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Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 20 OF 2025

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### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 4 SMS pre-entry certificate

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

### AMENDMENTS

**DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE:** Kindly note that the following post was advertised in Public Service Vacancy Circular 17 dated 23 May 2025 with a closing date of 20 June 2025, (1) Executive Office Manager: Branch: Governance, Risk and Compliance in the office of the DDG, Centre: Head Office (Pretoria), erroneously advertised with incorrect salary of all-inclusive R849 702 per annum, the correct salary is: All-inclusive R896 436 per annum. **DEPARTMENT OF TRADE AND INDUSTRY:** Kindly note that the contract period for the Chief Director: Primary Minerals Processing and Construction post advertised in Public Service Vacancy Circular 19 dated 2025 with a posting date: 06 June 2025, is 24-months and not 12-months as indicated. And kindly take note of the amendments on the mandatory requirements for the post of Director: Leather and Footwear advertised in Public Service Vacancy Circular 19 dated 06 June 2025 with a posting date: 06 June 2025. The abbreviation of CTFL to be replaced with Clothing, Textile, Footwear and Leather (CTFL) in terms of the qualification

requirements and the experience is amended to indicate that the 5 years' relevant experience at middle/senior managerial level should be in a CTFL related environment. Enquiries: Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809. Applications: Applications can be submitted: Via e-mail to [applications@thedtic.gov.za](mailto:applications@thedtic.gov.za) (Refno. must appear in subject-line – if no reference no. is provided the application may not be considered), by post to The Director: Human Resources Management, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria. Closing Date: 23 June 2025. Note: Due to an amendment on the mandatory requirements, candidates who already applied, need not re-apply and will still be considered.

**PROVINCIAL ADMINISTRATION: GAUTENG: DEPARTMENT OF EDUCATION:** Please note that the below posts which were advertised in Public Service Vacancy Circular 17 dated 23 May 2025 are withdrawn. Assistant Director: Infrastructure Capex and Scheduled Maintenance Projects and Program Implementation with Ref No: REFS/022651 in the Infrastructure Delivery Management Directorate, and Assistant Director: Pre-Grade R Programmes with Ref No: REFS/022630 in the Early Childhood Development Directorate, within Head Office Johannesburg.

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

<b><u>APPLICATIONS</u></b>	:	All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, Plessislaer, 3216. or hand delivered to the box main gate behind the security office. Applicants can send their Z83s and CVs using the following email address: HGRH.Recruitment@kznhealth.gov.za
<b><u>FOR ATTENTION</u></b>	:	Mr. T.C. Manyoni
<b><u>CLOSING DATE</u></b>	:	30 June 2025
<b><u>NOTE</u></b>	:	The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2025. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays.
<b>OTHER POST</b>		
<b><u>POST 20/63</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) – TAYLORS, NXAMALALA AND NTEMBENI PHCs REF NO: PHC 01/2025 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R695 096 – R789 861 per annum. Other Benefits: 13th Cheque, Plus 8% Inhospitable Area Allowance, and Medical Aid: Optional (Employee must meet Prescribed Requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Harry Gwala Regional Hospital
	:	Senior Certificate /Grade 12, Diploma/Degree in General Nursing and Midwifery (obtainable from University/ College). Registration certificate with SANC as a General Nurse and Midwife, Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC, Computer literacy with a proficiency in MS Office Software applications, Code B drivers' licence unendorsed. Experience: A minimum of Nine Years' recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing, atleast Five Years of that period must be recognisable experience after obtaining one year post basic qualification in Primary Health Care. Financial Management, Leadership, organizational, decision making, problem solving and conflict management, Knowledge of public service policies and other Health Related prescripts, Sound knowledge of code of conduct, Good interpersonal skills, Human Resources Management and Labour Relations Act.
<b><u>DUTIES</u></b>	:	Manage, facilitate and supervise provision of comprehensive core package of Service at PHC level including priority programs and quality improvement programs, in conjunction with professional and legal framework. Provide Quality Comprehensive Primary Health Care through conducting supervision to teams working within the facility and Outreach Program. Supervise the

implementation of Integrated Multi Stakeholder Health Promotion and Well-being Strategy through maintenance of inter-sectoral collaboration with other government structures of Operation Sukuma Sakhe. Assist and facilitate development of the Operational plan, monitor the implementation and submit progress reports. Conduct clinical audits and ensure implementation of quality improvement plans supported by strong work ethics. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to client's needs, requirements and work as part of a multi- disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Ensure effective allocation, utilization and monitoring of resources in line with cost containment plan. Manage and co-ordinate smooth running and integration of the HAST program with facility. Ensure implementation, monitoring and evaluation of EPMDS in the operational area. Manage and support education, in-service training, and practice development initiatives in the facility, professional growth, ethical standards and participation in training and research. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Implement consequence management for non-compliance. Ensure Batho Pele Principles, National Core Standards and Ideal Clinic priorities are implemented. Monitor Clinic performances through capturing of complaints, compliments, suggestions, PSI's, PEC, waiting times etc. Provide safe and therapeutic environment that allows for practice of safe nursing care as laid down by the Nursing Act, Occupational Health and Safety Act. Ensure completion of accident/incident reports as they occur and timeous reporting. Coordinate special projects and health promotion in line with program goals of health calendar. Ensure accurate collation, analysis and verification of data within your jurisdiction prior to submission. Maintain constructive working relationship with all stakeholders i.e. inter-professional and multi-disciplinary team. Advocate and promote nursing ethos and professionalism in the facilities. Administer an evidence result-based monitoring system in the facilities. Supervise and support implementation of Community Oriented Primary Health Care. Report clinic performances to Assistant Manager Nursing. Participate in Primary Health Care Sub-District Meetings. Deputize Assistant Manager Nursing and take over his/her responsibilities in his/her absence.

**ENQUIRIES**  
**NOTE**

- : MRS. N.M. Ngubane Tel No: (033) 395-4790
- : Employment Equity: Preference will be given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply

**PROVINCIAL ADMINISTRATION: LIMPOPO  
OFFICE OF THE PREMIER**

<b><u>APPLICATIONS</u></b>	:	Applications, quoting relevant reference and name of Department, should be forwarded as follows: Chief Director: Strategic HR, Office of the Premier, Private Bag X9483, Polokwane, 0600 or Hand delivered to the Office of the Premier, No. 40 Hans Van Rensburg Street, Mowaneng Building, Office No. A013, General Records (Registry), Ground Floor. Applicants should apply through the following website <a href="https://erecruitment.limpopo.gov.za">https://erecruitment.limpopo.gov.za</a> . The application on eRecruitment system should be accompanied by recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates). Failure to attach required documents will result in the application not being considered/disqualification.
<b><u>FOR ATTENTION</u></b>	:	Mr. Junior Maboya / Ms. Moipone Mathole
<b><u>CLOSING DATE</u></b>	:	04 July 2025
<b><u>NOTE</u></b>	:	Applications must be submitted on new Z83 form, (updated version that come into effect on 1 January 2021), obtainable from any Public Service Department or on the internet at <a href="http://www.labour.gov.za">www.labour.gov.za</a> / <a href="http://www.gov.za/documents">www.gov.za/documents</a> and must ONLY be accompanied by a detailed Curriculum Vitae (CV), applicants are requested to complete the Z83 form properly and in full. Only shortlisted candidates will be required to submit certified copies of qualification(s) and other related documents on, or before the day of the interview following an invitation from The Office to attend an interview, such as qualification(s) and other related document(s) should be in line with the requirements of the advertisement. For advertised Senior Management Services (SMS) posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela programme (SMS Pre-Entry Programme) offered by the National School of Governance (NSG) which can be accessed via 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> . Candidates will also be subjected to a competency assessment, a practical test/exercise as well as an integrity (ethical conduct) assessment. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted, or hand delivered timeously. Candidates who possess foreign qualifications and/or short course certificate must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not been contacted within three (3) months 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, citizenship, credit record checks, qualification verification and employment verification). Successful candidates will be appointed on a probation period of 12 months. The successful candidate will be subjected to a security clearance. The successful candidate must be willing to sign an oath of secrecy with the Department. The successful candidate will be expected to enter into a performance agreement with the Executive Authority and sign a five (5) year contract of employment upon assumption of duty with the Premier. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts. The Department reserves the right not to make appointments on the advertised post(s).

**MANAGEMENT ECHELON**

<b><u>POST 20/64</u></b>	:	<b><u>HEAD OF DEPARTMENT: SPORT, ARTS &amp; CULTURE REF NO: QTP/36/25/01</u></b> (Five (5) years fixed term contract)
<b><u>SALARY</u></b>	:	R1 741 770 per annum (Level 15), Non-pensionable HoD allowance: 10% of the payable inclusive remuneration package.
<b><u>CENTRE</u></b>	:	Polokwane - (Head Office)

**REQUIREMENTS**

: A qualification at NQF 8 as recognised by South African Qualification Authority (SAQA). Ten (10) years of experience at a senior management level. Post graduate qualification in Sport Management / Sport Science / Sport Administration / Sport & Recreation / Public Management / Public Administration will be an added advantage. Valid driver's licence (with the exception of applicants with disabilities). Core and Process Competencies-Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.

**DUTIES**

: The successful candidate will be the Head of Department and Accounting Officer responsible for: Provide strategic directions to ensure efficient, effective and developmental support orientated system. Provide strategic leadership and high-level direction in the effective and efficient management and administration of the department by giving direction towards the achievement of the Department vision, mission, strategy, goals and objectives. Promote sound labour relations through management and maintenance of discipline. Monitor and oversee memorandum of understanding, service level agreements and expenditure review. Ensure continuous improvements in internal control systems through risk management, corruption and fraud prevention strategies. Ensure that budget spending is maximized in line with strategic objectives. Oversee the provision of sport and recreation services in the province. Promote active and healthy lifestyle through mass participation and sport development programmes. Promote citizen participation in sport and recreation activities at local levels. Manage and monitor the development and implementation of structured systems for talent identification, support and promotion of high performance. Provide sport and recreation infrastructure planning and development. Manage and monitor development, transformation, empowerment and high performance through the delivery of sustainable sport and recreation programmes. Oversee the provision of cultural, language, museum and heritage services. Provide support to the cultural and creative industry sectors in the province. Promote cultural diversity. Monitor the development and implementation of language policies in the province. Manage identification, research and development of culture within the province. Ensure promotion and preservation of the province's rich and varied cultural heritage. Oversee the provision of library and archive services. Promote public access to community library services. Manage the development and sustainability of a culture of reading in the province. Ensure preservation and proper management of electronic and other records in the custody of governmental bodies in the province. Provide administrative and technical advisory to the Executive Authority (EA). Advise the MEC on the core mandates of the Department. Ensure development of appropriate policies, guidelines and advice the MEC in this regard. Render support to the MEC in terms of planning, research, coordination, monitoring and evaluation of services for the achievement of the Department's strategic objectives. Update the MEC on all matters of the Department to enable him/her to execute responsibilities and make an informed decision. Serve as an interface between the Department and its stakeholders, including the Parliamentary and Legislature Committees.

**ENQUIRIES**

: Ms. Moipone Mathole Tel No: (015) 287 6360 OR Mr. Junior Maboya Tel No: (015) 287 6290

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF HEALTH**

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

<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>CLOSING DATE</u></b>	:	01 July 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. 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). N.B. Applicants are advised to apply as early as possible to avoid disappointments.

**MANAGEMENT ECHELON**

<b><u>POST 20/65</u></b>	:	<b><u>CHIEF DIRECTOR: DISTRICT HEALTH SERVICES REF NO: MPDOH/JUNE/25/115</u></b>
<b><u>SALARY</u></b>	:	R1 436 022 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Ehlanzeni District Office, Mbombela (Nelspruit)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF Level 7) as recognized by SAQA. At least five (5) years' experience at senior managerial level preferably in health-related field. A post-graduate degree / diploma in health-related field or equivalent qualification. Knowledge and understanding of the District Health System, including District hospitals and Community Based Services. Experience in accounting to communities e.g. Health committees and Facility Boards. Knowledge and experience of financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive Service Plan. Familiar with the drafting and implementation of both Annual Performance and District Health Plans. Verbal and written communication skills. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Provide strategic support and quality assurance services in the district. Manage and facilitate the provision of district hospital services at district level. Manage and facilitate the provision of Primary Health Care (PHC) services. Render financial management services. Render corporate support services. Manage



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

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

#### **OTHER POSTS**

**POST 20/66** : **DEPUTY DIRECTOR: ENVIRONMENTAL HEALTH GRADE 1 (MALARIA CONTROL PROGRAMME) REF NO: MPDOH/JUNE/25/116**  
Re-advertisement

**SALARY** : R1 045 446 per annum, (all-inclusive remuneration package)  
**CENTRE** : Provincial Office, Mbombela (Nelspruit)  
**REQUIREMENTS** : 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.

**DUTIES** : 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.

**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 20/67** : **ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: MPDOH/JUNE/25/117**  
Re-advertisement

**SALARY** : R468 459 per annum, (plus service benefits)  
**CENTRE** : Provincial Office, Mbombela (Nelspruit)  
**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification plus Diploma / Degree (NQF Level 6/7) in Financial 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.

**DUTIES** : 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.

**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. Sebenzie 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 20/68** : **LABOUR RELATIONS OFFICER REF NO: MPDOH/JUNE/25/118**

**SALARY** : R325 101 per annum, (plus service benefits)  
**CENTRE** : Witbank Hospital (Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus Diploma / Degree (NQF level 6/7) in Labour Relations / Public Administration / Human Resources Management or relevant field as recognized by SAQA. Minimum of 1-2 years' experience in Labour Relations Environment will be an added advantage. Computer Literacy certificate with the ability to work on Microsoft Word, PowerPoint, Microsoft Excel good analytical skills, Good written and verbal communication skills. Good Interpersonal relations and the ability to work independently and under pressure.

**DUTIES** : Support the implementation of employee relations policies, plans, systems, guidelines, procedures and processes to create a conducive labour relations environment, in line with the relevant public service prescripts. Assist in conducting ER investigations, resolving disputes and grievances, ensuring proper preparation, presenting cases and representing the Department at conciliation and arbitration, where required. Represent the Department at Disciplinary cases, where required, ensuring adequate preparation, presentation of cases and obtaining a mandate before disciplinary hearings. Provide ER advice and facilitate capacity-building initiatives to the business unit on request for non-complex matters. Assist in coordinating the department's collective bargaining processes and agreements, including preparation of the DBC, identification of items, review of minutes and ensuring

the implementation of decisions taken at the DBC. Follow up on employee relations issues with management and employees. Administered and maintained a reliable labour relations reporting system for allocated cases, ensuring timely submission of required statistics, drafting quarterly, annual, and ad hoc reports/ statistics, and capturing cases on PERSAL.

**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.

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

*The Office of the Premier is an equal opportunity employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of this position and that the candidature of person, whose transfer/promotion/appointment will promote representativeness, will receive preference.*

**APPLICATIONS** : Please forward your application, quoting the relevant reference number to: The (A) Deputy Director - Internal HRM & D: Ms SS Monareng, Private Bag X11291, Mbombela, 1200. Physical Address: Office of the Premier, Makhonjwa Building, First floor, Government Boulevard, Riverside Park. Alternatively, e-mail to: [otprecruitment@mpg.gov.za](mailto:otprecruitment@mpg.gov.za)

**CLOSING DATE** : 04 July 2025

**NOTE** : The Office of the Premier is looking for dynamic, innovative, experienced and suitable candidate to fill the following post, depicted below. The minimum entry requirement for Senior Management Services (SMS) posts is a Pre-entry Certificate (submitted prior to appointment) that is obtainable through a course named Certificate for entry into SMS – and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. (SMS Pre-entry Certificate submitted prior appointment). Applications should be submitted on the new Z83 form obtainable from any Public Service Department or Magistrate's Office and should be accompanied by a comprehensive CV. Only short-listed candidates will be required to submit certified copies of qualifications. The recommended candidate for this post shall be subjected to a competency assessment. Appointment is subjected to security clearance, security vetting, employment reference checks, qualification verification and signing of performance agreement. The successful candidate will be required to disclose her/his financial interests, when required. If no correspondence is received within two months of the closing date, applicants must accept that their applications have been unsuccessful. If no correspondence is received within two months of the closing date, applicants must accept that their applications have been unsuccessful.

#### **MANAGEMENT ECHELON**

**POST 20/69** : **DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL REF NO: D-DG/OTP/01**

**SALARY** : R1 216 824 per annum (Level 13), an all-inclusive remuneration package. The successful candidate will be required to enter into a Performance Agreement with the Director-General. The shortlisted candidates will be subjected to a competency assessment.

**CENTRE** : Mbombela

**REQUIREMENTS** : An appropriate Bachelor's Degree /Advanced National Diploma or equivalent qualification in Public Management or Administration or Law (NQF level 7), with a minimum of 5 years managerial experience in a Middle/ Senior Management level. SMS Pre-entry Certificate. Experience in effective communication (written and verbal). Good understanding of how the machinery of government works, including linkages between national, provincial and local spheres of government. Willingness to work beyond normal hours. Ability to work according to tight schedules. Essential skills will include the following: Office management, Strategic capability and leadership, Financial management, Change management, Knowledge management, People management and empowerment, Programme and project management, Service delivery innovations, Client orientation and customer focus, Problem solving and analysis, Communications.

**DUTIES** : Supporting the Director-General with respect to the duties as a Secretary to the Executive Council and Chairperson of the Provincial Management

Committee. Supporting the Director-General with respect to the duties as Head of the Department for the Office of the Premier. Co-ordinating the decision, support and work-flow system in the Office of the Director-General. Supporting the participation of the Director-General in all relevant intergovernmental structures. Managing the staff and resources of the Office of the Director-General.

**ENQUIRIES**

: should be directed to the Acting Deputy Director: Internal HR Management and Development - Ms SS Monareng Tel No: (013) 766 2004.

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

<b><u>APPLICATIONS</u></b>	:	Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Office of the Premier, Kimberley, 8300, hand deliver at T & I Building, 69 Monument Heights, Office of the Premier, Ground Floor (Security), and or email to hrarecruitment@ncpg.gov.za
<b><u>FOR ATTENTION</u></b>	:	Ms. K. Moremi
<b><u>CLOSING DATE</u></b>	:	01 July 2025
<b><u>NOTE</u></b>	:	The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representativity at this level. Therefore, we specifically call for suitably qualified women and persons with disability to apply. Applications must be submitted on the new application for employment form (Z83) and accompanied by a comprehensive CV specifying all qualifications and experience with respective dates. The new form can be downloaded at <a href="http://www.dpsa.gov.za-vacancies">www.dpsa.gov.za-vacancies</a> or obtained from any Public Service Department. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's licence before or on the day of the interview. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). No late applications will be accepted. All shortlisted candidates in line with the DPSA directive on Human Resource Management and Development for Public Service Professionalisation will be subjected to two (2) exercises of which the first Technical Assessment intends to test relevant technical elements of the job, and the second is an Integrity (ethical conduct) Assessment. The logistics of which will be communicated by the Department. All shortlisted candidates will further be subjected to a personnel suitability check, which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification. The successful candidate will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually.
<b>OTHER POST</b>		
<b><u>POST 20/70</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROVINCIAL COUNCIL ON AIDS SECRETARIAT REF NO: AD/PCA/06/2025</u></b> Re-advertisement, this post is being re-advertised and candidates who had previously applied are encouraged to re-apply.
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a recognised National Diploma or Bachelor's Degree (NQF level 6 or 7) in Public/Business Administration or Social Science coupled with a minimum of 3 years' administrative experience. Knowledge and understanding of public service policies and procedures. Competencies: Well-developed knowledge and the ability to use word processing, spreadsheets and presentation packages and other software utilized in the department; Knowledge on the relevant legislature/policies/prescripts and procedures; Management skills; Computer literacy; Good written and verbal communication; ability to develop written reports and action plans; sound organizational skills; Ability to do research and analyse documents and situations in order to compile documents and draft submissions; Conflict resolution skills.
<b><u>DUTIES</u></b>	:	Provide secretariat support function to the Provincial AIDS Council Secretariat; Develop reports, presentations and memoranda; Conduct preliminary discussions to proactively resolve and address the needs of both internal and external clients; Organize and attend meetings, conferences, workshops and summits; Ensure the effective and efficient functioning of the Office of the Provincial AIDS Secretariat in terms of all acts and delegations including Human Resource Management Development and Office Management.

**ENQUIRIES**

: Ms. K. Setima Tel No: (053) 030 0743

**PROVINCIAL ADMINISTRATION: NORTH WEST  
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

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

- APPLICATIONS** : quoting the relevant reference should be hand delivered to the Director Human Resource Management, Department of Agriculture and Rural Development, Directorate: Human Resource Management, AgriCentre Building, corner Dr James Moroka and Stadium Road, Mmabatho or e-mail: Dardrecruitment-HO@nwpg.gov.za
- FOR ATTENTION** : Ms. N. Mohlanga
- CLOSING DATE** : 30 June 2025
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as three contactable referees. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed or copied application will be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the Head of Department particulars of all registrable financial interests, sign a performance agreement and employment contract with the Head of Department within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The Department reserves the right not to make appointment for the above advertised posts. The successful candidates will enter into an employment contract with the Department that will be reviewed based on performance NB: It is mandatory for candidates applying for SMS posts to attend Public Service SMS Pre-Entry certificate before appointment. 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)

**MANAGEMENT ECHELON**

- POST 20/71** : **DIRECTOR: SUSTAINABLE RESOURCE MANAGEMENT REF NO: NWDARD 01/05/25**  
This is a re-advertisement and applicants who have applied before are requested to re-apply
- SALARY** : R1 216 824 per annum (Level 13), (all-inclusive remuneration package) of which 30% may be structured according to the individual's needs.
- CENTRE** : Head Office – Mafikeng
- REQUIREMENTS** : Matric certificate, A degree in one of the following: Agriculture, or Natural resource and land use planning, or Disaster risk management, Valid driver's licence, At least 8 years' experience in the field of Agriculture, A minimum of 5 years experience at Middle/Senior Management level within the Public service. A Masters in Sustainable resource management or, Agricultural disaster Risk management will be an added advantage. Knowledge: GIS and satellite data application, Policy development, PFMA & treasury regulations and financial management, Relevant acts, policies & strategies within the Sustainable resource management, Disaster management and Engineering field, Understanding of government service delivery environment, General performance management. Skills: Good interpersonal relations, Communications, Report writing, Computer proficiency, Negotiation, Innovative, Problem solving and Time management.

**DUTIES**

: Lead and manage the coordination on sustainability of natural agricultural resources. Promote and regulate the implementation of sustainable resource utilization and management practices. Promote integrated sustainable land use planning. Lead and manage implementation of the Land care programme, which is inclusive of land care projects. Manage and coordinate the provision of agricultural disaster risk management services. Manage and coordinate the provision of Agricultural engineering services. Manage and coordinate the provision of agricultural mechanization services.

**ENQUIRIES**

: Ms. B. Pule Tel No: (018) 392 1732



**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.

**MANAGEMENT ECHELON**

**POST 20/72** : **DIRECTOR: VIOLENCE PREVENTION**  
Chief Directorate: Emergency and Clinical Services Support

**SALARY** : R1 216 824 per annum, (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Directorate: Violence Prevention Unit

**REQUIREMENTS** : Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in Public Health/Social Science/Criminology or related field as recognized by SAQA with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it, as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: Appropriate experience and proven track record in all major aspects of management. Inherent requirements of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions. Knowledge and understanding of policy development, strategy management, monitoring and review processes. Knowledge and understanding of information systems, programme and project management. Knowledge and understanding of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Knowledge of public service procedures, processes and systems. Strong corporate management skills within a health care environment.

**DUTIES** : Provide strategic management including change management, guidance, advice and oversight in respect of violence prevention policies, strategy as well as intervention development and implementation. Facilitate the development, co-ordination, approval as well as the evaluation of evidence-based policies and violence prevention interventions and ensure the implementation thereof. Provide overall guidance and support to the Implementation Teams across the various geographic areas. Collaboratively influence policy and strategy alignment between all spheres of government. Ensure that trust-based relationships/partnerships with stakeholders are developed through managing stakeholder expectations, networking and fostering good communications. Overall responsibility for corporate governance, including all aspects of People Management and Development, and Financial Management.

**ENQUIRIES** : JO Arendse Tel No: (021) 815-8612

**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** : 30 June 2025

**OTHER POSTS**

**POST 20/73** : **MEDICAL SPECIALIST GRADE 1 TO 3 (RADIATION ONCOLOGY)**

**SALARY** : Grade 1: R1 341 855 per annum  
Grade 2: R1 531 032 per annum

		Grade 3: R1 773 222 per annum
		A portion of the package can be structured according to the individual's personal needs. (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<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 Medical Specialist in Radiation Oncology. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Radiation Oncology. Experience: <b>Grade 1:</b> None after registration with the HPCSA as Medical Specialist in Radiation Oncology. <b>Grade 2:</b> A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Radiation Oncology. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Radiation Oncology. Inherent requirements of the job: Participate in the after-hours call system. Commuted overtime is compulsory. Competencies (knowledge/skills): Knowledge and experience of modern radiotherapy planning and treatment, including 3D CRT, VMAT planning and treatment, chemotherapy administration and management of side effects, and biological therapy, as well as experience in palliative care is required. To lead and run an efficient and cost-effective colorectal, hepato-biliary and thyroid combined Oncology service at Groote Schuur Hospital. Computer literacy (MS Office). ACLS or ATLS course training. GCP (Good Clinical Practice) training.
<b><u>DUTIES</u></b>	:	Take on additional clinics in times of need and create/update treatment guidelines for all clinics. Take on administrative and/or management roles within the department as required. Conduct appropriate clinical audits and appropriate clinical research within the department to stay abreast of clinical development. Support major referral centres in drainage areas eg. George Hospital, Vredenburg Hospital, Mitchell's Plain Hospital, by doing outreach and supporting competencies in the District Health Care System to manage patients and referrals appropriately. Participate in departmental outreach teaching initiatives such as Access to Care radiotherapy teaching program. Involved in CMSA teaching and training and assessment. Supervise, teach and assess registrars and Mmed projects according to best practice standards.
<b><u>ENQUIRIES</u></b>	:	Prof J Parkes Tel No: (021) 404-4265
<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). Please ensure that you attach an updated CV.
<b><u>CLOSING DATE</u></b>	:	30 June 2025
<b><u>POST 20/74</u></b>	:	<b><u>DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITALS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R1 028 091 per annum, A portion of the package can be structured according to the individual's personal needs.
<b><u>CENTRE</u></b>	:	Valkenberg 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 with Psychiatry. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: 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. Inherent requirements of the job: Valid (Code B/EB) driver's

	licence. Willingness to perform standby duties. Competencies (knowledge/skills): Knowledge of Nursing administration, Nursing Education, Quality Improvement, Infection Prevention and Control and Occupational Health strategies in health. Computer literacy in Microsoft Word, Excel and Power Point packages. Excellent verbal and written communication skills.
<b><u>DUTIES</u></b>	: Provide strategic management and leadership to the nursing department Oversee clinical governance and service delivery of nursing department Effective people management of nursing services which include nursing personnel, HR matters, Staff development and staff support. Manage allocated budgets which include, Nursing Personnel, Agency, and Overtime, Budget, Equipment, Vetting and Asset Management.
<b><u>ENQUIRIES</u></b>	: Ms C Goliath Tel No: (021) 826-5786
<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>	: 30 June 2025
<b><u>POST 20/75</u></b>	: <b><u>MEDICAL OFFICER GRADE 1 TO 3</u></b> Garden Route 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). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<b><u>CENTRE</u></b>	: Mossel Bay Sub-district, (Stationed at Mossel Bay Hospital)
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: <b>Grade 1:</b> None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. <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 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 recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to work Commuted overtime and after hours when needed. 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 mandatory. Diploma in either Child Health, HIV, PEC, Psychiatry, Obstetrics and Anaesthesia.
<b><u>DUTIES</u></b>	: Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise-, Support -, transfer of knowledge to-, training- and mentoring of the clinical staff and auxiliary staff. Provide and efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment Willingness to travel throughout the district.
<b><u>ENQUIRIES</u></b>	: Dr JB van Jaarsveld Tel No: (044) 604-6102

<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 the Garden Route District, for a period of 3 months from date of advert. Candidates may be subjected to competency test.
<b><u>CLOSING DATE</u></b>	:	30 June 2025
<b><u>POST 20/76</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 TO 3 (PAEDIATRICS)</u></b> Chief Directorate: Metro Health Services
<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. (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<b><u>CENTRE REQUIREMENTS</u></b>	:	New Somerset Hospital 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 Health Professions Council of South Africa as a Medical Practitioner. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Practitioner in respect of South African qualified employees. 1-year relevant experience after registration as a 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 2:</b> A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of South African qualified employees. A minimum of 6 years relevant experience after registration as a 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 South African qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Applicants must have a valid APLS/PALS/NLS certificate. Provision of after-hours emergency services and participate in commuted overtime at 16 hours per week. Provision of outreach and support in the Metro Southern Western Districts. Competencies (knowledge/skills): Post-internship experience in general paediatrics and neonatology under on-site supervision of a registered paediatrician. Computer skills. Completion of/ exemption from South African Community Service. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Must be competent in provision of paediatric and neonatal resuscitation. Must be capable of providing comprehensive paediatric and neonatal emergency care in ambulatory and in-patient settings. Provision of high-standard in-patient, out-patient and outreach services. Must be capable of teamwork, planning, organisation and coordination. Must have excellent clinical note keeping, referral writing and complex medical report writing skills. Excellent interpersonal, communication, analytical, problem-solving, time management and administrative skills. Display empathy for patients, promote advocacy, and facilitate a biopsychosocial management framework.
<b><u>DUTIES</u></b>	:	Provide high-quality clinical service to patients and their families, adhering to evidence-based management protocols. Clinical leadership in the workplace. Administration of the medical officer roster, patient statistics collection, ECCR

	patient management system and other WCG health applications. Improve professional competence by regular self-learning and reflection. Effective and efficient administration of clinical services. Supervision of junior medical staff to ensure high quality of care and good clinical outcomes. Working and communicating well with nursing staff, allied professionals and all students rotating at the facility. Ward-based formal and informal teaching and training of junior staff and undergraduate medical students.
<b><u>ENQUIRIES</u></b>	: Dr S Chippendale Tel No: (021) 402-6431
<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). 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.
<b><u>CLOSING DATE</u></b>	: 30 June 2025
<b><u>POST 20/77</u></b>	: <b><u>MEDICAL OFFICER: GRADE 1 TO 3 (NEONATOLOGY)</u></b> (1-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. (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<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. 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 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 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 recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Good governance principles and documentation practices. Commitment to providing empathetic, holistic care and advocating for patients. Capability to handle a demanding clinical workload with effective time management, organisation, and prioritisation skills. Strong interpersonal skills, with a proven ability to work in a team and communicate effectively with colleagues, patients, and their families. Post community service experience in General Paediatrics or Neonatology.
<b><u>DUTIES</u></b>	: Provide comprehensive medical care to neonates, including managing acute neonatal emergencies, performing resuscitation and stabilisation procedures, and treating neonates with chronic and complex medical conditions under supervision. Actively participate in daily ward rounds, collaborating with

	consultants and multidisciplinary teams to develop and execute plans under supervision. Supervise and provide guidance to medical students, enhancing their clinical skills and knowledge in neonatology. Contribute to quality improvement initiatives aimed at optimising patient outcomes and advancing best practices within the neonatal unit. Communicate effectively with patients' families, offering support, information, and empathy during critical times.
<b><u>ENQUIRIES</u></b>	:
<b><u>APPLICATIONS</u></b>	: Dr S Pillay Tel No: (021) 404 6025 or email: shakti.pillay@uct.ac.za : 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 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>	: 30 June 2025
<b><u>POST 20/78</u></b>	: <b><u>MEDICAL OFFICER GRADE 1 TO 3 (INTERNAL MEDICINE)</u></b> Chief Directorate: Rural Health Services
<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</u></b>	: Paarl Hospital
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a Professional Council: Registration with the HPCSA as medical Officer. Experience: <b>Grade 1:</b> None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> A minimum of 5 years' appropriate experience after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <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 Health Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Participate in the after-hours call system and perform outreach in the Paarl Hospital ecosystem. Competencies (knowledge/skills): Appropriate experience in Internal Medicine. Proven experience in procedural skills appropriate to the field of Internal Medicine. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Good professional attitude. Communication skills.
<b><u>DUTIES</u></b>	: Provide comprehensive medical care to patients by diagnosing and treating illnesses and other health conditions. Prescribe and manage treatment plans, including medication and therapies. Maintain accurate and detailed patient records. Refer patients to specialists or other healthcare providers when necessary. Financial management by effective and efficient use of resources. Complete the required CPD activities to maintain registration with the HPCSA. Participate in training and educational programs for healthcare professionals. Complete and submit required medical reports and documentation for legal and administrative purposes. Uphold the reputation and integrity of the medical profession.

<b><u>ENQUIRIES</u></b>	:	Dr C. Piek Tel No: (021) 860-2561, email: cornelia.piek@westerncape.gov.za
<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. Candidate will be subjected to a practical/written and oral assessment. The pool of applicants will be considered for other similar posts within the Chief Directorate: Rural Health Services for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	30 June 2025
<b><u>POST 20/79</u></b>	:	<b><u>DEPUTY DIRECTOR: PROFESSIONAL SUPPORT SERVICES</u></b> Garden Route District
<b><u>SALARY</u></b>	:	R1 059 105 per annum. A portion of the package can be structured according to the individual's personal needs
<b><u>CENTRE</u></b>	:	Garden Route District Office
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate four-year health related Diploma/Degree registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in Strategy and Planning of health services. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel within the district. Competencies (knowledge/skills): Computer Literacy (MS Office: MS Word, Excel, PowerPoint and Outlook). Advance managerial and communication skills (verbal and written). Ability to analyze and interpret Health System Information and compile and present district plans and reports. Good leadership and project management skills.
<b><u>DUTIES</u></b>	:	Management of strategy, policy and planning. Co-ordination of capital and maintenance physical infrastructure projects. Strategic co-ordination of Quality Improvement initiatives and programs. Management of the Health Information Program. Management of the Communicable Disease Control Program. Supervision of the Environmental Health Program. Support of select Health Programs, including Oral Health and Clinical Forensics. Intersectoral collaboration support. Supervision of the workshop and Clinical Engineering workshop program. Management of Quality Improvement.
<b><u>ENQUIRIES</u></b>	:	Ms H Mentoor Tel No: (044) 803-2700
<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>	:	30 June 2025
<b><u>POST 20/80</u></b>	:	<b><u>PHARMACIST GRADE 1 TO 3</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R848 862 per annum Grade 2: R917 634 per annum Grade 3: R1 001 349 per annum A portion of the package can be structured according to the individual's personal needs
<b><u>CENTRE</u></b>	:	Lentegeur Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Pharmacy Council (SAPC) as a pharmacist. Registration with a Professional Council: Registration with SAPC as a Pharmacist. Experience: <b>Grade 1:</b> None after registration as a pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as pharmacist with a recognized foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. <b>Grade 2:</b> A minimum of 5 years appropriate experience after registration as a pharmacist with the SAPC in respect of SA qualified employees. 6-years relevant experience after registration as pharmacist with a recognized foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. <b>Grade 3:</b> A minimum of 13 years appropriate experience after registration as a pharmacist with the

SAPC in respect of SA qualified employees. 14-years relevant experience after registration as pharmacist with a recognized foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to perform relief, standby and after-hour duties when required. Competencies (knowledge/skills): Appropriate knowledge of National and Provincial Health policies and Pharmaceutical Acts and laws. A sound level of clinical knowledge of pharmaceuticals listed in all the levels of the National Essential Medicine lists and Treatment guidelines. Appropriate experience in a public hospital/health environment. Computer literacy skills (including Excel, Word, Outlook and Teams) to be specified in application/CV. Appropriate experience in dispensing and stock control. Good interpersonal and communication skills. Ability to work accurately under pressure and maintain a high standard of professionalism. Ability and willingness to supervise, tutor and train staff. Appropriate experience working in a hospital environment with in-patients as well as out-patients.

**DUTIES** : Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care for patients. Promotion of rational drug use and implement policies and guidelines in keeping SAPC regulations, National Drug policy and National and Provincial treatment guidelines. Manage, assess and monitor compliance w.r.t good pharmacy practice, Ideal Hospital and National core standards. Maintaining and improving an effective acute and chronic prescription medicine supply system. Maintain and improve the quality of patient care as a member of the multi-disciplinary team, which includes antimicrobial stewardship, rational medicine use reviews and Adverse Drug Reaction reporting. Do ward rounds in the hospital. Effective Dispensing and compounding of pharmaceuticals in line with statutory requirements. Placing of orders with suppliers and ensuring efficient stock levels and stock control at the hospital. Ensuring cold chain is maintained. Effective monitoring of pharmaceutical expenditure and implementation of budgetary control measures.

**ENQUIRIES** : Mr A Johnston Tel No: (021) 370-1447  
**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 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 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.

**CLOSING DATE** : 30 June 2025

**POST 20/81** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**  
 Garden Route District

**SALARY** : R693 096 per annum  
**CENTRE** : Alma CDC, Mossel Bay Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic Nursing qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years of appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Willingness to rotate between PHC clinics within the Sub-



	District. Competencies (knowledge/skills): Information management with regards to PHC indicators. Quality assurance knowledge. COPC Principles and implementation. Legislation of Ideal Clinic and Office of Health standards and compliance.
<b><u>DUTIES</u></b>	: Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman and Child Health and TB/HIV/AIDS/STI). Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control, control over infrastructure, maintenance and security. Liaise with relevant stakeholders. Effective communication with all levels of service delivery. Facilitation and implementation of COPC.
<b><u>ENQUIRIES</u></b>	: Ms. A Lamprecht Tel No: (044) 604 - 6106
<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 similar vacant posts within the Garden Route District for a period of 3 months from date of advert. Candidates can be subjected to a practical/ oral assessment.
<b><u>CLOSING DATE</u></b>	: 30 June 2025
<b><u>POST 20/82</u></b>	: <b><u>OPERATIONAL MANAGER NURSING (GENERAL)</u></b> Cape Winelands District
<b><u>SALARY</u></b>	: R549 192 per annum
<b><u>CENTRE</u></b>	: Robertson 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 Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. 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: Work after-hours, shifts, weekends and public holidays when required. Standby for Hospital. Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook). Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organizational skills. Knowledge of health applications i.e. Clinicom, SINJANI and HECTIS.
<b><u>DUTIES</u></b>	: Effective management of nursing care, which includes effective utilization of human, financial and physical resources in the generic ward. (Generic Ward Include, female, male and paediatric patients.) Ensure quality nursing care throughout the hospital through participation in the analysis, formulation and implementation of nursing guidelines, practices standards and procedures. Provision of effective support and standby duty for Nursing Management. Implement and oversee effective processes and practices regarding all statistical information needed to render a quality health service. Supervise, plan and implement the provision of effective and efficient infection control measures. Maintain and participate in inter-professional and multi-disciplinary teamwork.
<b><u>ENQUIRIES</u></b>	: Ms. SM Kortje Tel No: (023) 626-8548
<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 and will be subjected to a Competency Assessment. The pool of applicants will be considered for similar vacant post within Robertson Hospital for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	: 30 June 2025

<b><u>POST 20/83</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR GRADE 1 TO 2 (HAST &amp; ARV)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R549 192 per annum Grade 2: R636 126 per annum
<b><u>CENTRE</u></b>	:	Khayelitsha/Eastern Sub-structure Office
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. (This dispensation is only applicable for the 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 a Professional Nurse and Midwife. Experience: A Minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Cape Metro. Competencies (knowledge/skills): Knowledge of the HIV/AIDS/STI/TB, Maternal-Child-Youth - Women's and Men's Health, Chronic Diseases. Ability to work independently and in a multi-disciplinary team. Computer literate in MS Office (Excel, Word and Power point), and MS Outlook.
<b><u>DUTIES</u></b>	:	Provide program, technical, and clinical support to sub-structure, District hospital and PHC teams to implement Western Cape and Metro Health strategic plans. Support Community Orientated Primary Care (COPC) and Population Hubs initiatives aligned with the 2030 vision. Analyze HIV and TB data to strengthen and monitor HAST programs. Deliver in-service training on annual registers, indicators, and relevant stationery. Conduct clinical support visits, audits, and assist internal compliance for General Auditor preparations. Develop SOPs and support Quality Improvement Plans (QIPs) to enhance HAST services. Monitor and evaluate program goals, including IPC, staff wellness, HIV/AIDS/STI/TB, mental health, chronic disease management, and Ideal Clinic status. Lead health and wellness events and foster partnerships with community stakeholders and NPOs. Support Wellness Hubs, DMOC implementation, and manage NPO contracts and monitoring as per FA 21 guidelines.
<b><u>ENQUIRIES</u></b>	:	Mr T O'Rie Tel No: (021) 360-4177
<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. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of the advert. Candidates will be subjected to a competency/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	:	30 June 2025
<b><u>POST 20/84</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (QUALITY MANAGEMENT, IPC &amp; OHS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R549 192 per annum
<b><u>CENTRE</u></b>	:	Khayelitsha/Eastern Sub-structure Office
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (diploma/degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to maintain registration with the SANC. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7- years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) Driver's Licence. Willingness to travel in the Khayelitsha/Eastern Geographic area. Competencies (knowledge/ skills): Knowledge of Provincial Infection Prevention and control measures and practices. Understanding of Occupational Health and Safety Act no 85 of 1993, related regulations and policies. Good interpersonal relations, leadership and communication (verbal and written) skills. Ability to analyse health systems information, conducting research/surveys and compiling comprehensive

		reports. Project management skills and computer literacy. Knowledge of the management of the operations of CSSD and Infection prevention and control (NCS requirement). Ability to facilitate and promote training.
<b><u>DUTIES</u></b>	:	Develop and ensure implementation of the Infection Prevention and Control Policy, guidelines, and Standard Operating Procedures (SOPs) to improve clinical practice. Support and engage Facility Managers and Institutions support to policy and legislative SHERQ requirements. Facilitate and co-ordinate the management of risks as identified in terms of the Infection control policy. Provide effective guidance and coordinate training in Infection Prevention and Control to all staff. Support quality assurance programmes: monitor adherence to OHS, IPC and Risk Management in line with National and Provincial policies and Core Standards. Support OHS committee for effective functioning and plan and coordinate OHS meetings.
<b><u>ENQUIRIES</u></b>	:	Ms N Khumalo Tel No: (021) 360-4622
<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. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of the advert. Candidates will be subjected to a competency/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	:	30 June 2025
<b><u>POST 20/85</u></b>	:	<b><u>ASSISTANT DIRECTOR: IMPLEMENTATION ENABLEMENT REPORTING</u></b> Chief Directorate: Emergency Clinical and Services Support
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Directorate: Violence Prevention Unit
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: An appropriate 3-year National Degree/Diploma. Experience: Appropriate experience with stakeholder relations or community engagements. Appropriate experience with evidence-based violence prevention strategies. Appropriate experience interacting with the public service. Appropriate experience in Public Development and Implementation. Inherent requirements of the job: Willingness to work overtime. Willingness to travel. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good interpersonal skills. Computer literacy and skills. Planning and organisational Skills. Facilitation and presentation skills. Dispute resolution / conflict management skills. Problem-solving skills. Analysis Skills. Knowledge and understanding of the functions of the different spheres of government. Knowledge and understanding of the social dynamics within communities. Knowledge of the policies and priorities of the government of the day (local, provincial and national). Knowledge of modern systems of governance and administration. Knowledge of developing and implementing communications strategies. Knowledge of monitoring, evaluation and learning methods, tools and techniques. Knowledge of relationship/stakeholder management. Understanding of implementation in complexity.
<b><u>DUTIES</u></b>	:	Coordinate the mobilisation, implementation and reporting on violence prevention strategies for common impact. Engage and advise implementation teams on localised responses to violence prevention, including the co-development of violence prevention guidelines, frameworks and implementation tools. Co-develop, implement and learn from monitoring plans for the implementation of violence prevention interventions. Co-develop, monitor and learn from the implementation of evidence-based violence prevention interventions, including the prioritisation of interdepartmental and intersectoral violence prevention programmes and projects. Gather relevant data and information related to violence prevention for the purpose of regular reporting, data visualisation and policy/strategy development and refinement. Provide a professional administrative support service, including accurate record keeping on deliverables, effective communication and review of financial requirements.
<b><u>ENQUIRIES</u></b>	:	Ms B Rezant Tel No: (021) 815-8792
<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. The pool of applicants will be considered for other vacant Assistant Director: Violence Prevention Implement and Reporting posts within the Chief Directorate: Emergency & Clinical Support Services, for a period of 3 months from date of

		advert. Candidates may be subjected to conduct a Competency Assessment Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	:	30 June 2025
<b><u>POST 20/86</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Victoria Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Financial and Supply Chain Management. Experience on Logis, BAS and EPS (Electronic Purchasing System). Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/ skills): Knowledge & Experience of Public Sector Procurement and Supply Chain Management Processes and Procedures. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies. Must be computer literate. Management, supervisory and leadership skills as well as good interpersonal relations and communication skills.
<b><u>DUTIES</u></b>	:	Ensuring Sound Supply Chain Management processes are followed in terms of Demand, Acquisition, Warehouse and Asset Management for Victoria Hospital and Primary Healthcare Facilities under the Victoria Hospital as a Hub. Financial Management by ensuring effective Creditors Management, Management of Expenditure and Revenue as well as Asset and Liability Accounting for the institution. Ensure Internal Control Measures are in place to maintain Compliance to Policies and Prescripts for the Finance and Supply Chain Management components. Control and analyse monthly and IFS/AFS reporting for the institution. Effective management of Human Resources in the Finance and Supply Chain Management Components.
<b><u>ENQUIRIES</u></b>	:	Ms C Dyini Tel No: (021) 799-1290 or email: Ms. C. Dyini @ Dyini.Chwayita@westerncape.gov.za
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	Shortlisted candidates will be subjected to a competency assessment. No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	30 June 2025
<b><u>POST 20/87</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: OBSTETRICS) (X2 POSTS)</u></b> Chief Directorate: Metro 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>	:	Khayelitsha District 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. 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 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 a Professional Nurse in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable experience in nursing after registration with SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification. Inherent requirements of the job: Willingness to work after hours. Willingness to work shifts, public holidays and weekends. Competencies (knowledge/ skills): Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Perform a specialised clinical nursing practice in accordance with the scope of practice and nursing standards. Able to plan and organise own work and that of support personnel to ensure holistic quality nursing care. Display leadership skills as Specialist midwife, promoting teamwork, responsibility and accountability.
<b><u>DUTIES</u></b>	:	Provide specialised nursing care within a professional legal framework and according to relevant set standards. Manage material and human resources in

		a cost-effective way. Accept responsibility as team leader and promote service excellence in the unit. Keep abreast of developments in the Nursing and Midwifery profession. Relevant education and demonstration to health care users as well as training and development of health care providers in the unit. Effective communication with other stakeholders interdepartmental and at different service levels.
<b><u>ENQUIRIES</u></b>	:	Ms J Ntshabele Tel No: (021) 360 4336
<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 a specific post basic qualification with the SANC (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant Professional Nurse General posts within the Chief Director: 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>	:	30 June 2025
<b><u>POST 20/88</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)</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>	:	Mossel Bay 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. Post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a Professional Council: Current 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 speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to work shifts, Sundays, public holidays, night shift and overtime. Competencies (knowledge/skills): Good communication skills. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook).
<b><u>DUTIES</u></b>	:	Maintain a constructive working relationship with nursing and other stakeholders. Provision of Support to Nursing Services. Provide holistic specialized nursing care to patients in a cost-effective manner. Effective implementation of infection control policies and health and safety legislation. Effective manage and utilize human and material resources. Participate in training, development and research within the nursing department.
<b><u>ENQUIRIES</u></b>	:	Ms JA Mahlangu Tel No: (044) 604 - 6104
<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 to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. The pool of applicants will be considered for similar vacant posts within Garden Route District for a period of 3 months from date. Shortlisted candidates will be subjected to a practical/written and oral assessment.

<b><u>CLOSING DATE</u></b>	:	30 June 2025
<b><u>POST 20/89</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>	:	Alma 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. 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 (48). 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 nursing experience after registration with the SANC as Professional Nurse in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement 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 A Lamprecht Tel No: (044) 604-6106
<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 date of advert. Candidates will be subjected to a practical/ oral assessment.
<b><u>CLOSING DATE</u></b>	:	30 June 2025
<b><u>POST 20/90</u></b>	:	<b><u>RADIOGRAPHER: GRADE 1 TO 3 (DIAGNOSTIC)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, 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

Diagnostic Radiographer. Registration with a Professional Council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1:** None after registration with the HPCSA as an Diagnostic Radiographer in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the as a Diagnostic Radiographer in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Must work shifts. Competencies (knowledge/skills): Knowledge of theatre, mobile, fluoroscopy and general radiography protocols. CT experience will be advantageous. Appropriate experience in a busy general department with knowledge of radiation protection, quality assurance and equipment safety pertaining to radiography. Knowledge of Patient Archiving and Communication Systems. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills, the ability to work under pressure and independently and in a team.

**DUTIES** : Be responsible for the provision of a patient-centred radiographic imaging service over a 24-hour period, including risk management. Identify and perform the most appropriate diagnostic images of high quality, be responsible for self-development as well as training of staff and students. Ensure optimal care of equipment, quality assurance and use of suitable radiation protection. Provide support to the Chief and Assistant Director regarding day to day activities.

**ENQUIRIES** : Ms N Behardien-Peters Tel No: (021) 404-4187  
**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 with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

**CLOSING DATE** : 30 June 2025

**POST 20/91** : **SENIOR ADMINISTRATIVE OFFICER: HRD (PEOPLE DEVELOPMENT)**  
 Directorate: People Development

**SALARY** : R397 116 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma /Degree in Human Resource related field. Experience: Appropriate experience in a supervisory capacity. Appropriate experience in Human Resource Development. Inherent requirements of the job: Valid Code (B/EB) drivers licence Driver's licence and a willingness to travel throughout the province. Competencies (knowledge/skills): Ability to use all relevant computer applications independently, and with ease. Knowledge and understanding of Human Resource Development legislation. Excellent computer literacy skills. Ability to collate and prepare data for management reports. Excellent interpersonal skills and ability to work under pressure.

**DUTIES** : Analyse, collate, coordinate, and verify the planning, development, distribution, and evaluation of decentralised quarterly training reports in alignment with departmental monitoring requirements. Analyse and coordinate the development of the Workplace Skills Plan (WSP) to ensure compliance with organisational and legislative frameworks. Provide guidance and support to Skills Development Facilitators (SDFs) across the department. Coordinate and facilitate training initiatives for staff within the Directorate: People Development

		Monitor and evaluate the impact and effectiveness of training interventions. Coordination of leadership and management development programmes. Provide efficient general administrative and operational support to supervisor and senior management.
<b><u>ENQUIRIES</u></b>	:	Mr. S Cupido Tel No: (021) 483 3843
<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>	:	30 June 2025
<b><u>POST 20/92</u></b>	:	<b><u>COMMUNICATION OFFICER (X2 POSTS)</u></b> Directorate: Communications
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town (X1 Post) Red Cross War Children's Memorial Hospital (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree in Communication, Journalism, Public Relations, or Marketing. Experience: Appropriate experience in a communication, public relations or media environment, which include building and managing client and stakeholder relationships; developing visual communication products; media, reputation and response management; internal communication and brand management, and developing and executing communication campaigns. Appropriate experience in the public service, NGO or NPO environment. Appropriate experience in Adobe InDesign and photography. Inherent requirement of the job: Valid Code (B/EB) driver's licence. Willing to occasionally work outside regular office hours and to travel for work. Competencies (knowledge/skills): Media liaison. Reputation management. Written and visual content development. Excellent verbal and written communication skills. Strong interpersonal skills.
<b><u>DUTIES</u></b>	:	Conceptualisation and implementation of communication plans and campaigns. Reputation management. Internal communication and brand management. Project and event management. Stakeholder engagement support. Monitoring and evaluation of communication campaigns, risks, and sentiment.
<b><u>ENQUIRIES</u></b>	:	Ms M Lesch Tel No: (021) 483- 3245
<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>	:	30 June 2025
<b><u>POST 20/93</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: FINANCE (DICU) (X10 POSTS)</u></b> Directorate: Financial Accounting
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town on the premises of Stikland Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: An appropriate 3 - year National Diploma/Degree in SCM, Finance, Accounting or Auditing with experience in the key performance areas of the job Experience: Appropriate experience in Internal Control, Finance and Supply Chain Management environment. Inherent requirement of the job: Valid (Code B/EB) manual driver's license. Willingness to travel across the province. Competencies (knowledge/skills): The ability to interpret and apply financial and SCM policies, procedures, and prescripts. Ability to compile reports and presentation thereof. Knowledge of inventory, assets, irregular expenditure, commitments, and accruals. Knowledge of transfer payments. Computer literacy (Microsoft Excel, Word, Power Point).
<b><u>DUTIES</u></b>	:	Evaluate Accounting and Supply Chain transactions for correctness and compliance with the legislative framework and financial prescripts. Evaluate inventory within the institutions and ensure that all inventory/warehouse items reconcile on the Accounting Systems of the department. Evaluate the use and management of all assets in the institution and ensure that all assets are correctly accounted for on accounting systems of the department. Report any discrepancies found and assist Institutional management to implement corrective measures.
<b><u>ENQUIRIES</u></b>	:	Mr A. Moya, email address ( <a href="mailto:Anele.Moya@westerncape.gov.za">Anele.Moya@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>	:	30 June 2025
<b><u>POST 20/94</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT AND ASSET MANAGEMENT)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Metro TB Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA'S) of the post. Experience: Appropriate experience of Supply Chain Management (Procurement and Asset Management). Appropriate supervisory experience. Appropriate working experience on LOGIS and the Electronic Procurement System. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/ skills): Sound knowledge of the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Accounting Officer's System of the department of Health. Knowledge of the Accounting Officer's System of the Department. Sound knowledge of all financial management systems and regulations: BAS, Logis, Financial and treasury instructions, PFMA, BMI. Advanced computer literacy (MS Word, Excel and Outlook).
<b><u>DUTIES</u></b>	:	Effective and efficient Asset Management including Asset Procurement, Verification of Assets and Disposal Management. Effective Contract management and Acquisition Management of Goods and Services. Ensure Audit Compliance. Assistance with Reporting and Support to Supervisor. Effective and efficient management of the Human Resources in the component.
<b><u>ENQUIRIES</u></b>	:	Mr B Silwanyana Tel No: (021) 508 7451
<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>	:	30 June 2025
<b><u>POST 20/95</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Khayelitsha District Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management (Procurement). Appropriate experience in the Procurement Process. Competencies (knowledge/ skills): Extensive knowledge of and practical experience in Logis and the Integrated Procurement Solutions (ePS). Good verbal and written communication skills. Computer literacy in MS Word, MS Excel, Outlook. Good organisational skills. Be able to manage a team of Procurement Clerks Knowledge and experience of the Procurement process. Knowledge of Asset and Inventory (warehouse) Management procedures. Knowledge of PFMA, Finance instructions, Provincial and Treasury regulations Knowledge of the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA). Ability to apply the Disciplinary code. Knowledge of Accounting officer system and maintenance services 16B.
<b><u>DUTIES</u></b>	:	Facilitate the Procurement process for Khayelitsha District Hospital from demand to delivery, inclusive of non-performance management administrative duties. Effective and efficient management of the Procurement on Logis and Electronic Procurement Solutions (ePS) environment. Perform the duties as an Approver on ePS. Ensure the effective application of procurement policy processes including management of acquisition, contract and demand management. Coordinate and advise on the process of drafting specifications. Authorise transaction on LOGIS. Reporting on internal and external stakeholders (IFS, AFS and other) Accurate and timeous reporting of

		information related to medical consumables and all the other items that are used in the Hospital environment to internal and external stakeholders. Effective procurement of all institutional assets, consumables, medical items, major and minor and ensuring budgets are spent. Liaise with end users, service providers and other departments regarding.
<b><u>ENQUIRIES</u></b>	:	Mr N Sitonga Tel No: (021) 360-4734
<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. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of the advert. Candidates will be subjected to a written/practical and oral assessment
<b><u>CLOSING DATE</u></b>	:	30 June 2025
<b><u>POST 20/96</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Paarl Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resources (i.e. Salary Administration, Service Conditions, Personnel Management, PERSAL and Recruitment and Selection. Competencies (knowledge/skills): In-depth knowledge and experience of the Recruitment and Selection Policies and Procedures in the Public Service. Strong analytical and strategic thinking abilities. Computer skills in MS Office (i.e. Word, Excel, PowerPoint, Outlook and PERSAL).
<b><u>DUTIES</u></b>	:	Administer and ensure effective and efficient implementation of HRM policies, prescripts, approval of PERSAL transactions with regards to Personnel provisioning, Personnel and Salary administration. Assist with the administration of OSD and Grade Progression. Maintain an effective and efficient Recruitment and Selection service. Provide an effective support function to manager and personnel. Supervise Administration Clerks to ensure effective functioning of the Personnel Administration Section.
<b><u>ENQUIRIES</u></b>	:	Mr. SP Cupido Tel No: (021) 860-2852
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to a practical test.
<b><u>CLOSING DATE</u></b>	:	30 June 2025
<b><u>POST 20/97</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: HEALTH SUPPORT (INSPECTORATE)</u></b> Directorate: Assurance
<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: A Higher Certificate (NQF5) in Administration/Business/Finance/Health field (or equivalent). Experience: Appropriate experience in general office administration. Appropriate experience in a business management environment. Inherent requirements of the job: A valid (Code B/EB) driver's licence and willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Excellent interpersonal, communication and organisation skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Ability to function independently and with confidence. Good team building skills within and outside the Licensing and Inspectorate Component and Directorate Assurance. Client and task orientated. A sound knowledge of the functions and duties of Provincial Government Western Cape. A sound knowledge of Western Cape Provincial Notice 187 of 2001 and Mental Health Care Act no 17 of 2002. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, PowerPoint and E-mail. Ability to communicate in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Assist in the office with regards to private health facility and community mental health licensing and inspections, planning and assisting in the execution of such inspections and handle the correspondence relating to services inspections. Respond to enquiries and obtain the relevant administrative records to attend to the enquiries. Comprehensive administrative support to

		the Offices of the Assistant Director and Deputy-Director with the appropriate documentation and administration before, during and after meetings. Perform office support service effectively and professionally. Human Resource Management as it relates to the supervision of support staff and assist with the management of the duties of the division. Execute the correct procedure in levying and collecting of inspection fees from private health services in terms of applicable health legislation.
<b><u>ENQUIRIES</u></b>	:	Dr B Ngwenya Tel No: (021) 483-7116/ 0674047838
<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>	:	30 June 2025
<b><u>POST 20/98</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>	:	Robertson Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in managing outsourced contract services, report-writing, interpreting/compiling of contracts, Compile service level specifications, monitoring and auditing service contracts. Experience in supervision. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge and ability to interpret and correctly apply Policies, Regulations, Instructions, and especially the service standards, service outputs and service level agreements of an integrated facility management service. Knowledge and understanding of integrated hard- and soft facilities management, monitoring and evaluation. High numerical literacy and good computer literacy (proficiency in Windows, MS-Office, PowerPoint, Excel and emails). Excellent communication, interpersonal and conflict management skills.
<b><u>DUTIES</u></b>	:	Efficient and effective monitoring, reporting and complaints management in respect of all hard- and soft facility management services rendered to the Department by a Service Provider. Train Department of Health and Wellness staff in respect of stipulated procedures, policies and protocols of a service level specification for integrated facility management service. Liaise between Department of Health and Wellness staff and Service Provider, Help Desk, Contract Manager and Medical Manager of Langeberg Sub District. Monitor, evaluate and report on the compliance in respect of Integrated Facility Management Services rendered by a Service Provider. Compile monthly, quarterly and annual summary reports for Contract Manager/Medical Manager of Langeberg Sub district.
<b><u>ENQUIRIES</u></b>	:	Ms. EM Volschenk Tel No: (023) 626-8565
<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 may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts in within the Robertson Hospital, Langeberg Sub District for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	30 June 2025
<b><u>POST 20/99</u></b>	:	<b><u>PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL) (X3 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>	:	Lentegeur Hospital, (Nurse Relief Team, X2 Posts) and (Ward 97, X1 Post)
<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 SANC as a Professional Nurse with Psychiatry. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. <b>Grade 3:</b> A minimum of 20 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements 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: MS Office, MS Outlook Good Communication Skills. Report Writing. Appropriate experience working with Mental Health Care users in a Psychiatric Ward.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms ID Cupido Tel No: (021) 370 -1358
<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)". Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	30 June 2025
<b><u>POST 20/100</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>	:	HIV AIDS Knysna and Plettenberg Bay 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>	:	30 June 2025
<b><u>POST 20/101</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X2 POSTS)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	Grade 1: R324 384 (PNA2) per annum Grade 2: R396 132 (PNA3) per annum Grade 3: R476 637 (PNA4) per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Worcester Regional Hospital Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with a Professional Council: Registration with the South African Nursing Council (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 with the SANC as Professional Nurse in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Willingness to rotate within different Functional Business Units. Competencies (knowledge/skills): The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Good problem solving, motivational and leadership skills.
<b><u>DUTIES</u></b>	:	Provide direction and supervision for the implementation of the nursing plan (Clinical practice/quality patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. Ensure accurate collection and recording of data. Render support to the supervisor and colleagues.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr S Bruiners Tel No: (023) 348-1104 Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	30 June 2025
<b><u>POST 20/102</u></b>	:	<b><u>SPEECH THERAPIST GRADE 1 TO 3 (6/8TH POST)</u></b> Overberg District
<b><u>SALARY</u></b>	:	Grade 1: R297 924 per annum Grade 2: R347 955 per annum Grade 3: R407 325 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Theewaterskloof PHC Support and Outreach, Theewaterskloof Sub-district Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist or Speech Therapist and Audiologist. Registration with a Professional Council: Registration with the HPCSA as a Speech Therapist or

Speech Therapist and Audiologist. Experience: **Grade 1:** None after registration as Speech Therapist with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Speech Therapist with the HPCSA in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Speech Therapist in respect of SA qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA as a Speech Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as a Speech Therapist in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as a Speech Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district/ district to consult clients and attend meetings and training sessions. Competencies (knowledge/ skills): Good interpersonal, planning and organisational skills, and computer literacy (MS Office). Knowledge of applicable health legislation, relevant acts and policies. Ability to adapt and work efficiently in a resource-constrained environment.

**DUTIES** : Deliver a clinical speech therapy services at health facility level. Provide training. Render community-based speech therapy service. Assist in management of clinical, financial- and human resources. Administrative duties, complete documentation of all services rendered.

**ENQUIRIES** : Dr RJ Liebenberg Tel No: (028) 212-1070  
**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 on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Overberg District for a period of 3 months from date of advert.

**CLOSING DATE** : 30 June 2025

**POST 20/103** : **SENIOR EMERGENCY CONTROL CENTRE AGENT (DISPATCHER) (X6 POSTS)**

**SALARY** : R269 499 per annum  
**CENTRE** : Emergency Communication Centre, Metropole  
**REQUIREMENTS** : Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate Emergency/ Medical Call-Centre experience. Inherent requirement of the job: Computer literacy (MS office). Ability to work shifts as per roster. Appropriate knowledge of GEMC/CAD computer aided dispatching system. Competencies (knowledge/skills): Basic knowledge of the topographical layout of the Western Cape. Good leadership, listening, supervisory, work organization and prioritization skills. Must be able to utilise mapping software for resource allocation.

**DUTIES** : Manage caller anxiety and stress and provide life-saving telephonic interventions. Accurately record information in order to ensure data integrity and subsequent appropriate management intervention. Alert supervisors to recurrent incidents, as well as exceptional incidents of a critical life threatening in nature, particularly in the mass casualty context. Implement any instructions as per the identified medical dispatch protocol reference system (MDPRS). Mobilise vehicle resources, control the deployment of resources and react to delays in the individual status of the deployed vehicles. Manage Major Incidents according to plan Delta and MIMMS, and mobilize other emergency services incl. Traffic, Fire SAPS and Disaster Management when required. Training and supervision of Emergency Communications students during their elective.

**ENQUIRIES** : Mr N Newman Tel No: (021) 932 1966

<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>	:	30 June 2025
<b><u>POST 20/104</u></b>	:	<b><u>SECRETARY</u></b> Cape Winelands District
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Stellenbosch Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) Grade 12 plus computing and Computer Applications. Experience: Appropriate administrative and secretarial experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good communication skills (both verbal and written). Good telephone etiquette and interpersonal skills to deal with the public and staff members and ability to work independently. Ability to handle information in a confidential manner and professional attitude. Computer literacy and typing skills (MS Office, Word, Excel, Power Point and E-mail).
<b><u>DUTIES</u></b>	:	Provide secretarial and administrative support to the Manager Medical Services and management team including diary management, meeting management and task management. Adopt new technology to streamline and improve the management of administrative processes. Screen, direct and managing telephonic, written and email communication appropriately. Receive visitors, plan and coordinate events and fulfil a public relations and hospitality role for the sub-district management team. Provide professional support including office management, complaints tracking and doing research and providing general support for special projects.
<b><u>ENQUIRIES</u></b>	:	Dr ND Blanckenberg Tel No: (021) 808-6106
<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 Stellenbosch Hospital for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	30 June 2025
<b><u>POST 20/105</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (INFRASTRUCTURE SOURCING)</u></b> Directorate: Supply Chain Sourcing Sub-Directorate: Infrastructure Sourcing
<b><u>SALARY</u></b>	:	R228 321 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 focus on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience performing administration and possess Supply Chain Management experience. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel. Competencies (knowledge/skills): Computer literacy in MS Office (Word, Excel, PowerPoint and Outlook). Good communication (verbal and written) planning and organisational skills. Ability to work under pressure, pay attention to detail and meet deadlines.
<b><u>DUTIES</u></b>	:	Perform general office administration. Develop and maintain a record keeping filing system. Provide administration for Infrastructure Sourcing People Management matters. Render an effective Supply Chain Management (Procurement) administrative support service. Perform an administrative function for complaints raised via and experienced by Infrastructure Sourcing. Provide an overall support role to the Manager of the Infrastructure Sourcing component.
<b><u>ENQUIRIES</u></b>	:	Ms. P Snell, email: <a href="mailto:Priscilla.Snell@westerncape.gov.za">Priscilla.Snell@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>	:	30 June 2025

<b><u>POST 20/106</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u></b> Garden Route District
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Mossel Bay Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competences that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in LOGIS and the Electronic Procurement System EPS. Appropriate experience in ESL and contracts. Appropriate experience in Supply Chain Management. Inherent requirements of the job: Valid (Code B/EB) Driver's License. Competencies (knowledge/ skills): Applied knowledge of the Accounting Officer's System and SCM Delegations of the Department. Applied knowledge of Western Cape Supplier Database and Centralized Supplier Database. Computer literacy (Windows/Word/Excel and Outlook and Share point). Good communication and writing skills.
<b><u>DUTIES</u></b>	:	Extensive knowledge of Procurement Planning, maintaining a Procurement Plan and overall execution of the plan and compiling of specifications. Perform ESL buy-out requests, advertising quotations on EPS, preparing quotations for Quotation Committee and Adjudication accordingly. Preparing of manual Procurement Advises, performing LOGIS system functions – Approval of PA's (QTMT, PACP and PAAP), authorizing orders (ORAT) and dispatching orders to suppliers and follow-up on a monthly basis (RCDY). Systematically receive of all Receipt vouchers and issue vouchers. Report regularly to the supervisor regarding compliance, updating and maintaining the Procurement Plan and assist with the preparation of inputs for the interim and annual financial statements (Commitments and Accruals). Execute compliance control related to Supply Chain Management and Finances and handle queries in all aspects within the Supply Chain Management Department.
<b><u>ENQUIRIES</u></b>	:	Mr D Joubert Tel No: (044) 604 6110
<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 could be subjected to a practical test.
<b><u>CLOSING DATE</u></b>	:	30 June 2025
<b><u>POST 20/107</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>	:	Bothasig CDC
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: National Senior Certificate (or equivalent). Experience: Appropriate experience in Health Information Management and appropriate Health Related Information Systems. Inherent requirements of the job: Valid (Code B/EB) Driver's License. Competencies (knowledge/ skills): Knowledge of data, capturing, scanning, preparation and creating graphs. Good interpersonal, communication and organization skills. Computer Literacy skills in (MS Word, Excel, Power point, Outlook and Teams). Ability to work under pressure, independently and in a team.
<b><u>DUTIES</u></b>	:	Data management – scanning/collation, capturing and submission to the next level. 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 and assist with preparing presentations and reports. Provide general support to all Information Management and HAST clerks at facility level and assist with IM training. Assist with internal and external objective audits. Assist with ICT requests.
<b><u>ENQUIRIES</u></b>	:	Ms C Lloyd Tel No: (021) 818-0955
<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 posts as an Administration Clerk: Information Management within the Chief Directorate: Metro Health Services for a period of 3 months from the date of the advert. Shortlisted Candidates will be subjected to a practical/written and oral assessment.
<b><u>CLOSING DATE</u></b>	:	30 June 2025



<b><u>POST 20/108</u></b>	:	<b><u>ADMINISTRATION CLERK: ADMISSIONS (FINANCE/INCOME)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Mossel Bay Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competences that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in patient administration on Clinicom, HECTIS or any other patient registration system. Inherent requirements of the job: Required to work shifts, weekends, public holidays and night shift. Required to work overtime on short notice. Must be willing to rotate and/or relief personnel. Competencies (knowledge/ skills): Good communication skills (verbal and written). Computer literacy. Appropriate knowledge of Hospital Fees Memorandum 18.
<b><u>DUTIES</u></b>	:	Assessment of patients according to the means test when admitting patients, update patient information and ensure availability of patient folders. Responsible for sound cash management for revenue control which includes receipt of money, issue of accounts, receipt and safekeeping of money. Responsible for handling patient enquiries. Open and maintain patient folders and loan of patient folders to relevant departments on the Clinicom system. Filing of patient folders and documents on a daily basis. Record keeping, trace old folders, compile new folders, archive and destruction of folders.
<b><u>ENQUIRIES</u></b>	:	Ms A Cloete Tel No: (044) 604 - 6125
<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 could be subjected to a practical test.
<b><u>CLOSING DATE</u></b>	:	30 June 2025
<b><u>POST 20/109</u></b>	:	<b><u>ADMINISTRATION CLERK: FINANCE/ ADMIN</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Valkenberg Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior certificate (or equivalent) - Accounting and/or mathematics as passed subjects. Experience: Appropriate patient fees experience in a health environment. Appropriate Clinicom experience. Appropriate Cashier experience, within a hospital setting. Appropriate Accounts Receivable (AR) experience. Appropriate BAS experience. Inherent requirements of the job: Willing to work overtime as operationally required. Competencies (knowledge/skills): Computer skills in MS Office. 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 organisational skills. Official must have a good understanding of the daily running of a hospital fees department, good understanding of the department and fees protocol, and hospital fees, policies and procedures – Chapter 18.
<b><u>DUTIES</u></b>	:	Follow-up medical aid and non-medical aid outstanding invoices in line with Hospital Fees Manual Chapter 18 and related Finance Instructions and allocate medical aid and debtor payments. General fees administration and account related duties/enquiries including filing. Cashier Duties - Complete BAS transactions including deposits, day ends, journals and special journals and reconcile with the AR system. Relieve in other outpatient departments as operationally required.
<b><u>ENQUIRIES</u></b>	:	Ms E Van der Westhuizen Tel No: (021) 833-9445
<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 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>	:	30 June 2025

<b><u>POST 20/110</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPORT (STUDENT MATTERS)</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Western Cape College of Nursing (Metro Campus, Athlone)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Grade 12/Senior (or equivalent) Certificate. Experience: Appropriate experience of system support/assistance. Inherent requirements of the job: Valid (code B/EB) driver's license. Willingness to travel and work overtime if required. Competencies (knowledge/skills): Computer literacy in Microsoft Word and Excel. Good interpersonal and communication skills. Good numerical skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Ability to effectively handle conflict. Self-Motivated and the ability to monitor and improve own work performance.
<b><u>DUTIES</u></b>	:	Advanced academic administration of higher education and South African Nursing Council. Responsible for Academic Programme administration. Effective delivery of advanced clerical tasks. Responsible for all student matters administration and related. Effective control of assets and ordering of stock.
<b><u>ENQUIRIES</u></b>	:	Ms Y Magerman Tel No: (021) 684 1202
<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 do a practical test.
<b><u>CLOSING DATE</u></b>	:	30 June 2025
<b><u>POST 20/111</u></b>	:	<b><u>ADMINISTRATION CLERK: ADMISSIONS</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Karl Bremer Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate or equivalent. Experience: Appropriate Clinicom experience in a patient administration environment. Experience of health care setting and management of clients. Inherent requirements of the job: The ability to work 12-hour shift (which includes night duty, weekends and public holidays) and work overtime at short notice. Willingness to be rotated. Competencies (knowledge/ skills): Knowledge and experience of patient administration functions on the Clinicom system, e.g. Admissions. Knowledge of the Hospital Fees Memorandum 18, UPFS, and related policies and responsibilities linked to finance management, e.g. Cashiers. Good organisational skills. Ability to function independently as well as part of a multi-disciplinary team under pressure without supervision. Excellent communication skills (verbal and written). Computer literacy.
<b><u>DUTIES</u></b>	:	Administrative Duties – Admissions – Assessment of patient in accordance with the Hospital Memorandum Chapter 18 and UPFS Manual, related Finance Instructions and handle telephonic and personal enquiries regarding patient enquiries. Debtor assessment of patient and data capturing of patient information on Clinicom System. Client Services – Report all MVA's to Batsumi Hotline. Quality of care – Ensure updated information on clients' records and ability to perform Medical Aid/EDI (Electronic Data Interchange) related transactions in the Clinicom system and adhere to all Batho Pele Principles. Responsible for cashiers, revenue control which includes receipt of money and issuing of accounts and receipts. Safe keeping of patient's valuables. Booking of follow up appointments at Outpatient Department and VULA APP.
<b><u>ENQUIRIES</u></b>	:	Ms A Stramrood Tel No: (021) 918-1260
<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 posts within the Chief Director: Metro Health Services, for a period of 3 months from the date of the advert. Candidates will be subjected to a practical/ written and oral assessment.
<b><u>CLOSING DATE</u></b>	:	30 June 2025
<b><u>POST 20/112</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	R228 321 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	George Regional Hospital
	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in LOGIS and the Electronic Procurement System. Appropriate experience in Supply Chain Management. Appropriate experience in Asset Management, Disposal management and Stocktaking. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Applied knowledge of the Accounting Officer System, SCM delegation, PFMA, PTI and NTR. Applied knowledge of Western Cape Supplier Database and Centralized Supplier Database. Ability to handle a high work volume and meet strict deadlines. Ability to function independently, as well as part of a multi-disciplinary team. Computer literacy (MS Office: Word, Excel, Outlook). Knowledge of LOGIS procurement system.
<b><u>DUTIES</u></b>	:	Acquisition, Receive and issue assets and to end-users. Advertising of quotations according to the Procurement Plan. Preparing of orders and follow-ups. Management of Assets: Disposal process, movements, stock taking and compliance. Sub-system controller – assist System controller with all LOGIS system related tasks and enquiries. Handle queries in all aspects within the Supply Chain Management Department and provide an effective support service to supervisor.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms XM Sonandi Tel No: (044) 802-4507
	:	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 is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert
<b><u>CLOSING DATE</u></b>	:	30 June 2025
<b><u>POST 20/113</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum
	:	Karl Bremer Hospital
	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a health commodity stores environment. Inherent requirements of the job: Willingness to work afterhours when required. Competencies (knowledge/skills): Sound theoretical and practical knowledge of warehouse functions/modules in LOGIS or Stock Management System. Good interpersonal and communication skills Computer literacy (MS Word and Excel).
<b><u>DUTIES</u></b>	:	Receive and issue inventory accurately within prescribed timeframes to end users. Ensure accurate stock control i.e. verify stock levels, do spot checks, maintain min/max levels, complete bin cards. Manage inventory effectively in terms of the storage and safe keeping of items. Place orders timeously and ensure continuous stock availability (zero stock outs). Assist with the preparation of inputs for the annual financial statements (inventory). Assist supervisor with supervision of general assistants.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms J Davids Tel No: (021) 834-5893
	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	The pool of applicants will be considered for other similar vacant posts within the Chief Director: Metro Health Services, for a period of 3 months from the date of the advert. Candidates will be subjected to a practical/ written and oral assessment.
<b><u>CLOSING DATE</u></b>	:	30 June 2025
<b><u>POST 20/114</u></b>	:	<b><u>STAFF NURSE GRADE 1 TO 3 (ORTHOPAEDIC AND UROLOGY)</u></b> Chief Directorate: Rural 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 REQUIREMENTS</u></b>	:	George Regional Hospital
	:	Minimum educational qualifications: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: Willingness to perform duties at irregular hours, including night duty, overtime and relief work in the Departments to ensure effective provision of services. It will be expected of the incumbent to rotate. Competencies (knowledge/skills): Knowledge nursing processes and procedures as outlined in Nursing Act and SANC regulations. Training competencies include, Aseptic technique, Wound dressing. Basic pharmacology and mathematical skills to do calculation re dosages in medication. Basic principles of Health education. Knowledge of the nursing Care Process. Knowledge of medical legal hazards. Professionalism, good Interpersonal communication skills. Responsive, pro-active, flexible, assertive and supportive Leadership skills.
<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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms LK De Goede Tel No: (044) 802-4352
	:	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 subject to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	30 June 2025
<b><u>POST 20/115</u></b>	:	<b><u>STAFF NURSE: GRADE 1 TO 3 (TRAUMA AND EMERGENCY)</u></b> Garden Route District
<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 REQUIREMENTS</u></b>	:	Mossel Bay Hospital
	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a Professional Council: Registration with the SANC as a Staff Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirement of the job: Willingness to work shifts, day and night duty and overtime. Willingness to rotate to other wards within the hospital when needed. Competencies (knowledge/skills): Good communication skills. Self-discipline and motivation.
<b><u>DUTIES</u></b>	:	Provide basic clinical nursing care. Development and implementation of basic patient care plans. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Take actions to improve quality of nursing care. Participate in infection prevention and control.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms JA Mahlangu Tel No: (044) 604 - 6104
	:	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 Garden Route District for a period of 3 months from date of advert.

**CLOSING DATE** : 30 June 2025

**POST 20/116** : **STAFF NURSE GRADE 1 TO 3 (X2 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R220 614 per annum  
Grade 2: R262 287 per annum  
Grade 3: R306 798 per annum

**CENTRE** : Valkenberg Hospital (X1 Post)  
William Slater House (X1 Post)

**REQUIREMENTS** : 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 Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work overtime, nightshift, weekends and public holidays. Willingness to rotate within the hospital in different wards. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Good communications skills.

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

**ENQUIRIES** : Ms C Mbalane Tel No: (021) 440 3257

**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 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 change in registration status). The pool of applicants will be considered for similar vacant posts within the Metro Health Services for a period of 3 months from date of advert.

**CLOSING DATE** : 30 June 2025

**POST 20/117** : **STAFF NURSE GRADE 1 TO 3 (OUTPATIENTS SERVICES)**  
Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R220 614 per annum  
Grade 2: R262 287 per annum  
Grade 3: R306 798 per annum

**CENTRE** : Victoria Hospital

**REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a Professional Council: Current registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willing to work shifts, day and night duty, overtime, public holidays and weekends. Willingness to assist and rotate through the hospital as needed. Competencies (knowledge/

	skills): Good communication skills (both written and verbal) Self-discipline and motivation.
<b><u>DUTIES</u></b>	: Development and implementation of basic patient care plans. Provide basic clinical care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Participate in infection prevention and control.
<b><u>ENQUIRIES</u></b>	: Ms MAT Dubru-Shunmugam: email: Mary.Dubru@westerncape.gov.za
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: Shortlisted candidates will be subjected to a competency assessment. 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)". The pool of applicants will be considered for similar vacant posts within the Department for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	: 30 June 2025
<b><u>POST 20/118</u></b>	: <b><u>NURSING ASSISTANT GRADE 1 TO 3 (MALE WARD)</u></b> Garden Route District
<b><u>SALARY</u></b>	: Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<b><u>CENTRE</u></b>	: Mossel Bay Hospital
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as a Nursing Assistant. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirements of the job: Willing to work shifts, day and night duty and overtime. Willingness to rotate to other wards within the hospital when needed. Competencies (knowledge/skills): Good communication skills. Self-discipline and motivation.
<b><u>DUTIES</u></b>	: Provide elementary clinical nursing care. Provide basic nursing care. Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. Maintain professional growth, ethical standards and self-development. Record keeping.
<b><u>ENQUIRIES</u></b>	: Ms JA Mahlangu Tel No: (044) 604 - 6104
<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 the Garden Route District for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	: 30 June 2025
<b><u>POST 20/119</u></b>	: <b><u>NURSING ASSISTANT GRADE 1 TO 3 (X5 POSTS)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	: Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<b><u>CENTRE</u></b>	: Worcester Regional Hospital

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Qualification that allows registration with SANC as a Nursing Assistant. Registration with a Professional Council: Registration with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/ recognisable experience in nursing after registration with the SANC as Nursing Assistant. <b>Grade 3:</b> A minimum of 20 years appropriate/ recognisable experience in nursing after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Willingness to rotate within different Functional Business Units. Competencies (knowledge/skills): Sound knowledge of SANC Regulation which prescribe nursing practice. The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Good interpersonal and communication skills. Ability to deal with conflict situations and make sound decisions under pressure.
<b><u>DUTIES</u></b>	:	Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth / ethical standards and self-development.
<b><u>ENQUIRIES</u></b>	:	Mr S Bruiners Tel No: (023) 348-1104
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	30 June 2025
<b><u>POST 20/120</u></b>	:	<b><u>PRINCIPAL PORTER</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R163 680 per annum
<b><u>CENTRE</u></b>	:	Karl Bremer Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: General Education and Training Certificate (GETC) Grade 9/ STD7. Experience: Appropriate supervisory experience of staff and mortuary administration. Inherent requirements of the job: A Valid (Code B/EB) driver's licence. Willingness to work night shifts, public holidays, weekends, overtime and be on standby. Competencies (knowledge/skills): Computer skills (MS Office, Excel and Word). Knowledge of applicable death administration legislations and relevant policies. Knowledge of infection prevention and control.
<b><u>DUTIES</u></b>	:	Responsible for overall supervision and management of Porters. Management of mortuary equipment, assets and consumables. Ensure effective and efficient mortuary administration and handling of bodies. To provide an effective and efficient support to Support Services Managers.
<b><u>ENQUIRIES</u></b>	:	Mr A Basson Tel No: (021) 918-1335
<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 posts within the Chief Director: 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>	:	30 June 2025
<b><u>POST 20/121</u></b>	:	<b><u>HOUSEHOLD AID</u></b> Garden Route District
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	Harry Comay Hospital

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in a household/cleaning environment in a health facility. Inherent requirements of the job: Willingness to work weekends, overtime, public holidays and night duty. The ability to do physical tasks and operate heavy duty cleaning and household equipment. Willingness to rotate in wards according to the needs of the service. Competencies (knowledge/skills): Basic knowledge of cleaning of equipment. Support to housekeeping supervisor and adhere to policies and cleaning practices. Knowledge of stock, assets, linen and equipment control.
<b><u>DUTIES</u></b>	:	Deliver an effective cleaning service such as dusting, washing, scrubbing, polishing, washing and refuse removal. Adhere to safety measures and ensure adherence to Occupational Health and Safety policies and Infection Prevention Control measures. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen and serving of meals to patients.
<b><u>ENQUIRIES</u></b>	:	Ms W Jass Tel No: (044) 814 -1159
<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. 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>	:	30 June 2025
<b><u>POST 20/122</u></b>	:	<b><u>PORTER (X2 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	Karl Bremer Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum Requirement: Basic numeracy and literacy. ABET (be able to read and write). Experience: Appropriate porter experience within a hospital environment. Inherent requirements of the job: Ability to do physical tasks such as lifting patients from/onto beds, trolleys and wheelchairs. Willingness to work shifts including nightshift, weekends, overtime and public holidays. Must be prepared to handle corpses and be in good health. Competencies (knowledge/skills): Extensive knowledge of porter service delivery within a hospital. Basic knowledge of Infection Prevention Control procedure. Good interpersonal and communication skills.
<b><u>DUTIES</u></b>	:	Safe loading, offloading and transportation of patients on trolleys and wheelchairs. Check and replace medical gas cylinders and assist with movement of medical equipment. Ensure a safe, hygienic work environment and apply basic infection prevention control measures. Basic maintenance, cleaning of wheelchairs, trolleys and mortuary fridges. Removal of bodies/corps from wards to mortuary including collection and delivery of blood specimens.
<b><u>ENQUIRIES</u></b>	:	Mr A Basson Tel No: (021) 918 1976
<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 posts within the Chief Director: Metro Health Services, for a period of 3 months from the date of the advert. Candidates will be subjected to a practical/ written and oral assessment.
<b><u>CLOSING DATE</u></b>	:	30 June 2025
<b><u>POST 20/123</u></b>	:	<b><u>FOOD SERVICE 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 numeracy and literacy skills. Inherent requirements of the job: Ability to work shifts, including weekends and public holidays. Must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Dress according to departmental specifications and adhere to Hospital Policy -Interpret recipes, use a scale and do basic sums. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an industrial food service unit. Ability to correctly interpret



		standardized recipes and production planning. Knowledge of hygiene, occupational health, HACCP and safety principles. Ability to safely and correctly handle industrial equipment. Must be able to work independently and under pressure.
<b><u>DUTIES</u></b>	:	Pre-preparation and production of all normal and therapeutic diets. Weigh, dishing up and distribution of patient food and beverages. Assist in receipt and storage of all provisions and stock in the food service unit. Follow correct hygiene and safety procedures within food service unit. Follow and adhere to elementary control measures and standard operational procedures. Cleaning of all work areas, storage areas, utensils and equipment. Assist with informal in-service training of new employees.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms D. Koen Tel No: (021) 860-2546
	:	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>	:	It will be expected from candidates to complete a practical test. No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	30 June 2025
<b><u>POST 20/124</u></b>	:	<b><u>GENERAL WORKER STORES</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	Alexandra Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic literacy and numeracy. Experience: Experience in a stores' environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively (verbal and written). Ability to work independently and in a team.
<b><u>DUTIES</u></b>	:	Deliver stock to wards, departments, theatres, clinics and administration building. Ensure issue vouchers are returned to relevant clerk to capture and file. Assist clerk with receiving, packing, unpacking, storage and issuing of stock according to standards. Assist clerk to capture receipts and issues on the LOGIS system as and when needed. Safe keeping of equipment and stock (consumables and inventory) in the stores. Assist to ensure effective Stock Control procedures are maintained and enforced. Assist clerk with stock take and general duties. Keep the store neat, tidy and clean to comply with safety regulations.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr G Marola Tel No: (021) 503-5069
	:	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. 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>	:	30 June 2025
<b><u>POST 20/125</u></b>	:	<b><u>SESSIONAL MEDICAL SPECIALIST: GRADE 1 TO 3 (ORTHOPAEDICS)</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 Orthopaedic Surgery. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Orthopaedic Surgery. Experience: <b>Grade 1:</b> None after registration with the HPCSA as Medical Specialist in Orthopaedic Surgery. <b>Grade 2:</b> A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professions Council in respect to foreign qualified employee) as Medical Specialist in Orthopaedic Surgery. <b>Grade 3:</b> A minimum of 10 years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professions Council in respect to foreign qualified employee) as Medical Specialist in Orthopaedic Surgery. Competencies (knowledge/skills): Experience of performing scoliosis and vertebral column resection surgery. Fellowship in spinal deformity surgery. Independent execution of scoliosis surgery.

- DUTIES** : Manage spinal deformity service on platform, managing congenital, idiopathic and tuberculous associated deformity and myelopathy patients. Participate in integrated care of patients in the Acute Spinal Cord Injury (ASCI) Unit with after hour cover. Supervise and train medical staff in neurosurgery with particular responsibility for spinal surgery.
- ENQUIRIES** : Prof S Maqungo Tel No: (021) 404 -5108 or sithombo.maqungo@uct.ac.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. Please ensure that you attach an updated CV. 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** : 30 June 2025