13 June 2025 at 16:00
- NOTE** : must be submitted on a duly completed prescribed Z83 application for employment form (2021 version) obtainable from any public service department or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za). Applications must be accompanied by a detailed CV. Applicants are not required to submit copies of qualifications and other relevant documents on application except when applying through the eRecruitment system. All fields in Part A, Part C and Part D of the Z83 form should be completed. In Part B, all fields should be completed in full. Part E, F & G applicants often indicate "refer to CV or see attached", this is acceptable as long as the CV has been attached and provides the required information. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose his or her financial interests in accordance with the prescribed regulations. Shortlisted candidates for SMS posts will be subjected to a competency-based assessment and a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS posts. Proof of the completion of the SMS pre-entry programme (Nyukela) must be submitted prior appointment. 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 link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserve the right not to make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date, please consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000. The department will not carry any related costs (transport, accommodation or meals) for candidates attending interviews. The Department of Public Works, Roads and Infrastructure is an equal opportunity and affirmative action employer. Women and people living with disabilities are encouraged to apply.

**MANAGEMENT ECHELON**

- POST 18/123** : **DIRECTOR: DISTRICT CO-ORDINATION REF NO: S.4/3/11/3**  
Component: District Co-ordination
- SALARY** : R1 216 824 per annum (Level 13), (to be structured according to Individual needs)
- CENTRE** : Mopani
- REQUIREMENTS** : A qualification at NQF level 7 as recognised by SAQA. Five (05) years of experience at a middle/senior managerial level. Valid driver's license with the exception of applicants with disabilities. Core And Process Competencies: Strategic capability and leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem solving and analysis. People Management and Empowerment. Client orientation and customer focus. Communication. Honesty and Integrity. Skills & Knowledge: Public Service Act. Public Finance Management Act Treasury Notes. Labour Relations Act. Promotion of Access to Information Act. Public Service Regulations. Government Immovable Assets Management Act (GIAMA).

## **DUTIES**

: Provide project and programme support: Provide and implement project and programme management systems for infrastructure management. Provide portfolio, programme and project governance standards for infrastructure delivery and property management. Provide quality and safety standards aligned to legislative requirements for infrastructure delivery and property management. Provide document management system for infrastructure delivery and property management in close collaboration with Departmental Supply Chain Management. Manage the mapping of all business processes for infrastructure delivery and property management. Manage the development of standardised operating procedure manuals for infrastructure delivery and property management. Provide strategies to improve the rendering of infrastructure and property management. Provide quality and safety standards for all government buildings including leases-in. Manage the provision of project mentoring programme, professional registration mentoring, coaching programmes and support with planning, budgeting and accounting services. Provide reports and presentations to provide consolidated progress on the implementation of infrastructure and property management projects and programmes being implemented in the province. Manage district coordination services: Map property and infrastructure processes and make continuous recommendation for improvement. Determine the definition, methodology and design of portfolio, programme and project governance standards. Develop and maintain project documentation system and build records. Determine quality and safety standards. Undertake research and enforce green technologies. Consolidate district budget inputs. Monitor the district expenditure against the allocated budgets. Manage and oversee the development of district procurement plans. Manage district assets in terms of availability and movements. Manage the district property and facilities services: Provide the district acquisition, transfer and donation of state land. Provide and maintain the immovable asset register. Provide support to other departments in the district on matters pertaining to office and residential accommodation. Manage rentals and leases. Manage the payment of rates and taxes to the municipalities. Provide district landscaping designs and services. Manage and provide cleaning services. Provide district support services: Manage and monitor the district accounts and payments. Manage the acquisition of goods and services. Manage the stores and district movable assets. Manage the provision of human resources. Manage the capacitation and performance of human resources. Manage and monitor the safekeeping of district records. Manage the provision of fleet and office services. Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation: Give direction to the district team in realizing the district strategic objectives. Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilization of equipment. Ensure that the division is adequately staffed. Manage and monitor performance of district employees. Ensure capacity and development of staff. Manage discipline.

## **ENQUIRIES**

: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075

## **OTHER POSTS**

## **POST 18/124**

: **CHIEF CONSTRUCTION PROJECT MANAGER REF NO: S.4/3/2/7**  
Component: Health Infrastructure Delivery  
Re-advert

## **SALARY CENTRE REQUIREMENTS**

: Grade A: R1 266 450 per annum, OSD, (to be structured according to Individual needs)  
: Head Office, Polokwane  
: A qualification at NQF level 7 as recognised by SAQA in Built Environment with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP, Valid driver's license with the exception of applicants with disabilities. Technical Competencies: Programme and project management. Project Management skills, principles and methodologies. Project and professional judgement. Computer-aided engineering and project applications. Project design and analysis knowledge. Project operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Legal and operational compliance. Research and development. Creating high performance culture. Technical consulting. Generic Competencies: Strategic capability and leadership, problem solving and analysis, decision making, team leadership, creativity, financial management, customer focus and responsiveness, communication, computer skills, people management, planning and organizing, conflict management, negotiation skills, change management.

## **DUTIES**

: Project design and analysis effectiveness: Perform final review and approvals or audits on project designs according to design principles or theory. Co – ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain project operational effectiveness: Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organizational goals to direct or redirect project services for the attainment of organizational objectives. Financial Management: Ensure availability and management of funds to meet the MTEF objectives within the project environment/ services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and

objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control, expenditure according to budget to ensure efficient cashflow management. Governance Allocate, monitor and control resources. Compiles risk logs (database) and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of project related matters to minimise possible project risks. Manage and implement knowledge sharing initiatives e.g. short – term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives

**ENQUIRIES** : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262

**POST 18/125** : **SENIOR PROJECT MANAGER: ROADS INFRASTRUCTURE MAINTENANCE REF NO: S.4/3/10/147**  
Component: Roads Infrastructure Maintenance  
Re-advert

**SALARY** : R1 059 105 per annum (Level 12), (to be structured according to individual needs)  
**CENTRE** : Vhembe District  
**REQUIREMENTS** : A qualification at NQF level 6 as recognised by SAQA in Civil Engineering. Five (05) years relevant experience in roads environment, three (03) years in Junior management position. Valid driver's licence with the exception of applicants with disabilities. Skills: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Knowledge Of: Relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation, PFMA and Treasury Regulations, Strategic capability and leadership.

**DUTIES** : Manage the regravelling of roads and construction of drainage structures: Plan and program roads regravelling and construction of drainage structures. Manage and coordinate the Identification, approval and the usage of the borrow pits. Manage and ensure the availability of resources (e.g. road regravelling material). Coordinate the execution of road regravelling activities. Monitor correct application and adherence to road regravelling and construction of drainage structure standards. Manage the district road maintenance operations: Manage the implementation of the road maintenance manual. Manage and control the utilization of heavy roads construction and maintenance plant and equipments. Manage adherence to Occupational Health and Safety by providing specifications for camp resources (sanitation resources etc.), protective clothing and equipments. Manage roads maintenance production and provide budget. Manage the provision of roads construction and maintenance inspection operations: Manage the process of conducting visual assessment on roads network and road works activities. Monitor the execution of roads construction and maintenance activities. Coordinate the implantation of roads projects. Manage the provision of mechanical services: Manage the acquisition and disposal of district plant and equipment. Manage the district repairs and scheduled maintenance of plant and equipment. Manage the mechanical maintenance systems. Manage roads maintenance plant and equipment. Manage the registration and renewal of licensing for plant and equipment. Manage the implementation of roads maintenance Expanded Public Works Programme: Manage the district Expanded Public Works Programme needs analysis and projects. Monitor and report on completion of small projects. Manage payment of NYS. Compile the district reports. Manage and utilize resources (human, financial, & physical) in accordance with relevant directives and legislation: Report on the utilisation of equipments. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

**ENQUIRIES** : Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790

**POST 18/126** : **DEPUTY DIRECTOR: PROPERTY AND FACILITIES REF NO: S.4/3/3/103**  
Component: Property and Facilities Management

**SALARY** : R896 436 per annum (Level 11), (to be structured according to individual needs)  
**CENTRE** : Sekhukhune District Office  
**REQUIREMENTS** : A qualification at NQF Level 06 in Real Estate. NQF level 07 in Property Studies as recognised by SAQA. Five (5) years' experience in property management environment with a minimum of three (3) years at Junior management / ASD level. Valid driver's license, with the exception of applicants with disabilities. Knowledge of: Knowledge of relevant Public Service Acts,



regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998. Spatial Planning and Land Use Management Act, 2013. Skills: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. Facilitation. People management Planning and organising. Conflict management.

## **DUTIES**

: Manage land management matters: Facilitate land acquisition processes for the district. Manage the identification, verification and gather documentation for property to be acquired. Participate in the integrated development planning process i.r.o. acquisition. Manage, maintain and update property assets register. Manage and administer property systems. Manage and facilitate vesting of district property and land. Manage and facilitate disposal of state land. Manage and facilitate transfers. Manage leases and municipal services: Manage and provide residential accommodation as required. Manage residential accommodation register for leases and status. Manage and facilitate the rental collection and schedules. Manage and facilitate matter pertaining to refunds and arrears on rental recovery. Manage and facilitate monthly submission of rates and taxes invoices according to stipulated due dates. Manage monthly payment of municipal levies. Facilitate and analyse leases, municipal rates and taxes. Manage property inspections and sub-lettings. Compile the arrear accounts report including recovery projections. Manage facilities services: Manage physical security services and monitor adherence to service level agreement. Develop, manage and implement waste management plan. Manage cleaning services. Manage landscaping services. Manage resource (Human, Financial and Equipment): Manage the component's budget against its strategic objectives. Coordinate budget monitoring, projecting & reporting expenditure. Ensure that spending is maximized in line with strategic objective. Monitor and report on the utilisation of equipments. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

## **ENQUIRIES**

: Ms Makalela RC, Ms Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330

## **POST 18/127**

: **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: S.4/3/8/92**  
Component: Corporate Support

## **SALARY CENTRE REQUIREMENTS**

: R896 436 per annum (Level 11), (to be structured according to individual needs)  
: Mopani District  
: An NQF level 06 qualification as recognized by SAQA. Five (5) years' relevant experience of which three (03) years must be at junior management/ ASD level in HRM. A Valid driver's license with the exception of applicants with disabilities. PERSAL training certificate / Result MUST be attached. Core And Process Competencies: Strategic Capability and Leadership; People Management and Empowerment; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Decision making; Team leadership; Client Orientation and Customer focus; Communication. Skills And Knowledge: Knowledge of relevant public service acts, regulations and frameworks. knowledge and understanding of policy analysis, development and interpretation. communication skills, Ms Office package / computer skills.

## **DUTIES**

: Manage human resources services: Develop Human Resource Management policy in line with acts, regulations and directives. Develop and manage resource Management policy, strategies and processes. Manage and populate the District Human Resource plan. Manage the district recruitment, selection and appointment processes. Manage and provide inputs to the recruitment plan. Manage and facilitate transfer and translation of personnel. Manage and facilitate District head count. Manage and approve PERSAL transactions. Manage and coordinate resignations (deaths, retirements and resignations). Manage awarding of long service. Manage and coordinate benefits, state guarantees and housing allowances. Manage employee wellness: Develop wellness policy in line with acts, regulations and directives. Develop and manage employee wellness guidelines, strategies and processes. Develop employee assistance programmes and plans in the district. Manage and conduct district wellness day. Facilitate HIV/AIDS awareness and campaigns. Manage and monitor occupational health and safety. Manage auxiliary services in the district: Manage District's Government owned and subsidized motor transport: Developing and monitoring implementation of fleet management policies, strategies, processes and procedures. Manage district fleet. Facilitate district needs analysis in terms of fleet management. Monitor and implement disposal of fleet as per policy documents. Liaise and report on redundant fleet with Head Office. Provide budget projections for fleet. Monitor licensing, servicing and repairing of district fleet. Manage Telecommunication systems of the district by: Developing and monitoring implementation of telecommunication policies, strategies, processes and procedures. Manage district telecommunications. Manage provisioning and distribution of labour serving devices and disposal of waste papers by: Developing and monitoring implementation of labour saving policies, strategies, processes and procedures. Manage labour saving devices. Provide budget for labour serving devices. Monitor service level agreements. Manage provisioning and distribution of office and domestic services by: Managing and providing budget for office and

domestic furniture. Manage and identify redundant furniture. Manage and procure furniture, protective clothing, cleaning materials and toiletries. Manage and monitor security services. Manage records: Develop and monitor implementation of records management policies, strategies, processes and procedures. Manage and advocate the implementation of records file plan. Manage security of records, Manage and identify vital records and retention periods. Manage and utilise resources (human, financial & physical) in accordance with relevant directives and legislation: Plan and organise resources for future requirements (human, finance, equipment's etc.). Prepare the budget in line with strategic plans, operational plans and department's objectives. Implement the budget by monitoring, projecting & reporting expenditure. Maximize spending in line with strategic objectives. Monitor performance and task completions. Set targets. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Provide staff capacity and development Enhance and maintain employee motivation and cultivate a culture of performance management. Management of discipline. Provide job descriptions to subordinates. Manage division leave matters.

**ENQUIRIES** : Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075

**POST 18/128** : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM (PMDS)**  
**REF NO: S.4/3/8/93**

Component: Human Resource Development and Performance Management

**SALARY** : R896 436 per annum (Level 11), (to be structured according to individual needs)

**CENTRE** : Head Office- Polokwane

**REQUIREMENTS** : A qualification at NQF Level 06 in Human Resource Management / Public Administration and or Management. Five (5) years' experience in human resource management environment with a minimum of three (03) years at Junior Management level / ASD level. Valid driver's license, with the exception of applicants with disabilities. PERSAL training certificate / Result MUST be attached. Core Competencies: Strategic capability and leadership, Facilitation skills, Problem solving and analysis, Decision making, Team leadership, Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising, Conflict management.

**DUTIES** : Provide Performance Management strategy, Develop Performance management budget and ensure financial expenditure is according to PFMA budget, Develop and monitor Performance Management policies and procedures and ensure adherence to mandates and directives, Monitor and implement performance management according to policy guidelines and directives, Monitor link between skills gap and audit to performance management system, Monitor that performance management aimed at improving performance of employee and award the performers to encourage and improve better performance, Manage PMDS submission database. Manage issuing of timeous PMDS submission statistics reports, Manage Performance Management committees and capacity building, Facilitate and coordinate the appointment of Performance Management committees, Arrange the committees meeting, Provide secretary for the committees meetings, Report of committees settings and recommendations, Manage performance appraisal and rewards, Monitor the submission of PMDS documents, Audit PMDS documents both Head office and districts office, Manage the implementation of PMDS committee's recommendations, Generate submission to HOD for approval to implement performance reward, Oversee the implementation of performance reward on the PERSAL systems, Manage probation and induction programmes, Liaise with officer on probation and supervisors to fill the quarterly probation forms, Monitor probation assessments on PERSAL system, Facilitate submission to HOD for permanent appointment of officers, Monitor the generating of notification letter for completion of probation, Oversee the compilation of induction and orientation programme, Oversee the implementation of induction and orientation programme, Manage resource (Human, Financial and Equipment), Manage the component's budget against its strategic objectives, Coordinate budget monitoring, projecting & reporting expenditure, Ensure that spending is maximized in line with strategic objective, Monitor and report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of employees, Ensure capacity and development of staff, Enhance and maintain employee motivation and cultivate a culture of performance management, Manage discipline, Provide job description to subordinates

**ENQUIRIES** : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262

**POST 18/129** : **CONSTRUCTION PROJECT MANAGER REF NO: S.4/3/10/82**  
Component: Roads and Bridges Maintenance and Building Maintenance  
Re-Advert

**SALARY** : Grade A: R879 342 per annum, OSD, (to be structured according to Individual needs)

**CENTRE** : Head Office, Polokwane

**REQUIREMENTS** : A qualification at NQF level 6 in built environment field with a minimum of 4 years and six months certified experience, A qualification at NQF level 7 in built environment field with a minimum of 4 years certified managerial experience, A qualification at NQF level 8 in any built environment field with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a

		Professional Construction Project Manager. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and project management, project principles and methodologies, project and professional judgement, computer-aided engineering and project applications, project design and analysis knowledge, project operational communication, process knowledge and skills, maintenance skills and knowledge, mobile equipment operating skills, legal and operational compliance, research and development, creating high performance culture and technical consulting. Generic Competencies: Strategic capability and leadership, problem solving and analysis, decision making, team leadership, creativity, financial management, customer focus and responsiveness, communication, computer skills, people management, planning and organizing, conflict management, negotiation skills, change management.
<b><u>DUTIES</u></b>	:	Manage and coordinate all aspects of projects: Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology, Create and execute project work plans and revise as appropriate to meet changing needs and requirements, Identify resources needed and assign individual responsibilities, Manage day-to-day operational aspects of a project and scope, Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management Report project progress to the Chief Construction Project Manager/Director, Manage project budget and resources. Office administration: Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client departments, and management, Maintain the record management system and the architectural library. Utilise allocated resources effectively. Research and development: Keep up with new 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>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262
<b><u>POST 18/130</u></b>	:	<b><u>CONSTRUCTION PROJECT MANAGER REF NO: S.4/3/2/34</u></b> Component: Building Infrastructure Maintenance
<b><u>SALARY</u></b>	:	Grade A: R879 342 per annum, OSD, (to be structured according to Individual needs)
<b><u>CENTRE</u></b>	:	Capricorn District
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 6 as recognised by SAQA in Built Environment, 04 years and 06 months experience. A qualification at NQF level 7 as recognised by SAQA in Built Environment 04 years' experience in Built Environment. A qualification at NQF level 8 as recognised by SAQA in Built Environment, 03 years' experience in Built Environment. Compulsory registration with the South African Council for the Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager. Valid driver's license, with the exception of applicants with disabilities. Core And Process 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 and Customer focus; Communication. Skills & Knowledge: Programme and project management. Project management skills, principles and methodologies. Project and professional judgement Computer-aided engineering and project applications. Project design and analysis knowledge. Project operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Legal and operational compliance. Research and development. Creating high performance culture technical consulting. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict management. Negotiation skills. Change management.
<b><u>DUTIES</u></b>	:	Manage and coordinate all aspects of projects under the supervision of the Chief Construction Project Manager: Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology, Create and execute project work plans and revise as appropriate to meet changing needs and requirements, Identify resources needed and assign individual responsibilities, Manage day-to-day operational aspects of a project and scope, Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management: Report project progress to Chief Construction Project Manager, Manage project budget and resources. Office administration: Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client departments, and management, Maintain the record management system and the architectural library, Utilise allocated resources effectively. Research and development: Keep up with new 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>	:	Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600

<b><u>POST 18/131</u></b>	:	<b><u>MECHANICAL ENGINEER (X4 POSTS)</u></b> Component: Education Infrastructure Delivery X1, Provincial Departments Infrastructure Delivery X1 and Portfolio Technical Services X1 and Health Infrastructure Delivery. Re-advert
<b><u>SALARY CENTRE</u></b>	:	Grade A: R879 342 per annum, OSD, (to be structured according to Individual needs) Head Office, Polokwane: Education Ref No. S.4/3/1/79 Provincial Ref No: S4/3/1/80 Technical Portfolio Ref No:S.4/3/1/81
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 7 as recognised by SAQA in Mechanical Engineering. 03 -05 years post experience required in mechanical engineering. Compulsory registration with ECSA as a Professional Engineer. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Computer-aided engineering applications. Technical report writing. Creating high performance culture. Professional judgment. Networking. Generic 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 and Customer focus; Communication. Creativity. Computer skills. Planning and organizing. Negotiation skills.
<b><u>DUTIES</u></b>	:	Design new systems to solve practical mechanical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain mechanical engineering projects. Develop cost effective solutions according to standards, Evaluate existing technical manuals, standard drawings and procedures to in new technology, Develop tender specifications (mechanical), Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and practice, Approve mechanical engineering works according to prescribed norms and standards. Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice, Supervise the mechanical engineering work and processes, Administer performance management and development. Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilization, Ensure adherence to regulations and procedures for procurement and personnel administration, Monitor 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 mechanical engineering technology to improve expertise, and Liaise with relevant bodies/councils on mechanical engineering-related matters.
<b><u>ENQUIRIES</u></b>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/ 7627,7262.
<b><u>POST 18/132</u></b>	:	<b><u>ELECTRICAL ENGINEER (X4 POSTS)</u></b> Component: Health, Education, Other Provincial Re-advert
<b><u>SALARY CENTRE</u></b>	:	Grade A: R879 342 per annum, OSD, (to be structured according to Individual needs) Head Office, Polokwane: Health Ref No: S.4/3/1/82 Portfolio Ref No: S.4/3/1/83
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 7 as recognised by SAQA in Electrical Engineering. 03 -05 years' experience required in Electrical engineering. Compulsory registration with ECSA as a Professional Engineer. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Computer-aided engineering applications. Technical report writing. Creating high performance culture. Professional judgment. Networking. Generic 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 and Customer focus; Communication. Creativity. Computer skills. Planning and organizing. Negotiation skills.
<b><u>DUTIES</u></b>	:	Design new systems to solve practical electrical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain electrical engineering projects. Develop cost effective solutions according to standards, Evaluate existing technical manuals, standard drawings and procedures to in new technology, Develop tender specifications (electrical), Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and practice, Approve electrical engineering works according to prescribed norms and standards. Human capital development Ensure training and development of technicians, technologists and candidate engineers to

promote skills/knowledge transfer and adherence to sound engineering principles and code of practice, Supervise the electrical engineering work and processes, Administer performance management and development. Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilization, Ensure adherence to regulations and procedures for procurement and personnel administration, Monitor 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 electrical engineering technology to improve expertise, and Liaise with relevant bodies/councils on mechanical engineering-related matters.

**ENQUIRIES** : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/ 7627,7262.

**POST 18/133** : **CIVIL ENGINEER REF NO: S4/3/10/96 (X2 POSTS)**

Component: Roads and Bridges Maintenance  
Re-advert

**SALARY** : Grade A: R879 342 per annum, OSD, (to be structured according to Individual needs)

**CENTRE** : Head Office, Polokwane

**REQUIREMENTS** : A qualification at NQF level 7 as recognised by SAQA in Civil Engineering. 03- 05 years' experience required in Civil Engineering. Compulsory registration with ECSA as Professional Engineer. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Computer-aided engineering applications. Technical report writing. Creating high performance culture. Professional judgment. Networking. Generic 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 and Customer focus; Communication. Creativity. Computer skills. Planning and organizing. Negotiation skills.

**DUTIES** : Design new systems to solve practical civil/ structural engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain civil/ structural engineering projects. Develop cost effective solutions according to standards, Evaluate existing technical manuals, standard drawings and procedures to in new technology, Develop tender specifications (civil/ structural), Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and practice, Approve civil/ structural engineering works according to prescribed norms and standards. Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice, Supervise the civil/ structural engineering work and processes, Administer performance management and development. Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilization, Ensure adherence to regulations and procedures for procurement and personnel administration, Monitor 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 civil/ structural engineering technology to improve expertise, and Liaise with relevant bodies/councils on civil/ structural engineering-related matters.

**ENQUIRIES** : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/ 7627,7262.

**POST 18/134** : **ARCHITECT REF NO: S.4/3/1/05**

Component: Other Provincial Departments Infrastructure Delivery

**SALARY** : Grade A: R772 572 per annum, OSD, (to be structured according to Individual needs)

**CENTRE** : Head Office – Polokwane

**REQUIREMENTS** : A qualification at NQF level 07 as recognized by South African Qualification Authority (SAQA) in Architecture or relevant qualification. 03 years post qualification in architectural experience required. Compulsory registration with South African Council for the Architectural Profession (SACAP) as a professional Architect. Valid driver's license, with the exception of applicants with disabilities. Core And Process 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 and Customer focus; Communication. Skills & Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Programme and Project Management. Architectural design and analysis knowledge. Computer-aided engineering applications. Research and Development. Knowledge of Legal Compliance. Technical report writing. Creating high performance culture. Networking. Professional judgement. Decision making. Team leadership. Analytical Skills. Creativity. Self - management

**DUTIES** : Perform architectural activities on state owned or leased buildings, structures or facilities: Co-ordinate professional team on all aspects regarding architecture. Ensure adherence and compliance with 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 designs and/or sub-designs and/or sub-professional personnel. Ensure adherence to the requirements of professional registration. Human capital development Mentor, train and develop 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 input for the facilitation of resource utilization. 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 project management.

**ENQUIRIES** : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/ 7627,7262.

**POST 18/135** : **DEPUTY PROJECT MANAGER REF NO: S.4/3/10/58**  
Component: Regraveling and Drainage Structure  
Re-advert

**SALARY** : R582 444 per annum (Level 10)  
**CENTRE** : Vhembe District  
**REQUIREMENTS** : A qualification at NQF level 6 as recognised by SAQA in Civil Engineering. Three (03) years of experience at supervisory level in Roads Maintenance environment. Valid driver's license, with the exception of applicants with disabilities. Skills: Problem solving and analysis. Decision making. Team leadership. Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising. Knowledge Of: Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations.

**DUTIES** : Manage the roads regraveling of roads. Identify the areas of the that needs regraveling. Planning of work to be done. Coordinate and facilitate work. Facilitate the preparation of quarry site and stockpiling of gravel. Conduct assessment of the work. Manage construction of drainage structures. Identify the spot that needs drainage. Quantify the material needed. Identify all working area environment before the work is started. Conduct inspection (Installation of pipes, maintenance of existing pipes). Assess compliance to OHS legislation. Investigate and report accidents. Inform OHS unit about the potential danger. Consolidate the availability of equipment and ensure proper maintenance. Liaise with the mechanical workshop on: Equipment/plant that are available. Breakdowns are reported. Plant/equipment are well maintained. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipments. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

**ENQUIRIES** : Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790

**POST 18/136** : **DEPUTY PROJECT MANAGER: REGRAVELING & DRAINAGE REF NO: S.4/3/10/164**  
Component: Roads Infrastructure Maintenance

**SALARY** : R582 444 per annum (Level 10)  
**CENTRE** : Sekhukhune District Office  
**REQUIREMENTS** : A qualification at NQF level 06 as recognised by SAQA in Civil Engineering. 03 years relevant experience in roads construction and maintenance environment. Valid driver's license, with the exception of applicants with disabilities. Knowledge Of: Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. Core Competency: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.

**DUTIES** : Manage the roads regraveling of roads. Identify the areas of the that needs regraveling. Planning of work to be done. Coordinate and facilitate work. Facilitate the preparation of quarry site and stockpiling of gravel. Conduct assessment of the work. Manage construction of drainage structures. Identify the spot that needs drainage. Quantify the material needed. Identify all working area environment before the work is started. Conduct inspection (Installation of pipes, maintenance of existing pipes). Assess compliance to OHS legislation. Investigate and report accidents. Inform OHS unit about the potential danger. Consolidate the availability of equipment and ensure proper maintenance. Liaise with the civil workshop on: Equipment/plant that are available. Breakdowns are reported. Plant/equipment are well maintained. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and

legislation. Report on the utilisation of equipments. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

**ENQUIRIES** : Ms Makalela RC, Ms Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330

**POST 18/137** : **ASSISTANT DIRECTOR: PROPERTY & PLANNING REF NO: S.4/3/3/62**  
Component: Directorate: Operations Management

**SALARY** : R582 444 per annum (Level 09)  
**CENTRE** : Head Office – Polokwane  
**REQUIREMENTS** : A qualification at NQF Level 06 qualifications in Urban & Regional Planning/Real Estate. NQF level 07 in Real Estate/ Property Studies/ Urban & Regional Planning/ Town & Regional Planning as recognised by SAQA. 03 years' experience in property management environment at supervisory level. Valid driver's license, with the exception of applicants with disabilities. Core And Process Competencies: Facilities Management. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Provincial Land Administration Act, 1998. Government immovable asset management Act. Provincial infrastructure delivery management system. Spatial planning and land use management act Property valuation. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.

**DUTIES** : Develop the User Management Plan (U-AMP): Match asset requirement with service delivery objectives of users. Verify the assets occupied or allocated to user. Determine functional performance of assets. Determine utilization of assets. Conduct GAP analysis. Determine new asset requirements. Determine refurbishment/reconfiguration. Determine surplus assets to be surrendered. Determine repairs that need to be conducted. Prepare immovable asset budget. Conduct assessment of User Asset Management Plans: Assess Utilization Assessment. Assess compliance. Assess user accommodation requirements. Assess acquisition plan. Assess Refurbishment plan. Assess repairs plan. Assess surrender plan. Develop the custodian Management Plan (C-AMP): Compile portfolio profile. Compile asset performance report Lifecycle planning. Conduct portfolio analysis. Develop works plan. Develop asset management budget 1C-AMP. Coordinate GIAMA Provincial User Department Forum GPUDF): Develop schedule for the meetings. Render logistical arrangements (e.g. issue invitations, venue, draft the agenda). Render secretarial services. Draft report of the meetings.

**ENQUIRIES** : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

**POST 18/138** : **ASSISTANT DIRECTOR: LAND MANAGEMENT REF NO: S.4/3/3/113**  
Component: Property Management

**SALARY** : R582 444 per annum (Level 09)  
**CENTRE** : Capricorn District  
**REQUIREMENTS** : A qualification at NQF Level 06 in Real Estate. NQF level 07 in Property Studies as recognised by SAQA. 03 years' experience in property management environment at supervisory level. A Valid driver's license, with the exception of persons with disabilities. Core And Process Competencies: Facilities Management. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Provincial Land Administration Act, 1998. Government immovable asset management Act. Provincial infrastructure delivery management system. Spatial planning and land use management act Property valuation. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.

**DUTIES** : Manage district asset register: Develop plans and processes for registering immovable assets. Update asset register. Manage and oversee the identification of, inspection and investigation of fixed state properties. Identify and register state farms in the district. File even in the appropriate asset register. Identify the location of properties and ownership. Manage the processing of transferring property to private tenants and municipalities. Manage and compile list of sec 14 schools (public schools built in private properties). Manage disposal and transfer of state properties: Manage verification of vesting status before disposal of state properties. Manage and update the asset register in terms of disposals and transfers. Monitor disposal in terms of the departmental policy and decisions of the disposal committee. Manage the signing of the Deeds of Sale. Property ownership with deeds office. Provide information to document offer to purchase. Facilitate registering of property in the name of tenant after full purchase price has been paid. Manage land acquisition and vesting: Input in the development of annual plan for the acquisition of land and buildings. Identify properties for acquisition and vesting at the district. Participate in preparation of documents for tendering purposes. Update the assets register in terms of property acquisition and vesting. Undertake research for supportive documentation required for vesting of properties. Provide advice on the acquisition of immovable property for

office space in line with the planned Government precinct. Verify as to whether the property is vested Nationally, Provincially and/or locally. Verify National Rural Legislative data in terms of property information. Manage the process of vesting applications. Manage office allocation: Manage and collect information to determine space norms for offices. Apply space norms for offices against existing utilisation trends. Design office floor layout. Determine needs for parking at different offices. Allocate office space. Provide resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

**ENQUIRIES** : Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600

**POST 18/139** : **CHIEF ARTISAN: BUILDING MAINTENANCE REF NO: S.4/3/2/31**  
Component: Building Infrastructure Maintenance

**SALARY** : Grade A: R480 261 per annum, OSD  
**CENTRE** : Capricorn District  
**REQUIREMENTS** : Appropriate Trade Test Certificate. Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. Valid driver's license, with the exception of applicants with disabilities. Skills & Knowledge: Project Management, Technical design and analysis, Computer aided technical applications, Legal compliance, technical report writing, technical consulting, Production, process knowledge and skills.

**DUTIES** : Manage technical services: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities, Ensure the promotion of safety in line with statutory and regulatory requirements, provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology, Ensure quality assurance in line with specifications. Manage administrative and related functions: Provide inputs to budgeting process, Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan, Update database, Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management, Manage the commercial value add of the discipline – related activities and services. People Management: Manage the development, motivation and utilization of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements, Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures, Research/literature studies on technical/engineering technology to improve expertise, Liaise with relevant bodies/councils on technical/engineering-related matters.

**ENQUIRIES** : Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600

**POST 18/140** : **CHIEF ARTISAN REF NO: S.4/3/10/98**  
Component: Drainage Structures  
Re-advert

**SALARY** : Grade A: R480 261 per annum, OSD  
**CENTRE** : Vhembe District  
**REQUIREMENTS** : Appropriate Trade Test Certificate. Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Project Management. Technical design and analysis. Computer aided technical applications. Legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and Organizing. Core And Process Competencies: People Management and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.

**DUTIES** : Manage technical services: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Manage administrative and related functions: Provide inputs to budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline – related activities and services. People Management: Manage the development. Motivation and utilization of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinates' key performance areas by



setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.

**ENQUIRIES** : Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790

**POST 18/141** : **CHIEF ARTISAN: BUILDING MAINTENANCE REF NO: S.4/3/2/32**  
Component: Building Infrastructure Maintenance  
Re-advert

**SALARY** : Grade A: R480 261 per annum, OSD  
**CENTRE** : Sekhukhune- Tubatse  
**REQUIREMENTS** : Appropriate Trade Test Certificate in Plumbing/ Carpentry/ Bricklaying/ Electrical. Ten years post qualification experience as an Artisan/ Artisan Foreman. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project Management, Technical Design and analysis, Computer aided technical applications, Legal compliance, Technical report writing, technical Consulting, Production, process knowledge and skills.

**DUTIES** : Manage Technical Services: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure Quality assurance in line with specifications. Manage administrative and related functions: Provide inputs to budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline related activities and services. People management: Manage the development, motivation and utilization of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirement. Manage subordinate: Key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/ engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.

**ENQUIRIES** : Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330

**POST 18/142** : **CHIEF ARTISAN: DRAINAGE REF NO: S.4/3/10/121**  
Component: Roads Infrastructure Maintenance  
Re-advert

**SALARY** : Grade A: R480 261 per annum, OSD  
**CENTRE** : Sekhukhune Drainage Structures  
**REQUIREMENTS** : Appropriate Trade Test Certificate. Ten years post qualification experience as an Artisan/ Artisan Foreman in Shuttering / Steel Fixing / Concrete. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project Management, Technical Design and analysis, Computer aided technical applications, Legal compliance, Technical report writing, technical Consulting, Production, process knowledge and skills.

**DUTIES** : Manage technical services: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Manage administrative and related functions: Provide inputs to budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline related activities and services. People management: Manage the development, motivation and utilization of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirement. Manage subordinate: Key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/ engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.

**ENQUIRIES** : Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330

<b><u>POST 18/143</u></b>	:	<b><u>ASSISTANT DIRECTOR: CONTRACT PERFORMANCE MANAGEMENT AND ADVISORY SERVICES REF NO: S.4/3/9/79</u></b> Component: Procurement Management Re-advert
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office - Polokwane
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 07 as recognised by SAQA in Financial Management / Supply Chain Management. Three (03) years' supervisory position in Contract Management environment at Supervisory level 7/8. Valid driver's license, with the exception of applicants with disabilities. Core Competencies: Problem solving and analysis. Decision making. Team leadership. Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising. Knowledge OF: relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations. Knowledge and understanding of the following: - Supply Chain Management procedures. Procurement Procedures. PFMA. DORA. PPPFA. Knowledge of CSD, LOGIS.
<b><u>DUTIES</u></b>	:	Monitor, analyse and determine actions to ensure proper contract administration. Administer variations to the contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancellations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Monitor contract compliance. Determine whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Monitor supplier performance according to the contract and service level agreement. Monitor RDP goals claimed. Monitor Participation of targeted groups in terms of the Departmental goals and PGDS. Verify the existence of project. Provide Supply Chain Management helpdesk. Provide advice and assistance to prospective contractors/ service providers on bidding matters. Attend to complaints from dissatisfied contractors/ service providers by accessing the evaluation reports. Attend to SCM queries. Attend to CIDB related enquiries and queries.
<b><u>ENQUIRIES</u></b>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.
<b><u>POST 18/144</u></b>	:	<b><u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT INFRASTRUCTURE REF NO: S.4/3/10/74 (X2 POSTS)</u></b> Component: Procurement Management Re-advert
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office - Polokwane
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 07 as recognised by SAQA. A qualification at NQF level 07 as recognised by SAQA in Procurement/SCM/Finance/Logistics will be an added advantage. 03 years of experience within Supply Chain Management at supervisory level 7/8. Valid driver's license, with the exception of applicants with disabilities. Skills: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Treasury Regulations, Supply Chain Management procedures, Procurement Procedures, PFMA, DORA, PPPFA, Strategic capability and leadership. Knowledge of CSD & LOGIS.
<b><u>DUTIES</u></b>	:	Coordinate (synergize), review, research, analyze and plan the procurement needs of the department: Research the relevant identified needs. (in line with the SC strategy), Analyze requirements, undertake research, determine and develop proposals for implementation, Assess the results of the research on the market, interprets and develops proposals for procurement methodology, Ensure compliance with quality requirements, Determine whether specifications should contain any special conditions. Proposals as required. Coordinate review, collect and collate information for the annual procurement plan: Collect information from the relevant role players according to the prescribed template, Check (engage) and analyze the information, Confirm availability of budget, Check alignment against strategic and other objectives, Consolidate into procurement plan and table for approval by the accounting officer. Supervise and compile tender/quotation specifications as required: Determine whether a specification for the relevant commodity exists. If not oversee the collection and collation of information and the compilation of specifications/terms of reference, Compile and publish request for proposals as required. Develop, implement and maintain the supplier database: Perform general quality assurance of information in the supplier database (e.g. check and verify supporting documents). Manage and utilise resources (human, financial, & physical): Report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of subordinates, Provide capacity development of subordinates, Enhance and maintain subordinates motivation and cultivate a culture of performance management, Provide job description to subordinates, Manage division leave matters.
<b><u>ENQUIRIES</u></b>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

<b><u>POST 18/145</u></b>	:	<b><u>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT INFRASTRUCTURE REF NO: S.4/3/10/75</u></b> Component: Procurement Management Re-advert
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office - Polokwane
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 07 as recognised by SAQA. A qualification at NQF level 07 in Procurement/SCM/Logistics/ Accounting / Economics / Business Management / Financial Management will be an added advantage. 03 years of experience at supervisory level 7/8 within Supply Chain. Valid driver's license, with the exception of applicants with disabilities. Skills & Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Treasury Regulations, Supply Chain Management procedures, Procurement Procedures, PFMA, DORA, PPPFA, Strategic capability and leadership. Knowledge of CSD & LOGIS.
<b><u>DUTIES</u></b>	:	Coordinate (synergize), review and execute the bidding process: Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval), Compile bid documents, Publish tender invitations, Receiving and opening of bid documents. Coordinate, review, and compile the list of prospective providers for quotations: Compile terms of reference to invite service providers for an expression of interest, Receive, evaluate and adjudicate the expressions of interest, Compile a database of approved suppliers. Coordinate review, and source quotations from database according to the threshold values determined by the National Treasury. Manage and utilise resources (human, financial, & physical): Report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of subordinates, Provide capacity development of subordinates, Enhance and maintain subordinates motivation and cultivate a culture of performance management, Provide job description to subordinates, Manage division leave matters.
<b><u>ENQUIRIES</u></b>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.
<b><u>POST 18/146</u></b>	:	<b><u>ASSISTANT DIRECTOR: OD &amp; JOB EVALUATION REF NO: S.4/3/8/94</u></b> Component: Human Resource Services
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office - Polokwane
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF Level 06 in Management Services, Production Management, Operations Management as recognised by SAQA. 03 years at Supervisory level 7/8 / OD Practitioner within Organisational development and job evaluation environment. Job Evaluation Certificate by NSG/ SAMDI. Valid driver's license, with the exception of applicants with disabilities. Skills & Knowledge: Problem solving and analysis, Decision making, Team leadership, Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising.
<b><u>DUTIES</u></b>	:	Provide organizational development services, Implement organizational development policies and processes, Facilitate the development of organizational development plan and strategies, Assess the effectiveness of the organizational structure and identifying opportunities to strengthen the structure, Facilitate the design of macro and micro organizational structures to enable the department to deliver on its mandate, Develop and design of job descriptions/profiles, Facilitate the consultative processes necessary for the implementation of the organizational structure, Provide guidance for the defining and acceptance of departmental roles and responsibilities, Facilitates executive decisions on the determination and allocation of posts and the total post establishment of the department in line with the strategic needs of the department, Provide job evaluation services, Implement job evaluation policy and processes, Advice on request for job evaluation, Evaluate posts in the department, Develop job evaluation database, Advice on implementation of new developments and or amendments, Conduct workshop on job evaluation and other related matters, Provide operation management framework, Provide service delivery model, Conduct organizational functionality assessment, Provide business mapping, Facilitate the development of standard operating procedures.
<b><u>ENQUIRIES</u></b>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.
<b><u>POST 18/147</u></b>	:	<b><u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: S.4/3/8/95</u></b> Component: Corporate Support
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Capricorn District
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 06 as recognized by SAQA. An NQF level 06 as recognized by SAQA in Social Work, Psychology / Nursing Sciences. Three (03) years' experience at supervisory level 7/8. Registration with South Africa Council for Social Service Professions (SACSSP). Valid driver's license with the exception of applicants with disabilities.

<b><u>DUTIES</u></b>	:	Promote and implement the occupational health, safety and environmental management strategies and programmes: Implement Safety, Health, Environment, Risk and Quality (SHERQ) programmes. Implement HIRA and its recommendations. Conduct Occupational Health and Safety inspections/audits. Facilitate the election, appointment and training of First Aiders, She reps and Fire Fighters. Facilitate the establishment and functionality of OHS committee. Develop emergency evacuation plans and procedures. Coordinates emergency evacuation drills. Implement HIV and AIDS, TB and other diseases management: Coordinate educational sessions/awareness and screening. Provide support to identified clients. Provide assistance and support to extended family members of employees. Manage and monitor after care follow – up of employee health and wellness clients. Conduct research and analyses of district employee health and wellness cases. Implement correction measures and/or recommendation of research on employee health and wellness cases. Facilitate the election, appointment and training of Peer Educators. Facilitate the establishment and functionality of Peer Educator committee. Conduct EAP marketing programmes. Provide counselling services, debrief sessions and referrals of cases. Conduct EAP case analysis. Facilitate the implementation of health and productivity management programmes: Conduct awareness and educational sessions on various diseases. Monitor referrals of patients and provide after care support. Monitor assessment and referral of patients on various diseases. Provide support to patients. Provide social wellness activities in the district. Distribute health and related pamphlets. Conduct research and analyses of district diseases management. Provide correction measures and/or recommendation on diseases management. Provide the administration and support in reporting of occupational injuries and diseases: Implement injury on duty policy, processes and procedures. Conduct injury on duty awareness programmes. Manage injury on duty register. Conduct injury on duty investigations.
<b><u>ENQUIRIES</u></b>	:	Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600
<b><u>POST 18/148</u></b>	:	<b><u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: S.4/3/8/96</u></b> Component: Corporate Support
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office – Polokwane- Polokwane
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 06 as recognized by SAQA. A qualification at NQF level 06 in Health Science or Social Science. Registration with relevant professional bodies. Three (03) years' lower managerial/supervisory position /level 7/8 in the Employee Health and Wellness environment. Valid driver's license with the exception of applicants with disabilities.
<b><u>DUTIES</u></b>	:	Manage the implementation of Health and Productivity programmes: Implement Employee Health and wellness policies, strategies, intervention plan guidelines and processes to provide employee assistance programme. Develop programmes that reduce depression and anxiety, and deal with post traumatic distress. Implement guidelines of mainstreaming employee health and wellness. Promote diseases and chronic illness management. Ensure disease management awareness programmes and education programmes. Promote co-operation between health practitioners/specialists and patients. Develop programmes for improvement of employee health and reduction of workforce turnover. To promote the management of mental health and psychosomatic illness. Mitigate stigma and discrimination. Provide crises intervention, short-term therapy/or refer clients to appropriate professional: Assess clients, identify problems and render counselling services. Provide individual and group counselling. Co-ordinate referrals to internal/external resources. Refer cases to other resources. Provide reports on referred clients. Monitor progress of treatment. Follow up on re-intergration and readjustment of clients at work. Co-ordinate and provide for the implementation of HIV and AIDS programme in the department: Conduct health promotion awareness sessions based on the health calendar. Monitor ill health trends. Investigate and do necessary follow-up on chronic conditions. Facilitate medical surveillance programme. Distribute and promote condom use for both male and female. Compile reports. Provide advice on HIV and AIDS related issues to employees affected and infected. Develop and strengthen partnership with relevant internal and external stakeholders on management of HAST programmes.
<b><u>ENQUIRIES</u></b>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.
<b><u>POST 18/149</u></b>	:	<b><u>ARTISAN FOREMAN: MECHANICAL WORKSHOP REF NO: S.4/3/10/121</u></b> Component: Roads Infrastructure Maintenance
<b><u>SALARY</u></b>	:	Grade A: R382 047 per annum, OSD
<b><u>CENTRE</u></b>	:	Sekhukhune District-Groblersdal Mechanical Workshop
<b><u>REQUIREMENTS</u></b>	:	Trade Test Certificate (Diesel Mechanic). Five (05) post qualification years experience as an Artisan. Valid driver's license with the exception of applicants with disabilities. Technical Competencies: Technical analysis. Computer aided technical applications. Legal compliance. Technical report writing. Technical consulting Production, process knowledge and skills. Problem solving and analysis. Decision making.
<b><u>DUTIES</u></b>	:	Design. Produce designs according to client specification and within limits of production capability. Production. Produce objects with material and equipment's according to job specification and recognised standards. Maintenance. Inspect equipment and/or facilities for

technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related functions. Update register of maintained and repaired faults. Provide Supply Chain Management with specification to obtain quotations and purchase equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Maintain expertise. Continuous individual development to keep up with new technologies and procedure. Human and capital resource management: Supervise and mentor staff. Planning of resources. Scheduling of work

**ENQUIRIES** : Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330

**POST 18/150** : **ARTISAN FOREMAN: BUILDING MAINTENANCE (X2 POSTS)**

Component: Building Maintenance  
Re-advert

**SALARY** : Grade A: R382 047 per annum, OSD

**CENTRE** : Sekhukhune District:

Tubatse Electrical Ref No: S.4/3/2/15

Thabamooopo (Electrical) Ref No: S.4/3/2/88

**REQUIREMENTS** : Appropriate Trade Test Certificate. Five years post qualification experience as an Artisan. Valid driver's license with the exception of people with disabilities. Knowledge: Project Management. Technical design and analysis. Computer aided technical applications. Legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising.

**DUTIES** : Design: Supervise and produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognised standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related functions: Update register of maintained and repaired faults. Provide Supply Chain Management with specification to obtain quotations and purchase equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Human and capital resource management: Supervise and mentor staff. Planning of resources. Scheduling of work. Maintain expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise

**ENQUIRIES** : Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330

**POST 18/151** : **ADMINISTRATION OFFICER: AUXILIARY SERVICES REF NO: S.4/3/8/97**

Component: Corporate Support

Re-advert

**SALARY** : R325 101 per annum (Level 07)

**CENTRE** : Mopani District

**REQUIREMENTS** : A qualification at NQF level 06 as recognized by SAQA in Logistics, Transport Management, Public Management, Public Administration. 02- 03 years' experience in relevant environment. Valid driver's license, with the exception of applicants with disabilities. Knowledge & Skills: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation. Problem solving and analysis, Decision making, Team leadership, Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising.

**DUTIES** : Provide the administration of District's Government owned and subsidised motor transport. Provide departmental fleet acquisition services. Administer the renewal process of vehicle licences. Issue government vehicle. Facilitate the maintenance and repair of government vehicle. Render accidents administration. Facilitate the disposal of government vehicle. Facilitate the administration of subsidised vehicles. Provide the administration of Telecommunication systems of the district. Facilitate installations of landlines and extensions. Liaise with service providers with regard to service maintenance and activation of speed dials and Pin Codes. Evaluate applications for required cell phones for submission to Head office. Receive approval to procure and facilitate the procurement of the cell phone. Monitor compliance to allocated airtime as per Departmental policy. Analyse monthly statements of account and monitor payments of private calls. Provide the administration and distribution of Labour Saving device and disposal of waste papers. Liaise with service provider with regard to distribution and maintenance and service of leased and procured office machines – photocopiers. Ratify and process the invoices. Monitor compliance to service level agreements.

		Facilitate sorting and shredding of waste papers. Liaise with service provider with regard to collection of packaged waste paper. Compile report to Head office with regard to units of papers collected and amount paid. Provide the administration and distribution of office and domestic services. Conduct need assessment in respect of required number and type of office and domestic furniture and distribute according to the set norm. Determine and Facilitate maintenance and repair of broken office and domestic furniture. Facilitate the disposal of redundant or irreparable furniture. Conduct periodic inspection with regard to all furniture taken on stock. Procurement of Uniform and Protective Clothing. Facilitate accommodation need. Manage and utilise resources (human, financial, & physical). Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates.
<b><u>ENQUIRIES</u></b>	:	Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
<b><u>POST 18/152</u></b>	:	<b><u>ADMIN OFFICER: FACILITIES MANAGEMENT REF NO: S.4/3/79</u></b> Component: Sub-Directorate: Facilities Management Re-advert
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Mopani - Maruleng Cost Centre
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 06 as recognized by SAQA. 02 years of experience in Facilities/Property Management environment. Valid driver's license, with the exception of applicants with disabilities. Knowledge & Skills: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation. Problem solving and analysis, Decision making, Team leadership, Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising.
<b><u>DUTIES</u></b>	:	Provide cost centre government vehicles services. Issue and receive trip authorisation form. Allocate cars. Monitor the inspections of cars upon allocation. Facilitate exemption to drive after working hours. Report accidents and incidents to the district office. Safe keep the keys, fuel cars and log books. Monitor verification of the log books according to the trip authorisation form. Provide fleet report. Provide cleaning and landscaping services. Provide inputs for the procurement of protective clothing. Provide specifications inputs for procurement of landscaping equipment and materials. Report on repairs and servicing of landscaping equipment. Allocate cleaners and groundsmen to serve for both the roads and building cost centre. Provide general and administration support services: Facilitate the residential accommodation services by: Receive and submit the accommodation application to the district office. Liaise with requestor about the status of the application. Update the allocation register. Facilitate the human resource services in the cost centre. Receive and consolidate cost centre leave application for submission to the district office. Receive and consolidate cost centre PMDS documents for submission to the head office. Facilitate and arrange district meetings, workshops etc. Monitor switchboard operation for cost centre. Provide resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.
<b><u>ENQUIRIES</u></b>	:	Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075.
<b><u>POST 18/153</u></b>	:	<b><u>PERSONNEL PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS REF NO: S.4/8/68</u></b> Component: Employee Health and Wellness Re-advert
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Head Office-Polokwane
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 06 as recognized by SAQA. A qualification at NQF level 06 as recognized by SAQA in Health Sciences/ Administration. 02 years experience in compensation and medical claims processing environment. Computer literacy. Valid driver's license with the exception of applicants with disabilities. Skills & Knowledge: Problem solving and analysis, Confidentiality, Creativity, Customer focus and responsiveness, Communication. Computer skills, People management, Planning and organising. Conflict management, Presentation and Report writing.
<b><u>DUTIES</u></b>	:	Coordinate Compensation for Occupational Injuries and Diseases (COID) programme in the Department: Collate the statistical information on Occupational Injuries and Diseases (IOD) in the department. Manage proper implementation of COID cases. Conduct audit on OI in the Department. Record fatal and report critical OI cases to the Department of Labour. Ensure that all notified IOD/occupationally acquired diseases cases are reported to the Office of the Compensation Commissioner. Maintain COID data base and IOD register for all cases in the department. Ensure payment of the Administration fee to the Office of the Compensation Commissioner as prescribed by law. Report all IOD/occupationally acquired diseases cases on line with the Department of Labour Systems. Payment of goods and services in line with PFMA and Supply Chain Management framework, for both the Head Office and the District offices.

Liaise with employees and medical specialists/other service providers regarding the submission of medical reports and bills. Verify and prepare submissions for the payment of medical bills for OI/occupationally acquired cases. Advise on the budget projection for OI/occupationally acquired cases. Collate proof of payment of all medical bills and administration fee and keep records thereof/ update commitment register. OI Administration: Ensure that all notified cases are finalized with the Office of the Compensation Commissioner. Ensure that outstanding documents of all notified cases are followed up with the office of the Compensation Commissioner, Provincial and National Treasury, Serviced providers, Family members & etc. Liaise with employees and medical specialists/ other service providers regarding the submission of medical reports and bills. Advise employees on further management of cases once closed by the Department of Labour. Administer awards as issued by Department of Labour. Support OHS Assistant Director: Perform delegated task and give feedback. Support OHS Assistant Director on the realization of sectional goals. Supervise OHS intern. Manage leave for intern.

**ENQUIRIES** : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

**POST 18/154** : **ADMINISTRATION OFFICER: ACQUISITION REF NO: S.4/3/9/82**  
Component: Directorate: Procurement Management

**SALARY** : R325 101 per annum (Level 07)  
**CENTRE** : Head Office-Polokwane  
**REQUIREMENTS** : A qualification at NQF level 06 as recognized by SAQA. 02-03 years related supply chain experience. A qualification at NQF level 6 in Procurement/SCM/Logistics/ Accounting / Economics /Business Management/ Financial Management will be an added advantage. Skills & Knowledge: Problem solving and analysis, Decision making, Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management. Planning and organising, Conflict management.

**DUTIES** : Render acquisition of goods and services, Consolidate requests for invitation of bids and quotation, Verify specifications for goods and services, Prepare bids invitation documents to provincial Treasury for publication, Issue bids documents, Receive quotation, Facilitate opening of bids and quotations, Register received bids and quotation documents from the bid box, Provide BAC secretariat, Prepare submission to appoint member of the BAC, Conduct clearance of appointed members, Provide logistical arrangements for BAC meetings, Provide secretariat function to the BAC, Render bids evaluation Implement bids evaluation policy processes and procedures, Implement guidelines for appointment of bids evaluation committee, Register received bids and quotation documents from the bid box for evaluation, Prepare appointment letters for BEC members, Hand over appointment letters, the code of conduct and oath of secrecy to BEC members, Conduct security clearance for members of the BEC, Facilitate evaluation of bids and quotations, Provide and monitor the evaluation process, Capture information for all bids and quotations, Prepare an evaluation report- submission, Conduct clearing successful bidders with the National Treasury register of restricted supplier in line with SCM Guide for AO: Section 4.2

**ENQUIRIES** : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

**POST 18/155** : **STATE ACCOUNTANT: FINANCIAL MANAGEMENT REF NO: S.4/3/9/84**  
Component: Financial Management

**SALARY** : R325 101 per annum (Level 07)  
**CENTRE** : Sekhukhune District  
**REQUIREMENTS** : A qualification at NQF level 6 as recognised by SAQA in Financial Management. 02 - 03 years' experience in the finance environment. Valid driver's license, with the exception of applicants with disabilities. BAS certificate / results will an added advantage. Knowledge And Competencies: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge of Treasury Regulations, PFMA, DORA, PPPFA. Skills & Knowledge: People management Planning and organising. Conflict management. Problem solving and analysis. Decision making. Creativity. Financial management. Communication. Computer skills.

**DUTIES** : Process payments and accounts: Receive order from supply chain. Check for delivering note and invoice. Compile payment voucher for EBT transfer. Capture/ approve payment voucher on LOGIS. Receive EBT stubs. Link stubs and invoices and dispatch copy of stubs to suppliers. File payment vouchers according to system. Reconcile supplier statements against payments. Negotiate with suppliers regarding payments. Compile monthly register for fruitless and wasteful expenditure and submit to Head Office. Compile monthly report for payments made after thirty (30) days. Capture EPWP stipends on BAS. Provide salary: Check authenticity of documents to be capture on PERSAL system. Capture PERSAL transactions such as allowances, deductions, fringe benefits and IRP deductions. Provide PERSAL administration in salary enquiries and reports. Monitor submission of taxpayers IRP 3A to SARS. Identify and specify state liabilities on pension fund. Provide revenue: Collection of Government money. Issue receipts manual or online under correct allocation. Register receipts in cash book. Deposit money. Balance receipts, cash book and deposit book. Verify bank money. Verify and approve

receipts in the BAS. Day-end receipts on BAS. Confirm deposits on BAS. Monitor online receipts and deposits for reconciliation. Compile monthly reports. Keep a register for reserve face value forms. Facilitate debt: Open debt file for relevant employer. Complete BAS Debt take on and attached supporting documents for submission to Head Office for implementation of debt on suspense account. Receive advices from Head Office to implement debt on PERSAL in cases where the debtor is a government/department employee. Liaise with Head Office in updating of BAS records. Conceive reports from HEAD Office in clearing of Debts. Close Debt files. Provide resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

**ENQUIRIES** : Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.

**POST 18/156** : **PERSONNEL PRACTITIONER REF NO: S.4/3/8/99**  
Component: Human Resource Management

**SALARY** : R325 101 per annum (Level 07)  
**CENTRE** : Sekhukhune District  
**REQUIREMENTS** : A qualification at NQF level 6 as recognised by SAQA in HRM /Public Management / Public Administration/Training / Development. 02 (Two) years of experience within Human Resource environment. Valid driver's license, with the exception of applicants with disabilities. PERSAL results / certificate will add advantage. Knowledge And Competencies: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Skills: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.

**DUTIES** : Provide recruitment services: Receive applications from registry and keep record thereof. Provide statistics of received application per post. Compile scheduling of district posts. Provide the administration for district selection services. Facilitate shortlisting and interviews in the district. Provide the administration for district appointment services. Provide the administration of conditions of services: Provide the administration for service termination due to death/resignation, retirement (normal and early retirement). Provide the administration for employee benefits such as pensions, housing allowances, medical aid scheme recognition of long service awards. Facilitate state guarantees. Monitor attendance and leave registers. Facilitate PILIR. Conduct district leave auditing. Provide the administration of post establishment and HR system: Provide the administration for transfer and translation of personnel. Effect the translation and transfer of personnel upon receipt of approval from the HOD. Conduct district head count. Capture PERSAL transaction. Facilitate and coordinate district human resource development services: Assist in the development of district workplace skills plan. Liaise with head office on schedule of courses to be attended. Provide the administration for the learnerships and internships. Verify the compilation of performance management and development system documentation. Render secretariat services in performance management and development system moderation. Conduct performance management and development system workshops. Provide the administration for performance management and development system rewards/incentives. Coordinate the employment relations services: Liaise with head office on grievances and misconducts. Facilitate district labour forums. Provide secretariat to the labour forums. Manage and utilise resources (human, financial, & physical): Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates.

**ENQUIRIES** : Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330

**POST 18/157** : **ADMIN OFFICER: LAND MANAGEMENT REF NO: S.4/3/8/96**  
Component: Property and Facilities Services  
Re-advert

**SALARY** : R325 101 per annum (Level 07)  
**CENTRE** : Sekhukhune District  
**REQUIREMENTS** : A qualification at NQF Level 06 in Real Estate. NQF level 07 in Property Studies as recognised by SAQA. 02 years' experience in property management environment. Valid Drivers License with exception of people with disabilities. Core And Process Competencies: Facilities Management. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Provincial Land Administration Act, 1998. Government immovable asset management Act. Provincial infrastructure delivery management system. Spatial planning and land use management act. Property valuation. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.



<b><u>DUTIES</u></b>	:	Provide district asset register: Implement processes for assets registering. Provide records of new properties and update asset register. Identify, inspect and investigation of fixed state properties. Identify and register state farms in the district. Provide information regarding state land, schools, and houses. File even in an appropriate Asset Register. Identify the location of properties and ownership. Process of transferring property to private tenants and municipalities. Compile list of sec 14 schools (public schools built in private properties). Provide disposal and transfer of State properties: Implement disposal and transfer policies and plans. Implement processes to dispose and transfer state properties. Identify redundant properties. Submit list of redundant properties identified to Head Office. Update the asset register in terms of disposals and transfers. Provide information for compilation of business cases for disposal and transfer. Dispose in terms of the departmental policy and decisions of the disposal committee. Provide property ownership with deeds office. Ensure that properties are vested in the name of Province of Limpopo. Provide information to document offer to purchase. Facilitate registration of property in the name of tenants after full purchase price has been paid. Receive disposal letter after Head Office has finalized the process. Remove the property from the Asset Register. Conduct & facilitate the process of land acquisition: Implement land acquisition and vesting policies and plans. Implement land acquisition and vesting processes. Provide vesting of state properties. Identify properties for acquisition and vesting at districts. Update the assets register in terms of property acquisition and vesting. Provide advice on the acquisition of immovable property for office space. Verify as to whether the property is vested Nationally, Provincially and locally. Assist with the implementation of the vesting of properties. Verify National Rural Legislative data in terms of property information. Check the reference numbers from the Deeds Office for land use. Facilitate requests for zoning certificates. Facilitate requests for clearance certificates. Provide office accommodation to provincial departments, district & local municipalities: Implement office space policies and procedures and space norms. Collect information to determine space norms for offices. Apply space norms for offices against existing utilisation trends. Design office floor layout. Determine needs for parking at different offices. Provide resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.
<b><u>ENQUIRIES</u></b>	:	Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330
<b><u>POST 18/158</u></b>	:	<b><u>ADMIN OFFICER: LEASE AND MUNICIPALITY SERVICES REF NO: S.4/3/91</u></b> Component: Property and Facilities Services Re-advert
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Sekhukhune District
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF Level 06 in Real Estate. NQF level 07 in Property Studies as recognised by SAQA. 02 years' experience in property management environment. Valid Drivers License with exception of people with disabilities. Core And Process Competencies: Facilities Management. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Provincial Land Administration Act, 1998. Government immovable asset management Act. Provincial infrastructure delivery management system. Spatial planning and land use management act Property valuation. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.
<b><u>DUTIES</u></b>	:	Provide accommodation (residential): Implement accommodation policy, strategy and processes. Implement accommodation plan. Provide accommodation in the district. Facilitate accommodation allocation committee meetings. Receive applications of accommodations. Compile and monitor accommodation status register. Update allocation register. Provide leases: Implement lease policy, strategy and processes. Administer leases. Provide lease escalation report in terms of the lease agreement. Liaise with tenants on conditions of the lease arrangements. Monitor adherence to lease agreements. Provide and advice on terms and conditions of the contract. Provide rentals: Implement rental policy, strategy and processes. Provide rental collection in terms of the lease agreement. Advice tenants on the stipulated rental fees. Provide and analyse PERSAL reports on rental. Facilitate stop order payments. Analyse and report on stop order (debit order) payments. Monitor cash payments. Reconcile PERSAL reports against the residential accommodation register. Provide payment of rates, taxes and services: Implement municipal services policy, strategy and processes. Compile rates and taxes reports. Inspect property to ensure correct billing in relation to correct land use of property. Receive invoices on rates, taxes and services. Prepare requisitions for payment of rates, taxes and services. Facilitate submission of requisitions and invoices to finance for payment. Compile municipal services expenditure pattern reports. Liaise with municipalities on rates and taxes. Monitor payments to service providers. Provide refunds and arrears rental recovery: Implement refunds and arrears policy, strategy and processes. Retrieve reports and identify defaulters. Make arrangements with defaulters for rental collection. Analyse arrear rental patterns. Analyse monthly and quarterly reports for arrear rental to be recovered. Investigate and facilitate

payment of refunds. Provide resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

**ENQUIRIES** : Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330

**POST 18/159** : **STATE ACCOUNTANT: DEBT MANAGEMENT REF NO: S.4/3/9/83**  
Component: Management Accounting

**SALARY** : R325 101 per annum (Level 07)  
**CENTRE** : Head Office-Polokwane  
**REQUIREMENTS** : A qualification at NQF Level 6 in Financial Management/Accounting/Commerce. 02-03 years' experience in Financial Administration and Accounting services. Valid driver's license, with the exception of applicants with disabilities. BAS certificate / results will be an advantage. **SKILLS:** Facilitation skills, Problem solving and analysis, Decision making, Team leadership, Creativity, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising.

**DUTIES** : Provide debt management services: Develop and implement policy and procedures related to debt management, Compile BAS take on debts to enable creation of debts into the financial system, Provide debt recovery contracts, capturing and journalizing of debts transaction into the financial system with the correct supporting documents, reconcile monthly debt statements, recover outstanding amounts to the department, Provide debt register. Update maintain a debtors database, Receive a route from other directorates. Open individual debtors files after a debt have been recognised. Update the database, Coordinate the writing off irrecoverable debts, investigate trend of payment against the contracts, investigate outstanding balance, generate a submission to write off irrecoverable debts for approval, provided write off or irrecoverable debts register.

**ENQUIRIES** : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

**POST 18/160** : **WORKS INSPECTOR: INSPECTORATE SERVICES REF NO: S.4/3/2/26**  
Component: Building Infrastructure Maintenance

**SALARY** : R269 499 per annum (Level 06)  
**CENTRE** : Sekhukhune District  
**REQUIREMENTS** : A qualification at NQF level 06 as recognised by SAQA in Built environment or N3 and a passed trade test in Building environment or Registration as an Engineering Technician. Valid driver's license, with the exception of applicants with disabilities. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project Management, Technical analysis, Computer Literacy, Technical report writing, Production, process knowledge and skills, Problem solving and analysis. Generic Competencies: Job Knowledge, Communications, Interpersonal relations, Flexibility, Teamwork, Computer literacy, Planning and Organising, Language, Good verbal and written communication.

**DUTIES** : Render a basic inspection service of work done on minor new and existing structures on a project basis. This includes: Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Analyse and compile relevant documentation for work to be done on minor new and existing structures, through inter alia the following: Development and interpretation of plans and sketches: Draw-up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. Oversee the work of contractors through inter alia the following: Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timely development of reports on problems emanating from projects. Render extended public works programme: Gather and submit information in terms of the extended public works programme.

**ENQUIRIES** : Ms Makalela RC, Ms Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330

**POST 18/161** : **ARTISAN PRODUCTION REF NO: S.4/3/2/18**  
Component: Building Infrastructure Maintenance

**SALARY** : Grade A: R243 597 per annum, OSD  
**CENTRE** : Capricorn District – Molemole Building Maintenance  
**REQUIREMENTS** : Appropriate Trade Test Certificate. Valid driver's license, with the exception of applicants with disabilities. Skills & Knowledge: Technical analysis, Computer aided technical applications,

		Legal compliance, technical report writing, Technical consulting, Production, knowledge process and skills.
<b><u>DUTIES</u></b>	:	Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognised standards, Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to standards, Test repair equipment and/or facilities against specifications, Service equipment and/or facilities according to schedule, Quality assure serviced and maintained equipment and or facilities. Perform administrative and related functions: Compile and submit reports, Provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
<b><u>ENQUIRIES</u></b>	:	Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600
<b><u>POST 18/162</u></b>	:	<b><u>ARTISAN PRODUCTION: MECHANICAL WORKSHOP (X6 POSTS)</u></b> Component: Sub- Directorate Roads Infrastructure Maintenance
<b><u>SALARY</u></b>	:	Grade A: R243 597 per annum, OSD
<b><u>CENTRE</u></b>	:	Mopani District - Giyani Ref No: S.4/3/2/86 (X3 Posts)
	:	Tzaneen Mechanical Workshop Ref No: S.4/3/2/87 (X3 Posts)
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate. Valid driver's license, with the exception of applicants with disabilities. Skills: Knowledge of relevant Acts and regulations, Road maintenance Manual, Health and safety measures.
<b><u>DUTIES</u></b>	:	Repairs: Perform services and repairs to roads related plant and equipment. Receive job card, Stabilize machine or vehicle, Run the engine until warm, Turn engine off, Drain oil into container, Re-install the drain plug, Remove filters (oil, fuel & air filter), Examine filter debris, Install new filters, Refill oil and check for leaks and level, Test drive. Service: Check the condition of working area for safety, Determine problem existing, State problem in writing, Visual inspection on machine/vehicle (for further damage as leaks, loose bolts and cracks), Fix the problem and re-test, Analyse the failure, List all possible causes, Run test and record information, Eliminate and isolate. Provide mechanical expertise: Carry out services as per service category and complete standards, doing visual and pre-checks inspection on plant before and after service/repairs is carried out as well as the compiling of inspection sheet, Making full report of the findings and completing of job cards after completing any repair or service. Perform per-inspection for additional defects before repairs: Dismantling, Lay-out, Check condition of worn out parts, Repair or replace where necessary and assemble, clean the object/part and test it. Perform administrative and related functions: Provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan.
<b><u>ENQUIRIES</u></b>	:	Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
<b><u>POST 18/163</u></b>	:	<b><u>ARTISAN PRODUCTION: CARPENTRY REF NO: S.4/3/2/46</u></b> Component: Building Infrastructure Maintenance
<b><u>SALARY</u></b>	:	Grade A: R243 597 per annum, OSD
<b><u>CENTRE</u></b>	:	Sekhukhune District (Nebo Cost Centre)
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate (Electrical/ Plumbing / Carpentry. Experience will be an added advantage. Valid driver's license. Technical Competencies: Technical analysis. Computer aided technical applications, Legal compliance, Technical report writing, Technical consulting, Production, process knowledge and skills. Generic Competencies: Problem solving and analysis, Decision making, Team work, Creativity, Self-Management, Customer focus and responsiveness, Communication, Computer skills, Planning and organising.
<b><u>DUTIES</u></b>	:	Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognised standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and or facilities. Perform administrative and related functions: Compile and submit reports. Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Maintain and adhere to agreed development plan. Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
<b><u>ENQUIRIES</u></b>	:	Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330
<b><u>POST 18/164</u></b>	:	<b><u>ARTISAN PRODUCTION: MECHANICAL SERVICES REF NO: S. 4/3/10/105</u></b> Component: Roads Infrastructure Maintenance
<b><u>SALARY</u></b>	:	Grade A: R243 597 per annum, OSD
<b><u>CENTRE</u></b>	:	Sekhukhune District – Lebogakomo Mechanical Workshop

<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate as Diesel Mechanic. Experience will be an added advantage. Valid driver's License. Knowledge Of: Relevant Acts and regulations. Road maintenance Manual. Health and safety measures. Technical Competencies: Technical analysis. Computer aided technical applications, Legal compliance, Technical report writing, Technical consulting, Production, process knowledge and skills. Generic Competencies: Problem solving and analysis, Decision making, Teamwork, Creativity, Self-Management, Customer focus and responsiveness, Communication, Computer skills, Planning and organising.
<b><u>DUTIES</u></b>	:	Perform services and repairs to roads related plant and equipment: Repairs: Receive job card. Stabilize machine or vehicle. Run the engine until warm. Turn engine off. Drain oil into container. Re-install the drain plug. Remove filters (oil, fuel & air filter). Examine filter debris. Install new filters. Refill oil and check for leaks and level. Test drive. Service: Check the condition of working area for safety. Determine problem existing. State problem in writing. Visual inspection on machine/vehicle (for further damage such as leaks boots bolts and cracks). Fix the problem and re-test. Analyse the failure. List all possible causes. Run test and record information. Eliminate and insolate. Provide mechanical expertise: Carry out services as per service category and complete standards. Doing visual and pre-checks inspection on plant before and after service/repairs is carried out as well as the compiling of inspection sheet. Making full report of the findings and completing of job cards after completing any repair or service. Perform per-inspection for additional defects before repairs: Dismantling. Lay-out. Check condition of worn out parts. Repair or replace where necessary and assemble. Clean the object/part and test it. Perform administrative and related functions: Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Maintain and adhere to agreed development plan.
<b><u>ENQUIRIES</u></b>	:	Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330
<b><u>POST 18/165</u></b>	:	<b><u>ROAD WORK FOREMAN REF NO: S.4/3/10/43 (X2 POSTS)</u></b> Component: Roads Infrastructure
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Mopani District-Letaba Cost Centre and Regravelling
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 04 (Matric) as recognised by SAQA. Generic And Technical Competencies: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork Accuracy, Aptitude of Figures, Computer Literacy, Planning and Organisation and Good verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Support road construction or maintenance work through: Construction of culvert and side drains. Erect and maintain steel guardrail and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings/signs. Install road signs and barricade the work area. Supervise activities in respect of road construction or maintenance work through: Application of safety and precautionary measures. Conduct inspection. Exercise control over tools, supplies and other equipment. Allocate tasks and oversee work performance. Maintenance of Equipment. Co-ordinate the blading program.
<b><u>ENQUIRIES</u></b>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.
<b><u>POST 18/166</u></b>	:	<b><u>ADMIN CLERK: ROADS INFRASTRUCTURE MANAGEMENT REF NO: S.4/3/2/68</u></b> Component: Roads Infrastructure Maintenance
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Waterberg District – Hessie se water
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 04 as recognized by SAQA. Valid driver's license with the exception of applicants with disabilities. Knowledge And Skills: Basic knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collect statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render administration clerical support of Roads maintenance: Receive documentation for roads maintenance. Record, organise, store, capture and retrieve correspondence and data in relation to roads maintenance. 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. Render administration clerical support on office services and accommodations. 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. Forward component leave form to corporate services. Render financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval.

<b><u>ENQUIRIES</u></b>	:	Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027
<b><u>POST 18/167</u></b>	:	<b><u>ROAD WORK FOREMAN REF NO: S.4/3/10/46</u></b> Component: Roads Infrastructure Maintenance
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Waterberg District – Hessie se water
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 04 as recognized by SAQA. Generic And Technical Competencies: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork Accuracy, Aptitude of Figures, Computer Literacy, Planning and Organisation and Good verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Support road construction or maintenance work through: Construction of culvert and side drains. Erect and maintain steel guardrail and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings/ signs. Install road signs and barricade the work area. Supervise activities in respect of road construction or maintenance work through: Application of safety and precautionary measures. Conduct inspection. Exercise control over tools, supplies and other equipment. Allocate tasks and oversee work performance. Maintenance of Equipment. Co-ordinate the blading program.
<b><u>ENQUIRIES</u></b>	:	Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027
<b><u>POST 18/168</u></b>	:	<b><u>ADMIN CLERK: ACQUISITION MANAGEMENT REF NO: S4/3/9/85</u></b> Component: Finance
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Capricorn District
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF Level 04 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Generic And TECHNICAL Competencies: Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Computer skills. Planning and organising. Language. Good verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Provide the acquisition of goods and services: Render clerical support. Request for quotation. Receive quotation. Place order. Issue purchase order. Capture specification on the electronic purchasing system. Provide supplier database: Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Provide bids: Issue bids. Receive bids. Provide logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Provide bids evaluation: Make arrangements for evaluation of bids and quotations. Captured information for all bids and quotations. Customise changes on standard evaluation criteria.
<b><u>ENQUIRIES</u></b>	:	Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330
<b><u>POST 18/169</u></b>	:	<b><u>ROAD WORK FOREMAN REF NO: S.4/3/10/44</u></b> Component: Roads Infrastructure
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Sekhukhune District (Hoeraroep Cost Centre)
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 04 as recognised by SAQA. Valid drivers license, with the exception of applicants with disabilities. Skills: Knowledge of relevant Acts and regulations, road maintenance manual, roads operating machinery, health and safety measures, roads production procedures and processes.
<b><u>DUTIES</u></b>	:	Support Road construction or maintenance work through: Construction of culvert and side drains. Erect and maintain steel guardrail and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings/signs. Install road signs and barricade the work area. Supervise activities in respect of road construction or maintenance work through: Application of safety and precautionary measures. Conduct inspection. Exercise control over tools, supplies and other equipment. Allocate tasks and oversee work performance. Maintenance of Equipment. Co-ordinate the blading program.
<b><u>ENQUIRIES</u></b>	:	Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330
<b><u>POST 18/170</u></b>	:	<b><u>ADMIN CLERK: BUILDING MAINTENANCE REF NO: S.4/3/2/58</u></b> Component: Building Infrastructure Maintenance
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Sekhukhune District (Thabamoopo Building Maintenance)
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 04 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of general administration 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 work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Render administration clerical support of building maintenance: Receive documentation for building maintenance, Record, organise, store, capture and retrieve correspondence and data in relation to building maintenance, 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. Render administration clerical support on office services and accommodations: 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. Render administration clerical support of fleet services: Receive and provide GG allocation to use during and after normal working hours, Record, organise, store, capture and retrieve correspondence and data in relation to fleet management, Update fleet management registers and statistics, Handle routine enquiries. 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, Forward component leave form to corporate services. Render financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval.
<b><u>ENQUIRIES</u></b>	:	Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330
<b><u>POST 18/171</u></b>	:	<b><u>ADMIN CLERK: AUXILIARY SERVICES REF NO: S.4/3/8/76</u></b> Component: Corporate Support
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Sekhukhune District
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 04 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of general administration 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 work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Render administration clerical support of fleet services: Receive and provide GG allocation to use during and after normal working hours, Record, organise, store, capture and retrieve correspondence and data in relation to fleet management, Update fleet management 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. Render administration clerical support on office services and accommodations: 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. Render financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval, Handle telephone accounts for the component.
<b><u>ENQUIRIES</u></b>	:	Ms Makalela RC, Ms Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330
<b><u>POST 18/172</u></b>	:	<b><u>ADMIN CLERK: LEASE AND MUNICIPAL SERVICES REF NO: S.4/3/3/114</u></b> Component: Property and Facilities Services
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Sekhukhune District
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 4 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job Knowledge. Communications. Interpersonal. Flexibility. Teamwork. Skills: Computer. Planning and Organising. Good verbal and written communication.
<b><u>DUTIES</u></b>	:	Administer rental services: Update and issue monthly rental statements. Update the rental register. Capture and update rental payments system for cash payments. Update register and statistics. Provide safekeeping of rental documents by: File in the respective files. Folio numbers the files. Update the refund register. Update the arrear rental register. Write arrear notifications

		to tenants. Prepare statement of accounts. Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data. Remove the property from the Asset Register. Handle routing enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Order office stationery. Keep and maintain the assets register of the component. Provide personnel and financial administration support services: Maintain a leave register for the component. Facilitate traveling and accommodations. Check correctness of subsistence and travel claims of official.
<b><u>ENQUIRIES</u></b>	:	Ms Makalela RC, Ms Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.
<b><u>POST 18/173</u></b>	:	<b><u>ROAD WORK FOREMAN: ROAD MAINTENANCE REF NO: S.4/3/10/45</u></b> Component: Roads Infrastructure
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Vhembe (Mutale Cost Centre)
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 04 as recognised by SAQA. Valid drivers license, with the exception of applicants with disabilities. Skills: Knowledge of relevant Acts and regulations, road maintenance manual, roads operating machinery, health and safety measures, roads production procedures and processes.
<b><u>DUTIES</u></b>	:	Support Road construction or maintenance work through: Construction of culvert and side drains. Erect and maintain steel guardrail and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings/signs. Install road signs and barricade the work area. Supervise activities in respect of road construction or maintenance work through: Application of safety and precautionary measures. Conduct inspection. Exercise control over tools, supplies and other equipment. Allocate tasks and oversee work performance. Maintenance of Equipment. Co-ordinate the blading program.
<b><u>ENQUIRIES</u></b>	:	Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790
<b><u>POST 18/174</u></b>	:	<b><u>ADMIN CLERK: AUXILIARY SERVICES REF NO: S.4/3/8/51</u></b> Component: Corporate Services
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Vhembe District
<b><u>REQUIREMENTS</u></b>	:	An undergraduate NQF Level 04 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Basic knowledge of relevant Public Service.
<b><u>DUTIES</u></b>	:	Render administration clerical support of fleet services. Receive and provide GG allocation to use during and after normal working hours. Record, organise, store, capture and retrieve correspondence and data in relation to fleet management. Update fleet management 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. Render administration clerical support on office services and accommodations. 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. Render 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 MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790
<b><u>POST 18/175</u></b>	:	<b><u>DATA CAPTURER: EPWP REF NO: S4/3/4/15</u></b> Component: EPWP
<b><u>SALARY</u></b>	:	R193 359 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Head Office- Polokwane
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 4 as recognized by SAQA. Skills: Problem solving and analysis. Decision making. Creativity. Communication. Computer skills. Planning and organizing.
<b><u>DUTIES</u></b>	:	Capture data from available records into the required formats e.g databases, table, spreadsheet, verify query missing data and errors observed during data entry, review and validate all data from the records, submit data, make regular backups of data, update registers and statistics, Keep and maintain records files, ensure records and files are properly sorted and secured, provide information to components.

<b><u>ENQUIRIES</u></b>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.
<b><u>POST 18/176</u></b>	:	<b><u>FOREMAN CLEANING AND GROUNDS REF NO: S.4/3/59</u></b> Component: Property and Facilities
<b><u>SALARY</u></b>	:	R193 359 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Mopani- Sekgosesa Cost Centre
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 04 as recognized by SAQA. Skills And Knowledge: Machine Operations. Working procedures in respect of working environment. Basic interpersonal relationships. Basic literacy. Organizing.
<b><u>DUTIES</u></b>	:	Supervise Cleaners: Perform administrative and related functions. Provide guidance and advice to cleaners. Develop and update the cleaning roster. Provision and monitor of cleaning services. Oversee: and monitor cleaning of: Offices. Corridors. General kitchen. Restrooms. Elevators. Boardrooms. Provision and monitor of grounds services: Surroundings. Premises. Manage and ensure the maintenance and replacement of cleaning materials and equipment: Maintain and replace cleaning machines and equipment's. Make a requisition and issue cleaning materials.
<b><u>ENQUIRIES</u></b>	:	Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
<b><u>POST 18/177</u></b>	:	<b><u>ROADWORKER: ROADS MAINTENANCE REF NO: S.4/3/10/31</u></b> Component: Roads Infrastructure Maintenance
<b><u>SALARY</u></b>	:	R163 680 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Waterberg District- George Masebe
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 04 as recognized by SAQA. Skills And Knowledge: Relevant Acts and regulations. Operation roads machinery. Health and safety measures. Working procedures in respect of roads environment. Decision making. Creativity. Communication. Planning and organizing. Flexibility. Co-operative. Team player.
<b><u>DUTIES</u></b>	:	Construction of culvert and side drains, Erect and maintain steel guardrails and gabions, Construction of road earth and layer works Clean and maintain roads, sidewalks and resting areas, Surfacing and pothole patching, Road fencing and pipe laying, Setting of road markings and road studs, Install road signs, distance markers and barricade the work area, crushing of road material, Bush clearing and grass cutting
<b><u>ENQUIRIES</u></b>	:	Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027
<b><u>POST 18/178</u></b>	:	<b><u>DRIVER REF NO: S.4/3/2/84</u></b> Component: Building Maintenance
<b><u>SALARY</u></b>	:	R163 680 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Mopani (Phalaborwa Cost Centre)
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 04 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Procedures to operate the motor vehicle e.g procedures to obtain trip authorities, complete the logbooks, consumables and basic service. Prescripts for the correct utilisation of the motor vehicle. Procedure to ensure that the vehicles is maintained properly. Procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks, consumables and basic services.
<b><u>DUTIES</u></b>	:	Core driver function: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Perform routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs with regard to the vehicle and the goods handled.
<b><u>ENQUIRIES</u></b>	:	Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
<b><u>POST 18/179</u></b>	:	<b><u>ROAD WORKER (X4 POSTS)</u></b> Component: Roads Infrastructure Maintenance
<b><u>SALARY</u></b>	:	R163 680 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Mopani District: Drainage Ref No: S.4/3/10/168 Giyani cc Roads Ref No: S.4/3/10/132 Regravelling Ref No: S.4/3/10/169 Phalaborwa Ref No: S.4/3/10/170
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 04 as recognized by SAQA. Skills And Knowledge: Relevant Acts and regulations. Operation roads machinery. Health and safety measures. Working procedures in respect of roads environment. Decision making. Creativity. Communication. Planning and organizing. Flexibility. Co-operative. Team player.
<b><u>DUTIES</u></b>	:	Construction of culvert and side drains, Erect and maintain steel guardrails and gabions, Construction of road earth and layer works Clean and maintain roads, sidewalks and resting areas, Surfacing and pothole patching, Road fencing and pipe laying, Setting of road markings and road studs, Install road signs, distance markers and barricade the work area, crushing of road material, Bush clearing and grass cutting.



<b><u>ENQUIRIES</u></b>	:	Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075,
<b><u>POST 18/180</u></b>	:	<b><u>TRADESMAN AID: BUILDING MAINTENANCE (X3 POSTS)</u></b> Component: Building Infrastructure Maintenance Re-advert
<b><u>SALARY</u></b>	:	R163 680 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Waterberg District:
		Modimolle Ref No: S.4/3/2/65 (X1 Post)
		Mokopane Ref No: S.4/3/2/89 (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 04 as recognised by SAQA. Skills And Knowledge: Cleaning equipment. Safety. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.
<b><u>DUTIES</u></b>	:	Maintenance of office buildings: Conduct regular building inspections. Attend to minor electrical, plumbing, plastering and carpentry problems. Maintenance of office equipment's and furniture: Repair broken furniture and equipment's. Report defects. Safe keeping of machinery and equipment's: Clean equipment's and machinery after use, report faults.
<b><u>ENQUIRIES</u></b>	:	Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027
<b><u>POST 18/181</u></b>	:	<b><u>DRIVER OPERATOR REF NO: S.4/3/10/171</u></b> Component: Roads Infrastructure Maintenance
<b><u>SALARY</u></b>	:	R163 680 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Waterberg District (Thabazimbi)
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 04 as recognized by SAQA. Valid Driver's Code EC with the exception of applicants with disabilities. Operating certificate (Grader Operator). Generic Competencies: Communication, ability to read and write, good eyesight and Teamwork. Technical Competencies: Operation of the equipment, physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles and interpret and follow operating manuals, maintenance manuals and service charts.
<b><u>DUTIES</u></b>	:	Perform activities in respect of operation through: Operating specialized equipment. Load and offload goods/equipment. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machinery. Application of safety and precautionary measures. Cleaning and lubrication of machinery / equipment. Grading of gravel roads re-gravelling/shoulder maintenance. Render driving services. Render driving services perform activities in respect of operation through inter alia the following: Transportation of work teams and materials/equipment's. Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and conditions of oil, fuel, tyres and water). Inspection of the vehicles/ equipment and report defects. Complete vehicles logbook, trip authorization for the vehicles.
<b><u>ENQUIRIES</u></b>	:	Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027
<b><u>POST 18/182</u></b>	:	<b><u>TRADESMAN AID REF NO: S.4/3/10/167 (X5 POSTS)</u></b> Component: Building Maintenance
<b><u>SALARY</u></b>	:	R163 680 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Capricorn District (Polokwane Cost Centre)
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 04 as recognised by SAQA. Skills And Knowledge: Cleaning equipment. Safety. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.
<b><u>DUTIES</u></b>	:	Maintenance of office buildings: Conduct regular building inspections. Attend to minor electrical, plumbing, plastering and carpentry problems. Maintenance of office equipment's and furniture: Repair broken furniture and equipment's: Report defects. Safe keeping of machinery and equipment's: Clean equipment's and machinery after use. Report faults.
<b><u>ENQUIRIES</u></b>	:	Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600.
<b><u>POST 18/183</u></b>	:	<b><u>ROAD WORKER REF NO: S.4/3/10/153</u></b> Component: Roads Maintenance
<b><u>SALARY</u></b>	:	R163 680 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Capricorn District (Matlala Cost Centre)
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 04 as recognised by SAQA. Skills And Knowledge: Relevant Acts and regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Acts and regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Decision making. Creativity. Communication. Planning and organising. Flexibility. Co-operative. Team player.
<b><u>DUTIES</u></b>	:	Perform routine activities in respect of road maintenance and/or construction through: Construction of culvert and side drains, Erect and maintain steel guardrails and gabions, Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting

		areas, Surfacing and pothole patching, Road fencing and pipe laying, Setting of road markings and road studs, Install road signs, distance markers and barricade the work area, crushing of road material, Bush clearing and grass cutting.
<b><u>ENQUIRIES</u></b>	:	Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600.
<b><u>POST 18/184</u></b>	:	<b><u>TRADESMAN AID: BUILDING MAINTENANCE</u></b> Component: Building Infrastructure Maintenance
<b><u>SALARY</u></b>	:	R163 680 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Sekhukhune District: Nebo Building Maintenance Ref No: S.4/3/2/63 Thabamooopo Building Maintenance Ref No: S.4/3/2/62
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 04 as recognised by SAQA. Skills And Knowledge: Cleaning equipment. Safety. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.
<b><u>DUTIES</u></b>	:	Maintenance of office buildings: Conduct regular building inspections. Attend to minor electrical, plumbing, plastering and carpentry problems. Maintenance of office equipment's and furniture: Repair broken furniture and equipment's. Report defects. Safe keeping of machinery and equipment's: Clean equipment's and machinery after use, report faults.
<b><u>ENQUIRIES</u></b>	:	Ms Makalela RC, Ms Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.
<b><u>POST 18/185</u></b>	:	<b><u>DRIVER OPERATOR: ROADS INFRASTRUCTURE MAINTENANCE (REGRAVELLING)</u></b> <b><u>REF NO: S.4/3/10/60</u></b> Component: Roads Infrastructure Maintenance Re-advert
<b><u>SALARY</u></b>	:	R163 680 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Sekhukhune District (Roads Maintenance Centre)
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 04 as recognised by SAQA. Driver's license Code EC and operating certificate (for heavy duty vehicles). Skills And Knowledge: Relevant Acts and regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Skills: Communication, Ability to read and write, Teamwork, Operation of the equipment, Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.
<b><u>DUTIES</u></b>	:	Perform activities in respect of operation through: Operating specialized equipment. Load and offload goods/equipment. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machineries. Application of safety and precautionary measures. Cleaning and lubrication of machinery/equipment. Grading of gravel roads re-graveling/shoulder maintenance. Render driving services. Render driving services Perform activities in respect of operation through inter alia the following: Transportation of work teams and materials/equipments. Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water). Inspection of the vehicles/equipment and report defects. Complete vehicle logbook, trip authorization for the vehicle.
<b><u>ENQUIRIES</u></b>	:	Ms Makalela RC, Ms Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330
<b><u>POST 18/186</u></b>	:	<b><u>DRIVER OPERATOR: (REGRAVELLING) REF NO: S.4/3/10/59</u></b> Component: Roads Maintenance
<b><u>SALARY</u></b>	:	R163 680 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Capricorn District: Regraveling (X1 Post) Dendron (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Minimum Requirements: A qualification at NQF level 04 as recognised by SAQA. Driver's license Code EC and operating certificate. Skills And Knowledge: Relevant Acts and regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Skills: Communication, Ability to read and write, Teamwork, Operation of the equipment, Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.
<b><u>DUTIES</u></b>	:	Perform activities in respect of operation through: Operating specialized equipment. Load and offload goods/equipment. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machineries. Application of safety and precautionary measures. Cleaning and lubrication of machinery/equipment. Grading of gravel roads re-graveling/shoulder maintenance. Render driving services. Render driving services Perform activities in respect of operation through inter alia the following: Transportation of work teams and materials/equipments. Detect and repair minor civil problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water). Inspection of the vehicles/equipment and report defects. Complete vehicle logbook, trip authorization for the vehicle.

<b><u>ENQUIRIES</u></b>	:	Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600
<b><u>POST 18/187</u></b>	:	<b><u>ROAD WORKER: ROADS INFRASTRUCTURE MAINTENANCE</u></b> Component: Roads Infrastructure Maintenance
<b><u>SALARY CENTRE</u></b>	:	R163 680 per annum (Level 03) Sekhukhune District: Mecklenburg Roads Maintenance Ref No: S.4/3/10/172 (X2 Posts) Groblersdal Roads Maintenance Ref No: S.4/3/10/173
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 04 as recognised by SAQA. Core And Process Competencies: Knowledge of: Relevant Acts and regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Acts and regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Skills: Decision making. Creativity. Communication. Planning and organising. Flexibility. Co-operative. Team player.
<b><u>DUTIES</u></b>	:	Perform routine activities in respect of road maintenance and/or construction through: Construction of culvert and side drains. Erect and maintain steel guardrails and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings and road studs. Install road signs, distance markers and barricade the work area. Crushing of road material. Bush clearing and grass cutting.
<b><u>ENQUIRIES</u></b>	:	Ms Makalela RC, Ms Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330
<b><u>POST 18/188</u></b>	:	<b><u>GROUNDSMAN: PROPERTY AND FACILITIES</u></b> Component: Property and Facilities
<b><u>SALARY CENTRE</u></b>	:	R138 486 per annum (Level 02) Sekhukhune District (Facilities Services) Ref No: S.4/3/3/99 (X2 Posts) Mopani- Giyani Cost Centre Ref No: S.4/3/3/95
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 04 as recognised by SAQA. Core And Process Competencies: Knowledge of: Cleaning equipment and safety. Health and safety measures. Working procedures in respect of working environment. Skills: Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.
<b><u>DUTIES</u></b>	:	Maintain premises and surroundings: Clean premises and surroundings. Empty dirty bins. Maintain the garden: Watering the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipments and tools: Detect and report malfunctioning of gardening equipments and tools. Repair minor defects of gardening equipments and tools. Keep gardening materials and equipment: Cleaning of machines and equipment's after use. Request gardening materials.
<b><u>ENQUIRIES</u></b>	:	Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
<b><u>POST 18/189</u></b>	:	<b><u>CLEANER: FACILITY AND PROPERTY MANAGEMENT REF NO: S.4/3/3/100 (X2 POSTS)</u></b> Component: Property and Facilities Management
<b><u>SALARY CENTRE</u></b>	:	R138 486 per annum (Level 02) Mopani District (Giyani Cost Centre)
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 02 as recognised by SAQA.
<b><u>DUTIES</u></b>	:	Provide cleaning services: Office corridors, elevators and boardrooms. Dusting and waxing office furniture, sweeping, scrubbing and waxing of floor, vacuum and shampooing floors, Cleaning walls, windows and doors, emptying and cleaning of dirty bins, collect and removing of waste papers, freshen the office areas, Provide cleaning services: kitchen and restrooms by , clean basins, wash and keep stock of kitchen utensils, Provide cleaning services in restrooms, Refill hand wash liquid soap, re-place toilet papers, hand towels and refresheners, Empty and wash waste bins, Keep and maintain cleaning materials and equipment, Report broken cleaning machines and equipment's, cleaning of machines( microwares, vacuum cleaners etc.) and equipment's after use, request cleaning materials.
<b><u>ENQUIRIES</u></b>	:	Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075

## PROVINCIAL ADMINISTRATION: MPUMALANGA

## DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS &amp; TRADITIONAL AFFAIRS

*The Mpumalanga Department of Co-Operative Governance, Human Settlements & Traditional Affairs is an equal opportunity department and the Department's intention is to promote equity through the filling of this post.*

- APPLICATIONS** : Applications must be posted to: The Director: Human Resource Management and Development, Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X11328, Mbombela, 1200. Or Email to: [Coghstarecruitment@mpg.gov.za](mailto:Coghstarecruitment@mpg.gov.za)  
Hand delivered to: Rhino Building extension 2 No.7 Government Boulevard, Riverside Park, Mbombela, 1200.
- CLOSING DATE** : 13 June 2025
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of all qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's Equity Plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to shortlisted candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); Qualification verification and Pre-Entry Assessment as well as Competency Assessment. Short-listed candidates will be expected to avail themselves at the Department's convenience. The Department reserves the right not to make an appointment. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

## OTHER POST

- POST 18/190** : **ENGINEER PRODUCTION GRADE A (ELECTRICAL) REF NO: COGHSTA/01**  
24 Months Contract  
(Municipal Infrastructure)
- SALARY** : R879 342 per annum, (OSD), an all-inclusive MMS package
- CENTRE** : Mbombela (Head Office)
- REQUIREMENTS** : A Senior Certificate and a National Diploma/BTech / Bachelor's Degree in Electrical Engineering or equivalent qualification. A minimum of 3 years' experience within the infrastructure planning and development environment. Registration with Engineering Council of South Africa as a Professional Engineer. A valid Driver's License Skills and Competencies: Good interpersonal relations, Presentation and facilitation skills. Competent in Strategic Management and Leadership Capabilities, Financial Management, Service Delivery Innovation, Problem Solving and Analytical skills, People Management and Stakeholder Management, Client Orientation and Customer Focus, Honest and Integrity. Knowledge of Project and Programme Monitoring. Knowledge of infrastructure development and programme management. Knowledge of legal compliance. Good communication skills (verbal and written) Computer Literacy.
- DUTIES** : Provide technical support in evaluating business plans and technical reports for the proposed electrification projects. Support municipalities and facilitate municipal energy infrastructure development. Monitor and support municipalities with implementation of electrification programme. Ensure the management of infrastructure finance. Co-ordinate energy services planning. Provide technical support with development and implementation of energy plans, legislative frameworks and strategies. Support municipalities with coordination of electricity infrastructure projects. Assess the functionality of electricity infrastructure and address areas of intervention. Conduct site visits/meetings to ensure compliance with business plans conditions. Provide monthly and quarterly performance reports on infrastructure related.
- ENQUIRIES** : Mr. PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543

## DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

*It is the strategic intent of the Department to promote employment equity in terms of race, gender and disability through the filling of these posts with candidates whose transfer, promotion or appointment will promote equitable representativity in line with the numeric targets as contained in the departmental Employment Equity plan.*

- APPLICATIONS** : Fully completed and signed Z83 employment application form, quoting reference number should be addressed to the Head: Economic Development and Tourism. Applications can be hand delivered to Nokuthula Simelane Building, 1st Floor, No 7 Government Boulevard, Riverside Park, Extension 02, Mbombela, 1201 or alternatively applications emailed to the respective email address provided for each post. Email to [recruitmentdedt3@mpg.gov.za](mailto:recruitmentdedt3@mpg.gov.za)
- CLOSING DATE** : 13 June 2025 @ 16h00

**NOTE**

: It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp). Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). DPSA Circular 3 of 2025 paragraph 2.1.5 states that Part E, F and G: Noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae or see as attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. The question related to conditions that prevent re-appointment under Part F must be answered if you are not currently employed in the public service. Applications received after closing date will not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Candidates on MMS posts will be subjected to a competence assessment. Applicants must disclose if /he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and annually disclose his/her financial interest. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment. The successful candidate will be appointed subject to positive results of a pre-employment screening process, which includes criminal records, and verification of educational qualification certificates. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and correspondence will be limited to shortlisted candidates only.

**OTHER POST****POST 18/191**

: **ASSISTANT DIRECTOR: ECONOMIC ANALYSIS REF NO: DEDT 2024/25/28**  
Re-advertised and applicants who applied previously are encouraged to reapply.

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

: R582 444 per annum (Level 10)  
: Head Office: Mbombela  
: An appropriate SAQA recognized NQF 7 tertiary qualification in Economics, post graduate qualification in Economics will be an advantage, with at least two (2) to three (03) years relevant work experience as economist/economic researcher. Practical knowledge and experience in economic research. Demonstrate good knowledge and work experience in the application of quantitative and qualitative research methodologies, as well as research report writing. Advanced competency in computer skills (especially MS Word, Excel and Power Point), as well as very good written and verbal/presentation communication skills. Good planning, organizing, leadership, teamwork, project management, problem solving and decision making skills. Knowledge of relevant government legislation such as the Public Service Act, Public Service Regulations, Public Finance Management Act and Treasury regulations, Basic Accounting System, Government Budget Processes, as well as the Constitution of the Republic of South Africa, good governance and Batho Pele principles. The successful candidate must be able to display the following competencies: strong analytical capabilities report writing, leadership, programme and project management, financial management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, communication, honesty and integrity, advanced computer skills and valid driver's license.

**DUTIES**

: Assist to conduct socio-economic research to inform the provincial planning, policy and Budget processes and thereby contributing to an inclusive, diversified and growing economy. Assist to conduct and co-ordinate economic research to analyse, amongst others, the impact of economic developments and economic policy on the provincial economy, the performance of various economic industries in Mpumalanga and the state of various provincial socio-economic indicators. Assist to compile and manage socio-economic data/information of municipalities in the province through profiling, research reports, forums and consultations. Participate in economic research planning and identification of relevant research topics, in line with the mandate of the Department. Render an economic analysis service and advice to relevant stakeholders, building partnerships; participate in research forums and co-ordination in the province. Disseminate economic data/information and research findings to relevant decision-making forums and stakeholders.

**ENQUIRIES**

: Ms LP Mabaso Tel No: (013) 766 4424

## 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 <u>System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a></u>
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>NOTE</u></b>	:	<p>NB: Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate the administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All health/engineering posts that are advertised within the Department professional registration will be required from various statutory councils for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from the Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. <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)</p> <p><b>ERRATUM:</b> Kindly note that the posts were posted in the Public Service Vacancy Circular 13 of 2025 dated 11 April 2025, the posts of Clinical Nurse Practitioner Grade 1 (PN-B1): PHC (Mangweni Clinic and Nkomazi Su-district, Ehlanzeni District) with Ref No: MPDoH/Apr/25/27 with the closing date of 30 April 2025 and in the Public Service Vacancy Circular 16 dated 16 May 2025, the posts of an Assistant Manager Nursing (PN-B4): Advanced Midwifery (DCST) (Ehlanzeni District Office, Mbombela and Gert Sibande District Office, Ermelo) (X2 Posts) with Ref No: MPDoH/May/25/103 and the post of Clinical Nurse Practitioner Grade 1 (PN-B1): PHC (Gert Sibande District Office, Ermelo) with Ref No: MPDoH/May/25/106 with the closing date of 30 May 2025, has been withdrawn.</p>

## OTHER POSTS

<b><u>POST 18/192</u></b>	:	<b><u>HEAD: CLINICAL UNIT (MEDICAL) GRADE 1: FAMILY PHYSICIAN (DCST) REF NO: MPDOH/MAY/25/95 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R2 084 754 - R2 212 680 per annum
<b><u>CENTRE</u></b>	:	Ehlanzeni District and Gert Sibande District
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Family Medicine (2025). Valid driver's licence. A valid work permit will be required from non-South Africans. Grade 1: A minimum of five (5) years' appropriate experience as Medical Specialist after registration with the HPCSA as a Specialist in Family Medicine. At least one (1) year experience in District Health Services / District Hospital will be an added advantage. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge, Skills, Training and Competencies Required: Own clinical discipline. Relevant legislation, regulation, and policies. Quality assurance and improvement programmes. Programme planning, and evaluation. Information management, Human resources, and financial management. Leadership. Communication, Problem solving, Computer literacy, Stress tolerance. Self-confidence. Objective. Ethical. Emphatic.
<b><u>DUTIES</u></b>	:	General: Represent own specialist discipline as a member of District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new-borns, and children at all levels within the health district. Promote equitable access to an appropriate level of care for all mothers, new-borns throughout the district. Maintain personal competency in own clinical discipline whilst ensuring that no more than 10- 20% of time is spent on clinical care at the regional or tertiary hospital. At least 80% of time to be spent on activities within the district. Coordination of quality, regular and reliable medical services in the PHC clinics and Community Health Centre for the Health District. Support Service Delivery: Support clinics in local regional

and tertiary hospitals with all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Provide Education and Training: Facilitate and participate in the development, training and mentorship under post-graduate medical, nursing and allied health professionals; this may require involvement with local academic. Work with the district management team to establish and maintain systems including surveillance, health information communication and referral guidelines and process to support the delivery of services. Provide support ensure appropriate infrastructure equipment resources and sundries for the provision of quality clinical care. Monitor and Evaluate Services: Initiate support and participate in risk management activities for patients (e.g. critical event analysis morbidity and mortality meetings) practitioner (e.g. infections control) and the organization (performance reviews). Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate support and participation in relevant research. Foster effective community and relevant non- government organizations. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Submit regular reports on activities, health services and programmes. Support Organisational Activities: Assist with strategic and operational and supervision of planning services with the district and or catchment area of the regional.

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

**POST 18/193** : **HEAD: CLINICAL UNIT (MEDICAL) GRADE 1: OBSTETRICS & GYNAECOLOGY (DCST)**  
**REF NO: MPDOH/MAY/25/96**

**SALARY** : R2 084 754 - R2 212 680 per annum  
**CENTRE** : Nkangala District  
**REQUIREMENTS** : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics & Gynaecology (2025). Valid driver's licence. A valid work permit will be required from non-South Africans. Grade 1: A minimum of five (5) years' appropriate experience as Medical Specialist after registration with the HPCSA as a Specialist in Obstetrics & Gynaecology. At least one (1) year experience in District Health Services / District Hospital will be an added advantage. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge, Skills, Training and Competencies Required: Own clinical discipline. Relevant legislation, regulations, and policies. Quality assurance and improvement programmes. Programme planning, and evaluation. Information management, Human resources, and financial management. Leadership. Communication, Problem solving, Computer literacy, Stress tolerance. Self-confidence. Objective. Ethical. Emphatic.

**DUTIES** : General: Represent own specialist discipline as a member of District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new-borns, and children at all levels within the health district. Promote equitable access to an appropriate level of care for all mothers, new-borns throughout the district. Maintain personal competency in own clinical discipline whilst ensuring that no more than 10- 20% of time is spent on clinical care at the regional or tertiary hospital. At least 80% of time to be spent on activities within the district. Coordination of quality, regular and reliable medical services in the PHC clinics and Community Health Centre for the Health District. Support Service Delivery: Support clinics in local regional and tertiary hospitals with all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Provide Education and Training: Facilitate and participate in the development, training and mentorship under post-graduate medical, nursing and allied health professionals; this may require involvement with local academic. Work with the district management team to establish and maintain systems including surveillance, health information communication and referral guidelines and process to support the delivery of services. Provide support ensure appropriate infrastructure equipment resources and sundries for the provision of quality clinical care. Monitor and Evaluate Services: Initiate support and participate in risk management activities for patients (e.g. critical event analysis morbidity and mortality meetings) practitioner (e.g. infections control) and the organization (performance reviews). Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate support and participation in relevant research. Foster effective community and relevant non- government organizations. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Submit regular reports on activities, health services and programmes. Support Organisational Activities: Assist with strategic and operational and supervision of planning services with the district and or catchment area of the regional.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339,

<b><u>POST 18/194</u></b>	:	<b><u>HEAD: CLINICAL UNIT (MEDICAL) GRADE 1: PAEDIATRICIAN / CHILD HEALTH (DCST)</u></b> <b><u>REF NO: MPDOH/MAY/25/97</u></b>
<b><u>SALARY</u></b>	:	R2 084 754 - R2 212 680 per annum
<b><u>CENTRE</u></b>	:	Gert Sibande District
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatric / Child Health (2025). Valid driver's licence. A valid work permit will be required from non-South Africans. Grade 1: A minimum of five (5) years' appropriate experience as Medical Specialist after registration with the HPCSA as a Specialist in Obstetrics & Gynaecology. At least one (1) year experience in District Health Services / District Hospital will be an added advantage. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge, Skills, Training and Competencies Required: Own clinical discipline. Relevant legislation, regulations, and policies. Quality assurance and improvement programmes. Programme planning, and evaluation. Information management, Human resources, and financial management. Leadership. Communication, Problem solving, Computer literacy, Stress tolerance. Self-confidence. Objective. Ethical. Emphatic.
<b><u>DUTIES</u></b>	:	General: Represent own specialist discipline as a member of District Clinical Specialist Team responsible for the delivery of quality health care for mothers, newborns, and children at all levels within the health district. Promote equitable access to an appropriate level of care for all mothers, new-borns throughout the district. Maintain personal competency in own clinical discipline whilst ensuring that no more than 10- 20% of time is spent on clinical care at the regional or tertiary hospital. At least 80% of time to be spent on activities within the district. Coordination of quality, regular and reliable medical services in the PHC clinics and Community Health Centre for the Health District. Support Service Delivery: Support clinics in local regional and tertiary hospitals with all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Provide Education and Training: Facilitate and participate in the development, training and mentorship under post-graduate medical, nursing and allied health professionals; this may require involvement with local academic. Work with the district management team to establish and maintain systems including surveillance, health information communication and referral guidelines and process to support the delivery of services. Provide support ensure appropriate infrastructure equipment resources and sundries for the provision of quality clinical care. Monitor and Evaluate Services: Initiate support and participate in risk management activities for patients (e.g. critical event analysis morbidity and mortality meetings) practitioner (e.g. infections control) and the organization (performance reviews). Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate support and participation in relevant research. Foster effective community and relevant non- government organizations. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Submit regular reports on activities, health services and programmes. Support Organisational Activities: Assist with strategic and operational and supervision of planning services with the district and or catchment area of the regional.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 18/195</u></b>	:	<b><u>MANAGER NURSING (PN-A9): ADVANCED MIDWIFERY (DCST) REF NO:</u></b> <b><u>MPDOH/MAY/25/99 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R1 155 099 – R1 320 732 per annum
<b><u>CENTRE</u></b>	:	Ehlanzeni District and Gert Sibande District
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2025). A tertiary qualification in Health Sciences, preferably in Public Health. A minimum of ten (10) years of appropriate / recognizable experience in nursing after registration as a Professional Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience in management level of Advance Midwifery. Post basic qualifications in Advance Midwifery and Neonatal Nursing Science, Diploma / Degree in Nursing Education and Administration will be an advantage. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work. Knowledge of MCWYH, CARMMA, PMTCT and ESMOE programmes Be able to work under pressure. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Be part of the District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new-born, and children at all levels within the district. Promote equitable access to an appropriate level of care for all mothers, new-borns, and children within the district. Promote



clinical effectiveness in all health facilities by supporting outreach programs, development, dissemination and implementation of clinical policies and standard treatment guidelines aligned with National norms and standards. Facilitate and participate in the development training and mentorship of health professionals in all health facilities within the district. Work with the District Management team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. assist, support and participate in risk management activities for patients (e.g., Critical event analysis, morbidity and mortality meetings) for organisation (e.g. District Performance Reviews) Support of facilities on implementation of Maternal and Women's Health services. Participate in training and mentoring on programme related activities (Basic Antenatal Care plus model, Contraceptive and Fertility Planning; PMTCT). Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and outcomes Foster effective teamwork and collaboration within the district specialist team and with other professionals in the district involved in the delivery of Primary Health Care. Participate in the development of clinical record audit tools in line with current policies and Office of the Health Standards Compliance requirements.

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

**POST 18/196** : **MANAGER NURSING (PN-A9): PHC (DCST) REF NO: MPDOH/MAY/25/100**

**SALARY** : R1 155 099 – R1 320 732 per annum  
**CENTRE** : Gert Sibande District  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2025). A tertiary qualification in Health Sciences, preferably in Public Health. A minimum of ten (10) years of appropriate / recognizable experience in nursing after registration as a Professional Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience in management level of Primary Health Care. Post basic qualifications in Primary Health Care, Diploma/Degree in Nursing Education and Administration will be an advantage. Demonstrate basic computer literacy as a support tool to enhance service delivery. Knowledge of MCWH, CARMMA, PMTCT and ESMOE programmes Ability to plan and organise own work. Be able to work under pressure. Current South African Nursing Council receipt – license to practice (2025). Valid driver's licence.

**DUTIES** : Be part of the District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new-born, and children at all levels within the district. Promote equitable access to an appropriate level of care for all mothers, new-borns, and children within the district. Promote clinical effectiveness in all health facilities by supporting outreach programs, development, dissemination and implementation of clinical policies and standard treatment guidelines aligned with National norms and standards. Facilitate and participate in the development training and mentorship of health professionals in all health facilities within the district. Work with the District Management team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. assist, support and participate in risk management activities for patients (e.g., Critical event analysis, morbidity, and mortality meetings) for organisation (e.g., District Performance Reviews) Support of facilities on implementation of Maternal and Women's Health services. Participate in training and mentoring on programme related activities (Basic Antenatal Care plus model, Contraceptive and Fertility Planning; PMTCT). Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and outcomes Foster effective teamwork and collaboration within the district specialist team and with other professionals in the district involved in the delivery of Primary Health Care. Participate in the development of clinical record audit tools in line with current policies and Office of the Health Standards Compliance requirements.

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

**POST 18/197** : **MANAGER NURSING (PN-A9): CHILD HEALTH (DCST) REF NO: MPDOH/MAY/25/101**

**SALARY** : R1 155 099 – R1 320 732 per annum  
**CENTRE** : Nkangala District and Gert Sibande District  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2025). A tertiary qualification in Health Sciences, preferably in Public Health. A minimum of ten (10) years of appropriate / recognizable experience in nursing after registration as a Professional Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience in management

level of Child Health Services. Post basic qualifications in Child health, Diploma/Degree in Nursing Education and Administration will be an advantage. Demonstrate basic computer literacy as a support tool to enhance service delivery. Knowledge of MCWH, CARMMA, PMTCT and ESMOE programmes Ability to plan and organise own work. Be able to work under pressure. Current South African Nursing Council receipt – license to practice (2025). Valid driver's licence.

## **DUTIES**

: Be part of the District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new-born, and children at all levels within the district. Promote equitable access to an appropriate level of care for all mothers, new-borns, and children within the district. Promote clinical effectiveness in all health facilities by supporting outreach programs, development, dissemination and implementation of clinical policies and standard treatment guidelines aligned with National norms and standards. Facilitate and participate in the development training and mentorship of health professionals in all health facilities within the district. Work with the District Management team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. assist, support and participate in risk management activities for patients (e.g., Critical event analysis, morbidity, and mortality meetings) for organisation (e.g., District Performance Reviews) Support of facilities on implementation of Child Health services. Primary support districts hospitals in the provision of paediatric and child health services Participate in training and mentoring on programme related activities IMCI; ETAT; PMTCT). Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and outcomes Foster effective teamwork and collaboration within the district specialist team and with other professionals in the district involved in the delivery of Primary Health Care. Participate in the development of clinical record audit tools in line with current policies and Office of the Health Standards Compliance requirements.

## **ENQUIRIES**

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

## **POST 18/198**

: **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/MAY/25/102**

## **SALARY**

: R896 436 per annum, (all-inclusive remuneration package)

## **CENTRE**

: Mapulaneng Hospital (Ehlanzeni District)

## **REQUIREMENTS**

: Senior Certificate / Grade 12 plus an undergraduate qualification (NQF Level 7) in Public Administration or Public Management as recognized by SAQA. At least three (3) years' experience in corporate services of which three (3) years must be at management level (ASD) or equivalent position. Experience in health and hospital environment will be an added advantage. Knowledge of Human Resources, Administrative support services, sound financial management, facility management and supervision. Valid driver's licence. Willingness to work extra hours and be on standby when need arises. Computer literacy (MS Word, Excel). Good written and communication skills. Good planning and organizational skills. Knowledge of the PFMA / Labour Relations and other relevant prescripts. Good interpersonal, problem – solving and dispute resolution, communication, analytical and writing skills. Ability to work under pressure with minimum supervision. Ability to conduct seminars or workshops and presentation of budget. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills. Knowledge of the Public Service Regulations 2001, Public Service Act 1994, Employment Equity Act 55 of 1998, Labour Relations Act 66 of 1995 and other related prescripts of the Department of Health.

## **DUTIES**

: Overall management of hospital administration includes facility management and security. Efficient and effective implement the Departmental strategic planning of the corporate services. Management of personnel administration, human resource development and training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Management of hospital fees, admissions and medical records. Effectively manages all facility-based support services and oversees maintenance requirements. Support the Medical Manager and management team. Effectively and efficiently run the Corporate Services within the hospital and give full support to other services and programmes within the Hospital. Ensure high level of administration and improve cleanliness within the hospital environment. Promotion of equity when it comes to resource distribution to ensure that the targets are achieved. Effectively manage and develop human resources, including sound employment relations. Support Employee Assistance Programme, departmental health information and communication technology functions in the district / hospital. Exercise and regulation, control over institutional activities. Monitor implementation of the plans. Represent the district / hospital in various forums at the district level and report to senior structures of the department. Provide subordinates with the overall policy framework and provide strategic leadership. Develop and maintain constructive working relationships within administration and support and other Professional structures. Monitor and ensure proper utilisation of financial and physical resources. Be responsible for the supervision and evaluation of the staff performance. Manage the office budget. Coordinate proper staffing of hospital.

<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 18/199</u></b>	:	<b><u>DEPUTY DIRECTOR: MALARIA CONTROL PROGRAMME REF NO: MPDOH/MAY/25/103</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Provincial Office, Mbombela (Nelspruit)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 Senior Certificate / Grade 12 plus an undergraduate qualification (NQF Level 7) in Environmental Health as recognised by SAQA that allows registration with the HPCSA as an Independent Environmental Health Practitioner (2025). Master's in public health (MPH) will add an advantage. At least 5-10 years' experience as an Independent Environmental Health Practitioner. Extensive experience in malaria management and control, disease surveillance, epidemiology, outbreak management, vector control, and clear demonstration for monitoring and evaluation. The ability to coordinate, collaborate a multi-disciplinary and multisectoral structures. Good communication skills and computer literacy. Valid driver's licence. Must be registered with the HPCSA as an Independent Environmental Health Practitioner. Must have strategic capability, Management, and leadership. Programme and project management skills. Financial management skills. Change and knowledge management skills. Problem-solving and analysis skills. People management and empowerment. Contract management skills. Able to work independently and under pressure. Understanding legislative frameworks and related policies in the health public sector and other prescripts.
<b><u>DUTIES</u></b>	:	Facilitate implementation of national and provincial policies and guidelines. Develop, implement and monitor policies, guidelines, norms, and standards in line with the relevant National Department of Health and World Health Organisation Integrated Vector Control Management guidelines and the monitoring of insecticide usage. Oversee human resources, financial management and materials of the programme. Develop operational plan, micro plan and business plans for the malaria programme. Managing finance according to DORA and PFMA. Planning for the malaria control programme, which includes finance, Human resources and operational plans. Plan and monitor the seasonal Indoor Residual Spraying Programme. Facilitate and support parasite and insecticide resistance to inform operations and as an early warning system for the province. Identify areas that are at risk of transmission due to the presence of vectors and parasites and continue monitoring in low-risk areas. Facilitate and monitor spray quality during the spray season. Plan and implement vector control logistics during the malaria season and outbreak. Plan for community engagement, health promotion, and malaria messaging. Map breeding sites and inform larvicide operations. Stock control of insecticides and management of information being captured on the Malaria Information System. Develop and implement methodologies, policies, systems, and procedures with particular reference to malaria vector research; identify gaps and develop appropriate interventions for malaria vector research needs; continuous professional development to keep abreast with new technologies and procedures; conduct applied research to generate information and knowledge aimed at developing appropriate technology to address malaria vectors and parasites; dissemination of information to different stakeholders. Able to identify and engage other key stakeholders for malaria control. Working closer with partners and cross border forums.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 18/200</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (PB-B4): MOTHER, CHILD, WOMEN, YOUTH AND HEALTH (MCWYH) REF NO: MPDOH/MAY/25/104</u></b>
<b><u>SALARY</u></b>	:	R755 355 - R863 667 per annum
<b><u>CENTRE</u></b>	:	Nkangala District Office, Emalahleni
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) Postgraduate Diploma in Nursing Management / Postgraduate Diploma in Public Health / Diploma in Optical Services / Degree in Optometry / Degree in Medicine. Masters in any of the above-mentioned qualifications will be an added advantage or equivalent qualification that that allows registration with the South African Nursing Council (SANC) as a Professional Nurse (2025). A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Paediatric / Child Care / PHC / Advanced Midwifery. A minimum of ten (10) years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. At least six (6) years of the period referred to above must be appropriate / recognisable experience in the Specific Specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least three (3) years of the period referred to above must be appropriate / recognisable experience at management level. The ability to coordinate multi-disciplinary and sectoral activities. Knowledge and understanding of the District Health System, including District Hospitals, and Community Based Health Services. Good knowledge of policies on public health services and communicable disease strategies. Knowledge and experience of financial and human resource management applicable to the

public service. Proven experience in the provision and management of ophthalmic services. Knowledge and understanding of the department of health Mpumalanga Comprehensive Service Plan. Must have a valid driver's license. Computer literacy (word, excel, PowerPoint, Microsoft teams: zoom). Must be proactive, innovative and an independent team leader. Able to participate in continuous professional development activities. Skills: Strong analytical skills and extensive experience in Monitoring and Evaluation (M&E) of Programs. Report writing, good communication skills (Verbal and written). Program and project management skills. Financial management skills. Change and knowledge management skills. Problem -solving and analysis skills. People management and empowerment. Contract management skills. Able to work independently and under pressure. Ability to work within a multidisciplinary team to ensure holistic care. Understanding legislative frameworks and related policies in the health public sector and other prescripts. Valid driver's licence.

**DUTIES** : To coordinate and support the implementation of Mother, Child, Women, Youth and Health (MCWYH) Programmes. Coordinate and facilitate the implementation of Maternal and Child Health Programmes. Coordinate and facilitate the implementation of the Integrated Nutrition Programme. Ensure the implementation of national and provincial policies. Facilitate the provision of adequate woman, and youth health care services. Facilitate the provision of adequate and safe maternal and child health care services. Facilitate the improvement of standards of health care for women and youth. Facilitate the improvement of standards of health care for maternal and child health. Render advice and technical support services to the district. Monitor and evaluate the impact of implementation of policies and guidelines. Coordinate the implementation of National and Provincial INP policies and guidelines. Plan and coordinate INP Services. Monitor and evaluate INP Services. Coordinate the implementation of poverty alleviation projects.

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

**POST 18/201** : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (PN-A5): TB REF NO: MPDOH/MAY/25/105**

**SALARY** : R549 192 - R629 121 per annum, (plus service benefits)  
**CENTRE** : Steve Tshwete Sub-District (Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2025). A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Ability to work in a team as well as independently. Extensive Knowledge and understanding of Primary Health Systems, Key policies and National Health Programmes including HIV and AIDS STIs, DS-TB, DR-TB and relevant government policies and prescripts. Experience in TB and Ototoxicity management will be an added advantage. Professional competence and knowledge of the TB data collecting tools, EDR web and Tier.Net (TB module in Tier). Excellent written and verbal communication. Presentation, Facilitation, problem solving, conflict management and time management skills. Willingness to travel and work overtime, when required. Valid driver's licence.

**DUTIES** : the implementation of policies, National Guidelines and Treatment protocols for the prevention, identification and management of TB disease in Health care facilities and in the Community. Plan and coordinate all TB, TB and HIV management and TB Data management capacity building activities within the sub-district. Oversee implementation of the TB Control Programme in the sub-district in line with the National Guidelines and Protocols. Provide support to all facilities to implement TB Control Guidelines correctly. Monitoring and evaluation of programme performance and outcomes through data management and oversight electronic reporting systems i.e. TB Phase 6 in Tier .net and the Electronic DR-TB Register (EDRweb). Facilitate the implementation of the National strategy for finding the missing TB patients. Coordinate laboratory services and communication with the laboratories. Conduct supervisory support visits to health facilities, NGOs laboratory services, private health care facilities, mining industry to provide guidance and exercise oversight in TB management. Collect and validate TB performance data from facilities and private sector health care services (mines, DCS etc). Support health care facilities to obtain the necessary supplies for diagnosis and treatment of TB at all times. Support facilities to implement and sustain TB and HIV integration service. Facilitate collaboration with all Stakeholders within the district in the provision of quality TB management services.

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

**POST 18/202** : **PROFESSIONAL NURSE GRADE 1 (PN-B1): PHC REF NO: MPDOH/MAY/25/106**

**SALARY** : R476 367 – R559 548 per annum  
**CENTRE** : Ndindindi Clinic (Ehlanzeni District)

<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2025), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 18/203</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: MPDOH/MAY/25/107</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum, (plus service benefits)
<b><u>CENTRE</u></b>	:	Provincial Office, Mbombela (Nelspruit)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 or equivalent qualification plus Diploma / Degree (NQF Level 6/7) in Finance / Asset Management, Logistics / Fleet management / Financial Management / Management Accounting as recognized by SAQA. At least a minimum of three (3) years' relevant experience of which three (3) years' experience must be supervisory / managerial (level 7/8). Key Competencies: Computer literacy MS office; Sound knowledge of administration; Good interpersonal relations, communication, verbal and written skills; Problem solving; Ability to work under pressure and work independently; Teamwork; Knowledge of PFMA; Logical and innovative thinking abilities and leadership skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Prepare monthly, quarterly, and annual financial statements, ensuring they are accurate and comply with relevant accounting standards such as GRAP, MCS and the Public Finance Management Act (PFMA). Ensure timely dissemination of financial statements to relevant stakeholders, providing clear explanations and addressing any queries regarding the reports. Prepare and submit IYM reports, ensuring alignment with the Estimates of National Expenditure (ENE) and Medium-Term Expenditure Framework (MTEF). Compile and submit In-Year Monitoring reports to senior management. Prepare and submit IYM presentations to senior management, stakeholders, and relevant committees, providing clear explanations and facilitating discussions on financial performance and corrective actions. Regularly review financial transactions to detect any misallocations or errors in posting. Initiate and process journal entries to correct misallocations, ensuring that all adjustments are properly documented and supported by appropriate evidence. Keep detailed records of all corrections made. Manage the annual audit process by liaising with internal and external auditors, addressing audit queries, and ensuring timely resolution. Supervise and mentor a team of financial reporting staff, providing guidance and support in daily operations. Conduct performance evaluations and identify training needs to enhance team capabilities. Ensure staff compliance with departmental and governmental financial regulations and standards.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 18/204</u></b>	:	<b><u>ASSISTANT DIRECTOR: RISK PERFORMANCE AND CONTRACT MANAGEMENT REF NO: MPDOH/MAY/25/108</u></b> Re-advertisement
<b><u>SALARY</u></b>	:	R468 459 per annum, (plus service benefits)
<b><u>CENTRE</u></b>	:	Provincial Office, Mbombela (Nelspruit)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 or equivalent qualification plus Diploma / Degree in Finance / Supply Chain Management/ Logistic Management/ Public Administration / Public Management / Commerce/ Business Management / Accounting / Auditing with at least three (3) years'

experience in Risk Performance and Contract Management. A valid driver's license will be an added advantage. Key Competencies: Computer literacy MS office; Sound knowledge of administration; Good interpersonal relations, communication, verbal and written skills; Problem solving; Ability to work under pressure and work independently; Teamwork; Knowledge of PFMA; Logical and innovative thinking abilities and leadership skills. Understanding of modified cash standard (mcs). Public service transformation and management issue. White paper on transformation of public service. Public service Act. public service regulations and relevant prescripts. Departmental policies and procedures. Batho Pele Principles. Labour relations and collective bargaining systems. Minimum information security standards. Skills: Administration and financial management. self – management. Budgeting and financial management. customer focus and responsiveness. Development others. Planning and organizing, decision - making, project management. Team leadership, managing Interpersonal conflict. Impact and influence. computer literacy diversity management.

**DUTIES** : Giving inputs in the development of operational plan, policies and procedure. Giving inputs on development of Service Level Agreement. Maintain a database of all contracts. Monitoring Departmental and Transversal contracts. Liaising with Legal section on regular basis regarding contracts. To ensure contracts are closed, extensions of contracts or renewal of contracts. Ensure that signed contracts are communicated to all relevant parties to provide contract awareness, interpretations to support implementation. To ensure that contracts are properly enforced. Ensure compliance to PFMA, PPPFA, Treasury regulations and SCM policy framework. Render support in ensuring compliance assessment report writing. Compiling of monthly, quarterly and yearly reports. Assisting the department in monitoring the performance of the contractors, compliance and renewal application Assist with audit coordination for SCMU during Internal audits and external audits (AG). Providing training or workshops on contract management to institutions and provincial offices when the need arises. Liaise with Clients. Responsible for staff development and supervision of staff.

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

**POST 18/205** : **SENIOR ADMINISTRATIVE OFFICER: QUALITY ASSURANCE REF NO: MPDOH/MAY/25/109**

**SALARY** : R397 116 per annum  
**CENTRE** : Steve Tshwete Sub-district (Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus five (5) years working experience in a health care facility with at least two (2) years in clinical care management at Hospitals and Primary Health Care facility. Knowledge of clinical care processes and procedures aligned to Health Profession Act and other relevant legal framework such as Nursing Act, Allied Health Act, Occupational Health and Safety Act, Patients' Rights Charter, Batho Pele principles, Public Service Regulations, Labour Relations Act and Disciplinary code and procedure. Knowledge of principles and methodologies norms and standards applicable to the Health Act. Knowledge of IDEAL and OHSC automated system will be an added advantage. Other public service legislation and frameworks. Good communication (Verbal and Written), interpersonal, planning, organizing, financial management, technical, facilitation, analytical, problem solving, decision making and computer skills (MS Office packages). Ability to work independently and in a team. A valid driver's licence.

**DUTIES** : Provide support and oversight to Primary Health Care facilities in activities of clinical governance standard, Quality Assurance activities, Ideal framework, OHSC framework and management of complaints, complements and suggestions. Review and revise existing norms and standards for aligned with current norms and standards.

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

**POST 18/206** : **TRAINING OFFICER: HRD REF NO: MPDOH/MAY/25/111 (X2 POSTS)**

**SALARY** : R325 101 per annum, (plus service benefits)  
**CENTRE** : Provincial Office, Mbombela (Nelspruit)  
**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification plus a three-year Diploma / Degree in HR, HRD, Public Management/ Affairs or equivalent (NQF level 6/7) as recognized by SAQA. A two-year post qualification experience in training facilitation. Valid driver's licence. A short course in a Train the Trainer / Facilitators or relevant HRD programme will be an added advantage. Skills: Demonstrable training, facilitation & presentation skills. Good interpersonal relations, Communication skills, Working knowledge of the Public Service Act, PFMA, Skills Development Act, Employment Equity Act and other relevant prescripts. Computer literacy (Power Point and Ms Word).

**DUTIES** : Facilitate training. Co-ordinate HRD activities at the Provincial office and collaborate with Districts and facilities. Facilitate the Compulsory Induction Programme. Liaise with The National School of Government and other training providers. Keep training records on the training

## **ENQUIRIES**

database. Conduct needs assessment, develop training material, and conduct impact assessment. Compile monthly, quarterly and annual reports for the HRD unit. Must be able to drive and travel to meetings and workshops.

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

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

**CLOSING DATE** : 13 June 2025

**NOTE** : Applications must be submitted on the new prescribed application form Z83 obtainable from any Public Service Department or any Public Service Administration website. The fully completed and signed Z83 should be accompanied by a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only short-listed candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The request for certified documents will be limited to shortlisted candidates. The Human Resource Administration of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts.

**OTHER POSTS**

**POST 18/207** : **CHIEF CONSTRUCTION PROJECT MANAGER REF NO: NCDOH: 68/2025 (X1 POST)**

**SALARY** : R1 266 450 per annum, (salary will be based on years of experience post registration as a Professional Construction Manager)

**CENTRE** : Provincial Office, Kimberley

**REQUIREMENTS** : An Honors Degree/ BTech in the Built Environment with a minimum of six (6) year's post qualification experience in construction project management. Registered as a Professional Project Manager with SACPCMP is compulsory. A valid Driver's Licence. Knowledge of programme and project management. Problem solving and analysis skills, Conflict management skills and computer literacy.

**DUTIES** : To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS. Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Assist prepare Packages/Individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist to monitor the implementation of programmes/Projects. Make inputs to different Project Stage reports and designs. Assist to manage the interface between the end- user/ community structures and implementing Agent/s

**ENQUIRIES** : Mr X. Mpelekana Tel No: (053) 8302 117

**APPLICATIONS** : Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to [nchealthhr@ncpg.gov.za](mailto:nchealthhr@ncpg.gov.za)

**POST 18/208** : **DEPUTY MANAGER NURSING, TB PROGRAMME REF NO: NCDOH 69/2025**

**SALARY** : R1 028 091 per annum, (all inclusive)

**CENTRE** : Provincial Office, Kimberley

**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least four (4) years' experience in training or facilitation and clinical experience in the management of TB and HIV co-infected patients as well as in health programme management. Knowledge and understanding of public health systems, public service systems and legislation governing public service. Good analytical and problem-solving, presentation, administrative, training/facilitation, stakeholder and project management, report writing, monitoring and evaluation, communication (written and verbal), conflict management and computer literacy (Microsoft Office package) skills. Ability to work independently, in high-pressure environment and with the team and work irregular hours.

**DUTIES** : Overall Programme management and coordination of TB activities. Review the TB diagnosis and treatment practices, make recommendations and feedback to district and provinces.



Provide technical support on strengthening TB infection and prevention. Review, print and disseminate materials on TB infection control. Conduct training of health care workers on TB clinical management. Provide technical assistance to provinces and districts on the scale up of new diagnostic tests and treatment. Review the TB referral systems and make recommendations for improvement. Review and update training manuals. Monitor and evaluate progress of the TB programme against targets. Strengthen TB management at hospitals, primary health care and community based structures. Conduct support visits to priority districts to monitor programme implementation. Stakeholder management. Manage human and financial resources. Supervise staff and monitor implementation of operational plans. Undertake performance appraisals of staff. Review of the communication strategy on treatment literacy and adherence. Manage financial resources as per PFMA and human resources per prescribed HR policies. Draft and submit reports as required. Participate in stakeholder meetings.

**ENQUIRIES** : Ms SM Lute Tel No: (053) 8300524  
**APPLICATIONS** : Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at [nchealthhr@ncpg.gov.za](mailto:nchealthhr@ncpg.gov.za). Applicants must complete an application register when an application is hand delivered.

**POST 18/209** : **DEPUTY MANAGER NURSING: TB/HIV CARE & SUPPORT REF NO: NCDOH: 70/2025 (X1 POST)**

**SALARY** : R1 028 091 per annum, (all inclusive)  
**CENTRE** : Provincial Office, Kimberley  
**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. A minimum of 8 years working experience in the Health field. Excellent knowledge of and experience in HIV, AIDS, TB and related programmes and policy work thereof. Understanding of the current issues and trends in the Health System. Good knowledge of the District Health System. Knowledge of Public Finance Management Act and related Treasury Regulations. Knowledge of labour relations. Leadership and excellent presentation skills. Good organising and problem solving skills. Good communication skills (written and verbal). Project management skills. Computer literacy. Valid driver's license and willingness to travel extensively.

**DUTIES** : Implement and strengthen strategies to meet NDP, SDG, NSP, APP goals and objectives. Ensure implementation of psychosocial support, differentiated Models of Care (DMOC), linkage and retention in care strategies for HIV, AIDS, TB & NCDs in order to reduce morbidity and mortality rates. Implement Care, support, and treatment adherence guidelines. Draft SOPs and implementation Plans for HIV Care & Support guidelines. Draft SOPs for linkage and provision for psychosocial support for PLWHIV, TB&NCDs. Provide technical support and monitor the formation and maintenance of Adherence Clubs. Develop programmatic targets in consultation with relevant programme and district programme coordinators and managers. Implement DMOC (Differentiated Models of Care) guidelines. Implement strategies to meet TB, HIV&NCDs linkage to care and retention in care. Work collaboratively to strengthen Palliative Care Services. Facilitate and monitor the implementation of treatment, care and support guidelines in all Health facilities. Work collaboratively with internal and external stakeholders to strengthen linkage and retention in care.

**ENQUIRIES** : Ms SM Lute Tel No: (053) 8300 524  
**APPLICATIONS** : Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at [nchealthhr@ncpg.gov.za](mailto:nchealthhr@ncpg.gov.za). Applicants must complete an application register when an application is hand delivered.

**POST 18/210** : **DEPUTY MANAGER NURSING: CCMT/ART REF NO: NCDOH: 71/2025 (X1 POST)**

**SALARY** : R1 028 091 per annum, (all inclusive)  
**CENTRE** : Provincial Office, Kimberley  
**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Extensive knowledge of HIV&AIDS and TB, Public Health, clinical approaches, STI programmes Community Based Services and Community development, district health support services, project/program management and data management. Sound and in-depth knowledge of the Health Act and regulations pertaining to the Act. Sound and in-depth knowledge of relevant prescripts and applicable human resources as well as understanding of the legislative framework governing the Public Service. Good communication (verbal and written), financial and project management, negotiation, people management, problem-solving, planning, organizing, time management, strategic planning, policy analysis and development, diversity management, facilitation, leadership and

	computer skills. Proven management competencies and leadership qualities. Ability work in a highly pressured environment. A valid driver's license.
<b><u>DUTIES</u></b>	: Ensure implementation of HIV Treatment, Care & Support guidelines. Participate in policy, guideline and SOP development. Facilitate re-alignment and implementation of treatment, care and support guidelines in all Health facilities. Facilitate the implementation of the Strategic Plans, NSP for HIV, TB and STIs, APP and operational Plans. Put systems in place for linkage to care, Treatment initiation and Adherence. Facilitate improved collaboration of HIV, AIDS, STIs & TB, between programmes. Provide support to district coordinators in strengthening managerial and technical capacity of districts to implement TB, HIV collaborative activities in partnership with civil society. Strengthen the implementation of community-based HIV/AIDS, STIs & TB and services using the Ward Based Primary Health Care Outreach Teams (WBPHCOT) strategy. Oversee the development of business plans process and assist provinces to develop the business plans according to the DORA requirements, with clear Indicator definitions and targets. Collaborate with the Advocacy and Social Mobilisation (ACSM) unit in the development and review of the communication strategy on treatment literacy and adherence. Manage financial resources as per PFMA and human resources per prescribed HR policies.
<b><u>ENQUIRIES</u></b>	: Ms SM Lute Tel No: (053) 8300 524
<b><u>APPLICATIONS</u></b>	: Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at <a href="mailto:nchealthhr@ncpg.gov.za">nchealthhr@ncpg.gov.za</a> . Applicants must complete an application register when an application is hand delivered.
<b><u>POST 18/211</u></b>	: <b><u>ASSISTANT MANAGER NURSING: TB PROGRAMME PROVINCIAL OFFICE REF NO: NCDOH: 72/2025 (X1 POST)</u></b>
<b><u>SALARY</u></b>	: R693 096 per annum
<b><u>CENTRE</u></b>	: Provincial Office, Kimberley
<b><u>REQUIREMENTS</u></b>	: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. 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. Driver's license and willingness to drive across the province. Knowledge of DSTB/and TB/ HIV Management as well as relevant information systems. Competent in Microsoft Office, Knowledge of District Health Information Systems. Ability to work under pressure. Planning and Organizing Skills.
<b><u>DUTIES</u></b>	: Ensure implementation of the NSP and TB strategy plan and TB recovery plan. Provide technical support to all public and private health facilities on Management of Tuberculosis. Develop and Implement Standard Operating procedures for referral and linkage to care. Ensure the availability of TB&TB/HIV treatment/medication and laboratory supplies/consumables. Ensure implementation of Infection Preventing and control in all Public Health Facilities. Coordinate Capacity Building Programmes for all health workers. Coordinate and report adverse drug events of TB Public Health Facilities. Put systems in place for TB& Surveillance and TB Notifications. Put systems in place for tracking, tracing and linkage to care. Promote TB/HIV Integration in all settings in the health system. Ensure implementation of new diagnostics for case finding. Ensure utilization of approved information systems. Analyse, validate data and report on performance of TB&DRTB Programmes. Collaborate with internal and external stakeholders to ensure TB&DRTB in hospitals is addressed at all levels.
<b><u>ENQUIRIES</u></b>	: Ms SM Lute Tel No: (053) 8300 524
<b><u>APPLICATIONS</u></b>	: Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at <a href="mailto:nchealthhr@ncpg.gov.za">nchealthhr@ncpg.gov.za</a> . Applicants must complete an application register when an application is hand delivered.
<b><u>POST 18/212</u></b>	: <b><u>ASSISTANT MANAGER NURSING: INPATIENT CARE AND DRTB TB PROGRAMME REF NO: NCDOH 73/2025 (X1 POST)</u></b>
<b><u>SALARY</u></b>	: R693 096 per annum
<b><u>CENTRE</u></b>	: Provincial Office, Kimberley
<b><u>REQUIREMENTS</u></b>	: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. 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. Valid Drivers Licence and willingness to travel extensively in and outside the province. Knowledge of DSTB/DRTB and HIV Management as well as relevant information systems. Competent in Microsoft Office. Willingness to travel and work under pressure.
<b><u>DUTIES</u></b>	: Provide technical support to all public and private health facilities on Management of Tuberculosis. Develop and Implement Standard Operating procedures for referral and linkage to care. Ensure the availability of TB&DRTB treatment/medication and laboratory supplies/consumables. Ensure implementation of Infection Preventing and control in all Public

Health Facilities. Coordinate Capacity Building Programmes for all healthworkers. Coordinate and report adverse drug events of TB Public Health Facilities. Put systems in place for TB&DRTB Surveillance and TB Notifications. Put systems in place for tracking, tracing and linkage to care. Promote TB/HIV Integration in all settings in the health system. Ensure implementation of new diagnostics for case finding. Ensure utilization of approved information systems. Analyse, validate data and report on performance of TB&DRTB Programmes. Collaborate with internal and external stakeholders to ensure TB&DRTB in hospitals is addressed at all levels.

**ENQUIRIES** : Ms SM Lute Tel No: (053) 8300 524  
**APPLICATIONS** : Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at [nchealthhr@ncpg.gov.za](mailto:nchealthhr@ncpg.gov.za). Applicants must complete an application register when an application is hand delivered.

**POST 18/213** : **ASSISTANT MANAGER NURSING: REGIONAL TRAINING CENTRE REF NO: NCDOH 74/2025 (X1 POST)**

**SALARY** : R693 096 per annum  
**CENTRE** : Provincial Office, Kimberley  
**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. 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. A minimum of 5 years working experience in the Health field. Excellent knowledge of and experience in APC, IMCI, EPI, SRH, HAST and related programmes and policy work thereof. Good knowledge of the District Health System. Knowledge of Public Finance Management Act and related Treasury Regulations. Leadership and excellent presentation skills. Good organising and problem solving skills. Good communication skills (written and verbal). Project management skills. Basic Computer literacy. Valid driver's license and willingness to travel extensively.

**DUTIES** : Co-ordinate the overall planning, implementation and monitoring of the provincial training plan and strategy. Provide technical assistance for the district teams on identified training needs. Innovatively leading and advising on evidence-based approaches for improving the integration of all activities. Collaborate with National Department of Health (NDoH) and all health programmes and external stakeholders. Provide strategic direction and operational support to the district teams and partners to ensure compliance with programmes policies, guidelines and SOPs. Conduct skills audits, capture and report to relevant stakeholders. Provide mentoring to health care workers on clinical guidelines. Fulfil financial and reporting requirements for the Regional Training Centre. Participate in developing business plans, District Implementation Plans and operational plans to integrate the training plans and activities. Lead in supervision and monitoring of training implementation. Track and support training activities to ensure optimal delivery of required services and timeous meeting of targets. Prepare weekly, monthly, quarterly and annual narrative progress reports including DORA reports. Assist District task teams to identify priority activities for training needs. Co-ordinate and facilitate trainings and workshops. Facilitate technical assistance for district co-ordination teams and Primary Health Care facility staff.

**ENQUIRIES** : Ms O. Lesejane Tel No: (053) 8302 130  
**APPLICATIONS** : Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at [nchealthhr@ncpg.gov.za](mailto:nchealthhr@ncpg.gov.za). Applicants must complete an application register when an application is hand delivered.

**POST 18/214** : **ASSISTANT MANAGER NURSING: CHILD & ADOLESCENT ART SERVICES REF NO: NCDOH 75/2025 (X1 POST)**

**SALARY** : R693 096 per annum  
**CENTRE** : Provincial Office, Kimberley  
**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. 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. Excellent knowledge of and experience in HIV and AIDS and related programmes and policy work thereof. Good knowledge of the District Health System. Knowledge of Public Finance Management Act and related Treasury Regulations. Leadership and excellent presentation skills. Good organising and problem solving skills. Good communication skills (written and verbal). Project management skills. Basic Computer literacy. Valid driver's license and willingness to travel extensively.

**DUTIES** : Ensure that NDP, SDGs, NSP and APP goals and objectives are met. Support implementation of key peads, child and adolescent interventions aimed at reaching planned targets. Implement creative strategies to ensure that the UNAIDS 95-95-95 target for children and adolescents are met. Provision of technical support to district and facilities on implementation of Peads &

Adolescent Matrix of intervention tool. Work closely with stakeholders to ensure that HIV prevention and treatment activities are integrated into all Child, Adolescent and School Health and VTP (Vertical Transmission) programmes. Co-ordination of the Child& Adolescent TWG on monthly& quarterly basis. Monitor implementation of key programme activities at facility, district and provincial level, and provide feedback regarding performance at each of these levels. Technical support on guideline implementation including data and information management Liaise with stakeholders within and outside of the health sector in order to strengthen Child& Adolescent HIV/AIDS prevention, treatment and support services. Support the Operation Phuthuma activities, including the provincial nerve centres.

**ENQUIRIES** : Ms SM Lute Tel No: (053) 8300 524  
**APPLICATIONS** : Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at [nchealthhr@ncpg.gov.za](mailto:nchealthhr@ncpg.gov.za). Applicants must complete an application register when an application is hand delivered.

**POST 18/215** : **ASSISTANT MANAGER NURSING: HIV, STI PREVENTION STRATEGIES REF NO: NCDOH 76/2025 (X1 POST)**

**SALARY** : R693 096 per annum  
**CENTRE** : Provincial Office, Kimberley  
**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. 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. Knowledge of District Health system and Information systems. Driver's Licence and willingness to drive across the province.

**DUTIES** : Ensure that goals and objectives of NDP, SDG, NSP and APP are achieved, Implement effective & efficient HIV Combination Prevention strategies i.e HTS, MMC, Condoms, PreP. PEP and other innovative biomedical and structural strategies. Support social behaviour change and communication campaigns. Coordinate Key Populations and High Transmission Areas service provision. Manage financial and non-financial resources allocated to HIV Prevention strategies, compile and submit report as required. Support training for HIV prevention programmes. To monitor and evaluate implementation of the programme in all districts and to strengthen partnership with internal and external stakeholders.

**ENQUIRIES** : Ms SM Lute Tel No: (053) 8300 524  
**APPLICATIONS** : Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at [nchealthhr@ncpg.gov.za](mailto:nchealthhr@ncpg.gov.za). Applicants must complete an application register when an application is hand delivered.

**POST 18/216** : **ASSISTANT MANAGER NURSING: HIV TESTING SERVICES REF NO: NCDOH 77/2025 (X1 POST)**

**SALARY** : R693 096 per annum  
**CENTRE** : Provincial Office, Kimberley  
**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. 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. Knowledge of District Health system, Health Information systems and indicators. Valid Driver's license and willingness to drive across the province. Good communication skill (written and verbal). Computer literacy.

**DUTIES** : Ensure that the NDP, SDG, NSP and APP goals and objectives are met. Implement an effective & efficient HIV testing and counselling programme to ensure targets are achieved. Increase uptake of HTS through expansion of HTS services. Facilitate continuous availability, equal distribution and monitoring of stock levels and commodities required for the implementation of the HTS programme. Support Social Behaviour Change and Communication strategies. Manage financial and non-financial resources allocated to HIV prevention strategies, compile and submit report as required. Support training for HIV, TB and related programmes. Monitor and evaluate implementation of the programme in all districts. Strengthen partnership with internal and external stakeholders.

**ENQUIRIES** : Ms SM Lute Tel No: (053) 8300 524  
**APPLICATIONS** : Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at [nchealthhr@ncpg.gov.za](mailto:nchealthhr@ncpg.gov.za). Applicants must complete an application register when an application is hand delivered.

**POST 18/217** : **CLINICAL PROGRAMME COORDINATOR (MASTER TRAINER) REF NO: NCDOH 78/2025 (X3 POSTS)**

**SALARY** : R549 192 per annum

<b><u>CENTRE</u></b>	:	John Taolo Gaetsewe District ZFM District Namakwa District
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A qualification in nursing education or Primary Health Care will serve as an added advantage. A minimum of 5 years working experience in the Health field. Excellent knowledge of and experience in HIV, AIDS, STIs & TB and related programmes and policy work thereof. Good knowledge of the District Health System. Knowledge of Public Finance Management Act and related Treasury Regulations. Leadership and excellent presentation skills. Good organising and problem solving skills. Good communication skills (written and verbal). Project management skills. Basic Computer literacy. Valid driver's license and willingness to travel extensively.
<b><u>DUTIES</u></b>	:	Co-ordinate the overall planning, implementation and monitoring of the provincial training plan and strategy. Provide technical assistance for the teams on identified training needs. Innovatively leading and advising on evidence-based approaches for improving the integration of all activities. Collaborate with Provincial Department of Health (PDoH) and all health programmes and external stakeholders. Provide strategic direction and operational support to the district teams and partners to ensure compliance with programmatic outcomes. Conduct skills audits, capture and report to relevant stakeholders. Provide mentoring to health care workers on clinical guidelines. Fulfil financial and reporting requirements for the Training Unit. Participate in developing business plans, District Implementation Plans and operational plans to integrate the training plans and activities. Lead in supervision and monitoring of training implementation. Track and support training activities to ensure optimal delivery of required services and timeous meeting of targets. Prepare weekly, monthly, quarterly and annual narrative progress reports including DORA reports. Assist District task teams to identify priority activities for training needs. Co-ordinate and facilitate trainings and workshops. Facilitate technical assistance for district co-ordination teams and Primary Health Care facility staff.
<b><u>ENQUIRIES</u></b>	:	(John Taolo Gaetsewe District) Mr KM Taolo/Mr L. Moemedi Tel No: (053) 775 1149 (Namakwa District) Mr D. Grootboom/Ms E Cloete Tel No: (027) 7121601 (ZF Mgcawu District) Mr M. Beketsana/ Mr. F. van Neel Tel No: (054) 337 0600
<b><u>APPLICATIONS</u></b>	:	<b>Application For John Taolo Gaetsewe District:</b> Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at <a href="mailto:nchealthhr-jtg@ncpg.gov.za">nchealthhr-jtg@ncpg.gov.za</a> All applicants must complete an application register when an application is hand. <b>Applications For Namakwa District:</b> Please note that applications can be hand delivered to Namakwa District Office, Human Resource Management Unit, Nakanas Building, Rivierstreet Springbok, 8240. Or e-mailed to <a href="mailto:ecloete@ncpg.gov.za">ecloete@ncpg.gov.za</a> . Applicants must complete an application register when an application is hand delivered. <b>Applications For Zf Mgcawu District:</b> Applications must be e-mailed to <a href="mailto:nchealthhr-zfm@ncpg.gov.za">nchealthhr-zfm@ncpg.gov.za</a> or be hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonias Hospital), Upington or couriered via postal services to 110 Schroder Street (Old Gordonias Hospital) Private Bag X5900, Upington, 8801. Applicants must complete an application register when an application is hand delivered.
<b><u>POST 18/218</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR (HIV PREVENTION) REF NO: NCDOH: 79/2025 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R549 192 per annum
<b><u>CENTRE</u></b>	:	Namakwa District
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Knowledge of the District Health System, HIV, AIDS, STIs & TB and related programmes. Understanding of Health Information systems and indicators. Driver's license and willingness to drive extensively in the district and province. Good communication skills (written and verbal). Computer literacy.
<b><u>DUTIES</u></b>	:	Ensure that NDP, SDGs, NSP and APP Goals and objectives are achieved. Implement and coordinate effective and efficient prevention programmes i.e. HTS, STIs, MMC, PrEP, PEP, Condoms, Key populations and High Transmission Areas. Link PLWHIV to appropriate treatment care and support. Manage financial and non-financial resources allocated to HIV prevention strategies, compile and submit reports as required. Plan collaboratively on social behaviour modification and reduction of MTC Vertical Transmission. Improve the proficiency of clinicians and non-clinicians on HIV prevention strategies. Conduct monitoring and evaluation at all levels. Maintain a constructive working relationship with the partners and other stakeholders.
<b><u>ENQUIRIES</u></b>	:	Mr D. Grootboom/Ms E Cloete Tel No: (027) 7121601
<b><u>APPLICATIONS</u></b>	:	Please note that applications can be hand delivered to Namakwa District Office, Human Resource Management Unit, Nakanas Building, Rivierstreet Springbok, 8240. Or e-mailed to

[eacloete@ncpg.gov.za](mailto:eacloete@ncpg.gov.za). Applicants must complete an application register when an application is hand delivered.

<b><u>POST 18/219</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR (CCMT/ART) REF NO: NCDOH: 80/2025 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R549 192 per annum
<b><u>CENTRE</u></b>	:	Frances Baard District
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	Provide direct support, guidance and mentoring to health facilities with an aim of improving quality of patient care. Ensure that clinical audits are conducted at a sub-district level and development of quality improvement plans. Participate in the formulation of the District Treatment, Care & Support operational and business planning process. Participate in provincial, district and sub-district HAST meetings i.e. district quarterly performance reviews, provincial reviews/nerve centre meetings. Lead the district to achieve the 959595 strategy for HIV with much focus on the 2nd and 3rd 95 of the treatment cascade. Work in close collaboration with other stakeholders i.e. Care & Support coordinator to implement HAST programme activities and improve programme outcomes. Collaborate with the district master trainer to capacitate health care workers on guidelines and new programmatic mandates. Compile monthly/adhoc reports as and when needed and submit to supervisor and provincial CCMT manager. Monitor performance of programmatic data elements.
<b><u>ENQUIRIES</u></b>	:	Mr MC Joka or Mr ND Mohamad Tel No: (053) 861 4770
<b><u>APPLICATIONS</u></b>	:	Please post or courier your application to: The Department of Health: Frances Baard Health District; 119 Green Street; Riviera, Kimberley, 8301 or hand deliver at the Registry Office at the Frances Baard Health District Office, Green street, Old West End Hospital or emailed to: <a href="mailto:ncHealthHR-FBD@ncpg.gov.za">ncHealthHR-FBD@ncpg.gov.za</a> . Applicants must complete an application register when an application is hand delivered.
<b><u>POST 18/220</u></b>	:	<b><u>OPERATIONAL MANAGER (TB FOCAL- HOSPITALS) REF NO: NCDOH 81/2025 (X8 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R549 192 per annum
<b><u>CENTRE</u></b>	:	Robert Mangaliso Sobukwe Hospital <b>Pixley Ka Seme District:</b> New Central Karoo (De Aar) Hospital, Manne Dipico Hospital, Bill Pickard Hospital <b>Frances Baard District:</b> Prof Z.K. Matthews, Connie Vorster Hospital, ZF Mgcawu District: Postmansburg Hospital, Kakamas Hospital
<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. Registration with a professional council: Registration with SANC as a Professional/Enrolled Nurse. Experience: 7 years appropriate/recognisable experience in nursing after registration as Professional with SANC in General Nursing. Inherent requirement of the job: Valid (code B/EB) driver's license and a willingness to travel in and outside the province Competencies in TB & HIV. Community Prevention and Control (knowledge/skills): Work experience in HIV and TB programme implementation. Good understanding of the South African public health national and provincial policies. Nurse related Community Practices and Health Programme Policies. Extensive experience with client tracking (via telephone and in person through home visits). Knowledge of health information systems eg DHIS, Tier HPRS ect. Good interpersonal, collaborative, leadership and communication skills. Solid data management, analysis and interpretation abilities, Computer literacy (MS Word, Excel and PowerPoint) and Good report writing skills. Good planning, organisational, project management and training skills.
<b><u>DUTIES</u></b>	:	Coordinate TB activities in the hospitals, in close collaboration with hospital management, TB Manager, HAST and Facility Managers. Implement TB FAST Model. Implement hospital-based TB Quality Improvement (QI) activities, including establishing QI teams (where none exist) and facilitating QI meetings. Support data collection and data management activities by working closely with data capturers and data management teams; Promote high quality data collation and data management; Support in-hospital TB and HIV care and prevention activities, including screening, patient education, sputum collection and HIV testing; Provide mentorship and support for provision of appropriate treatment for latent TB infection (LTBI) Support linkage to care in hospital, in close collaboration with the TB Linkage Officer. Support active TB case finding using appropriate messaging and IEC material. Promote and support implementation of effective infection prevention and control activities throughout the hospital. Ensure profile and service data on TB patients are accurate and reported to M&E team in a timeous manner. Ensure staff adhere to standard operating procedures (SOP) with respect to personal protective equipment (PPE). Coordinator and facilitate TB/TB IPC training in the hospital. Collaborate with internal and external stakeholders to strengthen TB&IPC in the hospitals.
<b><u>ENQUIRIES</u></b>	:	(Robert Mangaliso Sobukwe Hospital) Ms. H Alexander/Ms M. Visser Tel No: (053) 802 9111

(Pixley Ka Seme District) Ms MS McCloen/B Jack HRA – District Office/ Tel No: (053) 632 4000/4206

(frances baard district) Mr MC Joka /Mr ND Mohamad Tel No: (053) 861 4770

(ZF Mgcawu District) Mr M. Beketsana/Mr. F. van Neel Tel No: (054) 337 0600

**APPLICATIONS**

: **Robert Mangaliso Sobukwe Hospital:** Please note applications can be hand delivered to the HRM 3rd Floor Admin Building or E-Mailed at [rmshhr@ncpg.gov.za](mailto:rmshhr@ncpg.gov.za). All applicants must complete an application register when an application is hand delivered.

**Pixley Ka Seme District:** Applications must be emailed to [nchealthhr-Pixley@ncpg.gov.za](mailto:nchealthhr-Pixley@ncpg.gov.za) or hand delivered or couriered via postal to Van der Merwe Street, De Aar,7000

**Frances Baard District:** Please post or courier your application to: The Department of Health: Frances Baard Health District; 119 Green Street; Riviera, Kimberley, 8301 or hand deliver at the Registry Office at the Frances Baard Health District Office, Green street, Old West End Hospital or emailed to: [VncHealthHR-FBD@ncpg.gov.za](mailto:VncHealthHR-FBD@ncpg.gov.za). Applicants must complete an application register when an application is hand delivered.

**ZF Mgcawu District:** Applications must be e-mailed to [nchealthhr-zfm@ncpg.gov.za](mailto:nchealthhr-zfm@ncpg.gov.za) or be hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonias Hospital), Upington or couriered via postal services to 110 Schroder Street (Old Gordonias Hospital) Private Bag X5900, Upington, 8801. Applicants must complete an application register when an application is hand delivered.

**POST 18/221**

: **DIETICIAN REF NO: NCDOH 82/2025 (X2 POSTS)**

**SALARY**

: Grade 1: R397 233 per annum

Grade 2: R463 941 per annum

Grade 3: R543 099 per annum

**CENTRE**

: Pixley Ka Seme District (X1 Post)

ZFM District (X1 Post)

**REQUIREMENTS**

Appropriate qualification that allows for the required registration with the HPCSA in the relevant profession. Registration with the HPCSA in the relevant profession. Experience: **Grade 1:** None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the Health Professional Council of South Africa (HPCSA), **Grade 2:** Minimum of 10 years' experience after registration with the Health Professional Council (HPCSA) in the relevant profession in respect of RSA qualified employees who performed Community Service as required in South Africa. **Grade 3:** Minimum of 20 years' experience after registration with the Health Professional Council (HPCSA) in the relevant profession in respect of RSA qualified employees who performed Community Service as required in South Africa. skills profile: Report writing skills, Computer Literacy, Interpersonal skills, Team work, Resource management (human and other resources), Information Management, Time Management, Planning and execution, Initiative, Communication and presentation skills, Ability to facilitate trainings.

**DUTIES**

: Nutrition management of patients, Nutrition Education, Promotion and Advocacy, Quality assurance of nutrition related services, Collaborations with Relevant Stakeholders, Monitor and Evaluation.

**ENQUIRIES**

: ZF Mgcawu District Mr M. Beketsana/ Mr. F. van Neel Tel No: (054) 337 0600

Pixley Ka Seme District Ms MS McCloen/B Jack HRA – District Office/ Tel No: (053) 632 4000/4206

**APPLICATIONS**

: **ZF Mgcawu District:** Applications must be e-mailed to [nchealthhr-zfm@ncpg.gov.za](mailto:nchealthhr-zfm@ncpg.gov.za) or be hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonias Hospital), Upington or couriered via postal services to 110 Schroder Street (Old Gordonias Hospital) Private Bag X5900, Upington, 8801. Applicants must complete an application register when an application is hand delivered.

**Pixley Ka Seme District:** Applications must be emailed to [nchealthhr-Pixley@ncpg.gov.za](mailto:nchealthhr-Pixley@ncpg.gov.za) or hand delivered or couriered via postal to Van der Merwe Street, De Aar,7000

**POST 18/222**

: **RADIOGRAPHER REF NO: NCDOH 83/2025 (X3 POSTS)**

**SALARY**

: Grade 1: R397 233 per annum

Grade 2: R463 941 per annum

Grade 3: R543 099 per annum

**CENTRE**

: ZFM District, Pixley Ka Seme District, Namakwa District

**REQUIREMENTS**

: Diploma/B Tech Degree in Diagnostic Radiography. Registration with Health Professional Council of South Africa (HPCSA) as an Independent Diagnostic Radiographer. Must have completed Community Service as per the Diagnostic Radiographer. Experience: **Grade 1:** None after registration with HPCSA in the relevant profession. **Grade 2:** A minimum of 10 year's appropriate experience in the relevant profession after registration with HPCSA as Diagnostic Radiographer. **Grade 3:** Experience: Minimum of 20 years relevant experience after registration with HPCSA in the relevant profession after registration with HPCSA as Diagnostic Radiographer. Knowledge And Skills: Computer literacy essential. Good interpersonal skills. Knowledge of Public Service legislation, policies and procedures. Knowledge of current DOH policies governing the Health sector and Radiograph and profession. Knowledge, Skills, Attributes and Abilities. Experience in Digital Radiography. Experience in utilisation of

computerised Radiography system is recommended. Must have computer skills. Good Interpersonal skills. Excellent time management skills and must have knowledge of public service legislation governing the health sector and radiography profession. Compliance in budgeting, radiographic quality assurance, National Core standards, Safety and Infection control principles. Training and supervision of students. Good written and verbal communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational system.

**DUTIES** : Provide and manage imaging procedures as requested by the doctors. Evaluate requests forms by verifying patient information and ensuring patient history and examination correspond. Operate radiological equipment correctly for specific exam. Interrogate images. Ensure an even flow of patient at all times. Ensure adherence to radiation, health and safety protocols. Manage staff radiation procedure and ensure that all staff wear their devices at all times. Protect patient and colleagues from radiation. Monitor personal radiation exposure. Adhere to all infection control policies. Conduct patient care and quality assurance. Ensure patient safety at all times. Protect patient confidentiality. Conduct quality control and safe-keep equipment. Have knowledge of all equipment and troubleshooting when there is a breakdown. Assist and implement quality control procedures. Train junior staff. Report machine faults to Radiographers in charge. Ensure staff/student development. Present for in-service training sessions. Training junior staff at CT/MRI. Develop protocols for CT/MRI. Conduct community outreach services for TB case finding.

**ENQUIRIES** : ZF Mgcawu District Mr M. Beketsana/ Mr. F. van Neel Tel no.: (054) 337 0600  
Pixley Ka Seme District Ms MS McCloen/B Jack HRA – District Office/ Tel No: (053) 632 4000/4206

**APPLICATIONS** : Namakwa District Mr D. Grootboom/Ms EA Cloete Tel No: (027) 7121601  
**ZF Mgcawu:** District Applications must be e-mailed to [nchealthhr-zfm@ncpg.gov.za](mailto:nchealthhr-zfm@ncpg.gov.za) or be hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonia Hospital), Upington or couriered via postal services to 110 Schroder Street (Old Gordonia Hospital) Private Bag X5900, Upington, 8801. Applicants must complete an application register when an application is hand delivered.

**Pixley Ka Seme:** District Applications must be emailed to [nchealthhr-Pixley@ncpg.gov.za](mailto:nchealthhr-Pixley@ncpg.gov.za) or hand delivered or couriered via postal to Van der Merwe Street, De Aar, 7000

**Namakwa District:** Please note that applications can be hand delivered to Namakwa District Office, Human Resource Management Unit, Nakanas Building, Rivierstreet Springbok, 8240. Or e-mailed to [namakwahealthhrm@gmail.com](mailto:namakwahealthhrm@gmail.com). Applicants must complete an application register when an application is hand delivered

**POST 18/223** : **SOCIAL WORKER REF NO: 84/2025 (X1 POST)**

**SALARY** : Grade 1: R325 200 per annum  
Grade 2: R397 119 per annum  
Grade 3: R477 564 per annum  
Grade 4: R585 441 per annum

**CENTRE REQUIREMENTS** : Frances Baard District (Sol Plaatjie Municipality)  
: Formal Tertiary qualification in Social Work (Bachelor of Social Arts) that allows professional registration with the SACSSP. Registration with the SACSSP (South African Council for Social Service Profession) as a Social Worker. A valid Driver's. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' experience in social work after registration as Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years' experience in social work after registration as Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years' experience in social work after registration as Social Worker with the SACSSP.

**DUTIES** : Establish social work services and network for the Institution and maintain communication with stakeholders. Ensure that social work service with regard to the care, support and protection of individuals, groups, families through relevant programmes is rendered. Keep up to date with new developments in the social work field. Undertake social work research and development and contribute to the development of policies. Render a holistic social work services to individual groups and community using all methods of social work practices. Monitor and evaluate the effectiveness of recommended interventions, reports on progress and identify. Further amended interventions to address identified conditions. Liaise / attend meetings with other departments and nongovernmental institutions to take cognizance of the latest developments in the relevant fields. Produce and maintain qualitative and quantitative records of social work interventions processes and Outcomes. Implement social welfare programme in accordance with the need of the community and Government priorities. Supervise all administrative functions required in the unit and undertake the higher level of administrative functions.

**ENQUIRIES** : Mr MC Joka or Mr ND Mohamad Tel No: (053) 861 4770

**APPLICATIONS** : Please post or courier your application to: The Department of Health: Frances Baard Health District; 119 Green Street; Riviera, Kimberley, 8301 or hand deliver at the Registry Office at the Frances Baard Health District Office, Green Street, Old West End Hospital or emailed to: [ncHealthHR-FBD@ncpg.gov.za](mailto:ncHealthHR-FBD@ncpg.gov.za) Applicants must complete an application register when an application is hand delivered.



<b><u>POST 18/224</u></b>	:	<b><u>ADMINISTRATIVE CLERK (COMMUNICATIONS) REF NO: NCDOH 85/2025 (X1 POST)</u></b> Purpose: To render administrative services, to render general clerical support and communication services and to render general clerical support and videography services
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	ZF Mgcawu District (Upington)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Matric Certificate, 1 to 2 years experience in the communication field.
<b><u>DUTIES</u></b>	:	Provide Communication support services within the district; Render communication duties within the district. Monitor media coverage including social media platforms. Solicit responses and inputs for media statements and media responses. Draft and compile inputs for departmental social media updates. Implementation of District Communication Plan. Designing infographics for Health Calendar activities. Drafting radio scripts for programmes. Monitoring and evaluation of community needs and usage of health information. 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 documents. Distribute documents/packages to various stakeholders as required. Collaborate with internal and external stakeholders; Liaise and interact with various strategic stakeholders within the district. Plan and implement activities in the district. Represent the NCDOH at various structures in the localities. Assist in the facilitation and co-ordination of monthly reports.
<b><u>ENQUIRIES</u></b>	:	Ms L. Mxekezo Tel No: (053) 8302 100
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to <a href="mailto:nchealthhr@ncpg.gov.za">nchealthhr@ncpg.gov.za</a> . All applicants must complete an application register when an application is hand delivered.
<b><u>POST 18/225</u></b>	:	<b><u>AUXILIARY SOCIAL WORKERS REF NO: NCDOH 86/2025 (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R192 972 – R215 181.per annum Grade 2: R227 292 – R255 534.per annum Grade 3: R270 009 – R334 419 per annum, (depending on years of experience)
<b><u>CENTRE</u></b>	:	Frances Baard (X1 Post) John Taolo Gaetsewe (X1 Post) Namakwa (X1 Post) Pixley Ka Seme (X1 Post) Zf Mgcawu (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	<b>Grade 1:</b> Grade 10 plus completion of the learner ship to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker, <b>Grade 2:</b> Grade 10 plus completion of the learner ship to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker. Registration with the South African Council for Social Service Professions as Social Auxiliary Worker. A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP or no experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows registration as Social Worker with the SACSP. <b>Grade 3:</b> Grade 10 plus completion of the learner ship to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker. Registration with the South African Council for Social Service Professions as Social Auxiliary Worker. A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP or A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP.
<b><u>DUTIES</u></b>	:	Establish adherence clubs for PLWHI and TB with assistance of District Care and support Coordinators. Facilitate adherence club sessions. Collect pre-dispensed/packaged medication packages for adherence club members. Provision of enhanced adherence counselling (EAC) for unsuppressed clients. Support primary caregivers or conduct disclosure counselling on-behalf of primary care givers. Link PLWHIV&TB to other services. Check on adherence and wellness of adherence club members and refer club members back to facility if necessary. Training and capacity building of CHCWs on adherence clubs and linkage to care. Update adherence club attendance register and compile monthly/quarterly adherence club reports. Work collaboratively with facility managers, district coordinators and external stakeholders to strengthen retention in care.
<b><u>ENQUIRIES</u></b>	:	Pixley Ka Seme District Ms MS McCloen/B Jack HRA – District Office/ Tel No: (053) 632 4000/4206 Frances Baard District Mr MC Joka or Mr ND Mohamad Tel No: (053) 861 4770 Namakwa District Mr D. Grootboom/Ms E Cloete Tel No: (027) 7121601 ZF Mgcawu District Mr M. Beketsana/Mr. F. van Neel Tel No: (054) 337 0600 John Taolo Gaetsewe District: Mr KM Taolo/Mr L. Moemedi Tel No: (053) 775 1149
<b><u>APPLICATIONS</u></b>	:	<b>Pixley Ka Seme District:</b> Applications must be emailed to <a href="mailto:nchealthhr-Pixley@ncpg.gov.za">nchealthhr-Pixley@ncpg.gov.za</a> or hand delivered or couriered via postal to Van der Merwe Street, De Aar,7000

**Frances Baard District:** Please post or courier your application to: The Department of Health: Frances Baard Health District; 119 Green Street; Riviera, Kimberley, 8301 or hand deliver at the Registry Office at the Frances Baard Health District Office, Green street, Old West End Hospital or emailed to: [ncHealthHR-FBD@ncpg.gov.za](mailto:ncHealthHR-FBD@ncpg.gov.za) Applicants must complete an application register when an application is hand delivered.

**Namakwa District:** Please note that applications can be hand delivered to Namakwa District Office, Human Resource Management Unit, Nakanas Building, Rivierstreet Springbok, 8240. Or e-mailed to [eaclote@ncpg.gov.za](mailto:eaclote@ncpg.gov.za). Applicants must complete an application register when an application is hand delivered.

**ZF Mgcawu District:** Applications must be e-mailed to [nchealthhr-zfm@ncpg.gov.za](mailto:nchealthhr-zfm@ncpg.gov.za) or be hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonias Hospital), Upington or couriered via postal services to 110 Schroder Street (Old Gordonias Hospital) Private Bag X5900, Upington, 8801. Applicants must complete an application register when an application is hand delivered.

**John Taolo Gaetsewe District:** Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at [nchealthhr-jtg@ncpg.gov.za](mailto:nchealthhr-jtg@ncpg.gov.za) All applicants must complete an application register when an application is hand.

#### DEPARTMENT OF ROADS AND PUBLIC WORKS

*the provincial administration of the northern cape is an equal opportunity, affirmative action employer. persons with a disability are encouraged to apply.*

<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only, via <a href="http://ncrpw.ncpg.gov.za">http://ncrpw.ncpg.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83 obtainable from any Public Service Department as well as a comprehensive curriculum vitae. Any Z83 form that is not signed will disqualify the application. The specific reference number of the post must be quoted. Failure to submit all requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of this advertisement, please accept that your application was unsuccessful. Communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Note that all suitable candidates will be subjected to a satisfactory personnel suitability check (criminal records checks, citizenship verification, qualification verification). Successful candidates will also be subjected to a security clearance process. Non-RSA citizens/permanent residents permit holders must attach a copy of their permanent residents permit to the application. Should you be in possession of a foreign qualification, it must be accompanied by the evaluation certificate from the South African Qualifications Authority (SAQA). The Department of Roads and Public Works reserves the right not to make appointments to the advertised posts. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine a candidate's suitability based on the post's technical & generic requirements as well as an integrity (ethical conduct) assessment. All applications must reach the Department of Roads and Public Work before 16:00 on the day of the closing date. Incomplete applications and applications received after the closing date will be disqualified.

#### OTHER POSTS

<b><u>POST 18/226</u></b>	:	<b><u>ASSISTANT DIRECTOR: KEY ACCOUNTS REF NO: DRPW/HR01/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	Diploma in Real Estate or related Property Management fields. 3 to 4 years' experience in property management, lease administration, processing of payments and the management of the immovable asset register. A valid code B drivers' license, Computer literate. Experience with government procurement processes, contract management, and lease agreements, Comprehensive knowledge of relevant legislation, including the government Immoveable Asset Management Act (GIAMA) of 2000, PFMA, Treasury regulations, Promotion of Access to Information Act (PAIA) of 2000, Promotion of Administrative Justice Act (PAJA) of 2000, and Public Service Regulations, Understanding of risk analysis, legal contract imperatives, and compliance monitoring, Proficiency in Microsoft Office and government finance/management systems, such as Proman, Strong analytical and problem-solving skills.
<b><u>DUTIES</u></b>	:	Negotiate, procure, and finalize lease agreements in collaboration with Supply Chain Management and Legal Services, Draft, review, and implement legally compliant lease contracts that align with government regulations and property needs, Conduct risk assessments and develop mitigation strategies for lease agreements, ensuring risk minimization and alignment with departmental objectives, Interpret functional and technical standards to ensure lease specifications are accurate and legally sound, Oversee the payment processes for municipal accounts, rates, taxes, and service fees for leased properties, ensuring timely and

accurate transactions, manage the capturing, tracking, and reconciliation of revenue and expenditure for leased and state-owned properties, Monitor and analyze utility costs, recommending interventions for cost savings and improved facility use, Ensure accurate and up-to-date records in the Proman system to maintain financial transparency and accountability, Conduct regular inspections of leased properties to ensure compliance with maintenance standards and lease agreements, Coordinate with facilities management to address cleaning, gardening, and other upkeep tasks on government properties, Liaise with User Departments and external stakeholders on property usage, occupancy compliance, and timely surrender of unused facilities, Identify potential issues related to property condition or illegal occupation and implement preventative actions as needed, Lead and manage the leases team, setting clear objectives and providing guidance to ensure effective lease management processes, Conduct performance reviews, provide mentorship, and facilitate ongoing training and professional development for team members, Ensure staff compliance with departmental policies, encouraging adherence to standards in property management and service delivery, Delegate responsibilities effectively to maintain a high-performing team aligned with the department's strategic goals.

**ENQUIRIES** : Ms. M. Kgomongwe Tel No: (053) 839 5618

**POST 18/227** : **LABOUR RELATIONS OFFICER REF NO: DRPW/HR02/2025**

**SALARY** : R325 101 per annum (Level 07)  
**CENTRE** : Kimberley  
**REQUIREMENTS** :

National Diploma NQF level 6 in Labour Relations with 1 -2 years relevant experience in Labour Relations environment. In depth knowledge of related legislation such as the PSA, PSR. LRA, BCEA and PFMA, proven exposure to the handling of individual and collective dispute/grievances, good verbal and written communication skills, facilitation & presentation skills, mediation & conflict management skills, valid code EB driver's license and willingness to travel, computer literacy. Competencies: knowledge and understanding of the labour relations management environment, knowledge of the PERSAL system, communication and interpersonal skills, computer skills, client orientated, planning & organizing, presentation skills.

**DUTIES** : Handle misconduct cases and appeals. Promote sound Labour Relations in the Department, Promotion and maintenance of Labour peace and harmonious employer/employee relations, capacity building of the employees on labour relations, facilitate the development & implementation of labour relations policies, facilitate and co-ordinate disputes, monitor the resolution of grievances and disputes, conduct investigations and compiling reports. Keep all stakeholders informed of the progress regarding specific cases, handle disputes, grievances and disciplinary cases, ensure the implementation of collective agreements, provide support for the implementation of collective agreements e.g. PSCBC and GPSSBC. Capture case outcomes on the PERSAL system. Ensure timeous reporting and compliance of the unit.

**ENQUIRIES** : Mr. N. Mkosana Tel No: (053) 839 2196

**POST 18/228** : **ADMINISTRATIVE OFFICER: EPWP PROVINCIAL CO-ORDINATION REF NO: DRPW/HR03/2025**

**SALARY** : R325 101 per annum (Level 07)  
**CENTRE** : Kimberley  
**REQUIREMENTS** :

A degree/diploma in Public Management/Business Management or Business Administration, with at least 3 years' working experience in Public Employment Programs, or a Grade 12 with 3 – 5 years' experience. Knowledge of PFMA and Government budget process, Computer Literate: MS Office, ability to meet deadlines, problem solving skills, planning and organizational skills, analytical thinking, good communication skills. Valid driver's license.

**DUTIES** : Assist with the facilitation of signing of protocols between the department and EPWP implementing bodies to ensure that funds are transferred for the implementation of projects, Conduct project visits on all projects funded by the department to ensure compliance of the EPWP principles, Submit monthly progress reports on EPWP projects to the Community Development Manager, Provide support to implementing bodies through meetings and engagements, Request monthly progress reports from EPWP Coordinators bodies in the Districts, Review and check reports to ensure that it is compliant before submitting to M&E unit for capturing, Identify challenges on site for project improvement and final assessments, Prepare and present a report on current and planned infrastructure projects funded by the department, Receive protective clothing from suppliers and ensure its safe, Establish project steering committees, Keep record of all Personal Protective Equipment received from suppliers and issued for EPWP projects to district coordinators.

**ENQUIRIES** : Mr. E. Michaels Tel No: (053) 839 2268

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

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

**NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

**OTHER POSTS**

**POST 18/229** : **HEAD OF CLINICAL UNIT (MEDICAL) GRADE 1 (ORTHOPAEDICS)**  
Chief Directorate Rural Health Services

**SALARY** : R2 084 754 per annum, (A portion of the package can be structured according to the individual's personal needs.)

**CENTRE** : Paarl Hospital

**REQUIREMENTS** : Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Orthopaedics. Registration with a Professional Council: Registration with (HPCSA) as a Medical Specialist in Orthopaedics. Experience: A minimum of 3 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Orthopaedics. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel to meet service needs. It will be expected of the Head: Clinical Unit to work commuted overtime, limited to 12 hours, if operational requirements so demand. Competencies (knowledge/skills): Appropriate experience in teaching, training and supervision of students, Registrars and Medical Staff. Appropriate experience in conducting and supervising research. Demonstrated experience of engagement at all levels of care. Appropriate management experience of clinical services as well as overseeing a sizable staff component. Proven record of specialist clinical expertise and clinical governance and improving health outcomes. Appropriate experience in a management role overseeing a sizable staff component. Excellent leadership, managerial, interpersonal, conflict resolution, communication, analytical and problem-solving skills. Good knowledge of public health policies, clinical guidelines, and related prescripts. Good computer literacy.

**DUTIES** : Ensure an efficient and cost-effective Orthopedic service of high quality with a patient centred focus and addressing the Orthopedic burden of disease in the Rural West ecosystem. Ensure all functions to ensure good clinical governance for Orthopedics in Paarl Hospital and supporting the Rural West Ecosystem. Ensure outreach and support to all major referral centres in the Rural West ecosystem and improving competencies in the ecosystem to manage patients appropriately and impact on wellness in the Rural West ecosystem. Perform all corporate functions and assume the duties of the Functional Business Unit (FBU) manager for Orthopedics that includes financial & human resource management, quality assurance, information management and ensuring administrative compliance to Departmental policies. Create a learning environment and ensure clinical teaching and training for staff and students. Ensure that continuous healthcare improvement strategies and plans are implemented towards improving service delivery and health outcomes.

**ENQUIRIES** : Mr S Fourie Tel No: (021) 860-2500 or [Stephanus.Fourie@westerncape.gov.za](mailto:Stephanus.Fourie@westerncape.gov.za)

**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. 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).

**CLOSING DATE** 13 June 2025

**POST 18/230** : **SENIOR REGISTRAR (SUB-SPECIALTY) PAEDIATRIC INFECTIOUS DISEASES**  
(24-Month Contract)

**SALARY** : R1 341 855 per annum, (A portion of the package can be structured according to the individual's personal needs.)

**CENTRE** : Red Cross War Memorial Children's Hospital, University of Cape Town

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Paediatrics or Pathology (Clinical Microbiology or Virology). Registration with the Professions Council: Registration with the HPCSA as a Medical Specialist in Paediatrics or Pathology (Clinical

Microbiology or Virology). Inherent requirement of the job: FCPaed and/MMed (Paed). A valid driver's licence. Competencies (knowledge/skills): Experience in general paediatrics at postgraduate level. Good interpersonal and communication skills Ability to work under pressure and maintain a high standard of professionalism. Ability and willingness to supervise medical students and rotating registrars.

**DUTIES** : Clinical Service Delivery: Infectious Diseases and Immunodeficiency clinical care and procedures in the ambulatory service and in-patient setting. Infectious Diseases telephonic consultation. Paediatric Infectious Diseases outreach together with consultant staff members After hours, calls as for senior registrars in the division of paediatric medicine and responsible to the director of the registrar programme. Teaching: Undergraduate students and junior staff. Case presentations and participation in academic meetings. Research: Involvement with clinical reviews, audits, clinical policies and case reports. The post holder is expected to conduct a research project towards producing a Master's thesis and peer review publications. Learning: Rotation through areas of Red Cross War Memorial Children's Hospital and diagnostic laboratories of the National Health Laboratory Services.

**ENQUIRIES** : Dr Moegamad Salie Tel No: (021) 658-5430 or Email: Moegamad.Salie@westerncape.gov.za  
**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. Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. Appointment as Senior Registrar will be for a maximum contract period of 2 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. Senior 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 Senior 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 Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University 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 with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Medical Specialist in Paediatrics with the relevant council (including individuals who must apply for change in registration status)".

**CLOSING DATE** : 13 June 2025

**POST 18/231** : **SENIOR REGISTRAR (SUB-SPECIALTY) DEVELOPMENTAL PAEDIATRICS**  
 (24-Month Contract)

**SALARY** : R1 341 855 per annum, (A portion of the package can be structured according to the individual's personal needs.)

**CENTRE** : Red Cross War Memorial Children's Hospital, University of Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Paediatrics. Registration with the Health Professions Council: Registration with the HPCSA as a Medical Specialist in Paediatrics. Inherent requirements of the job: FCPaed and MMed (Paed). Must provide after-hours emergency services and participate in commuted overtime at 16 hours per week within the Department of Paediatrics and Child Health Platform. Competencies (knowledge/skills): Experience in and/or demonstrated interest in working with children and their caregivers. Excellent interpersonal and communication skills (both written and oral). Demonstrated understanding of being mindful of cultural differences and adapting communication and administration methods to respect diverse patients. Strong attention to detail and ability to work both independently and collaboratively within a team. Demonstrated commitment to ethical conduct, patient safety, and maintaining confidentiality. Experience in general paediatrics at a post graduate level. Direct experience in working with children living with Autism Spectrum Disorder, Cerebral Palsy and other developmental conditions. Ability and willingness to supervise medical students and rotating registrars.

**DUTIES** : Comprehensive Neurodevelopmental clinical care and service delivery in the Neurodevelopmental service outpatient and inpatient setting under the direction of specialist supervisors. After-hours calls as for senior registrars in the Department of Paediatrics & Child Health (UCT) and responsible to the director of the registrar programme. Administration and

management may be necessary to maintain the efficient running of the ward or service to which currently attached. Supervise, guide and mentor medical students, interns, medical officers, and paediatric registrars. Lead and participate in developmental assessments, diagnosis, coordinate and manage ongoing care. Teach undergraduate medical students and contribute to training programmes. Attend and contribute to high-risk neurodevelopmental follow-up clinic, cerebral palsy, developmental clinic, and other relevant clinical duties. Engage in developmental paediatric research under expert mentorship. The post holder is expected to conduct a research project towards producing a Master's (MPhil) thesis through UCT. Collaborate with a multidisciplinary team to ensure holistic care for children with these conditions. Uphold clinical governance principles, ensuring high-quality, risk mitigated patient care. Successful completion of the Cert Developmental Paeds (SA) which includes all the logbook requirements of the College of Paediatrics. Participating fully in all activities of the division.

<b><u>ENQUIRIES</u></b>	:	Prof K Donald Tel No: (021) 658 5322 or <a href="mailto:kirsty.donald@uct.ac.za">kirsty.donald@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 this post. Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. Appointment as Senior Registrar will be for a maximum contract period of 2 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. Senior 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 Senior 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 Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University 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 with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Medical Specialist in Paediatrics with the relevant council (including individuals who must apply for change in registration status)".
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/232</u></b>	:	<b><u>PRIMARY HEALTH CARE MANAGER</u></b> Overberg District
<b><u>SALARY</u></b>	:	R1 059 105 per annum
<b><u>CENTRE</u></b>	:	Overstrand Sub-district, Hermanus
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent, registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate/recognisable experience in District Health Systems/Management/Services. Appropriate experience in PHC Management. Inherent requirements of the job: Valid (Code B/EB/CI) driver's licence. Willingness to travel within the district. Availability to work after hours, if and when required. Competencies (knowledge/skills): Managerial skills, strategic thinking, interpretation and articulation skills. Sound knowledge of professional ethics. Computer literacy (i.e., MS Word, PowerPoint and Excel). Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressure environment and to work independently and in different clinical settings. Good communication skills. Be able to work independently and in a multi-disciplinary team.
<b><u>DUTIES</u></b>	:	Operational and strategic management of Primary Health Care services for the sub-district. Manage critical support services. Adequate financial planning and control. HR planning and management. Liaison and interaction with micro/specific and macro/general environment. Networking.
<b><u>ENQUIRIES</u></b>	:	Dr F Fourie Tel No: (028) 312-1166
<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. Candidates will be required to undergo a competency assessment.
<b><u>CLOSING DATE</u></b>	:	13 June 2025

<b><u>POST 18/233</u></b>	:	<b><u>REGISTRAR (OBSTETRICS AND GYNAECOLOGY)</u></b> (5 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.
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Commuted overtime is compulsory. Must work after hours and shift work. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office. Experience in essential gynaecological emergency care. Experience in labour ward management, including operative and assisted deliveries.
<b><u>DUTIES</u></b>	:	In and after hour care to women accessing obstetric and gynaecological health services on our service platform. Participation in the academic activities of with Department.
<b><u>ENQUIRIES</u></b>	:	Prof N Mbatani or Dr A Osman Tel No: (021) 404 6020 or email: <a href="mailto:nomonde.mbatani@uct.ac.za">nomonde.mbatani@uct.ac.za</a> / <a href="mailto:ayasha.osman@uct.ac.za">ayasha.osman@uct.ac.za</a> or <a href="mailto:marilyn.kok@uct.ac.za">marilyn.kok@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>	:	Please ensure that you attach an updated CV. 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 Plein 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). 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 a Registrar will be for a maximum contract period of 5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrar ship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. 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.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/234</u></b>	:	<b><u>REGISTRAR (SURGERY-GENERAL)</u></b> (5 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.
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Valid (Code B/EB) driver's license. Commuted overtime is compulsory. Certificate of ATLS and completion of Basic Surgical Skills Course. FCS (SA) part 1A. Emergency and after hour call cover. Competencies (knowledge/skills): Knowledge, expertise and experience with regards to providing medical services in General Surgery. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Previous research experience. Post community service experience in General Surgery.
<b><u>DUTIES</u></b>	:	Leadership. Innovation and Research. Teaching. Clinical Service: Operative. Clinical Service: Patient care. Clinical Governance.
<b><u>ENQUIRIES</u></b>	:	Prof L Cairncross Tel No: (021) 406 6229 or <a href="mailto:melissa.mohamed@uct.ac.za">melissa.mohamed@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>	:	Please ensure that you attach an updated CV. 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 Plein District Hospital, Victoria Hospital and George Provincial Hospital. 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. 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 a Registrar will be for a maximum contract period of 5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrar ship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. 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>	:	13 June 2025
<b><u>POST 18/235</u></b>	:	<b><u>MEDICAL OFFICER: GRADE 1 TO 3 (OBSTETRICS &amp; GYNAECOLOGY)</u></b> (3 Year Contract)
<b><u>SALARY</u></b>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum A portion of the package can be structured according to the individual's personal needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: <b>Grade 1:</b> None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills): Experience in labour ward management, including operative and assisted deliveries. Experience in essential gynaecological emergency care. Ability to communicate effectively (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms Computer literacy in MS Office. Completion of community service.
<b><u>DUTIES</u></b>	:	In and after hour care to women accessing obstetric and gynaecological health services on our service platform Participation in the academic activities of our department.
<b><u>ENQUIRIES</u></b>	:	Dr A Osman Tel No: (021) 404 6020 or email: <a href="mailto:ayesha.osman@uct.ac.za">ayesha.osman@uct.ac.za</a> or <a href="mailto:marilyn.koks@uct.ac.za">marilyn.koks@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>	:	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 Plein District Hospital, Victoria Hospital and George Provincial Hospital. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted



on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration 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>	:	13 June 2025
<b><u>POST 18/236</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 TO 3</u></b> Cape Winelands District
<b><u>SALARY</u></b>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum A portion of the package can be structured according to the individual's personal needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Witzenberg Sub-District Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: <b>Grade 1:</b> None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid Code (B/EB) driver's licence and willingness to work after hours. Competencies (knowledge/skills): Ability to communicate (verbal and written). Good management, supervisory and decision-making skills. Knowledge and insight of legislation and policies, relevant to current medical practice within the Public Service, experience in working in a district level hospital and Primary Health Care (PHC) setting.
<b><u>DUTIES</u></b>	:	Provide quality outpatient care to patients in Witzenberg Sub-district Primary Healthcare facilities. Provide an Outreach and Support service to PHC facilities in the Witzenberg Sub-district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Witzenberg Sub-district facilities as required. Acute care and emergencies, including theatre work.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr. J Fouche Tel No: (023) 316-9600 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 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 Witzenberg Sub-district for a period of 3 months from the date of advert."
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/237</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 REQUIREMENTS</u></b>	:	Malmesbury CDC, Swartland Sub-District Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a Professional Council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist, and proof of current registration. Experience: <b>Grade 1:</b> None after registration as Pharmacist with SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist with 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. <b>Grade 2:</b> A minimum of 5 years' appropriate experience after registration as

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. **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. Inherent requirement of the job: Willingness to work as a Pharmacist within a multi-disciplinary team at Malmesbury CDC and within the Swartland Sub-District. Computer literacy (MS Word, Excel and Outlook). Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good knowledge of institutional pharmacy practices and procedures, including cold chain practices, Good numeric skills/computer literate. Knowledge of Drug Supply Management Principles. Sound knowledge of the EML. JAC/Well Sky dispensing system knowledge. Meticulous and attention to detail. Good communication skills. Strategic Planner and organize tasks. Financial Management. Good People Management and interpersonal skills, team orientated. Service Delivery Innovation. Client orientated and Customer focused. Problem solving and analysis. Mentoring and Tutoring skills. Ability to write SOPs.

**DUTIES** : Drug Supply management within the Swartland Sub-District. Quality Assurance and Governance of Dispensing. Improved access to medication, including CDU and DMOC. Finance and Supply Chain Management. People Management (in capacity of Delegated Supervisory Pharmacist). Quality Assurance pertaining to Ideal Clinic and National Audits, Data collection and reporting.

**ENQUIRIES** : Mr V Fouche Tel No: (022) 487-9200/Ms T Midgley Tel No: (022) 486-8019  
**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. 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)".

**CLOSING DATE** : 13 June 2025

**POST 18/238** : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)**  
Overberg District

**SALARY** : R755 355 per annum  
**CENTRE** : Bredasdorp CDC, Stationed at Cape Agulhas Sub-District Office  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic qualification with duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care, accredited with the SANC (R48). Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification, Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid code B/EB/C1 driver's license. Competencies (knowledge/ skills): Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Computer literacy (MS Word and Excel).

**DUTIES** : Commissioning and Overall management of the Clinical, HRM, Supply Chain Management and financial management of Cape Agulhas Sub-District. Manage the implementation of the COPC approach and support the external and internal interface, with all the appropriate Health Programme. Support the Health establishment staff to meet the Ideal Clinic Realisation and Maintenance (ICRM) status of all the allocated facilities in Cape Agulhas Sub District. Responsible for the co-ordination, supervision and control of nursing services. Ensure the implementation of quality assurance programmes with set standards for safe patient care. Information and data management.

**ENQUIRIES** : Ms G Van der Westhuizen Tel No: (028) 514-8400  
**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. Candidates will be required to undergo a competency assessment.

**CLOSING DATE** : 13 June 2025

**POST 18/239** : **ASSISTANT MANAGER: NURSING (AREA)**  
Cape Winelands District

**SALARY** : R693 096 per annum

<b><u>CENTRE</u></b>	:	Cape Winelands TB 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 Professional Nurse. Registration with a Professional Council: Current 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 (Code B/EB) driver's licence. Ability to perform compulsory stand-by duty. Willingness to work overtime and assist with shifts when operationally required. Competencies (knowledge/skills): Computer literacy (MS Word and Excel) and report writing skills. Excellent communication skills (verbal and written). Knowledge of legislation relative to the Health Care Service and policies of the Department of Health. Ability to manage own work, and that of the units which report to the post, and to ensure appropriate interventions to enhance the nursing service at the institution.
<b><u>DUTIES</u></b>	:	Ensure the delivery of high-quality patient care through the implementation of different health programs. Participation in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Involvement in training programs in conjunction with Human Resources Department for skills development. Collect, validate and interpret statistical data. Manage Financial and Human resources in relevant nursing departments. Co-ordinate and monitor critical hospital support function after hours in collaboration with relevant role players and relieve Head of Nursing.
<b><u>ENQUIRIES</u></b>	:	Ms. R Van Rooyen Tel No: (023) 348-1309
<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 test and a competency test will form part of the selection process. The pool of applicants will be considered for similar vacant posts within Brewelskloof Hospital for a period of 3 months from date of advert
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/240</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (SPECIALTY AREA: NEONATOLOGY)</u></b>
<b><u>SALARY</u></b>	:	R693 096 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<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. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse and Midwife with the SANC in General Nursing. At least 5 years of the period above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.
<b><u>DUTIES</u></b>	:	The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialized Nursing service as an Operational Manager in a Neonatology area. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the nursing service and the institution. To maintain ethical standards and promote professional growth and self-development.
<b><u>ENQUIRIES</u></b>	:	Ms F Baartman Tel No: (021) 938-4055
<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.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/241</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (CLINICAL NURSE TRAINING)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R549 192 per annum
<b><u>CENTRE</u></b>	:	Metro TB Hospital Complex
<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. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain

registration with the SANC). Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: A valid driver's licence. Willingness to do after hour call duties based on operational requirements. Willingness to travel and work between Brooklyn Chest Hospital and DP Marais Hospital. Competencies (knowledge/ skills): Good interpersonal and leadership skills. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impact on service delivery. Ensure clinical practice by the nursing team (unit) in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Computer literacy in MS Office.

- DUTIES** : Coordinate and facilitate the development and the implementation of orientation/ induction programme in clinical areas. Coordinate and facilitate the development of learning opportunities for all nursing personnel Manage and administer the implementation of the informal nurse training programs and assist with formal clinical training programs Manage the clinical accompaniment/ mentorship programme. Effective Management and utilization of human resources.
- 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** : 13 June 2025

**POST 18/242** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC) (X2 POSTS)**  
Cape Winelands Heath District

**SALARY** : Grade 1: R476 367 per annum  
Grade 2: R583 989 per annum

**CENTRE** : Saron Clinic (X1 Post)  
Gouda Clinic (X1 Post)

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirement of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the implementation of protocols, guidelines and standards.

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

**ENQUIRIES** : Ms. EJ Williams Tel No: (021) 862 -4520

**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. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for similar vacant posts within Drakenstein Sub-district for a period of 3 months from date of advert.

**CLOSING DATE** : 13 June 2025

<b><u>POST 18/243</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	Grade 1: R476 367 (PN-B1) per annum Grade 2: R583 989 (PN-B2) per annum
<b><u>CENTRE</u></b>	:	George Regional Hospital
<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 Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least one year in Medical and Surgical Nursing Science: Operating theatre technique, which allows registration with SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of current annual registration with SANC. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as a 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 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 Operating Theatre after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Operating Theatre.
<b><u>DUTIES</u></b>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the Operating Theatre. Render and supervise specialized clinical nursing care and support clinical staff with surgical and medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.
<b><u>ENQUIRIES</u></b>	:	Ms LK De Goede Tel No: (044) 802-4352
<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 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 Nursing. The pool of applicants will be considered for similar posts within George Regional Hospital for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/244</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<b><u>CENTRE</u></b>	:	Kwanokuthula CDC, Knysna/Bitou 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 and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Registration with the SANC as a professional Nurse and Midwife Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/ recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid (Code B/EB) driver's licence and willingness to travel. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Willingness to drive a mobile clinic vehicle. Competencies (knowledge/ skills): NIMART training or experience. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e., MS Word, Excel, Outlook).
<b><u>DUTIES</u></b>	:	Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human Resources, Finance, SCM, Strategy and Health support and Infrastructure and equipment management under supervision.

<b><u>ENQUIRIES</u></b>	:	Ms JA Stander Tel No: (044) 302 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. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from the date of advert. Candidates will be subjected to a practical/ oral assessment
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/245</u></b>	:	<b><u>ASSISTANT DIRECTOR: HEALTH SUPPORT (INSPECTORATE)</u></b> Directorate: Assurance
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 3-year clinical qualification (degree/diploma) or equivalent that is registrable with the South African Nursing Council (SANC) and/or Health Professions Council of South Africa (HPCSA). Experience: Appropriate experience in clinical practice plus appropriate experience specifically in a mental healthcare environment. Appropriate experience in health services management will be an added advantage. Inherent requirement of the job: A valid unendorsed (Code B/EB) driver's licence. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Knowledge of and insight into Private Health Establishment Regulations, Ambulance Service Regulations, Mental Health Care legislation, as amended and applicable legislation. An understanding of clinical activities, needs, norms and standards across all types of health services. Leadership qualities with excellent people, technical, conceptual and decision-making skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental institutions. Working knowledge of legislation and guidelines relevant to health care, infrastructure and infrastructure design i.e. PN 187, PN 180, NCS, IUSS, OHSC. Demonstrable computer literacy (Microsoft Word, Excel, PowerPoint, Outlook etc.), excellent report writing and presentation skills. Ability to think critically and analytically, function independently and within a team context, possess strong leadership qualities as well as being confident, self-motivated and shows initiative. Sound interpersonal, supervisory, communication and conflict management skills. Knowledge of budgeting processes, financial management, the levying and collection of fees in terms of applicable legislation.
<b><u>DUTIES</u></b>	:	Conduct health facility inspections and formulate resultant decisions in line with Western Cape (Municipal, Provincial – PN187 as amended, PN 180) and National legislation. Effective and efficient communication with all stakeholders and advise health facility management on technical, clinical and operational aspects relating to corrective steps where facilities do not conform to governing legislation. Review building plans (facility layouts and design in terms of current clinical best practice and legislation). Offer support to the licensing process of Health Establishments in the Province, under the direction of the Deputy Director: Licensing and Inspectorate. Supervise support staff and assist with the management duties of the division. Knowledge of budgeting processes, financial management, the levying and collection of fees in terms of applicable legislation.
<b><u>ENQUIRIES</u></b>	:	Ms K Jacobs Tel No: (021) 483 3303
<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>	:	13 June 2025
<b><u>POST 18/246</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE</u></b> Cape Winelands District
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Cape Winelands District Office
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate relevant experience in Finance. Proven Supervisory experience. Inherent requirements of the job: Valid (Code B/EB) drivers' licence. Willingness to travel. Competencies (knowledge/skills): Extensive knowledge in financial administration. Supervisory experience in Management of budget, transfer payment process (Equitable and conditional Grant), Expenditure, revenue, losses and debts management. Knowledge of Public finance management act, DORA, National treasury regulations, MTEF, Adjustment budget procedures, Provincial treasury instruction, financial delegations and finance Instructions. Experience in monthly and financial year end reporting procedures. Extensive knowledge of standards charts of accounts (SCOA). Practical experience of LOGIS, PERSAL and BAS. Communication skill

		written and verbal well – verbal exchange of information requiring difficult explaining as well as tact and diplomacy. Good management and supervisory skills. Ability to work independently and as part of a team. Computer skill (Power Point, Advance Excel, Word)
<b><u>DUTIES</u></b>	:	Ensure Strategic leadership in overall financial management for Cape winelands and build relationship within internal and external stakeholders with various ecosystem. Ensuring Budget allocation, planning, monitoring of (Equitable Share and Conditional Grants). Ensure effective management of Expenditure, revenue, debts, assets, and liability accounts. Administering the contracting process in accordance with departmental standard operating procedure, signing of SLA and monitoring NPO financial performance. Review and submit to Head Office monthly, quarterly finance reporting and IFS/AFS inputs to ensure accuracy and completeness. Act as Audit liaison official between the district and external auditors. Facilitated the written-off processes on irrecoverable debts, losses and maintain relevant registers for reporting unauthorized, irregular fruitless and wasteful expenditure. Management of staff including staff performance, R&S process, training and general support of staff. Provide guidance and training to Sub- district Finance officials.
<b><u>ENQUIRIES</u></b>	:	Mr TI Sebezela Tel No: (023) 348-8017
<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 and competency assessment as part of the interview process. The pool of applicants will be considered for similar vacant posts within Cape Winelands District Office for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/247</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	New Somerset Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Patient Administration, Information Management and Hospital Information Systems. Appropriate experience in the supervision and management of staff. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Must be willing and able to perform standby duties. Competencies (knowledge/skills): In depth Knowledge of Data and Information Management linked to the various Hospital Information Systems used. Computer literacy in MS Package. Practical workable knowledge of Clinicom, HealthBI, Sinjani, National and Provincial Indicators and related Hospital Information Systems. Excellent interpersonal and communication skills with a strong sense of responsibility. Excellent Leadership skills and the ability to manage and coordinate a large component. The ability to interpret and analyse management reports as well as excellent report writing skills.
<b><u>DUTIES</u></b>	:	Preparation and implementation of Information Systems at the Hospital. Ensuring effective Information Management and Support to all role players within the Hospital to ensure efficient and effective management of Hospital Performance Data. Providing technical support in terms of hardware and related systems to end-users, including training of users on Clinicom and various related Health Information Systems. Ensuring the Hospital Operational needs are met in terms of IT related Systems, Hardware and Network Infrastructure. Ensuring quality data is provided to Hospital Management and FBU Heads within the Hospital. Maintain compliance with all aspects of Information Management and ensure reporting deadlines are met. Coordinate and provide input regarding various internal and external audit activities for the Hospital. Management of staff within the Information Management component.
<b><u>ENQUIRIES</u></b>	:	Mr R Cajada Tel No: (021) 402-6594
<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. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/248</u></b>	:	<b><u>MEDICAL ORTHOTIST PROSTHETIST GRADE 1 TO 3 (ORTHOTIC AND PROSTHETIC CENTRE, PINELANDS)</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>	:	Western Cape Rehabilitation Centre
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with HPCSA as a Medical Orthotist and Prosthetist. Registration with a Professional Council: Registration with the HPCSA as Medical Orthotist and Prosthetist. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Orthotist Prosthetist. One-year relevant experience

after registration with the HPCSA as a Medical Orthotist Prosthetist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA as a Medical Orthotist Prosthetist. Minimum of 11-year relevant experience after registration with the HPCSA as a Medical Orthotist Prosthetist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA as a Medical Orthotist Prosthetist. Minimum of 21-year relevant experience after registration with the HPCSA as a Medical Orthotist Prosthetist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid driver's licence. Willingness to travel for outreach clinics and work overtime if necessary. Competencies (knowledge/skills): Technical Skills: Proficiency in designing and fabricating orthotic and prosthetic devices. Anatomical Knowledge: Understanding of human anatomy and biomechanics. Interpersonal Skills: Ability to communicate effectively with patients and healthcare professionals. Problem-Solving: Skill in diagnosing issues with devices and making necessary adjustments. Manual Dexterity: Precision and skill in handling tools and materials for creating custom devices. Computer literacy skills with competency in MS Office package (MS word, PowerPoint etc.) other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

**DUTIES** : Patient Assessment: Evaluate patients' needs by examining medical histories, physical conditions, and understanding their requirements for orthotic or prosthetic devices. Design and Fabrication: Design and create custom orthotic and prosthetic devices, ensuring they meet the specific needs and measurements of each patient. Fitting and Adjustment: Fit and adjust the devices to ensure proper function, comfort, and alignment. This involves multiple fittings and modifications. Patient Education: Educate patients on the use, care, and maintenance of their orthotic or prosthetic devices. Follow-Up Care: Provide ongoing support and adjustments to devices as necessary, ensuring optimal long-term use and patient satisfaction. Collaboration: Work with other healthcare professionals, such as doctors and physical therapists, to develop comprehensive treatment plans for patients. Provide and supervise the training of students MOPs and In-service trainees. Comprehensive clinical governance and Clinical Practice review, including the implementation of clinical protocols, guidelines, and SOPs. Participate in MOP Centre meetings and perform duties delegated by the CMOP including acting position as CMOP. Maintenance, Admin and Development: Machinery, tools and equipment in good working condition. Correct material and Stats.

**ENQUIRIES** : Mrs M Brink Tel No: (021) 531-5300  
**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. Shortlisted candidates will be subjected to a practical/written and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. Candidates will be subjected to a practical/written and oral assessment. The pool of applicants will be considered for

**CLOSING DATE** : 13 June 2025

**POST 18/249** : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**  
 Garden Route District

**SALARY** : R397 116 per annum  
**CENTRE** : Harry Comay Hospital, George Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma /Degree in Human Resource related field. Experience: Appropriate experience in Human Resources (i.e. Salary Administration, Service Conditions, Personnel Management, PERSAL and Recruitment and Selection, Labour relations and Training. Appropriate supervisory experience. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Power Point, Teams and Outlook). Ability to function as a team player, with or without supervision. 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. Appropriate PERSAL knowledge.

**DUTIES** : Monitoring control measures for all allowances. Ensure Audit Compliance (CMI and HRAAP). Appropriate utilization of overtime budget. Management of service benefits. Ensure efficient personnel administration and leave management. Effective Management of incapacity, Pilir applications and WCA. Ensure pension administration. Effective management of paysheets and Commuted overtime. Provide training, support and guidance to staff and line managers within the scope of profile. Effective management and development of subordinates. Facilitate sub-district Training Committee meetings, assist with compiling of WSP and report training stats to District Office. Compile Misconduct and Grievance register. Administer the recruitment and selection. Oversee and administer performance management process.

**ENQUIRIES** : Mr E Thom Tel No: (044) 814-1099



<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 could be subjected to a practical test.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/250</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>	:	Heldeberg Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Diagnostic Radiographer. Registration with a Professional Council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: <b>Grade 1:</b> None after registration with the HPCSA in Radiography Diagnostic in respect of South African qualified employees. 1 Year relevant experience after registration with the HPCSA in Radiography in Diagnostic 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 the HPCSA in Radiography Diagnostic in respect of South African qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA in Radiography in Diagnostic in respect of foreign qualified employees of whom it is not required to perform Community Services as required in South Africa. <b>Grade 3:</b> Minimum of 20 years relevant experience after registration with the HPCSA in Radiography Diagnostic in respect of South African qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in Radiography in Diagnostic 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 as required, as well as to participate in a 24- hour service delivery while being on call and travel to outreach facility if necessary. Valid (Code B/EB) driver's licence. Physically able to perform the duties required. Competencies (knowledge/skills): Knowledge of protocols, radio protection, quality assurance and equipment safety. Knowledge of PACS (Picture Archiving and Communication System) and Radiology Information Systems. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Basic computer and administration skills.
<b><u>DUTIES</u></b>	:	Responsible for the smooth running of the diagnostic imaging department, including providing professional service to patients. General care, radiation protection and safety of patients. Responsibility for radiographic and Computed Radiography (CR) processing equipment. Complete CLINICOM, Stats and all PACS and RIS activities. Optimal use, care, and quality assurance of equipment are interconnected practices that collectively ensure equipment performance, safety, and longevity. Assist with the training of new radiographers, community service radiographers and students, as well as to participate in self-development learning programs. Support services to Manager and multidisciplinary team.
<b><u>ENQUIRIES</u></b>	:	Ms K Fatyela Tel No: (021) 850-4700
<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 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 other vacant Radiographer (Diagnostic) 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>	:	13 June 2025
<b><u>POST 18/251</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: HUMAN RECOURSE MANAGEMENT (RECRUITMENT AND SELECTION)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management: Recruitment and Selection. Competencies (knowledge/skills): Excellent verbal and written communication. Ability to work in a team. Computer skills. Extensive knowledge of HR policies, practices relevant to Recruitment and Selection.
<b><u>DUTIES</u></b>	:	Supervise and develop subordinates. Compile, maintain and update databases and provide stats. Assist with grievances/disputes linked to recruitment and selection. Ensure accurate paid

		and unpaid employment contract are timeously issued. Render a recruitment and selection function.
<b><u>ENQUIRIES</u></b>	:	Ms B Alexander Tel No: (021) 404 2271
<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. Candidates will be subjected to a competency test.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/252</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: FINANCE/ADMIN (REVENUE AND ADMISSIONS)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Oudtshoorn Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate practical experience in a Hospital Fees and/or Patient Administration related environment. Appropriate knowledge of Medical Records and Case management. Inherent requirements of the job: Valid driver's license and willingness to travel. Willingness to work after hours when required. Competencies (knowledge/skills): Ability to meet and to recognize and respond to problematic matters. Good system management skills (Clinicom, AR, BAS and JAC). Advanced computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook). Good supervisory skills.
<b><u>DUTIES</u></b>	:	Supervise the Hospital Fees, Patient Administration and Medical Records Division, Release of Journals on BAS, Deposit Day Ends, and Deposit Confirmation of Monies Banked, Clinicom transactions and Accounts Receivable transactions. Submit Monthly Reports to District Office and Head Office on Hospital Fees/Revenue related transactions with regard to- In Year Monitoring, Revenue Action Plan, Billing and BAS Recon. Effectively Generate income, the management thereof and regular follow-ups. Manage and Reporting on the Institutions Revenue Collection / Budget. Render administrative Support to the Case Manager.
<b><u>ENQUIRIES</u></b>	:	Ms C Roman Tel No: (044) 203 - 7265
<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. Short-listed candidates will be subjected to a competency test.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/253</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u></b> Cape Winelands District
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Ceres Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification. Senior Certificate (or equivalent). Experience: Appropriate support services administration and contract management experience. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office Excel, Word, and Outlook). Excellent organisational skills, the ability to function independently as well as in a multi-disciplinary team. Knowledge of contract management. Knowledge of waste management and government transport. Knowledge of telecommunication, porter, and laundry services.
<b><u>DUTIES</u></b>	:	Responsible for support services including government transport, laundry services, porter services, mortuary service, telecommunication, hospital accommodation facilities and grounds. Responsible for contract management relating to outsourced service providers i.e., security service, waste management, laundry service, pest control and garden service. Responsible for supervision of staff including staff performance and disciplinary matters. Training and development of staff.
<b><u>ENQUIRIES</u></b>	:	Mr WJ Owen Tel No: (023) 316-9601
<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 required to do a practical test. The pool of applicants will be considered for similar vacant posts within Witzenberg Sub District for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/254</u></b>	:	<b><u>STATE ACCOUNTANT</u></b> Directorate: Management Accounting
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with

experience/competencies that focuses on the Key Performance Areas (KRAs) of the post. Experience: Appropriate experience in a Hospital patient fees or a health-related claims environment. Appropriate experience with raising of invoices; submitting claims to medical aid schemes. Appropriate experience in a HIS (Clinicom/Accounts Receivable System/Cognis Viewer/BAS. Inherent requirements of the job: A valid (Code B/EB) drivers' licence. Willingness to travel and spend periods away from the office. Competencies (Working knowledge/skills): Knowledge of In-Hospital Patient fees or in a health-related claims environment, medical aid/scheme claims, HIS (Health Information system)/Accounts Receivable System. Knowledge of the Hospital Fees policies and procedures. Knowledge of UPFS tariff structures. Ability to perform Medical Aid/EDI (Electronic Data Interchange) related transactions in the billing systems. Ability to perform billing related transactions for State Departments i.e. RAF (Road Accident Fund), SANDF (South African National Defence Force), SAPS (South African Police Services), DCS (Department of Correctional Services) and COID (Compensation for Injury on Duty). Computer literacy in Microsoft Office applications (Word, and Excel).

**DUTIES** : Oversee and manage the end-to-end Primary Healthcare (PHC) billing process. Ensure accurate data management, invoice generation, quality control, and timely submission of invoices to medical aid schemes. Perform eligibility checks and resolve billing discrepancies while ensuring compliance with medical aid requirements. Ensure complete and correctly raised invoices for PHC/RAF/IOD funded patients. Monitor, review and authorise the submission of funded patients' accounts on the billing system. Review and authorise the reconciling of monies received (Medical Aid/RAF/COID) between AR and BAS. Manage the outstanding debt and action medical aid rejections according to policy. Manage all available system and 3rd party reports to ensure policy compliance-make data accessible in a simplified way for specific target groups and stakeholders. Extract and manage all relevant billing system reports by investigating and fixing errors. Supervision of staff in line with HR policies/Staff Development/People Management Administration/ Maintain Staff Discipline.

**ENQUIRIES** : Mr E Abrahams Tel No: (021) 483 6424 or call on MS Teams  
**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** : 13 June 2025

**POST 18/255** : **PROFESSIONAL NURSE GRADE 1 TO 3: GENERAL (NURSE RELIEF TEAM) (X5 POSTS)**  
 Chief Directorate: Metro Health Services  
 (Contract Posts Until 31 January 2026)

**SALARY** : Grade 1: R324 384 per annum  
 Grade 2: R396 132 per annum  
 Grade 3: R476 367 per annum  
 Annual salary plus 37% in lieu of service benefits.

**CENTRE** : Lentegour Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Psychiatry. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: **Grade1**: None **Grade2**: A minimum of 10 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 3**: A minimum of 20 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends and public holidays. Competencies (knowledge/skills): Knowledge and understanding of nursing care processes, procedures, statuses, and other relevant legal and ethical practices. Computer literacy in MS Office package. Good Communication Skills. Report Writing. Appropriate experience working with Mental Health Care users in a Psychiatric ward.

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

**ENQUIRIES** : Ms KP Tukutezi Tel No: (021) 370 1274  
**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. Candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

**CLOSING DATE** : 13 June 2025

<b><u>POST 18/256</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X2 POSTS)</u></b> Chief Directorate: Metro Health Services
<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>	:	Fisantekraal CDC and Scottsdene CDC
<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. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A Minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> A Minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after hours. Willingness to rotate within the Northern/Tygerberg Sub-Structure. Competencies (knowledge/skills): Knowledge of grievance procedure and disciplinary legislation. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.
<b><u>DUTIES</u></b>	:	Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.
<b><u>ENQUIRIES</u></b>	:	Ms. N Ntlabathi-Forosi Tel No: (021) 826 2202 (Fisantekraal CDC) Ms. A Mullins Tel No: (021) 810 8121 (Scottsdene 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>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a 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. Candidates will be subjected to a practical/oral assessment.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/257</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u></b> Garden Route 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>	:	Riversdale Hospital, Hessequa 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 and midwife. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: <b>Grade 1:</b> None after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a 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: Willingness to rotate to other departments. Willing to work shifts, including weekends, public holidays and night duty. Competencies (knowledge/skills): Basic computer skill in Ms Word. The ability to function independently under pressure. Knowledge of Nursing Practices, Infection Prevention Control, control measures and practices. Excellent communication skills (both written and verbal).
<b><u>DUTIES</u></b>	:	Provide direction and supervision for the implementation of quality patient care. Practice nursing and health care in accordance with the laws and regulations governing the nursing profession (nursing legislation and ethics). Maintain constructive working relationships with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self - development.
<b><u>ENQUIRIES</u></b>	:	Ms T Oerson Tel No: (028) 713 - 8686
<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. 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 Garden Route District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/258</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u></b> Garden Route 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>	:	Knysna/Bitou Sub District (Stationed at Knysna Hospital)
<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. Registration with a Professional Council: Registration with the SANC as a professional Nurse and Midwife. Experience: <b>Grade 1:</b> None after registration as Professional Nurse with SANC in General Nursing. <b>Grade 2:</b> A minimum of 10 years' appropriate / recognizable experience after registration as a Professional Nurse with SANC in General Nursing. <b>Grade 3:</b> A minimum of 20 years' appropriate / recognizable experience after registration as a Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Willingness to rotate to other departments. Willing to work shifts, including weekends, public holidays and night duty. Competencies (knowledge/ skills): Basic computer skill in Ms Word. The ability to function independently under pressure. Knowledge of Nursing Practices, Infection Prevention Control, control measures and practices. Excellent communication skills (both written and verbal).
<b><u>DUTIES</u></b>	:	Provide direction and supervision for the implementation of quality patient care. Practice nursing and health care in accordance with the laws and regulations governing the nursing profession (nursing legislation and ethics). Maintain constructive working relationships with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self - development.
<b><u>ENQUIRIES</u></b>	:	Ms CG Wagener Tel No: (044) 302 - 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. 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 Knysna/Bitou Sub District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/259</u></b>	:	<b><u>PARAMEDIC GRADE 1 TO 4 (X7 POSTS)</u></b> Chief Directorate: Emergency and Clinical Support Services
<b><u>SALARY</u></b>	:	Grade 1: R321 372 per annum Grade 2: R379 308 per annum Grade 3: R570 267 per annum Grade 4: R570 267 per annum
<b><u>CENTRE</u></b>	:	Western, Eastern, Southern and Northern Division, Riversdale, Vredenburg and Worcester EMS
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: <b>Grade 1:</b> Successful completion of the Critical Care Assistant (CCA) programmes that allows registration with the Health Professions Council of South Africa (HPCSA) as Paramedic. <b>Grade 2:</b> Successful completion of the Critical Care Assistant programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic. <b>Grade 3:</b> Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. <b>Grade 4:</b> Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner.

Registration with a Professional Council: Grade 1: Registration with the HPCSA as Paramedic (CCA). Grade 2: Registration with the HPCSA as Paramedic with CCA or National Diploma. Grade 3: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Grade 4: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Experience: Grade 1: None after registration with the HPCSA as Paramedic (CCA). Grade 2: 7 years after registration with the HPCSA as Paramedic (CCA). None after registration with the HPCSA as Paramedic with National Diploma. Grade 3: Registered Paramedic (CCA) - 14 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 7 years after registration with the HPCSA as a Paramedic. Registered ECP- None Grade 4: Registered Paramedic (CCA) - 24 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 17 years after registration with the HPCSA as Paramedic. Registered ECP's -10 years after registration with the HPCSA as an ECP. Inherent requirements of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills)

**DUTIES** : Provide quality and efficient roadside to bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of Emergency Vehicles and Equipment. Provide effective support to the supervisor and participate in own wellbeing. Ensure effective communication with regards to patients, colleagues, other services and members of the Public.

**ENQUIRIES** : Mr L Nankoo (Operational Manager - Rural) Tel No: (044) 802 2500/21. Ms S Hartley (Operational Manager – Metropole) Tel No: (021) 932 1966

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

**CLOSING DATE** : 13 June 2025

**POST 18/260** : **PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3 (X3 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R264 750 per annum  
Grade 2: R306 411 per annum  
Grade 3: R330 540 per annum

**CENTRE** : Chronic Disease Management (X2 Posts)  
Roving Western Clinics (X1 Post)  
Southern/Wester Sub-structure Office

**REQUIREMENTS** : Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic). Registration with a Professional Council: Registration with the SAPC as a Pharmacist's Assistant (Post-Basic). Experience: **Grade 1:** None after registration with the SAPC as Pharmacist's Assistant (Post-Basic). **Grade 2:** A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to perform regular after-hours duties. Willingness to travel between PHC facilities in the SWS. Competencies (knowledge/skills): Good computer literacy. Good Interpersonal and communication skills. Ability to work as part of a team or independently. Ability to work under pressure.

**DUTIES** : Perform the following services or acts under the direct personal supervision of a pharmacist Assist with reading and preparation of a prescription, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container following the interpretation and evaluation of the prescription by a pharmacist. Assist with the provision of instructions regarding the correct use of medicine supplied and information to individuals to promote health. Assist with the distribution, control of and ordering of medicine and scheduled substances. Assist with the compounding or manufacturing of a non-sterile or sterile medicine or scheduled substance according to a formula and standard operating procedures approved. Assist with general housekeeping and administrative tasks. Support facilities with managing and expanding chronic medicine access through all differentiated models of care e.g. home deliveries of chronic medicine.

**ENQUIRIES** : Ms E Osmond Tel No: (021) 202-0981

<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. Candidates registered in the category "Community Pharmacy" may also apply but must be willing to obtain registration in the category "Institutional Pharmacy" within 12 months and must work under direct supervision of a pharmacist during this period. Failure to comply will lead to the termination of services in the case of those appointed from outside the public service. In the case of serving employees, the employee will return to his/her previous post. 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. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/261</u></b>	:	<b><u>ADMINISTRATION CLERK: ADMISSIONS (MEDICAL RECORDS)</u></b> Rural Health Services
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Paarl Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate practical experience in a Hospital Patient Administration and Revenue related environment. Experience: Appropriate practical experience in a Hospital Patient Administration and Revenue related environment. Inherent requirements of the job: Excellent, written and verbal communication skills and ability to maintain confidentiality. Prepared to work 12-hour shifts which include night duty, weekends and public holidays. This includes rotational basis within the patient administration department (Specialist admissions, Casualty admissions and medical records). Competencies (knowledge/skills): Good system management skills (Clinicom, AR and HECTIS), Advance computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook). Knowledge and experience in Clinicom, Accounts receivable Systems and Hospital and Emergency Centre Tracking Information System, UPFS manual, Hospital memorandum 18 and PFMA (Public Management Act). Knowledge of National/Provincial archiving Act, Protection of Personal Information Act (POPIA) and Financial Instructions. Knowledge of Batho Pele principals and Public Service Code of Conduct. Competency and experience that focuses on key performance areas of the post.
<b><u>DUTIES</u></b>	:	Accurate debtor assessment and medical aid eligibility of patients. Opening and retrieving of patient folder and patients search and registration. Effective revenue collection and safekeeping of patient valuables. Effective registry, daily drawing and filing of folders, maintenance and control of folder movement and follow-up of unknown patients. Archiving and disposal of folders/documents according to regulations and policies.
<b><u>ENQUIRIES</u></b>	:	Ms D Kannemeyer Tel No: (021) 860 2590 / <a href="mailto:Doneethe.Kannemeyer@westerncape.gov.za">Doneethe.Kannemeyer@westerncape.gov.za</a>
<b><u>APPLICATION</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. Candidates may be subjected to a practical test.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/262</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPORT (WARDS)</u></b> West Coast District
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Swartland Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in administration. Inherent requirements of the job: Willingness to work overtime and provide relief in other departments as operationally required. Competencies (knowledge/skills): Knowledge of revenue generation audit compliance, handling of revenue, receipt value books and safe. Computer literacy (MS Excel and Word). Good communication skills (written and verbal).
<b><u>DUTIES</u></b>	:	Renders clerical patient support, admissions, discharges, and transfers on Hospital system. Render clerical support by ordering of resources and stock, assist with stocktaking. Support of supervisor and colleagues. Support to Head of Nursing with regards to staff administration.
<b><u>ENQUIRIES</u></b>	:	Ms PE Robyn Tel No: (022) 487 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>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to practical test.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/263</u></b>	:	<b><u>ADMINISTRATION CLERK: WARDS</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Paarl Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification. Grade 12/Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a hospital environment with appropriate experience in

		Clinicom and Logis. Inherent requirements of the job: Required to work in health environment where infectious diseases are treated. Required to work shifts on day/night duty, weekends and public holidays. Required to work overtime on short notice. Must be willing to rotate in different departments within the Nursing Component and/or relief colleagues. Competencies (knowledge/skills): Good interpersonal and communication skills. Good verbal and writing skills. Be able to work accurately and under pressure. Computer literacy in MS Office Suite (Word, Excel, PowerPoint, Outlook Access).
<b><u>DUTIES</u></b>	:	Professional, confidential, effective and efficient patient administration. Contribute to effective patient admission system and register patients by performing Clinicom, revenue generation, bed management and booking of patient transport functions. Ensure that all UPFS functions are performed. Management and administration of equipment by ordering, monitor and control of consumables and equipment, manually as well as electronic processing on LOGIS Professional and loyal conduct. Provide general administrative support to line managers and Nurse Management. Relief of colleagues. Knowledge on Information management.
<b><u>ENQUIRIES</u></b>	:	Ms AL Solomons Tel No: (021) 860-2504 or <a href="mailto:anthea.solomons@westerncape.gov.za">anthea.solomons@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.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/264</u></b>	:	<b><u>ADMINISTRATION CLERK: ADMISSIONS (X2 POSTS)</u></b> Cape Winelands District
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Bella Vista Clinic (X1 Post) Tulbagh Clinic (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Must be prepared to work 8-hours (i.e., Monday-Friday) and overtime when required. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). The ability to accept accountability and responsibility with good interpersonal skills, the ability to maintain confidentiality and excellent communication skills (verbal and written).
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Compile headcount daily, weekly, and monthly data. Capturing of data and compliments and complains on SINJANI. Appointments list for follow up clients be generated from Tier.net Folder drawn according to Tier.net appointment list. Folders prepared for next day (blood results filed/ stickers printed). If new client facility folder to be opened - correct stationery is placed in folder and stickers to be printed.
<b><u>ENQUIRIES</u></b>	:	Mr L Wawini Tel No: (023) 316-9600
<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. The pool of applicants will be considered for similar vacant posts within Witzenberg Sub-district for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/265</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>	:	Northern/Tygerberg Sub-structure Office
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate or Equivalent. Experience: Appropriate experience in Health Information Management and in Health-Related Information Systems. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work after hours. Competencies (knowledge/skills): Knowledge with regards departmental information systems and advance computer skills in MS Office. Ability to interpret, analyse and present health information. Good numerical, communication, analytical thinking skills and interpersonal skills.
<b><u>DUTIES</u></b>	:	Data management - submission and capturing. Assist with data quality monitoring, maintenance, and resolution – validation, verification, and data/trend analysis. Perform an office administration role - i.e., minute taking, filing, copies and logistical arrangements & assist with preparing presentations and reports. Provide general support to all Information Management and HAST clerks at facility level. Assist with internal and external objective audits. Assist with Information Communication technology requests.
<b><u>ENQUIRIES</u></b>	:	Mr B Adams Tel No: (021) 815-8560
<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. The pool of applicants will be considered for other similar vacant Administration Clerk: Information Management posts within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of advert. Candidates will be subjected to a practical/written and oral assessment.
<b><u>CLOSING DATE</u></b>	:	13 June 2025



<b><u>POST 18/266</u></b>	:	<b><u>ADMINISTRATION CLERK: REGISTRY</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Klipfontein/Mitchell's Plain Sub-structure Office
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate registry experience. Competencies (knowledge/skills): Computer literacy (MS Office, Outlook). Ability to function independently as well as in a multi-disciplinary team. Good communication and Interpersonal skills.
<b><u>DUTIES</u></b>	:	Render an effective and efficient Registry service for People Management. Control of Archive, including disposal of files/records. Handling of telephonic enquiries. Render optimal support to supervisor. Effective and efficient utilisation of all resources. Perform related administrative tasks as instructed by supervisor.
<b><u>ENQUIRIES</u></b>	:	Mr R Van Der Westhuizen Tel No: (021) 370-5050
<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.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/267</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject or Senior Certificate (or equivalent) with extensive experience that focuses on the Key Performance Area's (KRA's) of post. Experience: Appropriate experience in Supply Chain Management in a buying capacity. The procurement of equipment, provisioning of goods and services, After effects (patient specific items) and consumables. Appropriate experience of using the Electronic Procurement System (ePS) quotation tool, SEB, CSD and Syspro. Appropriate experience that focuses on the Key Performance Areas of the post. Competencies (knowledge/ skills): Extensive knowledge of the SYSPRO/LOGIS or a similar procurement management system. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer's System of the Department of Health including delegations, Supply Chain Management and the ePS (Electronic Procurement System). Knowledge of tenders and contracts management. Timeous completion of work with minimal errors. Language proficiency and ability to liaise with companies and departments. Computer literacy (MS Word, Excel and Outlook). Knowledge and skills of: Syspro / Logis Procurement System, Electronic Procurement System (ePS) and Western Cape Supplier Evidence Bank (WSEB) and Central Supplier Database (CSD). Extensive knowledge of the SYSPRO/LOGIS or a similar procurement management system. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer's System of the Department of Health including delegations, Supply Chain Management and the ePS (Electronic Procurement System). Knowledge of tenders and contracts management. Timeous completion of work with minimal errors. Language proficiency and ability to liaise with companies and departments. Computer literacy (MS Word, Excel and Outlook). Knowledge and skills of: Syspro / Logis Procurement System, Electronic Procurement System (ePS) and Western Cape Supplier Evidence Bank (WSEB) and Central Supplier Database (CSD).
<b><u>DUTIES</u></b>	:	Ensure effective and efficient procurement of Equipment and Services are done in time, as per approved Budget. Receiving and evaluation of proposals / Quotations, making supplier recommendations, Correct placing of orders according to SCM policies and Correct implementation of procedures and directives relating to procurement. Coordinate and facilitate the Sourcing management process, Record and System management, Effective communication and overall responsiveness. Provide support to colleagues and supervisors (internal and external) File source documents. Perform other tasks as provided by the supervisor of Supply Chain Management. Handle telephonic and written enquiries from suppliers (companies) and user departments.
<b><u>ENQUIRIES</u></b>	:	Mr E Sampson Tel No: (021) 938-5172
<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 the post. Shortlisted candidates will be subjected to a practical assessment.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/268</u></b>	:	<b><u>STAFF NURSE GRADE 1 TO 3</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<b><u>CENTRE</u></b>	:	Bishop Lavis CDC

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with a Professional Council: Registration with the SANC as a Staff Nurse. Experience: <b>Grade 1:</b> None after registration with SANC as a Staff Nurse. <b>Grade 2:</b> A Minimum of 10 years appropriate/recognisable experience in nursing after registration as a Staff Nurse with SANC. <b>Grade 3:</b> A Minimum of 20 years appropriate/recognisable experience in nursing after registration as a Staff Nurse with SANC. Inherent requirements of the job: Will be required to work shifts, public holidays, night duty, after hours and weekends. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Ability to work in the multi-disciplinary team. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice.
<b><u>DUTIES</u></b>	:	Development and implementation of basic patient care. Provide basic clinical nursing care Effective utilization of physical and financial resources Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.
<b><u>ENQUIRIES</u></b>	:	Ms P Ngcaba Tel No: (021) 508-4611
<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/written and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). The pool of applicants will be considered for other vacant Staff Nurse within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/269</u></b>	:	<b><u>HOUSEKEEPING SUPERVISOR</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	R193 359 per annum
<b><u>CENTRE</u></b>	:	Paarl Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std. 7) Experience: Appropriate cleaning and household experience in a hospital environment and in the use of cleaning equipment and stock. Inherent requirements of the job: Willingness to work shifts, including weekends, night duty, public holidays and standby duty. Competencies (knowledge/skills): Knowledge of infection prevention and control, hospitality, safety and hygiene standards. Ability to work in a team environment, independently and self-driven. Computer literacy (Microsoft Office).
<b><u>DUTIES</u></b>	:	Responsible for overall planning, control, organising, performing and coordinating tasks related to household, food serving and hygiene services. Ensure the effective use, maintenance, ordering, safe-keeping and monitoring of supplies and equipment. Supervise and manage personnel in their performance, as well as all other human resource related duties (i.e., staff performance and discipline). Implement and monitor policies, programmes, regulations, practices, procedures and standards. Provide an effective relief, coordination and support service to management. Support, guide and direct personnel under his/her supervision. Maintain a high standard of cleanliness and hygiene within the hospital ward.
<b><u>ENQUIRIES</u></b>	:	Ms AL Solomons Tel No: (021) 860-2504 and/ or <a href="mailto:anthea.solomons@westerncape.gov.za">anthea.solomons@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>	:	13 June 2025
<b><u>POST 18/270</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPORT (WORKSHOP) 6/8TH POSTS</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R171 240 (6/8th) per annum
<b><u>CENTRE</u></b>	:	Valkenberg Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate administrative support service experience in a workshop in a hospital environment. Inherent requirements of the job: Willingness to work overtime and provide relief in other departments as operationally required. Competencies (knowledge/skills): Computer skills in MS Office Package. Good interpersonal and communication skills, Ability to work independently, and as part of a team. Ability to maintain confidentiality and problem-solving and conflict management with good organizational skills. Officials must have a good understanding of the daily running of a workshop department within a hospital environment.
<b><u>DUTIES</u></b>	:	Assist with the procurement of goods and services for workshop department. Assist general technical services administration. Assisting with maintaining an effective filing system and attending to relevant queries (verbal, written and systematically). Responsible for management

		of the stock within the warehouse in the workshop and ensure safe keeping of stock. Support the Supervisor, colleagues, and members of the Management team and co-operate with external stakeholders. Relieve in other departments as operationally required.
<b><u>ENQUIRIES</u></b>	:	Mr W Roos Tel No: (021) 440-3192
<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. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of advert.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/271</u></b>	:	<b><u>HOUSEHOLD AID</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	Paarl Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate cleaning experience in a health facility. Inherent requirements of the job: Required to work in health environment where infectious diseases are treated. Willingness to work shifts including night duty, overtime, weekends, public holidays as well as relief in other departments within the hospital. Competencies (knowledge/skills): Basic knowledge of cleaning procedures and the use of cleaning equipment (electronic and otherwise). Knowledge of hygiene and occupational health and safety. Able to work under pressure.
<b><u>DUTIES</u></b>	:	Responsible for general cleaning by safe and effective use of consumables/ resources which complies with hygienic, occupational health and safety and infection control risk prevention standards. Renders support services to Household Supervisor/ Manager to contribute to domestic outcomes. Contributes to effective utilisation and functioning of equipment. Apply correct methods of handling and disposal of refuse/ waste products which complies with legal, hygienic, Occupational Health and Safety and Infection Control standards. Assist with routine stock control and safekeeping of non-surgical equipment and cleaning consumables. Assist with serving of meals and beverages.
<b><u>ENQUIRIES</u></b>	:	Ms AL Solomons Tel No: (021) 860-2504 or <a href="mailto:anthea.solomons@westerncape.gov.za">anthea.solomons@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.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/272</u></b>	:	<b><u>DRIVER (LIGHT DUTY VEHICLE)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	PHC Support and Outreach Knysna/Bitou Sub District (Stationed at Knysna Hospital)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate driving experience including transportation of employees and delivery of goods. Competencies (knowledge/ skills): Appropriate knowledge of Government Motor Transport Handbook 1 of 2019 and Circular 4 of 2000. Appropriate knowledge of routine, maintenance, inspections for defects on vehicles and safe driving skills. Ability to accept accountability and responsibility and to work independently, unsupervised and in a team. Good interpersonal, communication and safe driving skills. Ability to do strenuous physical labour. Inherent requirements of the job: A valid Code B/EB/C1 driver's license and Public Driving Permit (PDP). Willingness to work overtime and perform standby duties. Willingness to perform administrative and relieve duties when needed in the Support component of the Institution.
<b><u>DUTIES</u></b>	:	Transport goods, services, clients and personnel from one point to another. Maintenance of prescribed logbooks, trip authorities and administrative duties of driving. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Adhere to Departmental codes and procedures. Ensure that all vehicles are kept clean and tidy. Support to supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms R Quine Tel No: (044) 302-8400
<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. Short listed candidates may be subject to competency testing. The pool of applicants will be considered for similar vacant posts within Garden Route District for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/273</u></b>	:	<b><u>MEDICAL SPECIALIST: GRADE 1 TO 3 (PSYCHIATRY) (SESSIONAL) (4 HOURS PER WEEK)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R646 per hour Grade 2: R737 per hour Grade 3: R853 per hour

<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist in Psychiatry. <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 Psychiatry. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as a Medical Specialist after registration with HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Psychiatry. Competencies (knowledge/skills): Technical skills appropriate for investigation. MMED in Psychiatry and/or FC Psychiatry (SA) qualifications. Facilitation of management system. Effective and efficient administration. Communication including report generation, letter writing, consultation. Clinical skills required of a Medical Specialist Psychiatrist, including assessment, diagnosis and treatment in a psychiatry outpatient setting.
<b><u>DUTIES</u></b>	:	Clinical Service Provision. Clinical Governance and Administration. Teaching and Training/Supervision of Junior Staff.
<b><u>ENQUIRIES</u></b>	:	Dr I Lewis Tel No: (021) 404 5381 or <a href="mailto:lan.lewis@uct.ac.za">lan.lewis@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. Shortlisted candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Please ensure that you attach an updated CV.
<b><u>CLOSING DATE</u></b>	:	13 June 2025