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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 21 OF 2025

DATE ISSUED 20 JUNE 2025

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

DEPARTMENT OF CORRECTIONAL SERVICES: Kindly take note that the department has withdrawn ALL advertised agricultural posts, as it appears in Public Service Vacancy Circular 20 dated 13 June 2025, with a closing date of 30 June 2025. The details are as follows: Farm Manager (CB5) - all regions with various reference numbers; Security Manager (CB4) (Animal Production) - all regions with various reference numbers; Security Manager: Agriculture (CB 4) - all regions with various reference numbers and Security Officer: Agriculture (CB 1-3) (both posts) – all regions with various reference numbers.

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL: DEPARTMENT OF COMMUNITY SAFETY AND LIAISON: Please note that the closing date for the post of Chief Financial Officer with Ref No: CL18/2025, that was advertised in Public Service Vacancy Circular 18 dated 30 May 2025, has been extended to 04 July 2025.

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

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

- APPLICATIONS** : Applications, quoting the relevant reference, should be forwarded as follows:
The Deputy Director: Human Resources Management, Free State Provincial Treasury, Private Bag X20537, Bloemfontein, 9300. Attention: Ms. N Mokotso, Fidel Castro Building Tel No: (051) 405 5323 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, Ground Floor, Fidel Castro Building, Cnr. Markgraaff and Miriam Makeba Streets, Bloemfontein. Applications may also be e-mailed to recruitment@treasury.fs.gov.za.
- FOR ATTENTION** : Ms. D L Motloutse Tel No: (051)405 5323/3092
- CLOSING DATE** : 04 July 2025
- NOTE** : Directions to applicants Applications must be submitted on form the new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department and must only be accompanied by a detailed Curriculum Vitae (Subjects of relevant qualification(s) should be mentioned in the CV). The Curriculum Vitae should be specific regarding previous positions occupied and the start date and end date of the position(s) should be indicated. Applicants are requested to complete the Z83 form properly and in full. The department name, post title and reference number of the advertised post should be stated on the Z83. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. For 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 Government which can be accessed via the following link: <https://www.thensg.gov.za>. Candidates will also be subjected to a competency assessment, a practical test/exercise as well as an integrity (ethical conduct) assessment. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted, hand delivered or e-mailed timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s). Employment Equity targets: African males and/or African females and Persons with disability are encouraged to apply.

MANAGEMENT ECHELON

- POST 21/137** : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: FSPT 014/25**
- SALARY** : R1 436 022 per annum (Level 14), an all-inclusive salary package, (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A degree or equivalent qualification (NQF level 7) in Social Sciences/ Public Administration or equivalent qualification. A minimum of five (5) years relevant experience at senior managerial level. Knowledge of the Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations and Public Service Act and Regulations. Must possess the following skills: Strategic capability and leadership, honesty, financial

		management, people management, client orientation and customer focus, analytical, report writing, innovation, planning, organizational, presentation, computer, communication, problem solving, policy analysis, risk management and internal audit, management practices, project management and conflict resolution.
<u>DUTIES</u>	:	Establish a skilled competent and responsive workforce for the department by ensuring strategic leadership regarding human resources management, human resources development and employee health and wellness, organizational development, security, ethics and fraud prevention, communication, special programmes, legal and labour relations matters. Ensure that the department adheres to all relevant legislation. Ensure adherence to PFMA. Enhance internal and external communication. Ensure implementation of efficient and effective diversity management and transformation systems. Coordinate the implementation of the minimum information security standards.
<u>ENQUIRIES</u>	:	Ms. A M J Hattingh Tel No: (051) 405 3066 (Office hours only)
<u>NOTE</u>	:	African females and Persons with disability are encouraged to apply.
<u>POST 21/138</u>	:	<u>DIRECTOR: INTERNAL AUDIT REF NO: FSPT 015/25</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), an all-inclusive salary package, (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A degree or equivalent qualification (NQF level 7) in Accounting/Auditing with Auditing as a passed major subject. A minimum of six (6) years to ten (10) years' experience in the auditing field, of which five (5) years must have been at middle/senior managerial level. Extensive knowledge of auditing principles and their application. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Public Service Act and Regulations. Must possess the following skills: Strategic capability and leadership, honesty and integrity, financial management, people management and empowerment, client orientation and customer focus, analytical, interpersonal, leadership and computer literacy.
<u>DUTIES</u>	:	Manage the Internal Audit Directorate's resources. Review the adequacy and efficiency of internal controls designed to reduce identified risks to acceptable levels. Provide strategic support to the department in the development of cost-effective internal controls. Ensure compliance with internal auditing standards and best practices within the internal audit environment. Provide administrative support to the Audit Committee. Risk management within the Department.
<u>ENQUIRIES</u>	:	Ms. A M J Hattingh Tel No: (051)405 3066 (Office hours only)
OTHER POST		
<u>POST 21/139</u>	:	<u>DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: FSPT 016/25</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), an all-inclusive salary package, (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A degree or equivalent qualification (NQF level 7) in Accounting/Auditing/Risk Management. A minimum of five (5) years' experience, of which three (3) years must have been at junior management/Assistant Director level. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Public Service Act and Regulations. Must possess the following skills: Strategic capability and leadership, honesty and integrity, financial management, people management and empowerment, analytical, interpersonal, leadership and computer literacy.
<u>DUTIES</u>	:	Develop risk management strategies, systems, policies and annual risk management plans. Manage, implement, review and improve the risk management framework. Facilitate the institutionalization of risk management. Manage the departmental Risk Management Sub-directorate.
<u>ENQUIRIES</u>	:	Ms. A M J Hattingh Tel No: (051) 405 3066 (office hours only)

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

APPLICATIONS

- : Applications must be hand delivered or posted to the relevant district offices and Head office where the post is advertised OR apply online at <https://jobs.gauteng.gov.za/>. Please see the address below:
- Head Office [HO]:** Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg. Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: check enquiries on the advert.
- Districts Ekurhuleni North (EN):** Physical Address: 78 Howard Avenue, Munpen Building, Benoni. Postal Address: Private Bag X059, Benoni, 1500 Enquiries: Ms Emily Mochela Tel No: (011) 746-8190.
- District Ekurhuleni South [ES]:** Physical Address: Infinity Office Park, 2 Robin Close, Meyersdal Private Bag X8001, Alberton, 1456 Enquiries: Ms Ellen Raphoto Tel No: (011) 389-6077.
- Gauteng East District [GE]:** Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address, Springs: 1560 Enquiries: Mr Mpho Leotlela Tel No: (011) 736-0717.
- District Johannesburg North [JN]:** Physical Address: Corner Biccard & Jorrison street FNB Building Braamfontein, Postal Address: Private Bag X01, Braamfontein, 2017 Enquiries: Ms Nelisiwe Mashazi Tel No: (011) 694 9378.
- District Sedibeng East [SE]:** Physical Address: Corner Joubert & Kruger Street SL & M Building Vereeniging. Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: Ms. Nomathemba Xawuka Tel No: (016) 440 1717.
- District Sedibeng West [SW]:** Physical Address: Sebokeng College 6 Samuel Street; Zone 18, Sebokeng Postal Address: Private Bag X067, Vanderbijlpark, 1900 Enquiries: Ms Bertha Mlotshwa Tel No: (016) 594 9193.
- District Tshwane South [TS]:** Physical Address: President Towers Building, 265 Pretorius Street PRETORIA Postal Address: Private Bag X198 Pretoria, 0001 Enquiries: Mr Thabiso Mphosi Tel No: (012) 401 6434.
- District Tshwane West [TW]:** Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Ms Priscilla Ravele Tel No: (012) 725 1451.
- District Gauteng North [GN]:** Physical Address: Yorkcor Park Building, 86 Watermeyer Street, Val De Grace, Pretoria Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Ms. Matlhodi Moloto Tel No: (012) 846 3641.
- District Gauteng West [GW]:** Physical Address: Corner Boshoff & Human Street, Krugersdorp Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Ms Louisa Dhlamini Tel No: (011) 660-4581.
- District Johannesburg Central [JC]:** Physical Address: Corner Morola & Chris Hani Road Soweto College, Pimville Postal Address: P.O. Box 900064, Bertsham, 2013. Enquiries: Mr Linda Mabutho Tel No: (011) 983-2231.
- District Johannesburg East [JE]:** Physical Address: Sandown High School, 1 North Road, Sandown, Postal Address: Private Bag X9910, Sandton, 2146. Enquiries: Ms Elizabeth Moloko: Tel No: (011) 666-9109.
- District Johannesburg South [JS]:** Physical Address: 100 Northern Parkway, Crownwood Ormonde, Johannesburg. Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Ms Lola Malimangovha Tel No: (011) 247-5957.
- District Johannesburg West [JW]:** Physical Address: 20 Goldman Street, Florida Postal Address: P.O. Box 1995, Florida, 1709. Enquiries: Mr Lizwe Jaftha Tel No: (011) 831 5433, Sandton, 2146. Enquiries: Ms Elizabeth Moloko Tel No: (011) 666-9109.
- District Tshwane North [TN]:** Physical Address: Wonderboom Junction 11 Lavender Street, Pretoria. Postal Address: Private Bag X945, Pretoria, 0001 Enquiries Ms Aluciah Malegopo Tel No: (012) 543 4313.

CLOSING DATE

: 04 July 2025

NOTE

: It is our intention to promote (Race, Gender and Disability) in the Public Service through the filling of these posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled on the first page by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A

fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached). A Z83 form and a detailed CV must be attached on hand delivered, posted and online applications. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. Following the interview process, recommended candidate (s) to attend the generic MMS competency assessment. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, emailed and late applications will be considered.

OTHER POSTS

<u>POST 21/140</u>	:	<u>ASSISTANT DIRECTOR: INFRASTRUCTURE CAPEX AND SCHEDULED MAINTENANCE PROJECTS AND PROGRAM IMPLEMENTATION REF NO: REFS/022753</u>
		Directorate: Infrastructure Delivery Management
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Financial Management/ Project Management/Public Administration/ Public Management/ Administrative Management plus a minimum of 3 years relevant working experience in providing financial management and administration/ project support within the infrastructure environment at a supervisory level and or at a post equivalent to salary level 7/8. Knowledge of Public Service Act and Regulations, Infrastructure projects/policies and National and Provincial Frameworks. Excellent communication (verbal & written) and interpersonal skills. Ability to work under pressure, Computer literacy in MS Excel, MS Word, MS Access and MS Office, Planning, Organising, Analytical, Report writing and Problem-Solving Skills. A valid South Africa driver's license.
<u>DUTIES</u>	:	Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Education. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Provide support in the development and analyses of projects reports. Collect and compile information regarding projects that needs to be investigated. Liaise and monitor projects reporting from internal and external stakeholders. Analyze infrastructure projects and compile quarterly, annually and monthly reports for internal and external stakeholders. Implement and maintain tracking system for all projects. Plan, implement and monitor the Expanded Public Works Programme Projects. Identify and priorities the need for the EPWP service in schools. Develop a project plan and implementation

plans of the EPWP. Collect and analyze information received from the schools on EPWP projects. Monitor the credible non-financial information in the infrastructure reporting model to ensure compliance. Identify the gap in the non-financial information in the infrastructure reporting model and notify the responsible managers/project managers to update the information. Monitor the credibility of information extracted from IRM for preparation of Infrastructure End of Year Evaluation, U-AMP and IPMP. Supervise staff. Co-ordinate the performance agreements/ assessments for the directorate and manage staff leave.

ENQUIRIES

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

POST 21/141

: **SENIOR PERSONNEL PRACTITIONER: PMD (X3 POSTS)**

Sub-Directorate: Transversal HR Services

Unit: HRD and Performance Management

SALARY CENTRE

: R397 116 per annum
: Gauteng North District Ref No: REFS/022775
Johannesburg West District Ref No: REFS/022778
Johannesburg Central District Ref No: REFS/022784

REQUIREMENTS

: An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Human Resource Management/ Human Resource Development or Personnel Management or Public Management majoring in HR plus a minimum of 2 years' experience in Performance Management and Development Systems with PERSAL Certificate. Knowledge of relevant Human Resource Prescripts (Public Service Act and Regulations, Educators Act, Basic Conditions of Employment Act, Skills Development Act, Skills Levy Act, Labour Relations Act, HIV/AIDS Workplace Policy, IQMS/QMS and PMDS Policies). Knowledge and understanding of Human Resource Management Practices and Procedures. Knowledge of PERSAL System and knowledge of Public Finance Management Act. Computer literacy, Communication Skills, Project Management, Interpersonal relations, Presentation skills, Financial Management skills, Report writing and minutes taking. Valid Driver's license.

DUTIES

: Co-ordinate the submission and implementation of Performance Management and Development System. Coordinate the submission of Performance Agreements for SL 1-12 employees by March 31st. Coordinate the submission and receipt of Performance Reviews for SL 1-12 employees by July 31st. Coordinate the submission and receipt of Performance Assessments SL 1-12 employees by September 30th. Coordinate the collection and analysis of educator scores (QMS) statistical data in line with educator performance cycles. Perform quality assurance on the PMDS documentation from the Business Units and receipt of probationary reports to determine first time applicants on the system. Capturing and processing of Performance Agreements, Reviews and Assessments on PERSAL of school and office district officials. Coordinate the correct implementation and capturing of PMDS outcomes on PERSAL for all employees. Facilitate the capturing of Performance Agreements, Reviews and assessments on PERSAL for district and school-based officials (PS staff). Facilitate the collection and capturing of Performance Agreements, Reviews, Assessments on PERSAL for office-based officials (EMS-PMDS) and quality assure submitted documents vs. the approved job description. Facilitate the capturing of QMS Performance Agreements, Reviews and Assessments on PERSAL for school-based educators. Compile of pre-payment exception submission to request post-payment exception reports from Head Office to verify accuracy and eligibility of incentives paid to employees. Collate the provision of Annual Incentives and Pay Progression on PERSAL for qualifying district officials and school-based officials. Facilitate payment of performance bonuses for employees in the District and Institutions (PS staff). Ensure Maintenance of Performance Management and Development Systems database/ records. Ensure the storage of PMDS reports and statistics for the district and schools. Ensure maintenance of PMDS electronic and manual records on PERSAL. Coordinate the provision of PERSAL report to alleviate audit queries. Conduct refresher training for PMDS (PS) to newly appointed and promoted employees in Districts and schools. Provide administrative support services for the Business Unit. Draft and submit training plans to relevant stakeholders and PMD unit. Coordinate the collection and submission of Performance Assessment for educators scores (QMS) statistical data in line with educator performance cycles for the deliberation of the Moderating Committee. Perform data

		capturing and effective record keeping in the Unit. Provide secretarial and administrative support for meetings and workshops as part of PMDS training and implementation, interpreting and explaining the PMDS policies and procedures to the district and schools' personnel.
<u>ENQUIRIES</u>	:	Ms Matlhodi Moloto Tel No: (012) 846 3641 (GN) Mr Linda Mabutho Tel No: (011) 983 2231 (JC) Mr Lizwe Jafta at 064 929 9493 (JW)
<u>POST 21/142</u>	:	<u>SENIOR COMMUNICATION OFFICER: COMMUNICATION MANAGEMENT</u> <u>REF NO: REFS/022754</u> Directorate: External Communication and Media Liaison
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Communication/ Public Relations/ Digital & Social Media Marketing plus a minimum of 2 years' experience in a communication environment. Knowledge of social dynamics of communities, relevant education acts and policies. Knowledge of GPG and GDE policies and procedures. Knowledge of the Public Service Act and Regulations. Strong understanding of social media and campaigns. Public Finance Management Act. Basic graphic design skills and knowledge. Public procurement procedures and financial related policies. Computer literacy. Good verbal and written communication. Planning and organisation. Good inter-personal relations.
<u>DUTIES</u>	:	Facilitate the development and execution of communication tactics aimed at marketing/promoting and maintaining good image for the department, especially on social media. Develop weekly, monthly, quarterly and annual social media plans, in conjunction with the Deputy Director: Social Media and Campaigns. Develop and consolidate strong social media ties and outreach to public and various stakeholders. Develop coherent messaging for social media campaigns. Ensure GDE social media platforms adhere to all legal requirements (copyrights etc). Assist in the development of social media products. Participate in departmental communication planning and task teams. Manage and brief interns. Supervise, monitor and report the impact of GDE social media campaigns. Assist with graphic design services for social media. Provide support and sustain good relations with internal and external stakeholders. Accompany the Executive Authority/ Departmental Head on request to events and public meetings. Ensure efficient creation/ distribution and control of virtual communication (social media) within the department. Provide exceptional services in circulating virtual communication. Develop content for print, broadcast and virtual media. Facilitate the verification that the Executive Authority/ Departmental Head's accurate stories and picture to be posted on social media and blogs. Participate in the development of a communication policy, procedures and guidelines for key departmental programmes and social media campaigns. Analyse each weekly/ monthly social media publicity reports and compare it with previous weeks/ months. Monitor social media platforms daily and advise the Management within the Directorate and GDE. Provide advice and guidance in respect of all Communication services, policies, systems and development. Facilitate and coordinate training of departmental officials in terms of social media procedures (social media policy) in dealing with departmental content. Ensure that profiles are updated and available on all Social Media platforms (Facebook/twitter/ blogs). Make necessary corrections on factual inaccuracies in the social media, including the usage of the correct corporate identity imagery and documents. Supervise and develop Staff. Conduct performance reviews and ensure that these are submitted to the Performance Management and Development unit timeously. Provide continuous coaching and mentoring of subordinates. Assist in the provisioning of stationery and office supplies. Provide regular verbal and written feedback aligned to quarterly performance assessments to personnel on performance.
<u>ENQUIRIES</u>	:	Mr. Khuitsemang Diseko at 072 394 2090
<u>POST 21/143</u>	:	<u>SENIOR ADMIN OFFICER: RISK AND COMPLIANCE MANAGEMENT</u> <u>REF NO: REFS/022756</u> Chief Directorate: Risk and Compliance management
<u>SALARY</u>	:	R397 116 per annum

<u>CENTRE REQUIREMENTS</u>	:	Head Office, Johannesburg
	:	An appropriate recognized 3-year National Diploma/ Degree in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus a minimum of 2 years relevant experience. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills necessary. Computer literacy in MS Excel, MS Word, MS Access and MS Office. Ability to work under pressure. Conflict management and Project Management skills are necessary. Sound verbal and written communication skills required. Self- disciplined and able to work under pressure with minimum supervision. Valid Driver's license.
<u>DUTIES</u>	:	To assist with facilitation of key administrative functions within the Office of the Chief Director. To ensure that the daily administrative processes within the office is managed effectively and timeously. Assist with the collation of reports. Provide secretarial services to the Office of the Chief Director in terms of scheduling meetings, drafting agendas and minute taking. Liaise with internal and external stakeholders and prepare responses to queries. Perform other duties assigned or delegated by immediate supervisor.
<u>ENQUIRIES</u>	:	Ms. Karabo Ngoetjane Tel No: (011) 355 0261
<u>POST 21/144</u>	:	<u>CHIEF PERSONNEL OFFICER: POLICY AND PROCEDURE INCAPACITY LEAVE FOR ILL-HEALTH RETIREMENT (PILIR) REF NO: REFS/022755</u> Directorate: Human Resource Transversal Services
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Johannesburg
	:	An appropriate recognized 3-year National Diploma/Degree in Human Resource Management/ Human Resource Development or Personnel Management or Public Management majoring in HR plus a minimum of 2 years relevant experience in the HR working environment. Knowledge in BAS, PERSAL and SAP / Public procurement procedures and financial related policies. Treasury Regulations. Public Service Act 1994 and employment of educators Act of 1998 Regulations. Good interpersonal skills and communication skills (verbal and written). Customer Services. Conflict and Problem Solving. Ability to work independently. Excellent Communication Skills. Computer literacy in MS Excel, MS Word, MS Access, and MS Outlook. A valid driver's license is essential.
<u>DUTIES</u>	:	To ensure effective and efficient management of PILIR. Oversee and management of employees under his/her supervision (PMDS, Leave, conflict, resources; etc.) and their day-to-day functions. Quality check PILIR applications, assessment outcome reports, outcome letters; etc. Generate all PILIR reports on weekly; monthly; quarterly and annually. Analyse assessment reports from the Health Risk Manager (HRM) and all other PILIR reports. Strict adherence to time frames. Update and monitor the tracking grid. Reconcile and analyse data. Attend to all PILIR queries. Organize and facilitate PILIR trainings/workshops/information sharing sessions. Compile all PILIR submissions and memos. Attend all PILIR stakeholder meetings. Provide support and visit to the districts, schools, clients, and Head Office. Approve accurately captured PILIR (Policy on Incapacity Leave for Ill Health Retirement) transactions on PERSAL. Analyse departmental PILIR, guidelines, strategy, and Human Resource procedure manuals to identify gaps. Participate in the development of methodologies, policies, procedures manual consistent with best practices relating to PILIR. Ensure implementation of approved PILIR policy, guidelines, strategy and HR procedure manuals in the Department. Create awareness on the PILIR processes and Procedures. By conducting workshops; interpreting and explaining the PILIR policies and procedures to the Departmental personnel. Ensure effective Management of Record system for safekeeping. Analyse Health Risk Manager' outcome reports to ensure correct implementation of PILIR outcomes on PERSAL. Monitor the implementation of PILIR outcomes on PERSAL. Ensure that the Long/ Temporary Incapacity leave by employees are subjected to Independent Medical Assessment in determining whether to reduce /continue Incapacity leave. Ensure provision of monthly, quarterly and annual reports on the implementation of PILIR. Quality Assure and ensure timeous submission/ retrieval of PILIR (Policy on Incapacity Leave for Ill Health Retirement)

		Applications. Ensure efficiency on Client and Stakeholders on PILLIR (Policy on Incapacity Leave for Ill Health Retirement) matters. Ensure that applications are processed within the agreed timelines as per the Service Level Agreement (SLA). Ensure submission of accurate PILIR reports by Health Risk Manager. Ensure the signing of PILLIR Outcome Letters from the Health Risk Manager. Draft and compile submissions for captured applications to the Health Risk Manager for assessment. Ensure that payment of services rendered by the Health Risk Manager is processed within 30 working days, Quality assure Applications, Independent Medical Assessments) Supervision and Development of staff System (performance development plans, job descriptions and performance agreement).
<u>ENQUIRIES</u>	:	Mr. Enos Netshithuthuni Tel No: (011) 843 6556
<u>POST 21/145</u>	:	<u>SENIOR ADMINISTRATION OFFICER: OFFICE OF THE DDG REF NO: REFS/022757</u> Office of the DDG: Education Support
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/ Degree in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus a minimum of 2 years relevant experience. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills necessary. Computer literacy in MS Excel, MS Word, MS Access and MS Office. Ability to work under pressure. Conflict management and Project Management skills are necessary. Sound verbal and written communication skills required. Self- disciplined and able to work under pressure with minimum supervision. Valid driver's license is a pre-requisite.
<u>DUTIES</u>	:	To assist with facilitation of key administrative functions within the Office of the DDG. To ensure that the daily administrative process within the office is managed effectively and timeously. Assist with the collation of reports. Provide secretarial services to the Office of the DDG: Education Support in terms of scheduling meetings, drafting agendas and minute taking. Liaise with internal and external stakeholders and prepare responses to queries. Perform other duties assigned or delegated by immediate supervisor.
<u>ENQUIRIES</u>	:	Ms. Lerato Machaka Tel No: (011) 843 6532
<u>POST 21/146</u>	:	<u>SENIOR ADMINISTRATION OFFICER: OFFICE OF THE DDG REF NO: REFS/022759</u> Office of the DDG: Corporate Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/ Degree in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus a minimum of 2 years relevant experience. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills necessary. Computer literacy in MS Excel, MS Word, MS Access and MS Office. Ability to work under pressure. Conflict management and Project Management skills are necessary. Sound verbal and written communication skills required. Self- disciplined and able to work under pressure with minimum supervision. Valid driver's license is a pre-requisite.
<u>DUTIES</u>	:	To assist with facilitation of key administrative functions within the Office of the DDG. To ensure that the daily administrative process within the office is managed effectively and timeously. Assist with the collation of reports. Provide secretarial services to the Office of the DDG: Education Support in terms of scheduling meetings, drafting agendas and minute taking. Liaise with internal and external stakeholders and prepare responses to queries. Perform other duties assigned or delegated by immediate supervisor.
<u>ENQUIRIES</u>	:	Ms. Lerato Machaka Tel No: (011) 843 6532

<u>POST 21/147</u>	:	<u>CHIEF PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING (X6 POSTS)</u> Sub Directorate: Transversal Human Resource Services
<u>SALARY CENTRE</u>	:	R397 116 per annum Tshwane North District Ref No: REFS/022795 Johannesburg North District Ref No: REFS/022880 Johannesburg East District Ref No: REFS/022879 Gauteng North District Ref No: REFS/022876 Tshwane West District Ref No: REFS/022875 Gauteng East District Ref No: REFS/022877
<u>REQUIREMENTS</u>	:	An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Human Resource Management/ Human Resource Development or Personnel Management or Public Management majoring in HR plus minimum of 2 years' experience in the Human Resource working environment. Knowledge of Public Service Act and Regulations, Basic Conditions of Employment Act, HR Prescripts, Resolutions and White Papers. Knowledge of National and Provincial HR Policy Frameworks. Computer Literacy, Verbal and Written Communication Skills, Project Management. Problem Solving, Presentation, Facilitation and supervisory skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Implement post establishment for the district and schools. Receive and verify post establishment for LSEN schools and ordinary schools. Receive and verify post establishment for extraordinary posts. Distribute post establishments to all stakeholders. Monitor the utilization of all posts as per allocated post establishment and provide report. Identify vacant posts for the District Office and schools. Update and maintain post establishment for the district and schools. Coordinate the movement of staff for the district and schools. Prepare and obtain approval for the placement of personnel i.e. additional and Funza Lushaka. Prepare and obtain approval for the absorption of temporary staff. Identify educators on access post and submit a list to heads. Facilitate and issue placement letters for access educators. Coordinate the publication of vacancy lists. Receive post establishment from Head Office. Distribute post establishment to schools. Receive GDE79 to advertise vacant posts. Compile a list of all vacant posts and forward to Head Office. Receive vacancy list from Head office distribute. Coordinate response handling and recruitment and selection for the district. Prepare and obtain approval to advertise and to fill the identified vacant posts. Notify line managers of vacancies within their respective units. Receive and verify GDE79 / HR1 to Head Office for publication. Receive and distribute vacancy list within the district (including schools). Facilitate the shortlisting process. Arrange interviews and provide technical advice during interviews. Draft and obtain approval for the appointment of the successful candidate. Provide administrative support services for the Unit. File documentation in the office. Respond to enquiries receives from internal and external stakeholders. Draft and submit monthly reports.
<u>ENQUIRIES</u>	:	Ms. Aluciah Malegopo Tel No: (012) 543 4313 (TN District) Ms. Nellisiwe Mashazi Tel No: (011) 694 9321 (JN District) Ms Elizabeth Moloko Tel No: (011) 666 9109(JE District) Ms Matlhodi Moloto Tel No: (012) 846 3641 (GN District) Ms Priscilla Ravele Tel No: (012) 725 1451 (TW District) Mr Mpho Leotlela Tel No: (011) 736 0717 (GE District)
<u>POST 21/148</u>	:	<u>SENIOR ADMIN OFFICER: CERTIFICATION REF NO: REFS/022758</u> Directorate: System Administration and Certification Sub-directorate: Certification
<u>SALARY CENTRE</u>	:	R397 116 per annum Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate three- year National Diploma/Degree in Public Administration/Public Management/Office Management/ Office Administration/Administrative Management plus minimum of 2 years' experience in providing administration / office support. Knowledge of the National Senior Certificate (NSC) and the Senior Certificate amended qualification requirements are a pre- requisite. Knowledge of policies/regulations relating to certification processes. Computer literacy in the mainframe and server-based system are essential. Good Communication

		skills. Telephone etiquette. Ability to work well under pressure. A valid driver's license is essential.
<u>DUTIES</u>	:	Provide supervisory support service in the processing of applications for certificates, statement of results. Coordinate request and collection of certificates, statement of results information from Integrated Examination Computer System (IECS) and Certificates from UMALUSI, DBE and/or SITA. Provides support in the help desk for certification relating to combinations, reissue of lost and replacement of damaged certificates. Monitors the verification process of all Grade 12 certificates. Verify processing of applications for replacement/ re-issue of lost statement of results and certificates. Monitor and report the printing of certificates by the accredited SITA and Umalusi institutions. Implement directives of Umalusi and National Policy regarding printing and issuing of certificates. Archival and dissemination of examination results/ Umalusi policies, procedures and guidelines. Supports the development of the departmental Integrated Examination Computerized Systems (IECS) policies, procedures and guidelines. Supervision and development of Staff.
<u>ENQUIRIES</u>	:	Mr Deon Tshabalala at 064 738 0588
<u>POST 21/149</u>	:	<u>SYSTEM DEVELOPER REF NO: REFS/022761 (X3 POSTS)</u> Directorate: IT Systems and Support Services
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Computer Science / Information Systems / ICT plus a minimum of 2years relevant experience in software development field. Knowledge of RDBMS (Relational Database Management Systems) with experience in SQL Server and SQL Server Reporting Services, Strong understanding of Object-Orientated Programming, Significant experience in C#, Significant experience with JavaScript, HTML5, and CSS3 and Bootstrap3/4, An understanding of MVC software architectural pattern and .Net Core(Web API and MVC Core), SQL Stored Procedures, XML, JSON and Knowledge working with Web API like Google Maps API is an advantage, Knowledge of DevOps and Microsoft Azure environment will be highly advantageous; Server and back-end development experience. Knowledge of various development platforms and application support; knowledge of legislative framework within the Public Sector; Good written communication, enthusiastic, passionate, and can identify with the need to making a difference that will enable greater efficiency in the delivery of Quality Education within the Department. A valid driver's license is essential.
<u>DUTIES</u>	:	To develop application solutions as specified by the Information Systems, encoding of system applications by converting work-flow information into computer language, develop /design business intelligence dashboards, perform system audits, testing of integrated application systems codes for possible updates/improvements, integration of different platforms in application development, performing system backups, system recovery and upgrades, maintenance and bug resolution, help in maintaining development. and productions environments, and maintain systems currently housed at the department by performing tasks allocated to them and compile weekly reports.
<u>ENQUIRIES</u>	:	Ms Phindile Ngobeneni Tel No: (011) 843-6740/46
<u>POST 21/150</u>	:	<u>ORGANISATION DEVELOPMENT PRACTITIONER REF NO: REFS/022763 (X2 POSTS)</u> Directorate: Organisation Development Sub-Directorate: Organisational Design and Change Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/ Degree (NQF6/7) in Management Services/Production or Operations Management or Human Resource Management/Public Management plus 2 years' experience in Organisational Design, Business Process Re-engineering and Job evaluation. Knowledge of Public Service Act and Regulations, Applicable Legislative Prescripts, including DPSA Circulars and Directives, Organisational Design Procedures and Principles as well as application of different work-study techniques. Knowledge and the use of OrgPlus; PERSAL System and job

		evaluation system will be an added advantage. Good Communication Skills Interpersonal relations, Computer literacy, Problem Solving, Presentation skills, Change Management, Facilitation skills and Report writing. A valid driver's license is essential.
<u>DUTIES</u>	:	Develop and maintain the departmental organisational structure and post establishment. Provide information and identify defects and problems with existing structure or lack of structures and establishment requirements. Conduct assessment and investigations on efficiency and effectiveness of work procedures, methods, systems and report on findings. Provide technical advice and guidance on policies and procedures related to organisational design and change management. Provide inputs to OD and Change Management Draft policies and other frameworks. Coordinate the provision of advisory and liaison service to the Department on organisational design and change management matters. Provide administrative support to the Sub-Directorate on changes to the organisational structure. Provides Organisational Design information management services. Develop and maintain a reliable and accurate manual and e-filing system for the Sub-Directorate (record management). Provide technical support in the implementation, maintenance, monitoring and evaluation of organisational design and change management project plan.
<u>ENQUIRIES</u>	:	Ms. Emily Makau Tel No: (011) 843 6559
<u>POST 21/151</u>	:	<u>ORGANISATION DEVELOPMENT PRACTITIONER REF NO: REFS/022764</u> Directorate: Organisation Development Sub-Directorate: Job Design and Business Process Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An recognized three-year National Diploma/ Degree (NQF Level 6/7) qualification in Management Services/Production Management/ Operations Management/Organisational and Work-study/ Industrial Engineering/ Industrial Psychology plus a minimum of 2 years' relevant experience in Organisation Design, Job Design, Business Process Re-engineering and Job Evaluation. Knowledge of Public Service Act and Regulations, Job evaluation prescripts Business Process Management, evaluate system, IDEFO Modelling and Visio, PERSAL and Job Description prescripts Good Verbal and Written Communication, Time Management, Planning and Organising, Problem Solving, Change Management, Consultation, Interpersonal skills, Presentation skills and Computer Literacy. A valid driver's license is essential.
<u>DUTIES</u>	:	Coordinate and facilitate development of job descriptions. Administer and Coordinate job analysis and evaluation process. Map business process management and develop Standard Operating Procedures (SOP) in the Department. Coordinate Organisational Functional Assessment (OFA). Provide administrative and logistical support to the Sub Directorate. Update and maintain JE, JD, BPM Databases and filing system.
<u>ENQUIRIES</u>	:	Mr. Fundzani Buys Tel No: (011) 843 6743
<u>POST 21/152</u>	:	<u>SENIOR ADMIN OFFICER: SBA COORDINATION/ MODERATION REF NO: REFS/022760 (X2 POSTS)</u> Directorate: Assessment Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus a minimum of 2 years' experience working in Administration, Financial Administration, Planning and Implementation of provincial projects and Project Management. Must have worked in Curriculum/Assessment related environment. Knowledge of Public Service Act and Regulations, Financial Procedures, Treasury Regulations and Public Finance Management Act. Knowledge of current technological developments and future trends. Other relevant prescripts governing Public Service such as Batho Pele principles. The incumbent must have High level of reliability; Hard working; Resourceful; Self-motivated; Trustworthy and have Computer literacy skills, communication skills, project management, interpersonal relations, presentation, technical and interpersonal skills, people management, report writing, good problem solving and analytical skills. Other: Willing to adapt work

DUTIES

schedule in accordance with office requirements. Applicant must be in a possession of a valid South African driver's license.

: Provide effective administrative support in the planning and initiation of School Based Assessment (SBA) Coordination and Moderation projects. Render relevant support during the compilation of budget, audit and financial functions. Co-ordinate and maintain office and render logistical activities such as facilitation of payments of moderators and service providers, ensure payment of moderators, provide regular sub-directorate expenditure reports, requisition of stationery, printing, deliveries and other requests. Compiling correspondence, reports, presentations, and other written material for the Moderation Sub-directorate (SD). Liaise with moderators and schools to ensure that all Quality Assurance and Moderation projects are carried out successfully. Liaise with districts to ensure that all registered candidates resulted and SBA, PAT and Oral queries are appropriately recorded and attended to. Keep an up-to-date record of all captured and resolved internal assessment queries. Liaise with other directorates to ensure that quality assurance projects become a success. Compile and disseminate minutes of meetings, discussions, and workshops to relevant stakeholders. Arrange venues for official visits, meetings, and other events. Provide secretariat services to the Business Unit's meetings. Liaise with internal and external stakeholders. Provide effective records management services to the Business Unit. Maintain records of all in-coming and out-going documents, correspondences, and registers. Monitor the tracking of documents and correspondences. Monitor the scanning and filing of documents and other correspondences. Comply with policies, prescripts, and other processes and procedures within the SBA Coordination and Moderation SD and Assessment Management Directorate. Provide policy related advice to the stakeholders. Supervise staff. Provide supervision to personnel in the Business Unit. Allocate duties to subordinates, monitor and ensure quality of work. Compile the work plan, performance development plans, job descriptions and performance agreements of staff and ensure that they are assessed in line with the PMDS policy. Capacitate and develop staff. Assess staff performance. Apply policy and take necessary decisions guided by relevant regulations.

ENQUIRIES

: Dr. Ernest Ranape at 076 818 5502

POST 21/153

: **SENIOR ADMIN OFFICER: STANDARD SETTING AND QUALITY PROMOTION REF NO: REFS/022762**
Directorate: Assessment Management

SALARY
CENTRE
REQUIREMENTS

: R397 116 per annum

: Head Office, Johannesburg

: An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus a minimum of 2 years' experience in Administration, Financial Administration, Records Management, Assets Management. Knowledge of Public Service Act and Regulations. Financial Procedures, Treasury Regulations and other Financial and SCM Prescripts. Other relevant Prescripts governing Public Service, Batho Pele principles. Computer literacy, Communication, Project Management, Interpersonal relations, Organisational skills Presentation, technical and interpersonal skills. People management, report writing, drafting of submissions and memoranda, good problem solving and analytical skills. A valid driver's license is essential.

DUTIES

: Provide effective administrative support to the Standard Setting and Quality Promotions Unit. Tracking of Management Plan for Unit. Monitor assets in the Business Unit. Co-ordinate procurement of goods and services. Render assistance during compilation of the budgeting audit and financial functions. Assist with logistical arrangements for different activities. Provide support during the planning and co-ordination of projects. Prepare offers of appointment for panel members of different projects. Co-ordinate the development of administrative documentation for projects including attendance registers, Codes of Conduct, Confidentiality Agreements and claim forms. Maintain an electronic database of appointees for different projects 'coordinate and maintain office and logistical activities such as subsistence and travel claims, filing and scanning of documents, requisition of stationery, printing, document binding, e-mail, deliveries and other requests. Compiling correspondence, reports, presentations, and other written material for the

		SSQP Unit. Liaise with Examinations Financial Administration Unit to ensure that all payment queries are attended to. Keep an up-to-date record of projects conducted. Compile and disseminate minutes of meetings, discussions, and workshops to relevant stakeholders. Arrange appointments for official visits, meetings, and other events. Provide secretariat services to the Business Unit's meetings. Liaise with internal and external stakeholders. Provide effective records management services to the Business Unit. Maintain records of all Files, correspondences, and Registers. Monitor the tracking of files and correspondence. Monitor the uploading of documents onto the GDE website as per Management Plan. Comply with policies, prescripts, and other processes and procedures within the Business Unit. Keep abreast with new policies and other regulatory requirements. Mentor and provide supervision to Senior Administration Clerks and Interns in the Business Unit. Allocate and ensure excellent quality of work. Train and develop staff. Assess performance of subordinates. Apply discipline.
<u>ENQUIRIES</u>	:	Ms Bongiwe Mangciphu Tel No: (010) 601 8030
<u>POST 21/154</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: EAP/HIV/AIDS COORDINATOR (X2 POSTS)</u> Sub-directorate: THRS Section: Performance Management and Development
<u>SALARY CENTRE</u>	:	R397 116 per annum Tshwane West District Ref No: REFS/022779 Sedibeng West District Ref No: REFS/022783
<u>REQUIREMENTS</u>	:	An appropriate recognized 3- year tertiary qualification in Social Work / Psychology plus a minimum of 2 years' relevant experience in EAP/HIV environment. Knowledge of policies on EAP and HIV/AIDS and applicable legislative frameworks within the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative analytical and organizational Skills. Supervisory skills and Computer literacy. Ability to work in a team and under pressure. A valid driver's license is essential.
<u>DUTIES</u>	:	Coordinate and provide employee health and wellness services i.e. conduct campaigns, organise interaction sessions provide first line counselling and coordinate the EAP, etc. Plan, coordinate and facilitate implementation of EHW framework as per Public Service strategic framework. Identify, report and provide information on Employee Health and Wellness, HIV/AIDS. Implement and monitor the Occupational Health and Safety programs in line with the applicable act and safety policies and practices in the Department. Conduct risk assessments to minimise and prevent occupational health and safety dangers in the workplace. Identify reports and provide information on Employee Health and Wellness, HIV/AIDS. Liaise with relevant organisations/stakeholders on issues relating to Employee Health and Wellness, HIV/AIDS as well as on issue of Occupational Health and Safety.
<u>ENQUIRIES</u>	:	Ms. Priscilla Ravele Tel No: (012) 725 1451 (TW District) Ms. Bertha Mlotshwa Tel No: (016) 594 9207 (SW District)
<u>POST 21/155</u>	:	<u>SENIOR PROVISIONING ADMIN OFFICER REF NO: REFS/022801</u> Sub Directorate: Finance & Administration Section: Office Service Pool
<u>SALARY CENTRE</u>	:	R397 116 per annum Ekurhuleni North District
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/Degree (NQF level 6/7) in Supply Chain Management/Logistics Management plus a minimum of 2 years' relevant experience in Asset Management/Supply Chain Management. Knowledge of Public Finance Management Act, Treasury Regulations, Departmental Asset policy, Public Service Act and Regulation. Knowledge of Traversal systems (SRM, SAP and BAS). Financial & Procurement procedures. Standard Chart of Accounts (SCOA). Excellent communication skills, verbal and written. Presentation, Computer literacy, Interpersonal relations, report writing, time management, analytical. Supervisory and financial management skills. Applicant must be in a possession of a South African valid driver's license.
<u>DUTIES</u>	:	Coordinate procurement of goods and services for the district, Serve as a link between end-user, buyer and suppliers. Compile the annual procurement plan for the district. Check the correctness of all RLS01's and compare them to the

Procurement Demand Plan derived from the Budget breakdown and on Asset Demand Plan. Minimize discrepancy on the requisitions. Ensure monitoring and compliance regarding SCM, Procurement Processes are followed to the latter, correct material number is created, allocated and captured. Verify the correctness and accuracy of the shopping carts according to the RLS01's and release on SRM. Manage Supply Chain Management processes and deviations. Ensure the correctness of the specifications to compile a request for quotations from suppliers are registered on the vendor database with valid CSD (central supplier database) documentations. Confirm that Buyer do not exceed our District Budget. Guarantee that End-users receive Goods and services that meet their specifications. Follow up on all shopping carts until purchase orders are created and deliveries are made on time, implementation of SCM processes and procedures to prevent deviations. Handle and coordinate the expediting of internal and external queries with regards to Procurement. Ensure the delivery of Goods and services according to approved purchase orders. Ensure that the good, received vouchers (GRV) are completed, signed-off and submitted for payments. Supervise staff Allocate and ensure quality of work. Assess staff performance. Manage staff leave.

ENQUIRIES

:

Ms Emily Mochela Tel No: (011) 746 8190 (EN District)

POST 21/156

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SENIOR ADMIN OFFICER (X4 POSTS)

Sub-Directorate: Finance and Administration

Unit: Office Service Pool

SALARY CENTRE

:

R397 116 per annum

:

Tshwane South District Ref No: REFS/022806

Gauteng West District Ref No: REFS/022807

Johannesburg Central District Ref No: REFS/022812

Gauteng North District Ref No: REFS/022798

REQUIREMENTS

:

An appropriate 3year National Diploma/Degree (NQF Level 6/7) in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology / Records and Archives Management plus a minimum of 2 years' relevant experience in administration/ Auxiliary or office pool Support services/Records management/ Asset management/and supply chain management. Knowledge of Public Service Act and Regulations, Batho Pele principles, and archive policies. Knowledge of file plan, Computer Literacy, Communication, Interpersonal Relations, Problem Solving, Presentation, Analytical, Planning and Organizing, People Management, Supervisory, Report Writing and Minutes Taking Skills. A Valid South African driver's license.

Monitor and ensure that security personnel adhere to public safety protocols as well as safe keeping of assets. Provide switchboard and telephone support services. Ensure that typists/data capturing services are provided to the District and Teacher Centre. Ensure proper maintenance of the District Office and Teacher Centre. Liaise with the property Owner and Head Office with the regard to the maintenance of the building. Ensure that hygiene services are provided according to the service level agreement. Ensure that deliveries to district office are received and distributed to schools and Officials accordingly. Ensure that duplication (Photocopier) services are rendered. Ensure proper implementation of the file plan. Ensure that the district electronic mail system is properly implemented and utilized. Ensure that records of all files, correspondences and Registers are maintained. Ensure that the tracking files and correspondence are maintained. Ensure that all registry processes and functions are followed (Scanning and filling of documents, Condition of documents, registry counter Services, incoming and outgoing correspondence, opening and closing of files, archiving and disposal of documents). Implement and ensure registry policy compliance. Monitor the franking machine, readings and coordinate the payments thereof. Facilitate efficient and effective clean working environment. Ensure that cleaning materials and equipment's are provided to all cleaners. Supervise staff. Allocate and ensure quality of work and Manage staff leave.

DUTIES

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ENQUIRIES

:

Mr. Thabiso Mphosi Tel No: (012) 401 6434 (TS District)

Ms. Louisa Dhlamini Tel No: (011) 660 4581 (GW District)

Mr Linda Mabutho Tel No: (011) 983 2231 (JC District)

Ms. Matlhodi Moloto Tel No: (012) 846 3641 (GN District)

<u>POST 21/157</u>	:	<u>IT SUPPORT TECHNICIAN REF NO: REFS/022843</u> Directorate: IT and Service Management Sub- Directorate: District Office Support
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Information Technology/Information Systems/ Computer Science plus a minimum of 2 years' relevant experience in Information Technology Technical Support environment. ITIL Foundations Certificate/ certified ITIL/MCSE/A+/N+ will be an added advantage. Knowledge of legislative frameworks within the public sector and knowledge of ITIL processes will be an advantage. Client orientation and good customer skills, technical and interpersonal skills. Good Supervisory skills. Good verbal and written communication skills plus report writing. Good problem solving and analytical skills. Ability to work under pressure, take initiative, work with minimum supervision and as part of the team. A valid driver's license is essential.
<u>DUTIES</u>	:	Provide technical and application support across the GDE network. Assist the helpdesk to ensure minimum disruption to network connectivity. Provide second line technical support and maintain LAN/WAN for all GDE users. Minimize service disruptions by supporting and maintaining day to day operational issues of the District and Head offices to ensure a stable and functional environment. Manage any virus threats, Manage and maintain printers in the environment. Advise on technical changes in the ICT environment.
<u>ENQUIRIES</u>	:	Ms. Eva Motshwaedi Tel No: (011) 843 6724
<u>POST 21/158</u>	:	<u>SENIOR PROVISIONING ADMIN OFFICER (X4 POSTS)</u> Sub-directorate: Finance and Administration Unit: Provisioning and Administration for Institutions
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Johannesburg West District Ref No: REFS/022818 Sedibeng East District Ref No: REFS/022820 Gauteng West District Ref No: REFS/022825 Johannesburg North District Ref No: REFS/022796
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) in Financial Management/Financial Accounting/Accounting/Management Accounting plus a minimum of 2 years' relevant experience in a finance environment. Knowledge of Public Finance Management Act. Treasury Regulations. Knowledge of Public Service Act and Regulations. Knowledge of BAS, PERSAL and SAP. Public procurement procedures and financial related policies. Computer literacy, good verbal and written communication skills Planning and organization and Good inter-personal relations. A valid driver's license is essential.
<u>DUTIES</u>	:	Participate in conducting monitoring of financial administration and financial governance. Participate in conducting planned visits and regular inspections to ensure compliance to Financial Regulation and Supply Chain regulations. Prepare a report on identified issues as per school visits. Monitor expenditure against budget allocated to schools. Facilitate Financial Management and Procurement procedures and policies to schools. Provide support in all section 21 and Partial Section 21 Schools municipal accounts. Receive invoices from municipalities/Head Office for Non-S21 schools. Liaise with schools regarding budget spending in terms of Section 21 function. Log and attend to all municipal related queries. Monitor payments made by Head Office. Verify the completeness of the ageing analysis. Reconcile age analysis against the invoices to confirm if all payments have been allocated. Prepare goods received voucher (RLSO2) and electronic schedule for payment. Prepare expenditure report. Process School Fee Exemption applications. Ensure compliance in terms of process of school fee exemption as required by the norms and standards of school funding and the gazette. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Verify and reconcile the number of fee school application submitted or not submitted

		or declined the applications. Supervise human resources /staff. Allocate and ensure quality of work. Assess staff performance.
<u>ENQUIRIES</u>	:	Mr. Jafta Lizwe at 064 929 9493 (JW District) Ms. Nomathemba Xawuka Tel No: (016) 440 1717 (SE District) Ms. Louisa Dhlamini Tel No: (011) 660 4581 (GW District) Ms. Nelisiwe Mashazi Tel No: (011) 694 9321 (JN District)
<u>POST 21/159</u>	:	<u>SENIOR STATE ACCOUNTANT (X3 POSTS)</u> Sub- directorate: Finance & Administration
<u>SALARY CENTRE</u>	:	R397 116 per annum Sedibeng East District Ref No: REFS/022831 Tshwane West District Ref No: REFS/022835 Johannesburg Central District Ref No: REFS/022838
<u>REQUIREMENTS</u>	:	An appropriate recognized 3- year National Diploma/Degree (NQF Level 6/7) in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting plus a minimum of 2 years' experience working in Finance working environment. Proven Computer Literacy training and extensive experience in Microsoft Excel, Microsoft Word and Power Point. Practical experience in Government systems (BAS, SAP and PERSAL) and knowledge and application of financial prescripts Public Finance Management Act (PFMA) Treasury Regulations, SCOA as well as Supply Chain processes. Good communication and supervisory skills. Report writing skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Receive Budget Allocation letter for the financial year in respect of the district, per unit from Head office. Plan and commit all running costs (as well as accruals, where necessary) on cash flow spread sheets for various District units. Liaise with Budget Managers and capture intended expenditure as projections per Item for procurement in accordance with their Operational and. allocations that need to be adjusted to where budget is available and pass journals accordingly. Obtain PERSAL reports in order to reconcile and correctly identify allocations in terms of fuel claims etc. Apply mid-year and year-end adjustments/ requirements as per financial prescripts, where necessary. Update Cash flow spread sheets as well as IYM templates/reports with formulas and links from time to time when necessary and when SCOA Item codes change. Compile quarterly reports on progress/challenges within the unit. Contracting, monitoring and quarterly evaluation as well as supervising and managing of staff.
<u>ENQUIRIES</u>	:	Ms. Nomathemba Xawuka Tel No: (016) 440 1717 (SE District) Ms Priscilla Ravele Tel No: (012) 725 1451 (TW District) Mr Linda Mabutho Tel No: (011) 983 2231 (JC District)
<u>POST 21/160</u>	:	<u>SENIOR ADMIN OFFICER REF NO: REFS/022793</u> Sub-Directorate: Finance and Administration Unit: Provisioning and Administration for Institutions
<u>SALARY CENTRE</u>	:	R397 116 per annum
<u>REQUIREMENTS</u>	:	Johannesburg East District An appropriate recognized 3-year relevant qualification National Diploma/Degree in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus a minimum of 2 years' relevant experience in administration, financial administration, supply chain management, records management and asset management. Knowledge of Treasury Regulations, Financial & Procurement procedures. Standard Chart of Accounts. Financial management & financial administration. Excellent communication skills, verbal and written. Presentation skills. Computer literacy in Ms-Excel and Word. Interpersonal relations. Managerial & Organizing skills. Reporting skills. Conflict management. Leadership skills. Written and verbal communication Skills A valid driver's license is essential.
<u>DUTIES</u>	:	Provide effective administrative support to the Business Unit. Co-ordinate and maintain office and logistical activities such as subsistence and travel claims, requisition of stationery, printing, document binding, faxes, e-mail, deliveries and other requests. Provide effective general and logistical support to the Business Unit. Compiling correspondence, reports, presentations and other written material for the Business Unit and liaise with internal and external stakeholders. Provide effective records management services to the Business

		Unit, maintain records of all files, correspondences and registers. Administer HR processes within the Business Unit in collaboration with the Directorate. Ensure Human Resource Management such as Leave, payroll, training, policies Comply with policies, prescripts, and other processes and procedures within the Business Unit. Keep abreast with new policies and other regulatory requirements. Provide supervision to personnel in the Business Unit, Allocate and ensure quality of work.
<u>ENQUIRIES</u>	:	Ms. Elizabeth Moloko Tel No: (011) 666 9109
<u>POST 21/161</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: PRINTING, PACKAGING AND DISTRIBUTING REF NO: REFS/022765</u> Directorate: Examination Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year year National Diploma/Degree (NQF Level 6/7) in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology/ Records Management plus minimum of 2 years relevant experience in Examination and Assessment environment. An understanding of Computer Systems and administration of data is needed. A sound knowledge and understanding of printing cycle, processes and the environment relating to high security question papers in is essential. Hands on experience and knowledge in handling issues related to printing, packing, storage and distribution of high security assessment materials is required. Must be able to work under constant pressure, independently as well as in a team. Must have experience in an education environment where high stakes question papers are printed and must be able to function in an extremely high security and high intensity environment. Good written and verbal communication skills plus the ability to generate reports on a regular basis Valid Driver's License essential.
<u>DUTIES</u>	:	Implement the distribution process. Consolidate and capture the check lists and confirmation sheets of the content trucks. Liaise with district regarding the confirmation of full delivery of the consignment as per distribution list. Communicate with Districts and other relevant stakeholders in order to ensure that valid and reliable data is used for the process. Implement progress of printing and packing processes. Perform physical stock count and verification. Provide effective administrative and records to the Business Unit. Coordinate procurement of goods and services for the unit. Maintain records of all Files, correspondences, and Registers. Monitor the tracking of files and correspondences. Monitor the scanning and filing of documents/ boxes and other correspondences into the repository. Comply with policies, prescripts, and other processes and procedures within the Business Unit. Provide policy related advice to the stakeholders. Provide supervision to personnel in the Business Unit. Supervise staff.
<u>ENQUIRIES</u>	:	Ms. Lufuno Raluombe Tel No: (010) 345 0930
<u>NOTE</u>	:	Candidates will be subjected to a skills test.
<u>POST 21/162</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: EXAMINATION MATERIAL AND SCRIPT ARCHIVAL REF NO: REFS/022766</u> Directorate: Examination Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus minimum of 2 years relevant experience in administration, financial administration, supply chain management, records management, and assets management. A sound Knowledge of Public Service Act and Regulations, Financial Procedures, Treasury Regulations, Financial and SCM Prescripts and other relevant Prescripts governing Public Service. Knowledge of Batho Pele principles, Government and administration. Good Communication Skills, Computer Literacy, Project Management, Interpersonal relations, Problem Solving, Presentation skills, Analytical skills, Financial Management skills, Planning and Organizing, People management, Facilitation, Report writing and minutes taking. Valid Driver's License essential.

<u>DUTIES</u>	:	Facilitate in the examination Script Control processes. Provide administration that all scripts are accounted for at all levels, and these are stored in an indexed filing system. Facilitate the development of examination material. Maintain the Digital Archiving of all candidate scripts. Provide administration on the scripts received and package per paper, centre and per district. Maintain electronic database of archived scripts. Coordinate procurement of goods and services for the sub- directorate. Ensure implementation of procurement processes and procedures to prevent deviations. Render assistance during compilation of the budgeting, audit and financial functions, and monitor expenditure and resources. Provide effective administrative support to the Business Unit. Compile correspondence, reports, presentations, and other written material for the Business Unit. Compile and disseminate minutes of meetings, discussions, and workshops to relevant stakeholders. Provide supervision to personnel in the Business Unit.
<u>ENQUIRIES</u>	:	Ms. Lufuno Raluombe Tel No: (010) 345 0930
<u>POST 21/163</u>	:	<u>SENIOR ADMIN OFFICER: SYSTEM ADMINISTRATION REF NO: REFS/022768</u> Directorate: System Administration and Certification Sub-directorate: System Administration
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate three- year National Diploma/Degree National Diploma/Degree (NQF6/NQF7) in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology/ Information Technology or Computer Science or ICT majoring in Information Systems plus minimum of 2 years' experience within Examination or assessment environment. Knowledge of Public Service Act and Regulations., Employment of Educator's Act, Examination Regulations and Policies, SA-SAMS , Labour Relations Act and relevant legislation pertaining to Integrated Examination communication Systems (IECS) Good Computer literacy, Communication Skills, Planning and Organising skills, Analytical skills, Conflict Management skills, Report writing skills, Good Interpersonal relations, Problem Solving, Supervisory Skills, Facilitation and Presentation skills A valid driver's license is essential.
<u>DUTIES</u>	:	Provide supervisory services in the integrated examination computer system for credible registration of examination centres and candidates. Conduct system audits to verify the state of readiness of examination districts, centres and candidates on the system to conduct the examinations. Co-ordinate and monitor the processes for the printing and distribution of examination material. Provide supervisory services in the integrated examination computer system for credible resulting of candidates. Ensure that all registers candidates that wrote the examination are accurately and complete resulted. Co-ordinate and monitor on the registration of Re-mark and Re-check candidates. Monitor and support the usage of functions of the Integrated Examination Computer System within the district. Verify and report on the audit trails of users on IECS. Spearhead the verification and registration of Online candidates. Plan and monitor the verification process of online candidates. Engage with districts and other stakeholders on matters pertaining to the improvement and functionality of IECS. Provide input on provincial policy on examination and assessment guidelines. Report on the finances of the sub-directorate and co-ordination of the writing of submissions. Provide support on management of procurement processes and finances allocated to the Directorate. Manage the human resource matters in the sub-directorate System Admin.
<u>ENQUIRIES</u>	:	Mr Obakeng Babe at 072 548 3942
<u>POST 21/164</u>	:	<u>SENIOR STATE ACCOUNTANT: REVENUE MANAGEMENT AND REPORTING REF NO: REFS/022769</u> Directorate: Financial Accounting Sub-directorate: Revenue Management and Reporting
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting plus a minimum of 2 years' experience working in

		Finance working environment. Proven Computer Literacy training and extensive experience in Microsoft Excel, Microsoft Word and Power Point. Practical experience in Government systems (BAS, SAP and PERSAL) and knowledge and application of financial prescripts Public Finance Management Act (PFMA) and Treasury Regulations. Good communication and supervisory skills. Report writing skills. skills A valid driver's license is essential.
<u>DUTIES</u>	:	Prepare reconciliation by the 13th of each month: BAS, PERSAL, Bank and Revenue Reconciliation. Prepare Finance and Operating lease schedules by the 13th of each month. Populate the lease schedule and disclosure note to the IFS and AFS in terms of chapter 8 and modified cash standards. Provide administration of petty cash. Assist in receiving claims/advances from end-users and verifying compliance with petty cash policy and regulations. Quality assures documents/payments within a day. Receive of payment batches from the supervisor. Compile Fruitless and wasteful expenditure register by the 13th of each month. Communicate with directorates and district offices to submit fruitless and wasteful expenditure by the 7th of each month and journals before BAS closure. Participate in collection of revenue within the Department. Analyze all revenue items in the general ledger. Authorize the captured manual receipt on BAS and perform the day end/reconcile the receipt and cash collected daily. Recovered Debts in accordance with the acts and regulations (Daily). Calculate and verify the debt amounts to be taken on. Provide monthly, weekly reports and audits.
<u>ENQUIRIES</u>	:	Ms. Monicca Madibo Tel No: (011) 355 0185
<u>POST 21/165</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: RESEARCH COORDINATION REF NO: REFS/022772</u> Directorate: Education Research and Knowledge Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum Head Office, Johannesburg An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus a minimum of 2 years' experience in a research environment. Experience in undertaking research and presentations, Desktop research and analytical skills, report writing skills, good computer skills (MS Word, Excel, and PowerPoint), Good communication skills (verbal and written), Ability to work in a team. Understanding of legislative frameworks. An understanding of Gauteng Provincial Government's strategic vision, priorities, and Public Service legislation. Thorough knowledge and understanding of policies and legislation governing education in the RSA. The ability to identify and conceptualise research problems and find solutions, and a Valid driver's license.
<u>DUTIES</u>	:	Responsible for the distribution and collection of research surveys conducted. Assist with Research Co-ordination Sub-Directorate's activities, including research co-ordination and processing of academic research. Assist with the capturing of data and validating data from the source. Assist with the analysis of data and report writing. Assist with the strategic and operational planning and budgeting. Support the dissemination of research outputs. Responsible for the storage and retrieval of documents and files. Compile monthly and quarterly statistics and reports. Develop and maintain a database of research findings and internal research reports. Collect, analyse, and collate any other research-related information as requested by the Head of the Sub-Directorate.
<u>ENQUIRIES NOTE</u>	:	Mr David Bapela Tel No: (011) 355 1585 Candidates will be subjected to a skills test.
<u>POST 21/166</u>	:	<u>SENIOR STATE ACCOUNTANT: PAYMENT PROCESSING REF NO: REFS/022774 (X2 POSTS)</u> Directorate: Financial Accounting Sub-directorate: Payment Processing
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum Head Office, Johannesburg An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) qualification in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting plus a minimum of 2 years' experience working in a finance environment. Knowledge of PFMA and

		Treasury Regulations, Procurement procedures and other Financial related policies, financial administration and Public Service Regulation, Basic Accounting System, SAP and IMS. Good verbal and written communication, Computer literacy (MS Excel, Access, Word and PowerPoint), Interpersonal relations, Problem Solving, Analytical skills, Planning and Organizing and Report Writing. A valid driver's license is essential.
<u>DUTIES</u>	:	Ensure all supplier payment is made within 30 days. Verify the accuracy of invoices. Preparing and submission of payment run to Treasury. Clear payment exceptions within two days after each payment run and also liaise with Treasury regarding rejections. Review weekly runs against successful payment runs of the financial year on weekly basis. Identify overpayments and duplicates payments. Follow-up and resolve payment issues and queries from internal and external customers. Compile accruals submitted monthly, quarterly and yearly. Request Payment proposal after a last payment run of the month. Ensure that all other directorates and districts accrual schedules as at the end of the reporting month are submitted to Accounts Payable by the stipulated date of the new month. Execute consequence management on non-submission, late submission, incomplete and incorrect information. Exercise judgment in evaluating completeness and accuracy of invoices submitted for payments. Participate in the preparation of effecting Payment, Process Director, Exceptions and Payment Run reports on weekly basis. Source documentation for Internal and External Audit purposes retrieved and submitted within 2 days. Provide effective, efficient supervision of staff and Management of resources.
<u>ENQUIRIES</u>	:	Ms. Nonna Swanepoel Tel No: (011) 355 1102
<u>POST 21/167</u>	:	<u>SENIOR ADMIN OFFICER: TRANSPORT (X2 POSTS)</u> Sub- directorate: Finance and Administration Unit: Auxiliary Services and Fleet Management
<u>SALARY CENTRE</u>	:	R397 116 per annum Ekurhuleni North District Ref No: REFS/022782 Ekurhuleni South District Ref No: REFS/022790
<u>REQUIREMENTS</u>	:	An appropriate recognized three - year National Diploma/Degree in Transport Management/ Transport Economics plus a minimum of 2 years' relevant experience in Transport management. Knowledge of PFMA, National Transport Circulars. Public Service Act and Regulations. Knowledge of Supply Chain Management Policy and Electronic Log Sheet System. Computer literacy, communication and Supervisory skills. Report writing, interpersonal and problem-solving skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Supervise, Render g-Fleet and subsidized vehicles administration services within the Department. Verify the submission of log sheets at the end of the month. Administer the cost-effective utilization of government-owned fleet and subsidized vehicles, eliminate and reduce fruitless expenditure. Supervise the issuing of g-Fleet vehicles in GDE. Validate the g-Fleet and subsidized vehicles asset register. Facilitate the requisition of vehicles for special project e.g. Exams from g-Fleet during exam time. Liaise with the line management with regard to all relevant matters pertaining to Fleet Management. Prepare monthly/ quarterly reports g-Fleet vehicles and subsidized vehicles. Prepare and distribute relevant documents for the Subsidized Motor Transport Advisory Committee. Implement decisions taken at the Subsidized Vehicle Advisory Committee meetings. Verify vehicle fuel claims and other related payments to Service Providers within prescribed timeframes and procurement policies. Facilitate the requisition of subsidized vehicles. Implement transport policy within GDE. Provide inputs on the development of transport internal control policies for GDE. Administer the g-Fleet vehicles in accordance with Transport Circular No. 4 2000. Ensure that requests and approvals of g-Fleet vehicles are in accordance with procedures as stipulated in the Administer the Subsidized Motor Vehicles in accordance with Transport Circular No. 5 of 2003. Ensure that requests and approvals of Subsidized Motor Vehicles are in accordance with procedures as stipulated in the Transport Circular No. 5 of 2003. Administer g-Fleet vehicles and Subsidized Motor Vehicles in line with the relevant transport guidelines or policies. Ensure that the procurement of g-Fleet vehicles within GDE is in line with the Transport Circular No.4 of 2000 and Service Level Agreement. Ensure that the procurement of Subsidized Motor Vehicles within GDE is in line with the Transport Circular No. 5 of 2003. Implement the cost-control measures in line with the PFMA, Treasury

Regulations and other internal budget-control policies in respect of official travel costs. Administer g-Fleet Vehicles accident, Damaged, stolen and loss of vehicle within the GDE. Provide guidance with reporting of accident/damaged/stolen vehicles within the GDE. Ensure that misuse and abuse of g Fleet vehicles are investigated. Ensure that all users of government owned vehicles are assessed on their driving skills before they can be issued with the vehicle. Ensure that all users of government owned vehicles and subsidized vehicles are inducted on vehicle policies. Conduct preliminary investigation on fraudulent claims. Allocate parking space within GDE. Coordinate the acquisition of parking facilities. Implement the parking policy. Provide advice in all Parking related matters. Supervise Staff. Compile and submit work plan, performance development plan, and job description and performance agreements of staff. Prepare submissions, letters and internal memorandums.

ENQUIRIES : Ms. Emily Mochela Tel No: (011) 746 8190 (EN District)
Mr. Siphso Zonele Tel No: (011) 389 6062 (ES District)

POST 21/168 : **SENIOR PERSONNEL PRACTITIONER (X2 POSTS)**
Sub Directorate: Dispute Management

SALARY CENTRE : R397 116 per annum
Johannesburg West District Ref No: REFS/O22802
Gauteng East District Ref No: REFS/O22799

REQUIREMENTS : An appropriate recognized three- year National Diploma/Degree (NQF Level 6/7) in Labour Relations /Law/Employment Relations/ Human Resource Management majoring in Labour Relation plus a minimum of 2 years' relevant experience in labour relations environment. Knowledge of PSCBC; GPSSBC and ELRC. Knowledge of Employment of educators Act, Treasury Regulations, Public Service Act and Regulations, EEA, PSA, PSR, BCEA, SDA, COIDA, SASA. Good Communication Skills. Client Services. Policy analysis and research, conflict and problem Solving, presentation and Supervisory Skills. A valid driver's license is essential.

DUTIES : Implement and solve disciplinary enquiries or cases. Investigate cases of misconduct and support investigation reports. Represent the Department during formal disciplinary hearings. Provide advice on informal disciplinary hearings. Train managers on disciplinary process. Ensure the implementation of disciplinary sanctions. Facilitate the resolution Grievances. Investigation of grievances. Facilitate the process of resolving grievances reported to the district as well as ensuring sound employment relations. Assist and advise line managers in resolving staff grievances. Monitor the resolution of grievances. Facilitate the resolution of Disputes. Investigate disputes lodged with bargaining Councils. Generate submission for the settlement of dispute. Represent the employer at dispute resolution forum, eg CCMA, GPSSBC, and ELRC. Ensure the implementation of the awards. Provide training and advocacy on Labour Relations matters within the district. Coordinate training/workshops for the districts. Maintain labour peace within the organization. Provide advice on Labour Relations matters.

ENQUIRIES : Mr Lizwe Jafta at 064 929 9493 (JW District)
Mr Mpho Leotlela Tel No: (011) 736 0717 (GE District)

POST 21/169 : **CHIEF PERSONNEL OFFICER: CONDITIONS OF SERVICE (X2 POSTS)**
Sub Directorate: Transversal Human Resource Services

SALARY CENTRE : R397 116 per annum
Johannesburg East District Ref No: REFS/O22789
Gauteng East District Ref No: REFS/O22770

REQUIREMENTS : An appropriate recognized 3-year National Diploma/Degree in Human Resource Management/ Human Resource Development or Personnel Management or Public Management majoring in HR plus a minimum of 2 years relevant experience in the HR working environment. Knowledge of PERSAL, BAS and SAP Knowledge of Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours during audit process. A valid driver's license is essential.

<u>DUTIES</u>	:	To Provide the administration of conditions of service and employee benefits and ensure provision of all personnel administration services on PERSAL Facilitate the processing of homeowner's allowance, resettlement, relocation overtime, transfers, debt management, qualifications bonus, acting allowance, medical aid, long services, pension benefits, payment of leave gratuity, overtime, acting allowance and salary administration. Ensure the implementation of termination transactions on PERSAL and current and update records on PERSAL. Support the implementation of termination transactions on PERSAL and ensure current and update records on PERSAL. Advice GDF on debt not captured on PERSAL and ensure that PILIR register is submitted prior to the processing of termination. Train Office/District based employees on the completion of documents and the termination policy for the following resignation, contract expiry, retirement, death, misconduct, ill retirement and early retirement, severance package and exit interviews. Provide a Human resource advisory on conditions of services to all departmental personnel and compile monthly statistical reports and management reports. Conduct research on condition of services and ensure that grey arrears are well managed. Ensure effective, efficient supervision of staff Conduct performance reviews and ensure that these are submitted to the Performance Management and Development unit timeously.
<u>ENQUIRIES</u>	:	Ms Elizabeth Moloko Tel No: (011) 666 9109 (JE District) Mr Mpho Leotlela Tel No: (011) 736 0717 (GE District)
<u>POST 21/170</u>	:	<u>CHIEF PERSONNEL OFFICER: ESTABLISHMENT CONTROL AND SYSTEM REF NO: REFS/022771</u> Directorate: HRTS
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/Degree in Human Resource Management/ Human Resource Development or Personnel Management or Public Management majoring in HR plus 2 years' experience in establishment administration. Knowledge of PERSAL, Knowledge of CORE, Establishment Control, Public Service Regulations, Collective Agreements, Basic Condition of Employment Act and all relevant legislative framework that governs all HR related policies and Procedures within Human Resource in the Public Sector. Good Interpersonal skills and communications skills (Verbal and Written). Administrative, Analytical and organizational skills, Project Management skills, Conflict management, Supervisory Skills and computer literacy. Ability to work under pressure and long hours during audit process. A valid driver's license is essential.
<u>DUTIES</u>	:	To effectively implement and administer organisation and post establishment administration services. Ensure that PERSAL system is aligned to the approved structure and posts establishment. Verification of post establishment and implementation of changes thereof. Establish control and monitoring to ensure efficient and effective implementation of post establishment. Generate and analyse reports with regards to special THRS projects and other establishment administration related functions. Ensure implementation of all departmental Transversal HR Policies, strategies and procedures to ensure adherence by Departmental Personnel. Render an effective HR advisory service to management and employees in the department. Ensure compliance with applicable legislation. Supervise, assist with authorization of staff and post establishment administrative transactions, provide training, manage leave and assess the performance of subordinates.
<u>ENQUIRIES</u>	:	Ms Grace Majola Tel No: (011) 843 6823
<u>POST 21/171</u>	:	<u>SENIOR PROVISIONING ADMIN OFFICER: AUXILIARY SUPPORT SERVICES REF NO: REFS/022773</u> Directorate: Auxiliary Services and Fleet Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized three- year National Diploma/ Degree (NQF Level 6/7) in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology /Logistic Management/ Supply Chain Management qualification plus a minimum of 2 years' experience in

	Supervisory level in Auxiliary Support Services /provision of Admin Support. Knowledge of PFMA, Supply Chain Management Policies, Knowledge of Public Service Act and Regulations, Occupational Health and Safety, Auxiliary Support Services policies and procedures, Understand the Batho Pele Principles. A valid driver's license, Supervisory skills, Communication skills (verbal and written), Good interpersonal skills, Problem-solving skills, Organising skills, Report writing skill, Administrative skills; Time Management skills, Analytical skills; Financial Management skills, Computer Literacy (Ms Word, Excel, Outlook, and Power Point and Outlook). Ability to work under pressure and meet deadlines. A valid driver's license is essential.
<u>DUTIES</u>	: Provide administrative support to the Business Unit. Render assistance during the compilation of the budgeting, audit, and financial functions, monitoring expenditure and resources. Ensure that goods and services are procured according to the procurement and budget plan of the business Unit. Ensure that the correct item, quantity, and quality are delivered according to the purchase order. Follow up on the status of orders and payments, Ensure the implementation of procurement processes and procedures to prevent deviations. Coordinate and monitor assets in the Business Unit. Compile submissions for procurement of goods and services. Compile correspondence, reports, presentations, and other written material for the Business Unit. Facilitate efficient and effective clean working environment. Liaise with service providers on Waste Management matters and Hygiene Services. Compile monthly reports, Ensure the provision of cleaning material and equipment to all cleaners. Prepare inventory management for cleaning material. Liaise with property owner about the day-to-day maintenance of ablution. Oversee the provision of general assistant work. Monitor and ensure that the function of loading and off-loading furniture to relevant destinations is performed. Monitor and ensure that government vehicles are cleaned. Implement Auxiliary Support policies, guidelines, and procedures. Participate in the development and review of the uniform and protective clothing policy. Ensure Compliance to Occupational Health and Safety Policy that spot check is conducted on a weekly basis. Manage the delivery and storage of goods ordered. Ensure Compliance to Occupational Health and Safety Policy and Procedure within GDE. Ensure that Performance Management System is executed. Allocate and ensure quality of work.
<u>ENQUIRIES</u>	: Mr Salani Sadiki Tel No: (011) 355 0761
<u>POST 21/172</u>	: <u>SENIOR ADMIN OFFICER (X3 POSTS)</u> Sub Directorate: Examination Administration
<u>SALARY CENTRE</u>	: R397 116 per annum : Gauteng East District Ref No: REFS/ 022800 Johannesburg South District Ref No: REFS/022803 Gauteng West District Ref No: REFS/022805
<u>REQUIREMENTS</u>	: An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus a minimum of 2 years' relevant experience within examination or assessment environment. Knowledge of Public Service Act and Regulations, PFMA, SASA Labour Relations Act and Knowledge of Gazette 31337 as amended. Knowledge of relevant legislation pertaining to Exams and Assessments Processes, Computer literacy, Communication Skills, Planning and Organising skills, Analytical skills, Conflict Management skills, Report writing skills, Good Interpersonal relations, Problem Solving, Supervisory Skills, Facilitation and Presentation skills. A valid driver's license is essential.
<u>DUTIES</u>	: Supervise and render administration support to the centre & learner registrations in the District Office. Provide administration support in the registration processes of Grade 10, 11 and 12, AET Level 4, NSC part-time and repeater candidates; Supplementary, remark / recheck and the Senior Certificate candidates. Administer concessions for all Schools during assessment/examinations period. Verify and clear immigrant candidates on the Integrated Examination Computer System (IECS). Quality assures registration data on the IECS to minimize technical irregularities. Participate in establishing readiness of centers to conduct the examinations. Participate in the compilation of examination related plans before commencement of examinations (i.e. Management and Monitoring Plans). Participate in the drafting of the strong-room policy for the Unit. Sample and submit Scripts for pre-marking purposes.

		Quality assure Scripts and ensure that they are scanned, packaged and distributed to Marking Venues. Provide evidence regarding the afore mentioned processes and systems are in place to be readily available for the Head Office, Department of Basic Education (DBE) and Umalusi visits on readiness process. Provide Administration Support in the conduct of Examinations.
<u>ENQUIRIES</u>	:	Mr Mpho Leotlela Tel No: (011) 736 0717 (GE District) Ms Lola Malimagovha Tel No: (011) 247 5947 (JS District) Ms Louisa Dhlamini Tel No: (011) 660 4581 (GW District)
<u>POST 21/173</u>	:	<u>SENIOR ADMIN OFFICER REF NO: REFS/022780</u> Sub-Directorate: Finance and Administration Unit: Provisioning and Administration
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Tshwane West District
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus a minimum of 2 years' relevant experience in administration, financial administration, supply chain management, records management and asset management. Knowledge of Treasury Regulations, Financial & Procurement procedures. Standard Chart of Accounts. Financial management & financial administration. Excellent communication skills, verbal and written. Presentation skills. Computer literacy in Ms-Excel and Word. Interpersonal relations. Managerial & Organizing skills. Reporting skills. Conflict management. Leadership skills. Written and verbal communication Skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Provide effective administrative support to the Business Unit. Co-ordinate and maintain office and logistical activities such as subsistence and travel claims, requisition of stationery, printing, document binding, faxes, e-mail, deliveries and other requests. Provide effective general and logistical support to the Business Unit. Compiling correspondence, reports, presentations and other written material for the Business Unit and liaise with internal and external stakeholders. Provide effective records management services to the Business Unit, maintain records of all files, correspondences and registers. Administer HR processes within the Business Unit in collaboration with the Directorate. Ensure Human Resource Management such as Leave, payroll, training, policies Comply with policies, prescripts, and other processes and procedures within the Business Unit. Keep abreast with new policies and other regulatory requirements. Provide supervision to personnel in the Business Unit, Allocate and ensure quality of work.
<u>ENQUIRIES</u>	:	Ms Priscilla Ravele Tel No: (012) 725 1451 (TW District)
<u>POST 21/174</u>	:	<u>SENIOR ADMIN OFFICER: RECORD MANAGEMENT SUPPORT REF NO: REFS/022777</u> Directorate: Auxiliary Services and Fleet Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate three- year National Diploma/Degree in Records and Archiving Management/ Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus minimum of 2 years' experience in administration environment. Knowledge of Office equipment's administrative procedure relating to files. Registry norms, standards and procedures. Planning and Organizing. Organizational policies skills. Communication skills (written & verbal), organizational and interpersonal. Interpersonal relations, problem solving skills, report writing. Presentation and Facilitating skills. Project Management skills. Report writing skills and computer literacy and ability to work under pressure. Knowledge of PFMA, PAIA. Knowledge of Shortlisting and interview processes. procurement procedures, Treasury Regulations and other legislative frameworks applicable to the public service. Batho Pele principles. A valid driver's license is essential.
<u>DUTIES</u>	:	Provide effective records/registry management services to the Business Unit. Monitor the opening and closing of files. Monitor policy compliance. Provide effective administrative support to the Business Unit. Provide secretariat

services to the Business Unit's meetings, Provide effective records management services to the Business Unit. Comply with policies, prescripts, and other processes and procedures within the Business Unit. Provide effective administrative support to the Business Unit. Monitor the monthly and quarterly duty rooster. Monitor the franking machine, readings 149 and the payments thereof. Provide effective general and logistical support to the Business Unit. Monitor requisitions. Procurement of office equipment, stationary and distribution thereof. Ensure all assets in Registry are barcoded accordingly. Ensure all assets are listed in the asset register. Communicate with Asset Directorate regarding damaged and broken assets. Monitor HR processes within the Business Unit in collaboration with the Directorate: Provide supervision to personnel in the Business Unit. Human Resource Management such as leave, payroll, training, policies, appointments. Provide secretariat services to the Business Unit's meetings. Liaise with internal and external stakeholders. Monitoring of staff development

<u>ENQUIRIES</u>	:	Mr Salani Sadiki Tel No: (011) 355 0761
<u>POST 21/175</u>	:	<u>SENIOR ADMIN OFFICER: CURRICULUM INFORMATION ANALYSIS (X4 POSTS)</u> Sub-Directorate: Information Systems and Strategic Planning
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	Ekurhuleni South District Ref No: REFS/022792
	:	Tshwane West District Ref No: REFS/022781
	:	Johannesburg South District Ref No: REFS/022794
	:	Johannesburg East District Ref No: REFS/022791
<u>REQUIREMENTS</u>	:	An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Information Technology/Information Systems/ Computer Science/ Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus a minimum of 2 years relevant experience in an Administrative Officer role. Knowledge of relevant prescribed Act, regulations and policies within Government. Computer Literacy, good telephone etiquette, sound organizational skills, verbal and non-verbal communication skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Co-ordinate and control data information systems and processes. Ensure that quality of information is collected using the correct systems and processes e.g. SASAMS/Data Quality Assurance Utility, Valistractor and Data Driven Dashboard Application. Capture and maintain district information database. Analyze, verify, interpret, and present data to internal and external clients through data surveys. Provide and maintain effective document management systems. Assist in designing form to collect and store data for future use. Ensure that document storage, archiving, back-up and recovery procedures are functioning correctly. Monitor and review data collection methods, systems and processes to enhance service delivery. Consolidate information and compile data report for the consumption of all relevant stakeholders. Maintain and distribute documents/packages to various stakeholders as requested. Provide feedback information through both summary and comprehensive reports. Comply with policies, prescripts and other processes and procedures within the Business Unit. Maintain compliance to policies, prescripts and procedures pertaining to data management. Keep abreast new policies and other regulatory requirements such as POPI Act. Render general office administration services. Record, organize, store, capture and retrieve correspondence and data. Update registers and statistics and handle routine enquiries. Keep and maintain the filing system for the district. Keep and maintain the incoming and outgoing data of the schools within the district. Supervision and training of staff. Manage and communicate with staff. Allocate and monitor duties to subordinates.
<u>ENQUIRIES</u>	:	Mr Sipho Zonele Tel No: (011) 389 6062 (ES District) Ms Priscilla Ravele Tel No: (012) 725 1451 (TW District) Ms Lola Malimagovha Tel No: (011) 247 5947 (JS District) Ms Elizabeth Moloko Tel No: (011) 666 9109 (JE District)

<u>POST 21/176</u>	:	<u>SENIOR ADMIN OFFICER: PERFORMANCE ANALYSIS AND FEEDBACK</u> <u>REF NO: REFS/022776 (X2 POSTS)</u> Directorate: Assessment Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus a minimum of 2 years' experience in Administration, Financial Administration, supply chain management, records Management, administration in the planning and delivery of projects, and assets Management. Knowledge of Public Service Act and Regulations. Financial Procedures, Treasury Regulations and other financial management skills. Knowledge of Government and administration, Batho Pele principles. Good communication skills (Verbal and written). Computer literacy, Project Management, Interpersonal relations, Presentation, technical and interpersonal skills. People management, report writing, minutes taking, good problem solving, planning and organising skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Provide effective administrative support to the Sub-Directorate. Co-ordinate and maintain office administration such as drafting of management plan, memorandums, submissions, controlling of subsistence and travel claims, requisition of stationery, printing, document binding, faxes, e-mail, logistical arrangements for meetings and workshops, deliveries and other requests. Compiling correspondence, reports, presentations, and other written material for the Sub-directorate. Render assistance during compilation of the budgeting and financial functions. Liaise with stakeholders during the collection of learner performance data on a quarterly basis. Provide secretariat service to the Sub-Directorate, compile and disseminate minutes of meetings, discussions, and workshops to relevant stakeholders' meetings. Liaise with internal and external stakeholders, ensure update and communication for all the activities in the Sub-Directorate. Provide effective records management services to the Sub-Directorate. Maintain records of all documents (manually and electronically), files, scanned documents and keep track of all incoming and outgoing correspondences. Keep abreast with new policies, guidelines and instructions issued by the Directorate. Provide supervision to personnel in the Sub-Directorate. Allocate and ensure quality of work. Management of staff leave accordingly. Capacitate and develop staff. Assess staff performance. Apply discipline where needed according to relevant policies that govern disciplinary procedure.
<u>ENQUIRIES</u>	:	Ms Bongiwe Mangcipu Tel No: (010) 601 8030
<u>POST 21/177</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: MARKING, ADMINISTRATION</u> <u>PROCESS REF NO: REFS/022767</u> Directorate: Examination Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year year National Diploma/Degree (NQF Level 6/7) in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus minimum of 2 years relevant experience in administration, financial administration, supply chain management, records management, and assets management. A sound Knowledge of Public Service Act and Regulations, Batho Pele principles. Knowledge of Financial Procedures, Treasury Regulations and other Financial and SCM Prescripts. Good written and verbal communication skills. Computer literacy. Project Management skills Problem Solving skills, Presentation skills, Report writing and minutes taking. Valid Driver's License essential.
<u>DUTIES</u>	:	Facilitate the administrative function of the Appointment of Markers. Verify the NSC Applications on the electronic marker application System from 15 districts. Facilitate the preselection and post selection application processes. Prepare the administrative documents for the selections of the markers. Populate the parameters on electronic marker application system for letters of appointment to be generated. Provide the administrative support for the selection and appointment of Examination Assistants. Facilitate the marking Centre

		administration process. Prepare all administrative documents for all marking centres. Provide the administrative support at the marking centres. Provide effective administrative support to the Business Unit. Compile correspondence, reports, presentations, and other written material for the Business Unit. Compile and disseminate minutes of meetings, discussions, and workshops to relevant stakeholders. Arrange appointments for official visits, meetings, and other events. Provide secretariat services to the Business Unit's meetings. Coordinate the procurement of goods and services for the sub- directorate. Compile submissions for procurement of goods and services. Monitor assets within the Business Unit. Co-ordinate requisition of stationery, printing, document binding, faxes, e-mail, deliveries, and other requests. Provide supervision to personnel in the Business Unit. Supervise staff.
<u>ENQUIRIES</u>	:	Ms. Lufuno Raluombe Tel No: (010) 345 0930
<u>POST 21/178</u>	:	<u>SOCIAL WORKER: GRADE 1 (X11 POSTS)</u> Directorate Early Childhood Development
<u>SALARY</u>	:	R325 200 per annum
<u>CENTRE</u>	:	Johannesburg Central District Ref No: REFS/022844 (X3 Posts) Sedibeng East District Ref No: REFS/022846 (X3 Posts) Tshwane North District Ref No: REFS/022850 (X3 Posts) Johannesburg East Ref No: REFS/022854 Tshwane West District Ref No: REFS/022857
<u>REQUIREMENTS</u>	:	A Degree in Social Work (NQF 7). Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. Ability to implement chapter 5 and 6 of the Children's Act 38 of 2005. Certified copies of ID and a valid driver's license. Knowledge and understanding of early childhood development environment. Have communication, coordination, planning and organizing, report writing skills, teamwork and computer literacy. Accomplish tasks, prevent, alleviate distress and use resources effectively.
<u>DUTIES</u>	:	Implement Children's Act 38 of 2005, PFMA, register ECDs, monitor, facilitate panels and recommendations for funding, maintenance of district database, implementation of provincial and national projects. submission of district reports, investigate ministerial enquiries and submission of reports, working with ECD stakeholders, coordinate and facilitate regional stakeholders' forums, capacity building for ECD service providers on registration of ECDs, compliance and governance, conduct inspections and monitoring of new, renewal or re-registration of ECD services. guide and support ECD centres to ensure compliance.
<u>ENQUIRIES</u>	:	Ms. Mantwa Mogashoa at 066 487 2604
<u>POST 21/179</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: POLICY AND PROCEDURE ON INCAPACITY LEAVE AND ILL-HEALTH RETIREMENT (PILIR) REF NO: REFS/022813</u> Directorate: HRTS
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3- 5 years relevant experience in an HR working environment. Must have knowledge of Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR) and PERSAL. Knowledge of Public Service Act 1994 and employment of educators Act of 1998, Regulations, Collective Agreements and all relevant legislation, policies, and procedures within Human Resource in the public sector. Computer literacy in MS Excel, MS Word, MS Access and MS Outlook and. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational and Supervisory skills. Ability to work under pressure and long hours. A valid driver's license is essential.
<u>DUTIES</u>	:	Ensure the effective and efficient management of PILIR. Oversee and management of level 5 employees (PMDS, leave, conflict, resources; etc. and their day-to-day functions. Monitor and update the tracking grid. Provide support to the Districts and Head Office. Visit to the clients and District offices to provide support. Must be able to facilitate PILIR training. Must be able to take minutes. Quality assure all PILIR applications/outcome letters. Compile weekly, monthly, quarterly, and annual reports with strict adherence to time frames. Generate submissions/memo. Must attend to all PILIR queries. Participate in the development and review of departmental PILIR (policy on

leave for ill-health retirement) policy, guidelines, strategies, and procedures and implement thereof. Conduct desktop research on Human Resource best practices. Analyse departmental PILIR policy, guidelines, strategy and Human Resource procedure manuals to identify gaps. Coordinate the approval of PILIR guidelines and strategy in consulting with relevant stakeholders. Monitor compliance on PILIR process and procedures in line with relevant stakeholders. Create awareness on PILIR procedures by conducting workshop, interpreting and explaining the PILIR policies and procedures to the Department personnel. Provide support with the implementation of PILIR transaction on PERSAL. Receive and verify required supporting documents of independent medical assessment from a sick employee. Update PILIR tracking grid for their respective cluster/office participate in the implementation of effective and efficient administrative systems and procedures within the Directorate.

ENQUIRIES : Mr VE Netshithuthuni Tel No: (011) 843 6865

POST 21/180 : **PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE ADMINISTRATION SERVICES REF NO: REFS/022823**
Directorate: HRTS

SALARY CENTRE REQUIREMENTS : R325 101 per annum
: Head Office, Johannesburg
: Grade 12 plus a minimum of 3- 5 years relevant experience in the HR working environment. in HR working environment. Knowledge of PERSAL, Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours. A valid driver's license is essential.

DUTIES : Coordinate the provision of all personnel administration services on PERSAL for SMS and MMS members. Support implementation of appointments of PERSAL for SMS and MMS members. Facilitate the processing of Homeowners' allowance. Facilitate the processing of resettlement and relocation costs, medical aid, long services, pension benefits and payment of leave gratuity for SMS and MMS members. Facilitate the processing of overtime, transfers, debt management, qualifications bonus, acting allowance and salary administration for SMS and MMS members. Provide support on directorates regarding leave management and update leave register on PERSAL and Employment Self Service (ESS). Update of resignation transactions on electronic database for tracking and the personnel file for SMS and MMS members. Approve/ Disapprove conditions of service transactions on PERSAL. Support the implementation of termination transactions on PERSAL and ensure current and update records on PERSAL. Advise GDF on debt not captured on PERSAL. Quality assures the completed and signed retirement pack from the Employee retiring. Submit completed exit questionnaire to notify Performance Management Development on resignation for intervention. Train Office/District based employees on the completion of documents and the termination policy for the following: Resignation. Contract expiry. Retirement. Death. Misconduct. Ill Health retirement. Early retirement. Severance package. Exit interviews. Co Ordinate reporting lines as well as appointment of SMS and MMS members on ESS Provide a Human Resource advisory on conditions of services to all departmental personnel. Support the collation of the appointment, leave, exit and another transversal HR needs from the district/ client and respond thereto. Facilitate information sharing sessions for all the personnel in the Department. Compile monthly statistical reports and management reports. Ensure effective, efficient supervision of staff. And coordinate the signing of job descriptions. Conduct performance reviews. Assist in the provisioning of stationery and office supplies.

ENQUIRIES : Ms Jabulile Mchunu Tel No: (011) 843 6609

POST 21/181 : **PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICE REF NO: REFS/022830 (X2 POSTS)**
Directorate: HRTS

SALARY CENTRE : R325 101 per annum
: Head Office, Johannesburg

<u>REQUIREMENTS</u>	:	Grade 12 certificates plus a minimum of 3-5 years' relevant experience in the HR working environment. Experience should include conditions of service, appointments, terminations, leave, Pillar, IOD and salary adjustments. Knowledge and understanding of Human Resource Management policies, procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills. Ability to work under pressure, use of PERSAL and to provide advisory support to business units. Computer literacy in MS Excel, MS Word MS Access and MS outlook. Applicant must be in a possession of a South African valid driver's license
<u>DUTIES</u>	:	Coordinate the provision of all personnel administration services on PERSAL. Support implementation of appointments of PERSAL. Facilitate the processing of Homeowners' allowance. Facilitate the processing of resettlement and relocation costs, medical aid, long services, pension benefits and payment of leave gratuity. Facilitate the processing of overtime, transfers, debt management, qualifications bonus, acting allowance and salary administration. Provide support on directorates regarding leave management and update leave register on PERSAL and Employment Self Service (ESS). Update of resignation transactions on electronic database for tracking and the personnel file. Approve/ Disapprove conditions of service transactions on PERSAL. Support the implementation of termination transactions on PERSAL and ensure current and update records on PERSAL. Advise GDF on debt not captured on PERSAL. Quality assures the completed and signed retirement pack from the Employee retiring. Submit completed exit questionnaire to notify Performance Management Development on resignation for intervention. Train Office/District based employees on the completion of documents and the termination policy for the following: Resignation. Contract expiry. Retirement. Death. Misconduct. Ill Health retirement. Early retirement. Severance package. Exit interviews. Provide a Human Resource advisory on conditions of services to all departmental personnel. Support the collation of the appointment, leave, exit and another transversal HR needs from the district/ client and respond thereto. Facilitate information sharing sessions for all the personnel in the Department. Compile monthly statistical reports and management reports. Ensure effective, efficient supervision of staff. And coordinate the signing of job descriptions. Conduct performance reviews. Assist in the provisioning of stationery and office supplies.
<u>ENQUIRIES</u>	:	Mr Raymond Makgopa Tel No: (011) 843 6676
<u>POST 21/182</u>	:	<u>CHIEF PROVISIONING ADMIN CLERK: ASSET CONTROL REF NO: REFS/022882</u> Directorate: Asset and Inventory Management Sub-directorate: Asset Control
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum Head Office, Johannesburg Grade 12 plus a minimum of 3-5 years' experience in Assets/ Financial /Internal Auditing and Supply Chain Management. Knowledge of Standard Charts of Accounts (SCOA), IFRS and the PFMA. In-depth knowledge of the applicable policies and systems, working of the relevant Acts prescripts, regulation, and procedure pertaining to general administration such as finance, asset management, Treasury Regulations, GRAP/GAAP. Knowledge of Supply Chain Management (creating Requisition - RLS01 and Payment-RLS02). Knowledge of an Asset Register in a Government Department, requirements for Asset Register, Asset-life Cycle. Knowledge on BAS System and SAP System. Sound Knowledge on the useful life of major assets and ensure that policies and procedures related to movable assets are adhered to by regular communication with asset stakeholders, managers, and heads. Must have communication skill Verbal and Written, Numerical skills, Analytical skills, Time Management skills, Critical thinking skills and Good interpersonal Skills. Ability to interpret relevant directives of SCM which embodies Movable Asset Management. A valid Drivers' License is essential.
<u>DUTIES</u>	:	Complete and Accurate Asset Register i.e. Asset acquisition register maintenance and verification. Identify, investigate, and report discrepancies found during stocktaking done. Assess asset status, needs and risks. Conduct Quarterly inventory count and stock count. Deal with all aspects of stock taking for all GDE Movable Assets and other stores. Ensure the maintenance of the inventory. Deal with the disposal of the redundant and obsolete movable

		assets. Execution of asset control inspections. Implement GDE Movable Asset Management Policies and Procedure Manuals. Provide advice to stakeholders on related matters. Provide clerical support services for the sub-directorate. Maintain the effective flow of information and documents internally and externally. Maintain the safekeeping of all documentation in the office in line with relevant legislation and policies. Participate in the collation and compilation of progress reports and monthly reports. Respond to inquiries received from internal and external stakeholders. Supervise staff.
<u>ENQUIRIES</u>	:	Ms. Mathopi Khanye Tel No: (011) 355 1090
<u>POST 21/183</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: ESTABLISHMENT CONTROL AND SYSTEM REF NO: REFS/022842 (X2 POSTS)</u> Directorate: HRTS
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum Head Office, Johannesburg Grade 12 plus a minimum of 3 years' relevant experience in establishment administration. Knowledge of PERSAL, Knowledge of CORE, Establishment Control, Public Service Regulations, Collective Agreements, Basic Condition of Employment Act and all relevant legislative framework that governs all HR related policies and Procedures within Human Resource in the Public Sector. Good Interpersonal skills and communications skills (Verbal and Written). Administrative, Analytical and organizational skills, Project Management skills, Conflict management, Supervisory Skills and computer literacy. Ability to work under pressure and long hours during audit process. A valid driver's license is essential.
<u>DUTIES</u>	:	To effectively implement and administer organization and post establishment administration services. Verify the correctness of post establishment changes request. Establish control and monitoring mechanisms to ensure efficient and effective implementation of post establishment. Generate and analyses reports with regards to special THRS projects and other establishment administration related functions. Ensure the implementation of all departmental Transversal HR Policies, strategies and procedures to ensure adherence by Departmental Personnel. Render an effective HR advisory service to management and employees in the department. Ensure compliance with applicable legislation. Supervise, approve post establishment transactions, provide training, manage leave and assess the performance of subordinates.
<u>ENQUIRIES</u>	:	Ms Grace Majola Tel No: (011) 355 6823
<u>POST 21/184</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICES (X7 POSTS)</u> Sub- directorate: THRS
<u>SALARY CENTRE</u>	:	R325 101 per annum Gauteng East District Ref No: REFS/022845 Ekurhuleni North District Ref No: REFS/022851 Johannesburg West District Ref No: REFS/022855 Johannesburg East District Ref No: REFS/022861 Johannesburg North District Ref No: REFS/022866 Johannesburg South District Ref No: REFS/022872 Johannesburg Central District Ref No: REFS/022874
<u>REQUIREMENTS</u>	:	Grade 12 certificates plus a minimum of 3-5 years' relevant experience in the HR working environment. Experience should include conditions of service, appointments, terminations, leave, Pillar, IOD and salary adjustments. Knowledge and understanding of Human Resource Management policies, procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills. Ability to work under pressure, use of PERSAL and to provide advisory support to business units. Computer literacy in MS Excel, MS Word MS Access and MS outlook. Applicant must be in a possession of a South African valid driver's license.
<u>DUTIES</u>	:	Coordinate the provision of all personnel administration services on PERSAL. Support implementation of appointments of PERSAL. Facilitate the processing of Homeowners' allowance. Facilitate the processing of resettlement and relocation costs, medical aid, long services, pension benefits and payment of leave gratuity. Facilitate the processing of overtime, transfers, debt management, qualifications bonus, acting allowance and salary administration.

Provide support on directorates regarding leave management and update leave register on PERSAL and Employment Self Service (ESS). Update of resignation transactions on electronic database for tracking and the personnel file. Approve/ Disapprove conditions of service transactions on PERSAL. Support the implementation of termination transactions on PERSAL and ensure current and update records on PERSAL. Advise GDF on debt not captured on PERSAL. Quality assures the completed and signed retirement pack from the Employee retiring. Submit completed exit questionnaire to notify Performance Management Development on resignation for intervention. Train Office/District based employees on the completion of documents and the termination policy for the following: Resignation. Contract expiry. Retirement. Death. Misconduct. Ill Health retirement. Early retirement. Severance package. Exit interviews. Provide a Human Resource advisory on conditions of services to all departmental personnel. Support the collation of the appointment, leave, exit and another transversal HR needs from the district/ client and respond thereto. Facilitate information sharing sessions for all the personnel in the Department. Compile monthly statistical reports and management reports. Ensure effective, efficient supervision of staff. And coordinate the signing of job descriptions. Conduct performance reviews. Assist in the provisioning of stationery and office supplies.

ENQUIRIES

: Ms Mpho Leotlela Tel No: (011) 736 0717 (GE District)
 Ms Emily Mochela Tel No: (011) 746 8190 (EN District)
 Mr Lizwe Jafta at 064 929 9493 (JW District)
 Ms Elizabeth Moloko Tel No: (011)666 9109 (JE District)
 Ms Nelisiwe Mashazi Tel No: (011) 694 9321 (JN District)
 Ms Lola Malimagovha Tel No: (011) 247 5947 (JS District)
 Mr Linda Mabutho Tel No: (011) 983 2231 (JC District)

POST 21/185

: **CHIEF PROVISIONING ADMIN CLERK REF NO: REFS/022878**
 Sub Directorate: Finance & Administration
 Unit: Provisioning and Administration

SALARY CENTRE REQUIREMENTS

: R325 101 per annum
 : Tshwane West District
 : Grade 12 with minimum of 3-5 years relevant clerical support experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, and problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A valid driver's license is essential.

DUTIES

: Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by Non-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of non-section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.

ENQUIRIES

: Ms Priscilla Ravele Tel No: (012) 725 1451 (TW District)

<u>POST 21/186</u>	:	<u>CHIEF REGISTRY CLERK (X2 POSTS)</u> Sub Directorate: Finance & Administration Unit: Office Service Pool
<u>SALARY CENTRE</u>	:	R325 101 per annum Tshwane West District Ref No: REFS/022858 Johannesburg East District Ref No: REFS/022862
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3 -5 years relevant experience in Registry. A relevant tertiary qualification will be an added advantage. Knowledge and understanding of Record Management and Archive policies, procedures, regulations. Excellent communication (verbal and written) and interpersonal skills. Security consciousness/awareness. Ability to work under pressure, use of PERSAL and MS Office software. A valid South African driver's license is an added advantage.
<u>DUTIES</u>	:	Supervise subordinates and registry activities in the unit. Supervise the maintenance of filing plans according to regulatory framework. Control receipt, opening and maintenance of files and documents. Update and maintain records management and documents classification systems. Maintain safe custody and protection of files and records. Identify files and records for archiving. Allocate file reference numbers. Provide advice and guidance to Registry Clerks on the day-to-day functions of the Registry. Maintain various control registers. Responsible for the administration and supervision of all registry procedures. Supervise performance management and training of subordinate(s).
<u>ENQUIRIES</u>	:	Ms Priscilla Ravele Tel No: (012) 725 1451 (TW District) Ms Elizabeth Moloko Tel No: (011) 666 9109 (JE District)
<u>POST 21/187</u>	:	<u>SENIOR LIBRARIAN (X2 POSTS)</u> Sub-directorate: Curriculum Management and Delivery Section: LTSM
<u>SALARY CENTRE</u>	:	R325 101 per annum Tshwane West District Ref No: REFS/022865 Gauteng West District Ref No: REFS/022869
<u>REQUIREMENTS</u>	:	A Bachelor's degree or National Diploma in Library and Information Science and 2 years' experience as librarian. Knowledge of relevant Acts, regulations and Batho Pele Principles. Computer skills including MS Word, MS PowerPoint and MS Excel. Experience working with a computerized library management system will be an advantage. Good verbal and written communication skills. Ability to work under pressure. Time management skills. Problem solving skills. Self-discipline, accuracy and consistency. Detail orientated LIASA membership will be an advantage. Applicant must be in a possession of a South African valid driver's license.
<u>DUTIES</u>	:	Collection development: establish user's needs, acquire relevant library resources Weed resources, undertake annual stocktaking, procure & renew newspaper/journal subscriptions & library System license. Processing Library Resources: physical processing of resources, cataloguing and classification, capturing into the library System. Provisioning of library and Information Services to District officials and school: user registration, information searchers assist with courier service from Education Library, train library users. Circulation of Library Resources: issues and returns, keep statistics of library use, shelf control, sending out of reminders. Library Management & Administration Support: Supervising Library Assistants, administration assistance to the library Facilitator, monthly/quarterly reports and statistics. Marketing the District Library: displays and exhibitions, current awareness service, open library day.
<u>ENQUIRIES</u>	:	Ms Priscilla Ravele Tel No: (012) 725 1451 (TW District) Ms Louisa Dhlamini Tel No: (011) 660 4581 (GW District)
<u>POST 21/188</u>	:	<u>CHIEF ADMIN CLERK (X2 POSTS)</u> Sub-Directorate: Transversal Human Resources Services
<u>SALARY CENTRE</u>	:	R325 101 per annum Johannesburg West District Ref No: REFS/022868 Tshwane North District Ref No: REFS/022871
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public

		Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license.
<u>DUTIES</u>	:	Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.
<u>ENQUIRIES</u>	:	Mr Lizwe Jafta at (064) 929 9493 (JW District) Ms Aluciah Malegopo Tel No: (012) 543 4313 (TN District)
<u>POST 21/189</u>	:	<u>CHIEF REGISTRY CLERK REF NO: REFS /022873</u> Sub-Directorate: Transversal Human Resources Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Johannesburg South District
<u>REQUIREMENTS</u>	:	Grade 12 with a minimum of 3-5 years relevant registry support experience in a Human Resource Registry. Knowledge and understanding of Record Management and Archive policies, procedures, regulations. Excellent communication (verbal and written) and interpersonal skills. Security consciousness/awareness. Ability to work under pressure, use of PERSAL and Ms Office software. A valid South African driver's license is an added advantage.
<u>DUTIES</u>	:	Supervise subordinates and registry activities in the unit. Supervise the maintenance of filing plans according to regulatory framework. Supervise and provide registry counter services. Handle incoming and outgoing correspondence. Control receipt, opening and maintenance of files and documents. Update and maintain records management and documents classification systems. Maintain safe custody and protection of files and records. Identify files and records for archiving. Allocate file reference numbers. Provide advice and guidance to Registry Clerks on the day-to-day functions of the Registry. Maintain various control registers. Responsible for the administration and supervision of all registry procedures. Supervise performance management and training of subordinate(s).
<u>ENQUIRIES</u>	:	Ms Lola Malimagovha Tel No: (011) 247 6947
<u>POST 21/190</u>	:	<u>HR PRACTITIONER: HUMAN RESOURCE POLICY AND PLANNING REF NO: REFS/022870</u> Directorate: Organisational Development
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/Degree in Human Resource Management/ Human Resource Development or Personnel Management or Public Management majoring in HR / Industrial Psychology plus a minimum of 1 year experience relevant experience in Human Policy and Planning environment. Good computer literacy (MS Word, MS Excel and MS PowerPoint), planning, problem solving, verbal and written skills. Driver licence is essential,
<u>DUTIES</u>	:	Assist in the development of human resource plan and reporting. Collect and quality assure information for the preparation of MTEF HR Plan and Reporting.

		Conduct Research on labour market trends and assist on the information analysis in preparation of the HR Plan and reporting. Populate information on the DPSA prescribed MTEF HR Planning template. Prepare graphs for MTEF HR Plan, Annual HR Plan Implementation Report. Circulate the prescribed DPSA assessment tool to panel members and relevant HR components for completion. Consolidate information populated by panel members on the prescribed DPSA template. Provide support in the development of HR Policies and ensure alignment with legislative frameworks thereof. Provide advice on HR policy and legislation matters to the relevant stakeholders. Provide support on the development of HR Delegations of Authority and align with relevant legislation. Provide information for monitoring and analyses of HR performance against HR standards, HR strategies and objectives. Ensure effective and efficient management of administrative duties within the component.
<u>ENQUIRIES</u>	:	Ms. Mpheng Mosala Tel No: (011) 843 6678
<u>POST 21/191</u>	:	<u>CHIEF ADMINISTRATION CLERK: PROPERTY MANAGEMENT REF NO: REFS/022867 (X2 POSTS)</u> Directorate: Infrastructure Planning and Property Management
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 plus 3-5 years' experience in property environment. A Bachelor/B-Tech/National Diploma in Real Estate/Town and Regional Planning/GIS will serve as an added advantage. An understanding of PFMA/Treasury Regulations; Prevention of Illegal Eviction from and Unlawful Occupation of Land Act 19 of 1998; Government Immovable Asset Management Act 19 of 2007; Occupational Health and Safety Act 85 of 1993 and the South African Schools Act 84 of 1996. Advanced computer skills that include ability to use Excel and the Chief Surveyor General national cadastral survey management system as well as various municipalities' GIS systems. Good communication skills. Self-motivated and goal orientated. Ability to work under pressure and in a team. A valid Driver's license.
<u>DUTIES</u>	:	Keep and update the Immovable Asset Register (IAR) of the GDE. Generate property reports that may assist in rollout of Rehabilitation, Maintenance and Refurbishment projects. Prepare requests for permission to occupy and build (PTOB) to municipalities or developers. Assist in acquisition of properties and lease management. Prepare mandates to the Gauteng Department of Infrastructure Development (GDID) to assist with acquisition, rezoning, consolidation, subdivision of sites and so forth. Assist districts with identification of sites for schools including their support in rollout of mobile, self-build, and satellite schools. Provide property information as may be required in Strategic Briefs, Business Cases or Project list like erf/portion numbers, their sizes, zoning or ownership. Verify and confirm GDE properties using various spatial information systems like Chief Surveyor General (C-SG) national cadastral survey management system, Google Earth, Windeed, municipalities GIS, lapsis, 1map, etc. Contribute to a credible Infrastructure Asset Management Plan (I-AMP) from property management point of view by providing information relating to ELISOZ (erf, location, size, ownership and zoning) of properties as drawn from the IAR. Assist in managing office buildings, ensuring compliance with regulations. Assist in processing invoices, ensuring timely payments and liaise with landlords and finance directorate. Assist the sub-directorate in dealing with illegal occupation of GDE properties. Perform general property management duties. Perform any other administrative duties that might be assigned.
<u>ENQUIRIES</u>	:	Mr Neo Moatshe Tel No: (011) 843 6809
<u>POST 21/192</u>	:	<u>CHIEF ADMIN CLERK REF NO: REFS/022810 (X3 POSTS)</u> Directorate Examinations Management Sub-directorate: Marking Process Unit
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 with minimum of 3-5 years relevant experience. An understanding Knowledge of Public Service Act, Batho Pele Principles, BAS, LOGIC and Public Service Regulations. Good communication skills (verbal and written); Computer literacy (MS Word, Power Point and Excel); Ability to attend to detail and ensure the correctness of information; Ability to work under pressure;

		Ability to work independently and meet deadlines. A valid driver's license is essential.
<u>DUTIES</u>	:	Provide administrative support to the Directorate within the marking processes unit. Ensuring effective liaison and communication with internal and external stakeholders. Assisting with the budget and procurement for the sub-directorate. Collect, control, capture and mop up all marking claim forms. Undertake ad hoc assignments that may be assigned. Provide manual and digital archival of examinations materials, including appointment of marking personnel. Provide support regarding training, procurement and financial administration. Supervise staff. Assist manager in compiling weekly and monthly reports and have knowledge of PMDS processes and compile composite records thereof. Compile submissions. Liaise with service providers regarding examination related matters / material.
<u>ENQUIRIES</u>	:	Mr Harry Culling Tel No: (010) 601 8082
<u>POST 21/193</u>	:	<u>OCCUPATIONAL HEALTH AND SAFETY PRACTITIONER REF NO: REFS/022815</u> Directorate: Performance Management and Development
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized National Diploma / Degree in Environmental Health or Safety Management. 1-2 years' experience in the Occupational Health and Safety field. The candidate must have extensive knowledge of Occupational Health & Safety Act 85 of 1993, Public Finance Management Act 1 of 1999, Compensation of Occupational Injuries and Diseases Act 130 of 1993, Disaster Management Act 57 of 2002, and the EHW strategic Framework. The candidate must have excellent communication and problem-solving skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Coordinate, monitor, advice and render health and safety administration. Monitor OHS compliance. Conduct OHS inspections and audits. Facilitate prompt response and resolution of all faults identified. Monitor and support districts compliance with OHS requirements. Coordinate OHS trainings and awareness programme within the department. Monitor the functionality of the OHS Committee. Ensure compliance of emergency equipment. Prepare and implement the emergency/evacuation drills in the Department. Liaise with facilities management to conduct building inspections. Attend to IOD matters and develop incident register. Facilitate and coordinate the development of occupational health and safety policies, procedures and guidelines.
<u>ENQUIRIES</u>	:	Ms. Motshedisi Ramohloki Tel No (011) 843 6656
<u>POST 21/194</u>	:	<u>CHIEF ACCOUNTING CLERK (X3 POSTS)</u> Sub-Directorate: Financial and Administration Unit: Finance and Procurement
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Gauteng North District Ref No: REFS/022853 Johannesburg Central District Ref No: REFS/ 022848 Johannesburg East District Ref No: REFS/022849
<u>REQUIREMENTS</u>	:	Grade 12 with Accounting as a passed subject and minimum of 3-5 years clerical support experience in a finance environment. Knowledge of Treasury Regulations, PFMA, procurement procedures and other legislative frameworks applicable to the Public Sector. Knowledge of PERSAL, BAS, SAP and SRM. Asset management. Reporting skills. Planning and organizing. Interpersonal relations. Problem solving. Maintaining discipline. Conflict resolution. Supervisory skills, Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Computer literacy (MS Excel, MS Word, MS Office). Share information with team members. Ability to work under pressure and long hours during audit process. A valid driver's license.
<u>DUTIES</u>	:	Ensure adherence to PFMA, Treasury Instructions. Check and reconcile payments. Ensure that losses and thefts are managed and reported accordingly. Ensure that records of financial transactions are updated correctly. Supervise, develop mentor junior staff. Provide statistical reports when required. Function as team leaders for staff in Pay Office, Salary Office, Cashier Office and Payment Office. Monitor payment on SRM and expenditure on Bas reports. Monitor distribution of payroll control sheets and reconciliation

		of payrolls against PERSAL. Monitor compliance with Petty Cash policy. Monitor capturing of receipts and banking of state money is taking place. Supervise Staff. Check and authorize the work of subordinates. Provide weekly, monthly and quarterly reports. Give written feedback on queries – internal and external. Attend office meetings. To Circuit Managers and Sub Directorate Heads on the compliance of the submission of payroll reports to the Pay Office.
<u>ENQUIRIES</u>	:	Ms. Mathodi Moloto Tel No: (012) 846 3641 (GN District) Ms. Elizabeth Moloko Tel No: (011) 666 9109 (JE District) Ms. Linda Mabutho Tel No: (011) 983 2231 (JC District)
<u>POST 21/195</u>	:	<u>CHIEF PROVISIONING ADMIN CLERK (X2 POSTS)</u> Sub-directorate: Finance and Administration Unit: Provisioning and Administration for Institution
<u>SALARY CENTRE</u>	:	R325 101 per annum Tshwane South District Ref No: REFS/022860 Sedibeng West District Ref No: REFS/022864
<u>REQUIREMENTS</u>	:	Grade 12 with minimum of 3-5 years relevant clerical support experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, and problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non-Section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.
<u>ENQUIRIES</u>	:	Mr. Thabiso Mphosi Tel No: (012) 401 6434 Ms. Bertha Mlotshwa Tel No: (016) 594 9207
<u>POST 21/196</u>	:	<u>CHIEF PROVISIONING ADMIN CLERK: GOODS RECEIVED REF NO: REFS/022817</u> Directorate: Financial Accounting
<u>SALARY CENTRE</u>	:	R325 101 per annum Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3-5 years relevant clerical support experience. Knowledge of SAP, SRM, IMS, BAS, PFMA, Treasury Regulations, Reference Guide to any Relevant financial and legislative frameworks applicable in public sector will be added as an advantage. Knowledge of Provisioning procedures and other legislative frameworks applicable to the public finances. Leadership, conflict resolution and communication skill (written and verbal). Proven Computer Literacy training and extensive experience in Microsoft Excel, Microsoft Word and Power Point and ability to work under pressure. A valid driver's license is essential.

<u>DUTIES</u>	:	Clearing of IMS Web-cycle report daily, Capturing supplier invoices/ Goods Received Voucher into SRM/SAP accurately and within stipulated time to enable the department to meet its commitment to pay service providers within 30 days, Ensure that Complete and accurate invoices are submitted and evaluated for payment purpose on daily basis, Follow up returned/problems RLS02 and invoices with the end-user, Make sure that all automated purchase orders generate payments, Follow up Grvs and invoices till payment, Monthly reconciliation of identified account/Creditors, Clearing of payment Exceptions timeously, Clearing of EBT Rejections, Retrieve and submit audit documents within stipulated period of time.
<u>ENQUIRIES</u>	:	Mr. Organ Masala Tel No: (011) 355 1016
<u>POST 21/197</u>	:	<u>CHIEF ADMIN CLERK (X2 POSTS)</u> Sub- Directorate: Circuit Management and Support
<u>SALARY CENTRE</u>	:	R325 101 per annum Sedibeng West District Ref No: REFS/022833 Johannesburg Central District Ref No: REFS/022836
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license.
<u>DUTIES</u>	:	Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.
<u>ENQUIRIES</u>	:	Ms. Bertha Mlotshwa Tel No: (016) 594 9207 (SW District) Mr Linda Mabutho Tel No: (011) 983 2231 (JC District)
<u>POST 21/198</u>	:	<u>CHIEF ADMIN CLERK REF NO: REFS/ 022822</u> Sub-Directorate: Information Systems & Strategic Planning
<u>SALARY CENTRE</u>	:	R325 101 per annum Johannesburg South District
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license.
<u>DUTIES</u>	:	Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain

quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.

ENQUIRIES : Ms. Lola Malimagovha Tel No: (011) 247 5947

POST 21/199 : **CHIEF ADMIN CLERK REF NO: REFS/022809**
Chief Directorate: Examination and Assessment
Sub-Directorate: Examination Financial Administration and Support Services

SALARY : R325 101 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and Clerical Support. Exposure to or previous working experience in the examinations and assessment environment will be an added advantage. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license is essential.

DUTIES : Maintain oversight of administrative and operational functions within the Project Management Office (PMO) to ensure alignment with departmental procedures and timelines. Coordinate the preparation, formatting, and submission of project documentation, meeting packs, reports, and activity calendars. Oversee logistical arrangements for meetings, events, and official engagements, including stakeholder coordination and support for internal and external enquiries. Support planning and reporting processes by consolidating inputs from directorates and districts, monitoring key deliverables, and updating performance tracking tools. Draft, quality-assure, and distribute meeting documentation, including agendas, minutes, action plans, and follow-up correspondence for governance structures and working groups. Manage office and records systems in compliance with departmental policies, ensuring accessibility, audit readiness, and effective document control. Track and compile risk and compliance data related to the examination business cycle and maintain up-to-date registers and supporting documentation. Supervise clerical and administrative personnel, allocate tasks, and monitor the quality and timeliness of work outputs. Arrange travel and accommodation logistics, manage petty cash and telephone accounts, and verify financial claims for submission. Conduct performance reviews and support staff development to maintain an efficient and accountable working environment.

ENQUIRIES : Ms. Jermina Morailane Tel No: (010) 601 8038

POST 21/200 : **CHIEF ADMIN CLERK (X3 POSTS)**
Sub Directorate: Finance & Administration

SALARY : R325 101 per annum
CENTRE : Sedibeng West District Ref No: REFS/022824
Tshwane North District Ref No: REFS/022826
Gauteng West District Ref No: REFS/022828

REQUIREMENTS : Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license.

DUTIES : Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic

letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.

ENQUIRIES : Ms. Bertha Mlotshwa Tel No: (016) 594 9207 (SW District)
Ms Aluciah Malegopo Tel No: (012) 543 4313 (TN District)
Ms Louisa Dhlamini Tel No: (011) 660 4581 (GW District)

POST 21/201 : **CHIEF ADMIN CLERK (X5 POSTS)**
Sub-Directorate: Finance & Administration
Section: Provisioning & Administration for Institutions

SALARY CENTRE : R325 101 per annum
Ekurhuleni South District Ref No: REFS/022847
Sedibeng West District Ref No: REFS/022852
Johannesburg West District Ref No: REFS/022856
Johannesburg East District Ref No: REFS/022859
Gauteng West District Ref No: REFS/022863

REQUIREMENTS : Grade 12 plus a minimum of 3-5 years relevant clerical support experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A driver's license will be added advantage.

DUTIES : Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non-Section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.

ENQUIRIES : Mr. Sipho Zonele Tel No: (011) 389 6062 (ES District)
Ms. Bertha Mlotshwa Tel No: (016) 594 9207 (SW District)
Mr. Jafta Lizwe at 062 929 9493 (JW District)
Ms. Elizabeth Moloko Tel No: (011) 011 666 9109 (JE District)
Ms. Louisa Dhlamini Tel No: (011) 660 4581 (GW District)

<u>POST 21/202</u>	:	<u>CHIEF ADMIN CLERK: COLLECTIVE BARGAINING REF NO: REFS/022811</u> Directorate: Collective Bargaining
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3-5 years' experience in a Clerical Support. Knowledge of Public Service Act and Regulations, Batho Pele principles. Knowledge of BAS, LOGIC. Good Verbal and written communication, Planning and organisation and Computer Literacy.
<u>DUTIES</u>	:	Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Handle telephone accounts and petty cash for the component. Supervise human resources/staff.
<u>ENQUIRIES</u>	:	Ms Ayanda Ngobeni at 071 474 6462
<u>POST 21/203</u>	:	<u>CHIEF REGISTRY CLERK REF NO: REFS/022814 (X2 POSTS)</u> Directorate: Auxiliary Services and Fleet Management
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3-5 years relevant experience in Registry. Knowledge of Public Service Act, Registry procedures and practices, filling of documents, Planning and organizing skill, electronic filing system and Computer literacy, good Interpersonal and Communication skills.
<u>DUTIES</u>	:	Supervise and provide registry counter services. Attend to clients. Ensure that received mail/files are registered. Handle incoming and outgoing correspondence. Supervise the reception and receive all mail. Render an effective filing and record management service. Open and close files according to record classification system. Supervise the processing and process documents for archiving and disposal. Develop and maintain a database of clients/service providers. Supervise human resources/ staff. Allocate and ensure quality of work. Assess staff performance.
<u>ENQUIRIES</u>	:	Mr Salani Sadiki Tel No: (011) 355 0761
<u>POST 21/204</u>	:	<u>CHIEF ACCOUNTING CLERK: PAYMENT PROCESSING REF NO: REFS/022816</u> Directorate: Financial Accounting Sub- directorate: Payment Processing
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 with Accounting as a passed subject plus a minimum of 3-5 years' relevant experience in a Finance Environment. Knowledge of Public Finance Management Act. Treasury Regulations. Knowledge of Public Service Act and Regulations. Knowledge of BAS, SAP and IMS. Public procurement procedures and financial related policies. Computer literacy, Time Management, Good verbal and written communication skills Planning and organization and Good inter-personal relations. Applicant must be in a possession of a South African valid driver's license.
<u>DUTIES</u>	:	Processing of supplier payments in accordance with regulatory framework and internal processes. Validate completeness, accuracy and eligibility of invoices submitted for payments before processing. Quality assures the correctness of invoices routed to the system. Compile the payment runs and submit to Provincial Treasury on a weekly basis. Financial reporting. Compile Accruals report. Respond to Audit queries, Supplier queries and stakeholders' queries. Check on the system if there's any delays from finance side and find out from

		the end-user reason for non-payment. Assist in getting the invoices paid by preparing all the administration required. Perform an investigation on the system to check for duplicate payments and start the debt take-on process for any identified duplicate payments. Follow up on unprocessed transactions older than 8 Hours. Monitor performance of staff and identify any poor performance to address it effectively for improving team performance. Guide, train and advice staff on all financial administration processes to enhance the correct implementation of policies and practices. Compile and submit the work plan, performance developments plan, Job description and performance agreements of staff. Ensure proper utilization and safeguarding of assets.
<u>ENQUIRIES</u>	:	Ms. Nonna Swanepoel Tel No: (011) 355 1102
<u>POST 21/205</u>	:	<u>CHIEF ADMIN CLERK: EXAMINATION INSTRUMENT DEVELOPMENT AND RESOURCE BANK REF NO: REFS/022819</u> Directorate: Examination Management Section: Quality Control
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum Head Office, Johannesburg Grade 12 plus a minimum of 3 years typing and administration experience. An advanced computer course will be an added advantage. Knowledge of examination procedures and guidelines, Government gazette no 31337, Security protocol. Advanced Computer literate (Ms word and Communication skills, Advanced Computer typing skills (typing speed of 45 words per minute), Organising skills, Creative Thinking (Manipulate pictures, diagrams, maps, large print) and Good Interpersonal Relations.
<u>DUTIES</u>	:	Format and type examination material. Accurately type, format, and proofread examination materials such as question papers, answer sheets, and marking guidelines, etc. Correlates the English version of Examination material with the Afrikaans version. Update, classify and maintain the examination material. Maintain digital and physical records of examination materials. Collaborate with examination panels and maintain confidentiality. Support examination teams in creating, updating, and revising examination materials as required. Provide general administrative support.
<u>ENQUIRIES NOTE</u>	:	Mr Sivan Tandree at 083 241 5226 Candidates will be subjected to a skills test.
<u>POST 21/206</u>	:	<u>CHIEF PROVISIONING ADMIN CLERK (X2 POSTS)</u> Sub Directorate: Finance & Administration Unit: Provisioning and Administration for Institutions
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum Gauteng East District Ref No: REFS/022827 Ekurhuleni North District Ref No: REFS/022829 Grade 12 plus a minimum of 3-5 years relevant clerical support experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, and problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of non-section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for

		school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.
<u>ENQUIRIES</u>	:	Ms. Mpho Leotlela Tel No: (011) 736 0717 (GE District) Ms. Emily Mochela Tel No: (011) 746 8190 (EN District)
<u>POST 21/207</u>	:	<u>CHIEF ADMIN CLERK: AUXILIARY SERVICES (X4 POSTS)</u> Sub Directorate: Finance & Administration Unit: Office Service Pool
<u>SALARY CENTRE</u>	:	R325 101 per annum Johannesburg West District Ref No: REFS/022832 Gauteng East District Ref No: REFS/022837 Sedibeng West District Ref No: REFS/022839 Johannesburg Central District Ref No: REFS/022840
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license.
<u>DUTIES</u>	:	Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.
<u>ENQUIRIES</u>	:	Mr Lizwe Jafta 064 929 9493 (JW District) Ms Mpho Leotlela Tel No: (011) 736 0717 (GE District) Ms Bertha Mlotshwa Tel No: (016) 594 9207 (SW District) Mr Linda Mabutho Tel No: (011) 983 2231 (JC District)
<u>POST 21/208</u>	:	<u>CHIEF ADMIN CLERK REF NO: REFS/022834</u> Sub Directorate: Finance & Administration Unit: Office Service Pool
<u>SALARY CENTRE</u>	:	R325 101 per annum Johannesburg West District
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license.
<u>DUTIES</u>	:	Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as

required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.

ENQUIRIES : Mr Lizwe Jafta at 064 929 9493

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

CLOSING DATE : 04 July 2025 at 23:59 pm

NOTE : All attachments for online application via email must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title in full as it is on the advert not abbreviations and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot/Screenshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents (new Z83 and CV) will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. Some shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements. If you have not been contacted within three (03) months after the closing date of this advertisement, based on the unfolding recruitment and selection processes, 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). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate

will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of these post(s). Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made for Senior Management posts. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> suitably qualified, dynamic, passionate, and experienced qualifying persons are invited to apply for the vacant position.

OTHER POSTS

<u>POST 21/209</u>	:	<u>CHIEF ENGINEER: MECHANICAL REF NO: SACR/02/2025/06</u> Directorate: Infrastructure Development
<u>SALARY</u>	:	R1 266 450 – R2 388 657 per annum, (all inclusive-package), (OSD). The Department will award a higher salary notch based on the experience of the applicant.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg (Head office)
	:	The successful candidate should have a Grade 12 Certificate plus a Degree in Mechanical Engineering (NQF7) (B Eng / BSC (Eng)) or relevant qualification as recognized by SAQA. Must be registered as a Professional Engineer with ECSA. A Valid driver's license. Computer literacy. Appropriate experience after qualification has been obtained. Six (06) years' experience post qualification. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. All Best Practices Guides issued by the Construction Industry Development Board. Council for Built Environment Act of 2000. PFMA/ DoRA/ Treasury Regulations, Practice Notes, Instructions, Circulars. Provincial/ Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000.
<u>DUTIES</u>	:	Determine engineering functional and technical norms and standards in line with nationality prescribed norms and standards. Apply engineering norms and standards in terms of all projects. Validate that infrastructure projects implemented by Implementing Agents comply with approved functional and technical norms and standards including compliance to legal, safety and health requirements. Update functional and technical norms and standards based on learning generated through post project evaluations and post occupancy evaluations. Develop policies, procedures and criteria for infrastructure projects from an engineering perspective. prepare commissioning plans from an engineering perspective. Undertake extensive analyses from an engineering perspective to inform strategies related to the architectural services to directly support and realize the goals of the Department. Develop Project Initiation Reports, Strategic Briefs, Concept and Viability Reports or sign off in the case of outsourced services. Provide engineering inputs to all AS Built Plans. Provide engineering input for the End of Year Evaluation and preparation of the End of Year Report. Provide engineering input with the User Asset Management Plan. Make technical input on the finalization of the project list. Assist with Technical Condition Assessments from an engineering perspective. Develop Business Cases for projects. Determine document management system requirements from an engineering perspective. Provide engineering inputs to prepare the Infrastructure Programme management Plan. Monitor the implementation of Programmes and Projects by the Implementing Agent (IA) and the adherence to the Service Delivery Agreement. Manage project implementation of projects that are not allocated to an Implementation Agent (IA). Review and sign off on the Infrastructure Programme Implementation Plan (IPIP) as prepared by the Implementation Agent (IA). Review and recommend Variation Orders in terms of contract management practice and financial implications. Recommend authorization of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports and designs, in accordance with strategic decision-making points as defined in the Provincial Infrastructure Delivery Framework (IDMS). Manage the updating of project/ programme documentation and information and submit all built environment documentation and financial documentation to the Assistant Director: Finance. Manage the interface between the end-user/

community structures and Implementing Agent. Prepare and submit progress reports (Financial and non-financial indicators). Coordinate and participate in project commissioning, including site visits. Review the Maintenance Plans and budget on completion of projects. Collect and update systems (if applicable) in terms of Technical Condition Assessments. Orientate users in terms of optimal usage of Facilities. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage and participate in Post Project Occupancy Evaluation exercises. Determine functional and technical norms and standards that should be updated from an architectural perspective. Participate in the continuous improvement of best practices, standardized processes and procedures, software applications and tools. Monitor that infrastructure projects are planned within available funds. Monitor application of costs norms. Monitor expenditure on infrastructure projects within budgets. Control cost and scope variances on infrastructure projects. Provide credible information for the updating of the project management system and the Infrastructure Reporting Model. Study professional journals and publications to stay abreast of new developments. Monitor and study the sector, legal frameworks, standard changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/ or required. Interact with relevant Professional Bodies/ Councils. Maintain discipline. Manage performance and development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Plan and allocate work. Develop and implement processes to promote control of work. Implement quality control of work delivered by employees.

**ENQUIRIES
APPLICATIONS**

: Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934
: to be emailed to SACR.RecHO@gauteng.gov.za

POST 21/210

: **CHIEF ENGINEER: STRUCTURAL/CIVIL REF NO: SACR/02/2025/07**
: Directorate: Infrastructure Development

SALARY

: R1 266 450 – R2 388 657 per annum, (all inclusive-package), (OSD). The Department will award a higher salary notch based on the experience of the applicant.

**CENTRE
REQUIREMENTS**

: Johannesburg (Head office)
: The successful candidate should have a Grade 12 Certificate plus a Degree in Structural/Civil Engineering (NQF7), B Eng/BSC(Eng) or relevant qualification. Must be registered as a Professional Engineer with ECSA. 6 years' experience post qualification. A Valid Driver's License. Skills: Strategic capability and leadership. Problem solving and analysis. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer. People management. Planning and organizing. Conflict management. Negotiation. Change management. Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting. Professional judgement. Research and Development. Creating a high-performance culture. Knowledge: Public service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Labour Relations Act of 1995/ Resolutions of Public Sector bargaining Councils. Basic conditions of Employment Act, 1997. Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. National Environmental Management Act, 1998 and related protocols and Regulations. PFMA/DORA/Treasury Regulations. Practice notes, instructions, Circulars. Provincial, Departmental Supply Chain Management Policies. Construction Industry Development Board act of 2000 and Regulations. Hazardous Substances Act 15 of 1973. Occupational Health and Safety Act of 1993. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Public service Act of 1994 and Regulations of 2001. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Health Act and Regulations Act 61 of 2003. Engineering Profession Act of 2000. Competency Standards for Construction Procurement as issued by CIDB. Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005. Construction Industry Development

DUTIES

Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. Council for Built Environment Act of 2000. All different contract options for infrastructure projects.

: Provide support to prepare Project Business Cases, prepare the IFIP, allocate projects and finalize procurement schedules. Develop and enforce standards designs (where applicable and in line with Educational designs) verify all building plans. Manage procurement for construction projects in close collaboration with departmental SCM. Manage implementation of projects, including contract management, in line with budgets, timeframes and quality standards. Prepare and present progress reports. Manage implementation of condition assessments. Perform Final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the sports, arts, culture and recreation sectors. Coordinate design efforts and integration across disciplines to ensure seamless integration with current technologies. Monitor current deployed technology. Pioneer new engineering services. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Allocate, control, monitor, and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g., short-term assignments and secondments within and across operations, in support of individual development plans, requirements and return on investment. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Assist with the establishment of the statutory structures as required in terms of the Act. Monitor OHS training interventions at all Health Facilities in terms of equipment. Monitor training and related activities. Monitor safety audits. Monitor waste management policies and procedures. Monitor effective implementation of waste management and compliance with legislative requirements. Ensure continuous professional development to keep up with new technologies and procedures. Research on technical engineering technology to improve expertise. Liaise with relevant bodies and councils on engineering-related matters. Undertake planning for future human resource needs. Maintain discipline. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

ENQUIRIES APPLICATIONS

: Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934
: to be emailed to SACR.RecHO@gauteng.gov.za

POST 21/211

: **CHIEF ENGINEER: ELECTRICAL REF NO: SACR/02/2025/08**
Directorate: Infrastructure Development

SALARY

: R1 266 450 – R2 388 657 per annum, (all inclusive-package), (OSD). The Department will award a higher salary notch based on the experience of the applicant.

CENTRE REQUIREMENTS

: Johannesburg (Head office)
: The successful candidate should have a Grade 12 Certificate plus a Degree in Electrical Engineering. (NQF 7), B Eng/BSC(Eng) or relevant qualification as recognized by SAQA. Must be registered as a Professional Engineer with ECSA. 6 years' experience post qualification. A Valid Driver's License. Skills: Strategic capability and leadership. Problem solving and analysis. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer. People management. Planning and organizing. Conflict management. Negotiation. Change management. Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting. Professional judgement. Research and Development.

Creating a high-performance culture. Knowledge: Public service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Labour Relations Act of 1995/ Resolutions of Public Sector bargaining Councils. Basic conditions of Employment Act, 1997. Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. National Environmental Management Act, 1998 and related protocols and Regulations. PFMA/DORA/Treasury Regulations. Practice notes, instructions, Circulars. Provincial, Departmental Supply Chain Management Policies. Construction Industry Development Board act of 2000 and Regulations. Hazardous Substances Act 15 of 1973. Occupational Health and Safety Act of 1993. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Public service Act of 1994 and Regulations of 2001. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Health Act and Regulations Act 61 of 2003. Engineering Profession Act of 2000. Competency Standards for Construction Procurement as issued by CIDB. Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005. Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. Council for Built Environment Act of 2000. All different contract options for infrastructure projects.

DUTIES

: Provide support to prepare IPMP, prepare the IPIP, allocate projects and finalize procurement schedules. Develop and enforce standards designs and verify all electrical layout plans. Prepare and present progress reports. Manage implementation of electrical condition assessments. Perform Final review and approvals of audits on new electrical engineering designs according to design principles or theory. Research and guide regarding electrical engineering needs of relevant Sports, Arts, Culture and Recreation projects. Monitor current deployed technology. Manage execution of electrical maintenance strategy through the provision of appropriate structures, systems and resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g., short-term assignments and secondments within and across operations, in support of individual development plans, requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the availability and management of funds to meet the MTEF objectives within the electrical engineering services. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Assist with the establishment of the statutory structures as required in terms of the Act. Monitor OHS training interventions at all Sports, Arts, Culture and Recreation Facilities in terms of functionality. Monitor training and related activities. Monitor safety audits. Ensure continuous professional development to keep up with new technologies and procedures. Research on electrical engineering technology to improve expertise. Liaise with relevant bodies and councils on engineering related matters. Undertake planning for future human resource needs. Maintain discipline. Manage performance and development of development employees. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

ENQUIRIES APPLICATIONS

: Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934
: to be emailed to SACR.RecHO@gauteng.gov.za

POST 21/212

: **CHIEF ARCHITECT REF NO: SACR/02/2025/09**
Directorate: Infrastructure Development

SALARY

: R1 099 488 – R2 027 811 per annum, (All inclusive-package), (OSD). The Department will award a higher salary notch based on the experience of the applicant.

<u>CENTRE</u>	:	Johannesburg (Head office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate plus a B Degree (NQF Level 7) in Architecture or relevant qualification as recognized by SAQA. Certificate Course in infrastructure Delivery Management. Must be registered with SACAP as a professional Architect. 6 years post qualification Architect experience required. A Valid Driver's License. Experience in Project Management. Skills: Financial Management, Presentation, Communication, Computer, Project Management, Leadership, Stakeholder relationship management, Change management, Planning and Organizing, Human Resource Management. Knowledge: Public Service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Occupational Health and safety Act of 1993 and Regulations. Labour Relations Act of 1995/ Resolutions of Public Sector Bargaining Councils. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. Architectural Profession Act 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977, regulations and Municipal Regulations.
<u>DUTIES</u>	:	Provide support to prepare Infrastructure Delivery Management Standard (IDMS) deliverables. Develop and enforce standards designs for the sports, arts, culture and recreation sectors. Verify all architectural concepts and final plans. Manage implementation of projects, including contract management, in line with budgets, timeframes and quality standards. Prepare and present architectural progress reports. Manage implementation of building condition assessments. Assess the feasibility of proposed projects. Provide technical inputs for the formulation of the procurement strategy and the Infrastructure Programme Implementation Plan (IPMP). Provide input with the updating of the Service Delivery Agreement. Validate that designs are in line with standardized norms and standards. Perform final reviews and approvals or audits on architectural designs according to design principles or theory. Coordinate design efforts and integration across disciplines to promote seamless integration with current technology. Validate buildings plan in line with National and Local Government Building Regulations. Manage the execution of architectural strategy through the provision of appropriate structures, systems, and resources. Set architectural standards, specifications, and service levels. Monitor and maintain efficiencies according to organizational goals to direct or redirect architectural services for the attainment of organizational objectives. Prepare technical documentation for Supply Chain Management processes. Serve on the relevant Supply Chain Management Committees to make technical inputs as a member of these Committees (if appointed). Undertake site visits at agreed intervals to monitor performance. Review project progress reports submitted and intervened as a when required. Review cost and scope variations from an architectural perspective. Provide inputs to the setting of standards for documentation from an architectural perspective. Document warehouse. Monitor that As Built Plans are corrected and submitted before final payments are made. Attend meetings with the implementing Agent (IA) and relevant stakeholders to proactively identify problems and jointly agree on solutions as defined in the Provincial Infrastructure Delivery Management Framework (IDMS) from an architectural perspective. Study professional journals and publications to stay abreast of new developments. Monitor and study legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/or required. Apply findings research in the work environment. Interact with relevant Professional Bodies/ Councils. Manage training and development of personnel according to agreed training interventions. Manage skills transfer between personnel and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/213</u>	:	<u>TOWN REGIONAL PLANNER PRODUCTION REF NO: SACR/02/2025/10</u> Directorate: Infrastructure Development
<u>SALARY</u>	:	R761 157 – R1 144 008 per annum, (all-inclusive package), (OSD). The Department will award a higher salary notch based on the experience of the applicant.

<u>CENTRE REQUIREMENTS</u>	:	Johannesburg (Head office)
	:	The successful candidate should have a Grade 12 Certificate plus a B Degree (NQF Level 7) in Urban / Town and Regional Planning or relevant qualification. The candidate should have registered with SACPLAN as a Professional Town Planner. A minimum of 3 years' relevant town planning experience post qualification. Knowledge of the Framework of Infrastructure Delivery and Procurement management. FIDPM. A valid drivers' license.
<u>DUTIES</u>	:	Align town planning infrastructure modelling to the Departmental service plan. Prepare inputs to project planning reports from a town planner perspective. Prepare inputs to project execution plan as required as it relates to town planning specific information. Provide inputs to the Infrastructure Programme Management Plan (IPMP) and the Infrastructure Programme Implementation Plan (IPIP) as it relates to town planning related issues within legislative frameworks & norms. Validate the procurement plan as prepared by the Custodian to assess that there is alignment between site acquisition and site readiness. Coordinate site clearance in collaboration with the Custodian. Provide inputs to procurement processes when required. Prepare inputs to Medium, Annual and adjustment budgets from a town planning perspective. Develop a ranking list/criterion starting with the neediest as part of the process to eliminate backlogs aligned to the provincial spatial plan for infrastructure delivery, Provincial Infrastructure Plan and Integrated Development Plan (IDPs) of Municipalities. Determine town planning service level infrastructure standards, spatial norms, service level norms and undertake comprehensive spatial planning for infrastructure planning. Undertake spatial analysis and modelling to support comprehensive infrastructure planning framework. Identify suitable sites for infrastructure projects and undertake final validation on suitability. Validate all aspects of town planning requirements for planned infrastructure projects. Represent the Department at the different spatial forums, for example the planning divisions to promote alignment between health planning and broader provincial planning. Interact with the Custodian, COGTA and related planning forums in the province to promote seamless and integrated spatial planning. Make town planning inputs to prioritization model(s). Make town planning inputs to the development of commissioning plans. Make town planning inputs to the User Asset Management Plan. Make inputs to the provincial functional norms and standards in line with nationally prescribed functional norms and standards from a town planning perspective. Make inputs into the technical norms and standards in line with nationally prescribed technical norms and standards from a town planning perspective. Make inputs to infrastructure policies from a town planning perspective. Contribute to the updating of functional and technical norms and standards updated based on learning generated through post project evaluations and post occupancy evaluation from a town planning perspective. Contribute from a town planning perspective to post project, post occupancy and end of the year evaluations as well as preparation of reports. Study professionals and publications to stay abreast of new developments. Monitor and study the health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/or required. Update the infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant professional bodies/councils.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934
	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/214</u>	:	<u>GISc TECHNICIAN GRADE A REF NO: SACR/02/2025/11</u> Directorate: Infrastructure Development
<u>SALARY</u>	:	R391 671 – R586 665 per annum, (all-inclusive package), (OSD). The Department will award a higher salary notch based on the experience of the applicant.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg (Head office)
	:	The successful candidate should have a Grade 12 Certificate plus a National Diploma/ Degree (NQF Level 6/7) in GISc, Cartography or relevant qualification. Compulsory registration with PLATO as a GISc Technician. 6-year post qualification GISc Technician experience. A valid driver's license. Knowledge: Change Management, Project Management, Conflict

<u>DUTIES</u>	:	Management, Financial Management, People Management. Skills: Planning and organizing, leadership, policy formulation, policy analysis.
	:	To Geo-database implementation. Provide GISc to support institutional decision, plan, coordinate and facilitate GISc projects activities. Undertake the system requirements analysis, conduct the cost benefit analysis. Execute the functional requirement analysis. Manage and supervise Benchmarking, develop the conceptual database design, execute high level user requirement analysis, develop processing model and workflow diagram, develop, implement spatial and other standards, determine capacity requirements, perform monitor and evaluate. Understanding of GIS applications and spatial data, policy making and institutional strategic guidance, identify and understand underlying strategic issues, identify and analyse relevant strategic information, oversee the process of advance spatial analysis and modelling for institutional strategic guidance, develop and evaluate alternative strategic solutions, recommend the best possible policy direction, theory, principles, and practices of GIS. Research, identify, investigate, and evaluate new technologies, advise on research viability and feasibility, undertake environmental scanning to understand the problems in the GISc industry and advise accordingly, develop appropriate plan to respond to the research problem, compile reports and make relevant proposals, participate and liaise with relevant bodies and councils on GISc matters. Knowledge of GIS standards. Project and Financial Management, manage human resource requirements, draft tender documents and terms of reference, draft service level agreements, determine project cost and quality level, develop contingency plans, adhere to financial legislations and regulations, review and monitor budget to ensure that the required financial procedures are adhered to.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934
	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/215</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: SACR/02/2025/12</u> Directorate: Legal Services
<u>SALARY</u>	:	R586 956 - R1 386 972 per annum, (all-inclusive package), (OSD). The Department will award a higher salary notch based on the experience of the applicant.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg (Head office)
	:	The successful candidate should have a Grade 12 Certificate, four (4) year Degree in Law (LLB/ B. Proc) (or as otherwise determined by the minister of Justice and Constitutional Development). At least Eight (8) years appropriate post qualification Legal Services experience (OSD). Knowledge: Public Finance Management Act (PFMA). Treasury Regulations. Public Service Regulations (PSR). Public Service Act (PSA). Promotion of administration Justice Act (PAJA). Promotion of Access to Information Act (PAIA). Criminal Procedure Act. Law of evidence. Constitutional law. Constitution of the Republic of South Africa. Unemployment Insurance Contribution Act (UICA). Unemployment Insurance Act (UIA). Labour Relations Act (LRA). Litigation Procedures. Skills: Communication. Listening. Computer Literacy. Time management. Report writing. Planning and organizing. Liaison. Diplomacy. Policy Development. Report writing. Networking. Interviewing. Financial management. Project Management. Strategic Planning. Negotiation.
<u>DUTIES</u>	:	Provide necessary and professional legal advice and support in the Fund. Provide legal strategies direction to obtain maximum impact on the Fund's service delivery. Draft, review and amend legislation, policies, regulations, contracts, memoranda of understanding, service level agreements and other legal bidding documents for the Fund. Facilitate the promotion of an effective relationship and with all stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934
	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/216</u>	:	<u>DEPUTY DIRECTOR: CREATIVE ARTS REF NO: SACR/02/2025/13</u> Directorate: Creative Arts
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	South Corridor Region: A, B & C

<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 certificate plus a 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Art Management / Creative Arts / Fine Arts / Arts Craft and design / Arts and Culture Development Management or relevant qualification as recognized by SAQA. A minimum of 3-5 years' relevant experience as an assistant director / middle management position. A valid driver's license. Knowledge: A good knowledge and understanding of the principles, policies and best practice applications for creative arts administration and management. An understanding of community arts management. Skills: Strategic planning; Policy analysis and development; Planning and organizing; Decision making; Project management; Communication; Computer literate; Interpersonal relations, budgeting and supply chain management.
<u>DUTIES</u>	:	Develop, review and implement policies; Manage planning, development, coordination of arts and culture programmes in the corridors; Monitor compliance with legislative requirements, policies and procedures and Grants-in-Aid; Monitor the promotion of creative arts in the Corridors; Create enabling environment for local and provincial programs. Nurture and develop talent; Manage the strategic objective of creative arts in communities; Host and retain major cultural events in the province; Cultivate, facilitate and promote a conducive environment which allow Gauteng to excel in creative arts; Manage the promotion of social cohesion, nation building and national identity in the province.
<u>ENQUIRIES</u>	:	Ms. Vivien Khanye Tel No: (011) 355 2720
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecSouth@gauteng.gov.za
<u>POST 21/217</u>	:	<u>DEPUTY DIRECTOR: SPORT AND RECREATION (X4 POSTS)</u> Directorate: Sport and Recreation
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	South Corridor, Region A, B & C Ref No: SACR/02/2025/14 West Corridor, Region A & B Ref No: SACR/02/2025/15 North Corridor, Region A, E & F Ref No: SACR/02/2025/16 Central Corridor Region A & E Ref No: SACR/02/2025/17
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 certificate plus a 3-year tertiary qualification, Degree/B-Tech/National Diploma (NQF Level 6/7) in Sport Management/ Sport Science/ Sport and Recreation/ Sports Development / Health Science in Sport or relevant qualification as recognized by SAQA. A minimum of 3-5 years' relevant experience as an assistant director / middle management position within the Sport and Recreation environment. A valid driver's license. Skills: Strategic planning; Policy analysis and development; Planning and Organizing; Decision making; Project management; Communication; Computer literacy; Interpersonal relations; problem solving; conflict resolution; budgeting and supply chain management.
<u>DUTIES</u>	:	Develop, review and implement policies; Manage, planning, development, coordination of Sport and Recreation programmes in the corridors; Monitor compliance with legislative requirements, policies and procedures and Grant-in-Aids; Monitor the promotion of sport and recreation at the corridors; Create an enabling environment for local and provincial programs to be implemented; Identify and develop talent. Host sport and recreational events at corridor and provincial level. Manage risks, audit findings, deliverology and APP targets. Coordinate budget control and management of expenditure. Management and development of personnel. Coordinate intergovernmental projects, stakeholder management. Coordinate research and impact studies. Assist in the promotion of social cohesion, nation building and national identity in the province.
<u>ENQUIRIES</u>	:	Ms. Vivien Khanye Tel No: (011) 355 2720 (South Corridor) Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 (West Corridor) Mr. Bongani Mkhwebane Tel No: (011) 355 2539 (North Corridor) Ms. Cynthia Mabaso Tel No: (011) 355 2714 (Central Corridor)
<u>APPLICATIONS</u>	:	South Corridor: applications to be emailed to SACR.RecSouth@gauteng.gov.za West Corridor: applications to be emailed to SACRWestCorridor@gauteng.gov.za North Corridor: applications to be emailed to SACR.RecNorth@gauteng.gov.za Central Corridor: applications to be emailed to SACR.RecCentral@gauteng.gov.za

<u>POST 21/218</u>	:	<u>DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: SACR/02/2025/18</u> Directorate: Office of the Head of Department
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate plus a plus a 3-year tertiary qualification, Degree/B-Tech/National Diploma (NQF Level 6/7) in Business Administration/Public Administration/Social Science / Office Management or relevant qualification as recognized by SAQA. A minimum of 3-5 years' relevant experience as an assistant director / middle management position. A valid driver's license. Skills: decision making. analytical skills. Negotiation. financial management, planning and direction, people management, problem solving, good verbal and written communication, computer literacy, stakeholder and partnership management. Report writing, Knowledge: Public Service regulations.
<u>DUTIES</u>	:	The scope of this position will include but not be limited to providing efficient and cost-effective administration, communications, and logistic services to the Head of Department. Oversee and coordinate the administrative staff and provide overall administrative support to the Head of Department. Coordinate and facilitate efficient and effective secretarial service to internal meetings of the Head of Department. Monitor, track, and coordinate decisions taken at meetings. Maintain effective database systems for minutes and resolutions. Develop systems and procedures to ensure effective and efficient management of the flow of documents to and from the Office of the Head of Department. Manage the budget, procurement of goods and services, and inventory of the Office of the Head of Department. Compile submissions, memoranda, reports, and letters. Manage the staff and administration function in the Executive Support and Administration Services Directorate to ensure the efficient attainment of objectives. Manage and maintain a system of protection of information within the office of the Head of Department (HOD). Liaise with internal and external stakeholders. Coordinate and consolidate Executive Council (EXCO) reports. Manage the coordination and consolidate the responses to legislative reports to ensure compliance with external bodies. Develop and maintain a system that will ensure efficient and effective operations in the office of the HOD.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/219</u>	:	<u>DEPUTY DIRECTOR: SOCIAL COHESION REF NO: SACR/02/2025/19</u> Directorate: Intergovernmental Relations
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma at (NQF level 6/7) in Public Relation, Public Administration or relevant qualification as recognized by SAQA. A minimum of 3-5 years' relevant experience as an assistant director / middle management position. A valid driver's license. Knowledge: DPSA Legislation and Procedures, HR prescripts including delegations, SACR mandate, vision, mission and values and SACR governance and functions. Skills: Interpersonal, Relationship management, Technical Analytic skills, Technical Analytic skills and Management of projects.
<u>DUTIES</u>	:	Manage coaching, discipline and mentoring of staff to improve performance. Provide input in drafting of budget in the section. Control and monitor the sub-directorate budget and expenditure. Coordinate the compilation of various reports and statistics for the unit. Management of performance and development of staff and ensure assessment of their performance. Undertake Human Resource and other related administrative functions. Develop implement and maintain processes to ensure proper control of work. Procurement and asset management for the sub directorate. Manage leave of sub-directorate. Plan and allocate work. Organize public events and related advocacy activities in line with the overall advocacy strategy. Establish and maintain good working relationships with key provincial and local government departments, municipal managers and word councilors to secure buy-in and ownership of the project. Liaise with stakeholders and secure sponsorship of the social cohesion projects. Organize public events and related advocacy activities in line with the overall advocacy strategy. Establish and maintain good

		working relationships with key provincial and local government departments, municipal managers and ward councilors to secure buy-in and ownership of the project. Liaise with stakeholders and secure sponsorship of the social cohesion projects.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/220</u>	:	<u>DEPUTY DIRECTOR: ACADEMIES REF NO: SACR/02/2025/20</u>
		Directorate: Sport Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive package)
	:	Johannesburg (Head Office)
	:	The successful candidate should have a Grade 12 certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6 / 7) in Sport Management / Sport Science / Sport Administration or relevant qualification as recognized by SAQA. A minimum of 3-5 years' relevant experience as an assistant director / middle management position. A valid Driver's license. Knowledge: Change Management, Project Management, Conflict Management, Financial Management, People Management skills: Planning, organizing, Leadership, Policy formulation and Policy analysis.
<u>DUTIES</u>	:	Review and understand the Departmental vision and Mission. In conjunction with stakeholders Determine strategic goals, objectives (HR strategic plan). Conduct SWOT analysis. Develop strategic measures, performance targets, and appropriate timeframes. Determine operational goals and objectives. Develop operational measures, performance targets, and appropriate timeframes. Develop business proposition and plan as well as well as a service level agreement. Develop communication and implementation plans. Measure performance on continuous basis and develop and implement corrective actions. Identify strategic partners. Manage business relationship through regular performance assessments of services delivered (based on SLA), and development of corrective actions where performance gaps exist. Provide strategic direction, approval of transactions/activities and guidance to the unit team responsible for operationalising policy and procedure development, administration, project management, information utilisation, communication.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/221</u>	:	<u>DEPUTY DIRECTOR: PROCUREMENT REF NO: SACR/02/2025/21</u>
		Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive package)
	:	Johannesburg (Head Office)
	:	The successful candidate should have a Grade 12 certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF 6/7) in Supply Chain/Purchases/Logistics/Procurement Management/Commerce or relevant qualification as recognized by SAQA. A minimum of 3-5 years' relevant experience as an assistant director / middle management position. A valid driver's license. Knowledge: in Project Management, People Management, Financial Management and Conflict Management. Procedures, Processes, Compliance Management, Customer Relationship Management, Risk Management and Fund Governance, Budgeting and Financial Management, Customer Service (Batho Pele Principles), Technical Knowledge, Public Service Act, Public Finance Management Act, National Treasury Regulations, Broad Based Black Economic Empowerment, Preferential Procurement Policy Framework Skills: Required Technical Proficiency, Business Writing, Communication (verbal and written), Customer Focus and Responsiveness, People and Performance Management, Diversity Management, Interpersonal, Conflict management, Problem solving and decision making, Team Leadership, Planning and organizing, Leadership, Negotiation and Influencing.
<u>DUTIES</u>	:	Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implementation and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for

		the sub directorate. Plan and allocate work. Quality control of work delivered by employees.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/222</u>	:	<u>DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: SACR/02/2025/22</u>
		Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive package)
	:	Johannesburg (Head Office)
	:	The successful candidate should have a Grade 12 certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF 6/7) in Financial Management/ Financial Accounting/ accounting / Supply Chain Management or relevant qualification as recognized by SAQA. A minimum of 3-5 years' relevant experience as an assistant director / middle management position in financial / asset environment. A valid driver's license. Knowledge: Public Service Regulation (PSR). Public Service ACT (PSA). Public Financial Management Act (PFMA). Project Management. Asset management. Skills: Communication both verbal and written, Analytical, Report-writing, Research, Computer literacy (MS Teams), Planning and organization.
<u>DUTIES</u>	:	Design and develop asset management systems, policies, perform strategic and annual physical asset management planning, establish the asset management capability of the department. Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers. Monitor and review the allocation of assets to asset holders. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implementation and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/223</u>	:	<u>DEPUTY DIRECTOR: INDIGENOUS KNOWLEDGE SYSTEMS REF NO: SACR/02/2025/23</u>
		Directorate: Heritage, language, Geographical Names, Museums, and Indigenous Knowledge Systems
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive package)
	:	Johannesburg (Head Office)
	:	The successful candidate should have a Grade 12 certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF 6/7) in Arts, Culture or Humanities relevant qualification as recognized by SAQA. A minimum of 3-5 years' relevant experience as an assistant director / middle management position in Heritage, Arts and Culture administration experience. A valid driver's license. Knowledge: Public Service Regulation (PSR). Public Service ACT (PSA). Public Financial Management Act (PFMA). Project Management. Asset management. Skills: Communication both verbal and written, Analytical, Report-writing, Research, Computer literacy (MS Teams), Planning and Organization.
<u>DUTIES</u>	:	Facilitating the implementation of projects and objectives of the sub-directorate. Initiate programmes with external stakeholders/entities in promoting Indigenous Knowledge Systems. Plan and attend sub-directorate meetings. Develop concept documents, theme and submit them for approval and implementation. Respond to parliamentary questions and other public queries. Develop a database and analysis of the data collected. Develop Service Level Agreement for service providers.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/224</u>	:	<u>DEPUTY DIRECTOR: TRANSFORMATION PROGRAMMES REF NO: SACR/02/2025/24</u>
		Directorate: Transformation Programmes
<u>SALARY CENTRE</u>	:	R896 436 per annum (Level 11), (all-inclusive package)
	:	Johannesburg (Head Office)

<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF 6/7) in Gender and Sexuality Studies/Public Administration/Public Management/Social/Human Science as recognized by SAQA. A minimum of 3-5 years' relevant experience as an assistant director / middle management position. A valid driver's license. Knowledge: Public Service Regulation (PSR). Public Service ACT (PSA). Public Financial Management Act (PFMA). Project Management. Asset management. Skills: Communication both verbal and written, Analytical, Report-writing, Research, Computer literacy (MS Teams), Planning and organization.
<u>DUTIES</u>	:	Review and understand transformation vision and mission. In conjunction with stakeholders: Assist to develop transformational policies, programmes and strategies and monitor the implementation thereof. Conduct research, develop internal systems and maintain baseline information on beneficiaries and services offered. Attend and administer forums and engage stakeholders on the promotion and implementation of programmes and projects. Engage tools to monitor, evaluate and report on the attainment of policies, programmes, strategies and set departmental targets. Administer and report on impact assessments and report thereon. Develop communication and implementation plan. Measure performance on a continuous basis and develop and implement corrective actions. Identify strategic partners. Develop business propositions and plan as well as a service level agreement. Manage business relationship through regular performance assessments of transformation services delivered and development of corrective actions where performance gaps exist.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/225</u>	:	<u>ASSISTANT DIRECTOR: MARKETING & EVENTS MANAGEMENT REF NO: SACR/02/2025/25</u> Directorate: Marketing & Events Management
<u>SALARY</u>	:	R468 459 per annum (Level 09), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF 6/7) in Communications/ Marketing/Public Relations and Events Management or relevant qualification as recognized by SAQA. A minimum of 3 - 5 years' experience in marketing & events at a supervisory level. A valid driver's license. Skills: Branding Management, Branding Principles, Communication, Computer Literacy, Analytical, Interpersonal, Report writing, Planning and Organizing, Presentation, Project Management, Analytical and innovative thinking, Attention to detail, Negotiation.
<u>DUTIES</u>	:	Coordinate annual events management strategy. Registering of all departmental events. Develop, present and implement some of the approved concept plans for all departmental events. Coordinate and implement all approved departmental events. Coordinate and implement consolidated departmental events calendar liaising with provider and internal stakeholders on branding requirements for each event. Ensure effective financial management for departmental events Develop Branding and promote corporate identify. Conduct and facilitate effective marketing campaigns. Ensure that the Department communicate meet required branding. Provide Publication and photojournalism services.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/226</u>	:	<u>ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: SACR/02/2025/26</u> Directorate: Human Capital Management
<u>SALARY</u>	:	R468 459 per annum (Level 09), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Human Resource Management/Human Resources Administration/Human Resource Development or Training or relevant qualification as recognized by SAQA. A minimum of 3-5 years' experience in recruitment and selection at supervisory level. Valid Driver's License. Skills: Planning and Organizing,

		Leadership, problem solving, diversity awareness, communication, analytical, initiative, innovation/ continuous improvement, Negotiation and influencing. Knowledge: Knowledge and understanding of Project management, People management, Financial Management, Conflict Management, GPG policies and procedures, Relevant legislation and public services regulations, understanding of expectations of customers, knowledge of contracts, management information knowledge, project management methodologies. Understanding of Transformation, Modernization and Re-industrializing the service delivery.
<u>DUTIES</u>	:	Administer recruitment, selection and appointment of employees. Conduct audits to ascertain future shortages of critical expertise based on resignations, pending retirements, medium-term anticipated retirements and identified areas of scarce skills. Compile a human Resources forecasting and planning report based on audit and including Gap identification and action plan. Assist with the compilation of a recruitment plan. Assist with compilation of a detailed recruitment operational plan. Identify and collate all jobs to be evaluated and facilitate the evaluation of jobs to be advertised. Define and design a systematic recruitment process in line with DPSA legislation. Facilitate training of all staff and management in new recruitment processes and systems. Determine valid selection criteria and apply these consistently. Design and compile competency-based interview questionnaires in consultation with management. Ensure adherence to approved and authorized structures in identifying resource gaps. Assist in monthly, quarterly, annual management reporting on recruitment progress. Provide leadership and guidance to the recruitment team. Draft all recruitment related memorandums (including requests to advertise and create posts additional to the structure amongst others). Liaise directly with organizational development to obtain an update job description. Draft adverts using the updated job descriptions. Place adverts in the newspapers and local internet in line with DPSA regulation. Response handling including shortlisting in line with DPSA regulations. Design and compile interview questions. Arrange, coordinate and facilitate the interview process. Compile and submit interview results for approval to the designated authority. Communicate decisions of interviews to the applicants.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/227</u>	:	<u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: SACR/02/2025/27</u> Directorate: Human Capital Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09), (plus benefits)
	:	Johannesburg (Head Office)
	:	The successful candidate should have a Grade 12 certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Human Resource Management/Human Resources Administration/Human Resource Development or Training. Introduction to PERSAL certificate will be an added advantage. A minimum of 3 – 5 years' experience in Performance Management at supervisory level. A valid driver's license. Knowledge: GPG and SACR policies and procedures, Relevant legislation and Public Service Regulations, Understanding of expectations of customers, Knowledge of Contracts, Management information knowledge, Project management methodologies. Skills: Problem solving, Diversity awareness, Communication, Analytical, Initiative and Innovation/ continuous improvement skills.
<u>DUTIES</u>	:	Develop, manage, and monitor the implementation of performance management systems. Coordinate and administer performance management system. Management of Performance assessments and incentive systems. Coordinate in the management and monitoring of the Performance Management and Development System. Monitor Performance Management Development System Implementation within the Department. Ensure compliance by rendering a quality assurance service. Provide advice on Performance Management Development System within the Department. Render training on the Performance Management Development System to staff. Conduct impact analysis and report on status of Performance Management in the Department. Provide advice and guidance to Management and staff on Performance Management Development System and employee development. Develop, implement, and maintain PMDS electronic system. Establish and maintain relationships with internal clients. Coordinate the

implementation of PMDS policy and procedures. Advise management and staff on the implementation of PMDS Policy. Advocacy campaigns conducted on PMDS Policy and Procedures annually. Provide advice and guidance to management and staff on Performance Management Development System and employee development. Ensure that PMDS presentations are prepared when required by management. Implement training to all employees in the department regarding PMDS matters. Facilitate training on PMDS Policy for Non-SMS. Facilitate training for SMS members in line with Chapter 4 of the SMS handbook. Draft and communicate performance management timelines. Manage the issuing of non-compliance letters. Coordinate final assessment signed for previous year. Coordinate signed compliance performance contracts. Coordinate compliance of quarterly reviews. Coordinate compliance final assessment finalised. Coordinate the issuing of non-compliance letters. Coordinate the departmental PMDS coordinators committee meetings. Fully functional PMDS coordinators committee with clear roles and responsibilities. Committee trained on implementation of PMDS policy to implement policy effectively and efficiently. Arrange quarterly meetings to plan and report on all PMDS matters. Coordinate the implementation of e-PMDS. Convening task team meetings. Providing reporting lines to GDF. Creating awareness of e-PMDS within the Department. Organising trainings for GDSACR employees.

**ENQUIRIES
APPLICATIONS**

: Ms. Itumeleng Maisane Tel No: (011) 355 2697
: to be emailed to SACR.RecHO@gauteng.gov.za

POST 21/228

: **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO:
SACR/02/2025/28**
Directorate: Human Capital Management

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum (Level 09), (plus benefits)
: Johannesburg (Head Office)
: The successful candidate should have a Grade 12 certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF level 6/7) in Human Resources Management / Labour Law / Labour Relations. Introduction to PERSAL certificate will be an added advantage. A minimum of 3 – 5 years' experience in Labour Relations at supervisory level. A valid driver's license. Knowledge: GPG and SACR policies and procedures, Relevant legislation and Public Service Regulations, Understanding of expectations of customers, Management information knowledge and Project management methodologies. Skills: Problem solving, Diversity awareness, Communication, Analytical, Initiative and Innovation/ continuous improvement skills.

DUTIES

: Facilitate the development of Departmental Labour Relations. Facilitate collective bargaining and dispute resolution processes. Facilitate disciplinary processes. Facilitate consultation and negotiations processes. The monitoring of implementation of arbitration awards and collective agreements. Finalise all grievances and complaints received from employees in the Department. Receive, record, and analyse grievances in the Department. Conduct investigation on lodged grievances. Refer grievances to the Public Service Commission (PSC) in line with the rules. Process and finalising all misconduct cases in the Department. Analyse and monitor record of misconduct cases in the Department. Monitor coordination of information regarding misconduct. Implement case management system to monitor progress on cases. Scrutinize all reports and requests to charge employees with allegations of misconduct. Obtain information required to draft charges of misconduct and serve charge sheets to employees. Monitor the process of misconduct to ensure that the Department maintains procedural and substantive fairness in the handling of misconduct cases. Develop and manage information all records of all activities in the Employment Relations section. Develop databases for all processes and procedures in the Employee Relations section. Develop and manage the proper movement of documents. People development and management. Ensure the development and management of staff within the sub-directorate in terms of performance agreement, performance assessment and advice on career path. Monitor staff regarding human resource such as leave, recruitment, and grievances.

**ENQUIRIES
APPLICATIONS**

: Ms. Itumeleng Maisane Tel No: (011) 355 2697
: to be emailed to SACR.RecHO@gauteng.gov.za

<u>POST 21/229</u>	:	<u>ASSISTANT DIRECTOR: VISUAL ARTS CRAFT & DESIGN INDUSTRIES</u> <u>REF NO: SACR/02/2025/29</u> Directorate: Creative Industries
<u>SALARY</u>	:	R468 459 per annum (Level 09), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 certificate. A 3-year tertiary Qualification Degree/B-Tech/National Diploma (NQF 6/7) in Arts, Heritage, Cultural Science or relevant qualification as recognized by SAQA. Minimum of 3-5 Years experience at supervisory level. Management practices. Valid driver's license (code B/A). Knowledge: Basic financial procedures that must be followed during (e.g., receiving funds) payments on behalf of the State. Financial regulations and instructions which must be followed during the normal course of work. That could include matters such as assisting in the budgeting process/compiling a small budget. How to execute overall control of budgets of sections/projects/ components. Financial management practices that could be followed to limit financial losses. Skills: organizing ability to operate computer (both hardware and software), Problem solving, Interpersonal relationship, Conflict resolution, Project management, Policy analysis and development and Policy/objectives formulation.
<u>DUTIES</u>	:	Identify policy and legislation issues. Record implementation of programs and projects. Provide input into the compilation of the strategic and operational plans for the sub directorate. Facilitate interaction with all stakeholders in the sectors. Keep records on development in the sectors.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/230</u>	:	<u>ASSISTANT DIRECTOR: CREATIVE CLUSTER REF NO: SACR/02/2025/30</u> Directorate: Creative Arts
<u>SALARY</u>	:	R468 459 per annum (Level 09), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF 6/7) in Art Management, Heritage, Cultural Science, Creative Arts, Fine Arts or relevant qualification as recognized by SAQA. A minimum of 3-5 years Supervisory level experience. Valid driver's license. Skills: Planning and organizing. Leadership. Policy formulation. Policy analysis. Knowledge: Change Management. Project Management. Conflict Management. Financial Management. People Management.
<u>DUTIES</u>	:	Facilitate the planning, development, and coordination of arts and culture programmes. Monitor compliance with legislative requirements, policies and procedures and Grants-In-Aid. To report on the program successes, challenges, and finances. Ensure participation of communities, stakeholders, and volunteers in the programs. Conduct appraisals. Convene joint meetings with local government for planning purposes. Convene regional meetings. Assist in ensuring the measurable output is achieved. Develop the operational plans. Liaise with local government and other relevant stakeholders.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/231</u>	:	<u>ASSISTANT DIRECTOR: CREATIVE COMMUNITIES REF NO: SACR/02/2025/31</u> Directorate: Creative Arts
<u>SALARY</u>	:	R468 459 per annum (Level 09), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF 6/7) in Art Management, Heritage, Cultural Science, Creative Arts, Fine Arts or relevant qualification as recognized by SAQA. A minimum 3 – 5 years at Supervisory level experience in the relevant field. Valid driver's license. Skills: Strategic Planning. Policy Analysis and development. Planning and organizing. Decision making. Project Management. Communication. Computer literate. Interpersonal relations. Knowledge: A good knowledge and understanding of the principles, policies and best practice applications for sport administration and management. An understanding of community participation.

<u>DUTIES</u>	:	Monitor compliance with legislative requirements, policies, and procedures. Monitor the support given to communities. Monitor the unit's expenditure on a regular basis. Prepare expenditure reports. Submit reports to relevant managers. Request for procurement of goods and services necessary from the Deputy Director. Ensure proper management of financial management within the unit. Implementation of relevant financial policies within the unit.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/232</u>	:	<u>ASSISTANT DIRECTOR: CREATIVE CLUSTER & COMMUNITIES (X4 POSTS)</u> Directorate: Creative Cluster & Communities
<u>SALARY CENTRE</u>	:	R468 459 per annum (Level 09), (plus benefits)
	:	Central Corridor Region A&E Ref No: SACR/02/2025/32
	:	Northern Corridor Region A Art Ref No: SACR/02/2025/33
	:	East Corridor Ref No: SACR/02/2025/34
	:	South Corridor Region B Ref No: SACR/02/2025/35
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF 6/7) in Art Management, Heritage, Cultural Science, Creative Arts, Fine Arts or relevant qualification as recognized by SAQA. A minimum 3 – 5 years at Supervisory level experience in the relevant field. Knowledge: A good knowledge and understanding of the principles, policies and best practice applications for sport administration and management. An understanding of community participation. Skills: Planning and Organizing, Problem solving, Decision making, Project Management, Communication, Computer literate, Conflict Management, Interpersonal relations, Analytical thinking.
<u>DUTIES</u>	:	Identification of talent. Facilitate the development and nurturing of Artistry. Implement arts and culture in communities and ensure compliance with relevant legislative framework. Increase mass participation in culture programmes. Create an opportunity for artists to showcase their talent.
<u>ENQUIRIES</u>	:	Ms. Cynthia Mabaso Tel No: (011) 355 2714 (Central Corridor) Mr. Bongani Mkhwebane Tel No: (011) 355 2539 (North Corridor) Mr. Ouwen Gaveni Tel No: (011) 355 2861 (East Corridor) Ms. Vivien Khanye Tel No: (011) 355 2720 (South Corridor)
<u>APPLICATIONS</u>	:	Central Corridor: applications to be emailed to SACR.RecCentral@gauteng.gov.za North Corridor: applications to be emailed to SACR.RecNorth@gauteng.gov.za East Corridor: applications to be emailed to SACR.RecEast@gauteng.gov.za South Corridor: applications to be emailed to SACR.RecSouth@gauteng.gov.za
<u>POST 21/233</u>	:	<u>ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (X6 POSTS)</u> Directorate: Sport Development and School Sport
<u>SALARY CENTRE</u>	:	R468 459 per annum (Level 09), (plus benefits)
	:	Central Corridor Region G Ref No: SACR/02/2025/36
	:	Western Corridor Region B Ref No: SACR/02/2025/37
	:	Western Corridor Region D Ref No: SACR/02/2025/38
	:	East Corridor Region C&D Ref No: SACR/02/2025/39
	:	East Corridor Region F Ref No: SACR/02/2025/40
	:	South Corridor Region A Ref No: SACR/02/2025/41
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Sports Management/Sports Science, Sport Administration, Health Science in Sport or relevant qualification as recognized by SAQA. A minimum 3 – 5 years at Supervisory level experience in the relevant field. Skills: Communication skills, Presentation skills, Budgeting, Research, Analytical thinking, Interpersonal Skills and Project Management Skills Knowledge: Government policies and programmes, Knowledge of Sport and Recreation, Regulations and procedures in required environment, Finance, and HR Matters.
<u>DUTIES</u>	:	To promote and manage Sport Development and School Sport within the Corridor. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. To

		render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.
<u>ENQUIRIES</u>	:	Ms. Cynthia Mabaso Tel No: (011) 355 2714 (Central Corridor) Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 (West Corridor) Mr. Ouwen Gaveni Tel No: (011) 355 2861 (East Corridor) Ms. Vivien Khanye Tel No: (011) 355 2720 (South Corridor)
<u>APPLICATIONS</u>	:	Central Corridor: applications to be emailed to SACR.RecCentral@gauteng.gov.za West Corridor: applications to be emailed to SACRWestCorridor@gauteng.gov.za East Corridor: applications to be emailed to SACR.RecEast@gauteng.gov.za South Corridor: applications to be emailed to SACR.RecSouth@gauteng.gov.za
<u>POST 21/234</u>	:	<u>ASSISTANT DIRECTOR: RECREATION (X3 POSTS)</u> Directorate: Recreation
<u>SALARY CENTRE</u>	:	R468 459 per annum (Level 09), (plus benefits) East Corridor Region A Ref No: SACR/02/2025/42 South Corridor Region A Ref No: SACR/02/2025/43 Johannesburg (Head Office) Ref No: SACR/02/2025/44
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Sports Management/Sports Science, Sport Administration, Health Science in Sport or relevant qualification as recognized by SAQA. A minimum 3 – 5 years at Supervisory level experience in the relevant field. Skills: Communication skills, Presentation skills, Budgeting, Research, Analytical thinking, Interpersonal Skills and Project Management Skills Knowledge: Government policies and programmes, Knowledge of Sport and Recreation, Regulations and procedures in required environment, Finance, and HR Matters.
<u>DUTIES</u>	:	Mass Participation: Facilitate the implementation of talent identification programs in participating schools. Provide support to the Contract workers (school sport assistants). Liaise with the school sport committee. Coordinate school sport festivals. Facilitate the establishment of school leagues. Do monitoring and evaluation of the program and events. Liaise with relevant district officials. Provide support on Partnership (Dreams and Teams).
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 2861 (East Corridor) Ms. Vivien Khanye Tel No: (011) 355 2720 (South Corridor) Ms. Itumeleng Maisane Tel No: (011) 355 2697 (Head Office)
<u>APPLICATIONS</u>	:	East Corridor: applications to be emailed to SACR.RecEast@gauteng.gov.za South Corridor: applications to be emailed to SACR.RecSouth@gauteng.gov.za Head Office: applications to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/235</u>	:	<u>ASSISTANT DIRECTOR: MONUMENTS FACILITIES REF NO: SACR/02/2025/45</u> Directorate: Heritage, language, Geographical Names, Museums, and Indigenous Knowledge Systems
<u>SALARY CENTRE</u>	:	R468 459 per annum (Level 09), (plus benefits) Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Humanities/ Architectural/ Heritage studies / Culture/ Arts/ Tourism/ Hospitality or relevant qualification as recognized by SAQA. A minimum of 3 – 5 years 'experience in the relevant environment of which 3 years must be at a supervisory level. Knowledge: Analytical thinking, Strong interpersonal and leadership skills, Attention to detail, Adaptability and resilience, Commitment to preserving and promoting cultural heritage. Skills: Ability to operate computer. (Both hardware and software). Problem solving. Conflict resolution. Project Management. Policy analysis and development. Policy/objectives formulation. Planning, budgeting and reporting. Facilitation. Research.

<u>DUTIES</u>	:	Conduct and manage research to inform policy development for monument facilities. Facilitate the development and implementation of operational plans for monument facilities use and maintenance. Provide technical support and guidance on the preservation and restoration of monument infrastructure. Develop and implement maintenance strategies, cultural and commemorative assets. Assist in planning and budgeting for monument maintenance and restoration of cultural assets in the province in collaboration with facilities and infrastructure. Establish and maintain the provincial online cultural database.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/236</u>	:	<u>ASSISTANT DIRECTOR: POLICY AND RESEARCH REF NO: SACR/02/2025/47</u> Directorate: Research, policy coordination knowledge management
<u>SALARY</u>	:	R468 459 per annum (Level 09), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Social Science/ Public Management and Governance/Administration/ Development Studies or relevant qualification as recognized by SAQA. A minimum of 3 - 5 years in Supervisory level experience in policy development and research area. Skills: Communication both verbal and written, Analytical, Research, Computer literacy (MS Team), Planning and Organization, Presentation and training, Problem solving. Knowledge: Library and information science matters. Prescripts and legislation, Procedures and processes.
<u>DUTIES</u>	:	Ensure effective development and implementation of research strategy and policy management assignments. Develop, implement and maintain protocols for both external and internal research policy. Plan, Facilitate integration of research activities in the department for supremacy of resources alignment. Maintain repository of research products and facilitate dissemination of research results for good governance. Facilitate the development and review of both sectoral and operational policies.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/237</u>	:	<u>ASSISTANT DIRECTOR: SOCIAL COHESION REF NO: SACR/02/2025/48</u> Directorate: Intergovernmental Relations
<u>SALARY</u>	:	R468 459 per annum (Level 09), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Public Relations, International Relations /Public Administration or relevant qualification as recognized by SAQA. A minimum of 3 - 5 years in Supervisory level experience in public relations/ social cohesion environment. Skills: Interpersonal Skills, Project Management, Technical analytic skills, Negotiation Skills, Planning and organization skills, Problem solving, conflict management, Excellent verbal and written communication, Leadership, Computer Literacy, Report writing, Client Liaison. Public relations. Knowledge: DPSA Legislation and processes. HR prescripts including delegations. SACR mandates vision, mission and values, SARC governance and functional structures.
<u>DUTIES</u>	:	Coordinate an effective social cohesion and advocacy plan. Provide inputs on the development and implementation of effective advocacy plan. Establish and maintain relationships with external stakeholders. Establish and maintain good working relations with key provincial and local government departments, municipal managers and ward councilors to secure buy-in and ownership of the Project. Coordinate and implement civic/public education and social cohesion training workshops. Provide Logistics and coordinate events supplies. Facilitate the running of national events and programmes.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecHO@gauteng.gov.za

<u>POST 21/238</u>	:	<u>ASSISTANT DIRECTOR: CONSERVATION AND PRESERVATION REF NO: SACR/02/2025/49</u> Directorate: Archival Services
<u>SALARY</u>	:	R468 459 per annum (Level 09), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3 tertiary qualification, Degree/B-Tech/National Diploma (NQF Level 6/7) in Social Sciences/ Historical Studies/ Heritage Resources/ Humanities/ Conservation / Archive and Records Management or relevant qualification as recognized by SAQA. A minimum of 3 - 5 years in Supervisory level experience in Conservation and Preservation environment. Experience to perform tests and deacidification of paper and books. A Driver's license. Skills: Computer, Planning and organizing, good verbal and Written communication skills, flexibility, Teamwork and Interpersonal relations. Knowledge: Knowledge of a wide range of work procedures and/or processes such as knowledge of clerical duties, practices as well as the ability to capture data, operate computers and collect statistics. Knowledge of and ability to perform tests and deacidification of paper and books. Knowledge of binding and conservation materials and tools, as well as their use. Ability to create preservation enclosures, including boxes and encapsulations. Ability to plan, organize, coordinate and critique work assignments. Knowledge and understanding of the legislative framework governing the public services.
<u>DUTIES</u>	:	Uses independent judgement to restore or repair binding in accordance with historical styles and conservation requirements. This may include construction of new spines, rebinding, resewing of the text blocks and complete rebinding. Performs various paper repair techniques to correct tears, lacunae, stains etc. Examples of paper repair include end-sheet replacement, tissue repair, guarding of centre folds and removing and replacing old mends. Create protective enclosures including phase boxes, rare book boxes, portfolios, envelopes and polyester encapsulations for material which cannot be otherwise treated. Deacidifies paper by aqueous and non-aqueous methods to slow or halt acidic deterioration. Determine the reaction of paper, ink and dyes to deacidification and determine the most appropriate reaction of completing work on each individual item. Tests paper, textiles, leather, adhesives and other library materials and structures by chemical and mechanical means to determine their durability and longevity. Examples of tests are those for acid, ground wood and alum content and flexibility, solubility and durability of materials. Assists in training, work assignment and supervision of the student assistants.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/239</u>	:	<u>ASSISTANT DIRECTOR: ORAL HISTORY REF NO: SACR/02/2025/50</u> Directorate: Provincial Archives
<u>SALARY</u>	:	R468 459 per annum (Level 09), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) Social Sciences/ Historical Studies/ Heritage Resources/ Humanities/ Anthropology or relevant qualification as recognized by SAQA. A minimum of 3 - 5 years in Supervisory level experience in Oral History environment. A valid Driver's license. Skills: Organizing, Report writing, Ability to operate computers, Interpersonal relationship, Problem solving, Project management, Budgeting, Accountability, Analytical thinking, Conflict resolution, Verbal and written communication, Presentation, training, Supervision, Planning. Knowledge: Records Management practices, National Archives Act, Gauteng Provincial Archives Act, Promotion of Access to information Act, Public Finance Management Act, Public Service Regulations, Labour Relations Act, Supply Chain Management Regulations and procedures, Budgeting and budget control, Report writing and procedures, Departmental mandate and core programme.
<u>DUTIES</u>	:	Conduct recording or filming of oral history projects. Conduct oral history training. Undertake the identification, research, selection and exhibition or display of oral history items. Undertake research to identify potential sources.

		Advice on oral history methods and equipment. To collect research and transcribe oral history records. Implement oral history programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697 to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/240</u>	:	<u>ASSISTANT DIRECTOR: DIGITIZATION REF NO: SACR/02/2025/51</u> Directorate: Provincial Archives
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09), (plus benefits) Kagiso – Gauteng Provincial Archives The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification, Degree/B-Tech/National Diploma (NQF Level 6/7) in Library Science/ Archivist Studies, Records Management, Information Technology or relevant qualification as recognized by SAQA. A minimum of 3 - 5 years in Supervisory level experience in Digitization environment. A Driver's license. Skills: Organizing, Report writing, Ability to operate computers, Interpersonal relations, Problem solving, Project management, Budgeting, Conflict Resolution, Verbal and written communication, Presentation, Training, Supervision and Planning. Knowledge: Through knowledge of digitization best practices and standards, Knowledge of ANSI/NISO technical metadata for still images, knowledge of digital audio/visual recording wrappers and codes, knowledge of MARC, DACS, AAR2r, Familiarity with LC authority files and ULAN preferred, Familiarity with VRACore, CDWA, CCO and Getty vocabularies preferred, Ability to prioritize and work with minimum supervision, Good organizational skills and attention to detail, Records management, practices, National Archives Act, Gauteng provincial Archives Act, Promotion of Access to information Act, Supply Chain Management Regulations and procedures. Budgeting and budget control, Reporting writing and procedures, Departmental mandate and core programme.
<u>DUTIES</u>	:	To digitize photographs, audio-visual materials and Documents in accordance with archival standards. To colour correct digital images. To conduct digital cataloguing. To conduct digital curatorship. To edit audio-visual recordings for the use on web and in exhibition.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 to be emailed to SACRWestCorridor@gauteng.gov.za
<u>POST 21/241</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: SACR/02/2025/52</u> Directorate: Office of the Chief Financial Officer
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09), (plus benefits) Johannesburg (Head Office) The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification, Degree/B-Tech/National Diploma (NQF level 6/7) in Financial Management/ Accounting or relevant qualification as recognized by SAQA. A minimum of 3 - 5 years in Supervisory level experience in Financial Accounting environment. Skills: Analytical skills, Problem solving, Decision making, Communication and presentation skills, Interpersonal Relations and Computer Literacy. Knowledge: Basic knowledge of GRAP and the application of basic Accounting Systems (BAS). Basic knowledge of PFMA and Treasury Regulations. Cash management and reporting. Petty cash control and policies, Cashbook and cash management systems, Processing of payment and basic Accounting System and SAP.
<u>DUTIES</u>	:	Ensure processing of procurement and sundry payments. Assists in the preparation of a financial statement. Ensure adherence and compliance to all reporting requirements, policies and PFMA. Ensure effective processing of Petty cash and cash allocation.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697 to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/242</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: SACR/02/2025/53</u> Directorate: Office of the Chief Financial Officer
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09), (plus benefits) Johannesburg (Head Office) The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF level 6/7) in Financial

		Accounting, Risk Management/Compliance Management /Internal Audit or relevant as recognized by SAQA. A minimum of 3-5 years' experience at supervisory level in the relevant field. A valid driver's license. Skills: Communication Skills (Verbal& written). Investigation skills, planning and organizing skills, financial management skills, Leadership skills, Project Management skills, Problem solving and client orientation skills, Interpersonal skills and Computer literacy skills. Ability to work under pressure and adapt to change demands. Knowledge: Knowledge of PFMA, Treasury regulations, PSR, and other relevant prescripts.
<u>DUTIES</u>	:	Ensure that separate files are created for each lost Case. Analyze the final reports from SAPS on the outcome of reported cases. Facilitate the recovery of costs for assets lost due to negligence and non-compliance with the asset loss policy. Participate in the reduction of the percentage of asset losses in the department by identifying risks and mitigations thereof. Ensure the development and maintenance of policies and procedures on asset losses. Implement policies and procedures on asset losses and monitor compliance against the assets loss policy. Compile a report on the investigations conducted on internal asset loss cases. Ensure the Maintenance of the asset loss database. Facilitate the recovery of costs for assets lost due to negligence and or non-compliance with the Asset Loss policy. Reported to be stolen or damaged. Verification and Identification of lost assets still pending to be transferred to RAAAA location. Obtain detailed stolen asset reports from the BAUD system RAAAA location.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/243</u>	:	<u>SENIOR HUMAN RESOURCES OFFICER REF NO: SACR/02/2025/54</u> Directorate: Condition of Services
<u>SALARY</u>	:	R397 116 per annum (Level 08), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6 / 7) in Human Resource Management / Human Resources Administration or relevant qualification as recognized by SAQA. A minimum of 2 - 3 years in the relevant environment plus a valid Driver's License. Skills: Interpersonal skills, Problem solving, Diversity awareness, Communication, Analytical, Initiative, Innovation/ continuous improvement, Planning and organising, Leadership, Negotiation, Influencing. Computer Literacy particular MS, Excel, Outlook and Word. Knowledge: GPG policies and procedures, Relevant legislation and Public Service Regulations, Knowledge of customer service, Leave management, PERSAL, ESS, SAP and Conflict Management. Project Management, People Management, Financial Management, Conflict Management.
<u>DUTIES</u>	:	Develop and facilitate the implementation of human resource management and administration. Administer conditions of service, remuneration, and employee benefits. Manage leave matters. Manage and support line managers with the implementation of PILIR. Ensure that employee benefits are timeously captured and processed. Ensure the facilitation of service benefits workshops and trainings. Ensure timeous processing of leave and implementation of PILIR. Ensure the coordination of injury on duty and Pay roll administration. Ensure timeous compensation of employees.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/244</u>	:	<u>PERSONAL ASSISTANT (X6 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (plus benefits)
<u>CENTRE</u>	:	North Corridor Ref No: SACR/02/2025/55 Head Office (Directorate: Management Accounting) Ref No: SACR/02/2025/56 Head Office (Directorate: Library and Information Services) Ref No: SACR/02/2025/57 Head Office (Directorate: Heritage) Ref No: SACR/02/2025/58 Head Office (Directorate: Sport and Recreation) Ref No: SACR/02/2025/59 Head Office (Directorate: Creative Industries) Ref No: SACR/02/2025/60
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) Secretariat Diploma or equivalent qualification as recognized by SAQA. A minimum of 3

		Years' Experience in rendering a support service to senior management. Skills: Ability to Communicate well with People at Different Levels and from different Backgrounds. Good Telephone Etiquette. Analytical skills, Project Management skills, Report writing skills, Problem solving, Computer Literacy. Sound Organizational Skills. Good People skills. High level of reliability Written Communication Skills. Ability to Act with Tact and Discretion. Knowledge: Knowledge of Relevant Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge of Financial Administration.
<u>DUTIES</u>	:	Provides secretarial/Receptionist support service to the manager. Renders administrative support service. Administers matters like the leave registers and telephone accounts. Provides a clerical support service to the manager. Remains up to date regarding prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager. Processes the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the manager. Records of basic minutes of the meetings of the manager were required. Draft routine correspondence and reports. Does filing of documents for the manager. Receives records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments, etc. Collect all relevant documents to enable the manager to prepare for meetings.
<u>ENQUIRIES</u>	:	Mr. Bongani Mkhwebane Tel No: (011) 355 2539 (North Corridor) Ms. Itumeleng Maisane Tel No: (011) 355 2697 (Head Office)
<u>APPLICATIONS</u>	:	North Corridor: applications to be emailed to SACR.RecNorth@gauteng.gov.za Head Office: applications to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/245</u>	:	<u>LANGUAGE PRACTITIONER: SETSWANA REF NO: SACR/02/2025/61</u> Directorate: Heritage
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), (plus benefits) Johannesburg (Head office) The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Languages or equivalent qualification with one of the relevant languages as Setswana. No experience required. A valid driver's license. An experience in language Development programs and Translations will be an added advantage. PFMA, Legislation, prescript, Skills: Research, Administration, planning and organization, problem solving, formulating and editing, facilitation, interpersonal relationship. Analytical thinking, Maintain discipline, project management, reporting, Policy development and analysis, supervising, budgeting, financial management, conflict management, verbal and written communication and leadership and computer literacy.
<u>DUTIES</u>	:	Interpreting during official sessions. Prepare and conduct research on the topic and the type of audience. Provide simultaneous and consecutive interpreting. Edit document. Submit edited documents to the supervisor for quality assurance. Discuss and effect changes proposed by supervisor. Record new terminology/ language problems with possible solutions for future reference. Record and file edited documents. Conduct research and provide professional advice and support to interpreters and clients. Participate in the development of language awareness campaigns. Undertake language awareness campaigns. Develop, populate and maintain sign language databases. Undertake research on new sign language developments. Coordinate and conduct literature writing workshops. Facilitate literature writing competitions. Establish and support reading and debating clubs. Provide guidance to budding (emerging) writers and act as a link between the writers and publishers. Editing documents of newly coined terms. Develop and maintain database on projects and programmes with regard language issues. Provide administrative and technical support regarding language programmes. Monitoring the implementation of approved sign language programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697 to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/246</u>	:	<u>LIBRARIAN (X4 POSTS)</u> Directorate: Library services/ Corridor Coordination
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07), (plus benefits) Tshwane Ref No: SACR/02/2025/63

	Ekurhuleni Ref No: SACR/02/2025/64
	Central Corridor Ref No: SACR/02/2025/65
	Johannesburg Head Office Ref No: SACR/02/2025/66
<u>REQUIREMENTS</u>	: The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification (Degree/B-Tech/National Diploma NQF Level 6/7) in Library Science / Information Science or a relevant qualification as recognized by SAQA. A minimum of 1-2 years' working experience in Library services. Skills: Organizing your own work. Problem solving. Customer care. Good interpersonal relations. Creative thinking. Computers literacy e.g. Microsoft office and internet. Numeracy. Ability to work under pressure. Language proficiency. Communication. Analytical thinking. Knowledge: Library and information science matters. Prescripts and legislation. Procedures and processes.
<u>DUTIES</u>	: Provide internal and external communications support. Ensuring marketing of library programmes on departmental digital platforms (Website, Intranet and Email and Social Media pages). Ensure management and adherence to departmental brand identity. Provide content for publications and photojournalism services. Conduct and facilitate effective marketing of library programs. Manage the implementation of partnership programs in partnership with National and Municipalities. Compile and submit budget estimates for the reading programs. Compile and submit monthly and quarterly reports of the directorate. Monitor the development and implementation of programmes and projects. Monitor your own performance.
<u>ENQUIRIES</u>	: Mr. Bongani Mkhwebane Tel No: (011) 355 2539 (Tshwane) Mr. Ouwen Gaveni Tel No: (011) 355 2861 (Ekurhuleni) Ms. Cynthia Mabaso Tel No: (011) 355 2714 (Central Corridor) Ms. Itumeleng Maisane Tel No: (011) 355 2697 (Johannesburg Head Office)
<u>APPLICATIONS</u>	: Tshwane: applications to be emailed to SACR.RecNorth@gauteng.gov.za Ekurhuleni: applications to be emailed to SACR.RecEast@gauteng.gov.za Central Corridor applications to be emailed to SACR.RecCentral@gauteng.gov.za Johannesburg Head Office applications to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/247</u>	: <u>CULTURAL OFFICER (X5 POSTS)</u> Directorate: Creative Arts
<u>SALARY CENTRE</u>	: R325 101 per annum (Level 07), (plus benefits) West Corridor Ref No: SACR/02/2025/67 Central Corridor Region A & E Ref No: SACR/02/2025/68 Central Corridor Region B&C Ref No: SACR/02/2025/69 South Corridor Region A Ref No: SACR/02/2025/70 South Corridor Region C Ref No: SACR/02/2025/71
<u>REQUIREMENTS</u>	: The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Arts/ Fine Arts/ Heritage/ Performing Arts or relevant qualification as recognized by SAQA. No experience required. Knowledge of Arts and Culture will be an added advantage. A drivers' License will be an added advantage. Skills: Planning and Organizing; Decision Making; Project management; Communication; Computer Literacy; Interpersonal Relations.
<u>DUTIES</u>	: Identify, develop, and promote (emerging) artists and crafters as well as implement projects related to performing and visual arts and crafts. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and professional advice on performing visual arts and crafts. Render administrative functions in relation to programmes that are implemented.
<u>ENQUIRIES</u>	: Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 (West Corridor) Ms. Cynthia Mabaso Tel No: (011) 355 2714 (Central Corridor) Ms. Vivien Khanye Tel No: (011) 355 2720 (South Corridor)
<u>APPLICATIONS</u>	: West Corridor: applications to be emailed to SACRWestCorridor@gauteng.gov.za Central Corridor: applications to be emailed to SACR.RecCentral@gauteng.gov.za South Corridor: applications to be emailed to SACR.RecSouth@gauteng.gov.za

<u>POST 21/248</u>	:	<u>SPORT PROMOTION OFFICER REF NO: SACR/02/2025/72</u> Directorate: Competitive Sport
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), (plus benefits) Head Office The successful candidate should have Grade 12 Certificate plus A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Sport and Recreation Management/ Sport Science/ Sport Development/ Sport Administration, or relevant qualification as recognized by SAQA. No experience required. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.
<u>DUTIES</u>	:	Coordinate the implementation of the Competitive Sport Programme. To coordinate the establishment and provide support to Competitive Sport structures in conjunction with internal and external stakeholders. Assist in establishing and maintain Competitive Sport structures. Render administrative support services to Project Managers, federations, internal and external stakeholders in relation to programmes that are implemented. Examine, compile and monitor transfer payments of funded projects. Monitor and evaluate compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697 to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/249</u>	:	<u>SPORT PROMOTION OFFICER (X6 POSTS)</u> Directorate: Sports and Recreation
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07), (plus benefits) North Corridor Region C&D Ref No: SACR/02/2025/73 (X2 Posts) West Corridor Region Ref No: SACR/02/2025/74 South Corridor Region B Ref No: SACR/02/2025/75 East Corridor Region B Ref No: SACR/02/2025/76 East Corridor Region F Ref No: SACR/02/2025/77
<u>REQUIREMENTS</u>	:	The successful candidate should have Grade 12 Certificate plus A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Sport and Recreation Management/ Sport Science/ Sport Development/ Sport Administration, or relevant qualification as recognized by SAQA. No experience required. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.
<u>DUTIES</u>	:	Coordinate the establishment and provide support to sport and recreation structures in schools, wards local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas, and districts. Implement sport and recreation programmes in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.
<u>ENQUIRIES</u>	:	Mr. Bongani Mkhwebane Tel No: (011) 355 2539 (North Corridor) Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 (West Corridor) Ms. Vivien Khanye Tel No: (011) 355 2720 (South Corridor) Mr. Ouwen Gaveni Tel No: (011) 355 2861 (East Corridor)
<u>APPLICATIONS</u>	:	North Corridor: applications to be emailed to SACR.RecNorth@gauteng.gov.za West Corridor: applications to be emailed to SACRWestCorridor@gauteng.gov.za South Corridor: applications to be emailed to SACR.RecSouth@gauteng.gov.za East Corridor: applications to be emailed to SACR.RecEast@gauteng.gov.za
<u>POST 21/250</u>	:	<u>ADMINISTRATIVE OFFICER: MONITORING AND EVALUATION REF NO: SACR/02/2025/78</u> Directorate: Monitoring and Evaluation
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07), (plus benefits) Head Office

<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Developmental Monitoring and Evaluations/ Public Administration / Public Management or relevant qualification as recognized by SAQA. A minimum of 1 – 2 years in administration environment, A valid driver's license. Skills: Communication skills, Presentation skills, Budgeting, Research, Analytical thinking, Interpersonal Skills and Project Management Skills, Planning and organizing. Leadership. Knowledge: Policy formulation. Change management. Performance management. Business performance management. GPG policies and procedures, Relevant legislation and public services regulations, understanding of expectations of customers, knowledge of contracts, management information knowledge.
<u>DUTIES</u>	:	Provide professional office support to the unit to facilitate management and implementation of business plans. Maintain the unit's appointments and meetings to enable effective time management costs. Transcribe and type written and dictated communication. Review, annotate register, classify, priorities and distribute incoming correspondence of routine nature. Prepare and review submissions. Record and route outgoing correspondence. File all relevant documents for record purposes. Provide logistical support services for meetings, workshops, and seminars. Receive and transmit electronic written and verbal messages of internal and external clients, attend to or refer customer's queries/problems to other officials as necessary.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/251</u>	:	<u>LEGAL ADMINISTRATION OFFICER (MR3) REF NO: SACR/02/2025/62</u> Directorate: Legal Services
<u>SALARY</u>	:	R324 579 – R371 121 per annum, (plus benefits), (OSD). The Department will award a higher salary notch based on the experience of the applicant.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg (Head Office)
	:	The successful candidate should have a Grade 12 Certificate, four (4) year Degree in Law (LLB/ B. Proc) (or as otherwise determined by the minister of Justice and Constitutional Development). A minimum of 2 years appropriate post qualification legal experience. Admission as an Attorney or Advocate will be an added advantage. Skills: Report writing, Probing skills, Analytical skills, Interpersonal skills, Client Orientation and customer focused skills. Knowledge: Knowledge and understanding of legislative and Policy framework governing Legal Services processes, systems, and procedures in Public Service. Knowledge and understanding of Department's legal requirements, obligations, and commitments. Knowledge and understanding of the Public Service Legislative Framework. Knowledge of drafting and interpretation of contracts. Knowledge of South African Constitutional law is imperative.
<u>DUTIES</u>	:	Display an understanding of drafting legal documents that provide clear motivation/ justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Understand and have a basic knowledge of legal research principles. Conduct research and consult with various stakeholders on legal advice. Conduct advocacy to ensure that all prescripts binding on the department are complied with. Maintain a database of all the legal advice and relevant cases that govern how the Department should operate. Update review and maintain the Standard operating procedures applicable to the provision of legal services. Provide effective, efficient, and up to date legal advice taking into consideration the prevailing legal environment. Recommend to the Department necessary steps to be taken to ensure that the decision of the Department is beyond reproach. Display an understanding of the law and case law relevant to the legal matter at hand and be guided in presenting motivation/ proposals on how the specific case should be approached to obtain desirable/ justifiable outcome. Display knowledge and understanding of interviewing principles for the purpose of determining client's goals and objectives. Accurately document an interview / advice given including but not limited to notetaking and succinctly taking instructions from client.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
	:	to be emailed to SACR.RecHO@gauteng.gov.za

<u>POST 21/252</u>	:	<u>DATABASE ADMINISTRATOR REF NO: SACR/02/2025/79</u> Directorate: ICT
<u>SALARY</u>	:	R269 499 per annum (Level 06), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in IT or ICT or relevant qualification as recognized by SAQA. A minimum of 3 Years' experience in server administration. Knowledge: Information Technology. Service level agreement management. Quality Management. GPG's regulations, policies and procedures. Customer relationship management. Skills: Technical skills. Planning & organising. Reasoning skills. Analytical. Decision making. Problem solving. Verbal and Written Communication. Advance Computer Literacy. Innovation Continuous Improvement. Report Writing Skills. Customer Service Skills. Information Management.
<u>DUTIES</u>	:	Co-ordinate and implement security measures to safeguard databases. Establish the needs of users and monitor user access and security. Monitor performance and manage parameters to provide fast responses to front-end users. Refine the logical design so that it can be translated into a specific data model. Further refining the physical design to meet system storage requirements. Install and test new versions of the database management system (DBMS). Maintain data standards, including adherence to the Data Protection Act. Write database documentation, including data standards, procedures and definitions for the data dictionary (metadata). Control Access Permissions and privileges. Develop, manage and test back-up and recovery plans. Ensure that storage and archiving procedures are functioning correctly. Carry out capacity planning. Work closely with IT project managers, database programmers and multimedia programmers. Communicate regularly with technical, applications and operational staff to ensure database integrity and security. Commission and install new applications and customize existing applications in order to make them fit for purposes. Manage the security and disaster recovery aspects of a database.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/253</u>	:	<u>EDUCATIONAL OFFICER (MUSEUMS AND MONUMENTS) REF NO: SACR/02/2025/80</u> Directorate: Heritage, language, Geographical Names, Museums, and Indigenous Knowledge Systems
<u>SALARY</u>	:	R269 499 per annum (Level 06), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Humanities / Languages/ Museums /Heritage Studies or relevant qualification as recognized by SAQA. A minimum of 3 years' experience in the relevant field. Driver's License (Code B). Skills: Interpersonal Relations, Problem Solving, Conflict Management, Excellent Verbal and Written Communication, Coordination, Computer Literacy, Report Writing. Skills: Management skills. Good interpersonal skills. Organizing skills. Ability to operate a computer. Communication (written and verbal). Interpersonal relationship. Problem solving. Ability to interpret relevant directives. Formulating and editing of memorandums. Analytical thinking. Budget and financial management. Knowledge: Basic financial procedures that must be followed during (e.g., receiving funds) payments on behalf of the State. Basic HR matters such as what resources are available, which training is available, relations practices/guidelines. Documents storage, tracking and retrieving. How to do basic planning, i.e. supplies needed/processes to follow to perform tasks. How to plan activities and resources needed which are not of a complex nature, such as planning and co-ordination of own work and that of sub-ordinates. Basic knowledge required to operate a computer system. Working procedures in respect of working environment.
<u>DUTIES</u>	:	Working with individuals to create learning plans. Encouraging and influencing the development of new learning opportunities through formal and informal classes as well as individual tutoring and mentoring. Community capacity building through supporting the development of community or local voluntary groups. Identifying the training needs of local volunteers and providing them.

		Formulating service plans and priorities in cooperation with other providers. Engaging with individuals and community groups, such as residents' associates, parents' groups, and young people. Identifying local interests and needs and ways to meet them. Managing staff and volunteers and dealing with team training (more usual un senior roles). Undertaking the administration and evaluation of provision and reporting to advisory bodies and management groups. Helping potential learners to overcome existing barriers to learning.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/254</u>	:	<u>ADMINISTRATION CLERK (PLANNING AND REPORTING) REF NO: SACR/02/2025/81</u>
		Directorate: Strategic Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (plus benefits)
	:	Johannesburg (Head Office)
	:	The successful candidate should have a Grade 12 Certificate or equivalent. No previous experience required. Skills: Interpersonal relations, Computer skills, planning and organization, good verbal and written communication, flexibility, and teamwork. Knowledge: planning and reporting, Clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the public service, and knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	General clerical/ administrative, keep and maintain the filing system for the component, type letters and/or other correspondence when required, keep and maintain the incoming and outgoing document register of the component, complete procurement documents for the purchasing of standard office items, stock control of office stationery, keep and maintain HR records in the component and make photocopies.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/255</u>	:	<u>ADMINISTRATIVE CLERK: MONITORING AND EVALUATION REF NO: SACR/02/2025/82</u>
		Directorate: Monitoring and Evaluation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (plus benefits)
	:	Johannesburg (Head Office)
	:	The successful candidate should have a Grade 12 or equivalent. No previous experience required. Skills: Computer Literacy, Planning and organization, Language, Good verbal and written communication. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
	:	to be emailed to SACR.RecHO@gauteng.gov.za

<u>POST 21/256</u>	:	<u>AUXILIARY SUPPORT WORKER (SPORT COORDINATOR) (X4 POSTS)</u> Directorate: Sports and Recreation
<u>SALARY CENTRE</u>	:	R193 359 per annum (Level 04), (plus benefits) East Corridor Ref No: SACR/02/2025/83 West Corridor Region B Ref No: SACR/02/2025/84 West Corridor Region D Ref No: SACR/02/2025/85 West Corridor Region A Ref No: SACR/02/2025/86
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 certificate. No previous experience is required. A driver's License will be an added advantage. Skills: Computer literacy. Analytical thinking. Conflict resolution. Problem solving. Organizing. Project management. Maintaining discipline. Knowledge: Knowledge of Sport and Recreation.
<u>DUTIES</u>	:	Render administration tasks. Coordinating and administration of all sports activities implemented in the Hub. Develop and maintain databases, including community audits. File documents for the unit in accepted and documented standards. Respond to all queries in the portfolio. Coordinate in keeping accurate records of activities on the project. Actively develops ways to contact and obtain the appropriate coaches and assistants. Assist in arranging workshops and activities for sporting and gaming programmes. Coordinate in collating and providing data for reporting. Administer and categories sporting and gaming equipment ensuring that it is well maintained. Administer and ensure that the sporting and gaming areas, indoor and outdoor areas are well maintained and ready for use for sporting and gaming activities. Administer storage and transportation of sporting and gaming equipment. Order supplies and maintains inventory. Administer the use of that equipment and ensure correct use of equipment. Administer the logistics and running of sporting and gaming programmes. Communicating with the public during sporting and gaming events. Compile an inventory of all sporting equipment and report on faulty and damaged equipment. Ensure that damaged equipment is repaired and/or restored. Monthly reporting on the status of equipment and keeping statistics regarding condition of equipment.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 2861 (East Corridor) Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 (West Corridor)
<u>APPLICATIONS</u>	:	East Corridor: applications to be emailed to SACR.RecEast@gauteng.gov.za West Corridor: applications to be emailed to SACRWestCorridor@gauteng.gov.za
<u>POST 21/257</u>	:	<u>AUXILIARY SUPPORT WORKER (CULTURAL COORDINATOR) (X5 POSTS)</u> Directorate: Creative Arts
<u>SALARY CENTRE</u>	:	R193 359 per annum (Level 04), (plus benefits) Central Corridor Ref No: SACR/02/2025/87 South Corridor Ref No: SACR/02/2025/88 West Corridor Ref No: SACR/02/2025/89 North Corridor Region E & F Ref No: SACR/02/2025/90 North Corridor Region E & F Ref No: SACR/02/2025/91
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 certificate. No previous experience is required. A driver's License will be an added advantage. Skills: Computer literacy. Analytical thinking. Conflict resolution. Problem-solving. Organizing. Project Management. Maintaining discipline. Knowledge: Knowledge of Arts and Culture.
<u>DUTIES</u>	:	Submit monthly plans of Execution of tasks given. Submit monthly, quarterly, and progress reports. Coordinate the facilitation and implementation of arts and culture programs. Create an enabling environment for the training and development of the Arts and Culture programs. Administer storage and transportation of equipment. Receive training in the acquisition and monitoring of service providers for the integrated Arts and Culture programs.
<u>ENQUIRIES</u>	:	Ms. Cynthia Mabaso Tel No: (011) 355 2714 (Central Corridor) Ms. Vivien Khanye Tel No: (011) 355 2720 (South Corridor) Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 (West Corridor) Mr. Bongani Mkhwebane Tel No: (011) 355 2539 (North Corridor)
<u>APPLICATIONS</u>	:	Central Corridor: applications to be emailed to SACR.RecCentral@gauteng.gov.za South Corridor: applications to be emailed to SACR.RecSouth@gauteng.gov.za

West Corridor: applications to be emailed to SACRWestCorridor@gauteng.gov.za
North Corridor: applications to be emailed to SACR.RecNorth@gauteng.gov.za

POST 21/258 : **TELECOMMUNICATION OPERATOR / RECEPTIONIST REF NO: SACR/02/2025/92 (X2 POSTS)**

Directorate: Office Administration and Facilities Management

SALARY : R193 359 per annum (Level 04), (plus benefits)
CENTRE : Johannesburg (Head Office)

REQUIREMENTS : The successful candidate should have a Grade 12 Certificate. No previous experience is required. Knowledge and understanding of procedures and processes in coordinating switchboard functions. Skills and competencies: Problem solving, analysis, customer focus and responsiveness, communication and information management, interpersonal, planning and organizing skills.

DUTIES : Coordinate calls. Receive, respond and route incoming calls. Facilitate outgoing calls for staff and respond to general telephonic enquiries. Report switchboard technical faults to Service Providers, provide updated internal telephone directory within the Department and disseminate internal contact details of all staff in the Corridors and Head Office.

ENQUIRIES : Ms. Itumeleng Maisane Tel No: (011) 355 2697
APPLICATIONS : to be emailed to SACR.RecHO@gauteng.gov.za

POST 21/259 : **SECURITY OFFICERS (X2 POSTS)**
 Directorate: Securities and Facilities Management

SALARY : R163 680 per annum (Level 03), (plus benefits)
CENTRE : North Corridor Ref No: SACR/02/2025/90/93
 East Corridor Ref No: SACR/02/2025/90/94

REQUIREMENTS : The successful candidate should have a Security Grade C or above and PSIRA certificate. No previous experience is required. Knowledge of control and access to public premises Act 53 of 1985. Knowledge of the Occupational Health and Safety Act of 85 of 1993. Knowledge of MISS, & PSIRA Act 56 of 2001). Knowledge of emergency procedures in the workplace.

DUTIES : Perform access control functions which will include the following: determine whether visitors have appointments/ or the service that the visitor requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control documents/cards as required. Escort visitors to relevant employee/venues where required. Operate X-ray machines where applicable. Lock and unlock entrances. Identify suspicious conduct. Identify suspicious conduct. Ensure that unauthorized people and dangerous objects do not enter the building/premises. Follow-up incidents. Ensure safety in the building and the premises. This will include following; undertake building/premises patrols identify and check; that doors are locked or unlocked as required; water leaks and that taps are closed; fire hazards, exposed electrical contact and other fire hazards emanating from for instance chemicals; lights, switch on and off as required; and suspicious objects and packages. Apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency services and department security management. Ensure that all assets do not leave or enter the building or premises unauthorized. This will include the following tasks: ensure that all assets which leave the premises are accompanied bypass-out; inspect vehicles entering and leaving the premises; gather information and report on missing and stolen equipment and stores; handle documents at points of entry according to classification and the prescripts. Ensure all incidents are recorded in the occurrence books/registers.

ENQUIRIES : Mr. Bongani Mkhwebane Tel No: (011) 355 2539 (North Corridor)
 Mr. Ouwen Gaveni Tel No: (011) 355 2861 (East Corridor)

APPLICATIONS : **North Corridor:** applications to be emailed to SACR.RecNorth@gauteng.gov.za
East Corridor: applications to be emailed to SACR.RecEast@gauteng.gov.za

<u>POST 21/260</u>	:	<u>CLEANERS (X3 POSTS)</u> Directorate: Facilities Management
<u>SALARY</u>	:	R138 486 per annum (Level 02), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office) Ref No: SACR/02/2025/95 North Corridor Ref No: SACR/02/2025/96 (North Corridor) South Corridor Ref No: SACR/02/2025/97 (South Corridor)
<u>REQUIREMENTS</u>	:	The successful candidate should have ABET (NQF level 1/2) Certificate. No experience required. An experience as a cleaner will be an added advantage. Skills: Ability to Communicate well with People at Different Levels and from different Backgrounds.
<u>DUTIES</u>	:	Cleaning Offices, elevators, floor and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and remove waste papers. Freshen the office areas. Cleaning basins. Wash and keep stock of kitchen utensils. Cleaning the restrooms. Refilling hand wash liquid soap. Replace toilet paper, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Cleaning of machines (microwaves, vacuum cleaners etc.) and equipment after use. Request cleaning material.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697 (Head Office) Mr. Bongani Mkhwebane Tel No: (011) 355 2539 (North Corridor) Ms. Vivien Khanye Tel No: (011) 355 2720 (South Corridor)
<u>APPLICATIONS</u>	:	Head Office: applications to be emailed to SACR.RecHO@gauteng.gov.za North Corridor: applications to be emailed to SACR.RecNorth@gauteng.gov.za South Corridor: applications to be emailed to SACR.RecSouth@gauteng.gov.za
<u>POST 21/261</u>	:	<u>HOUSEHOLD AID REF NO: SACR/02/2025/98</u> Directorate: Facility Management
<u>SALARY</u>	:	R138 486 per annum (Level 02), (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	The successful candidate should have NQF Level 1 or 2 (ABET Level 2 certificate or equivalent). No previous experience is required. Skills: Basic tidying skills, Basic stitching and Knitting skills. Knowledge: Knowledge of basic housekeeping procedures.
<u>DUTIES</u>	:	Ensure cleanliness and tidiness of the areas allocated for cleaning. Remove garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in efficient working conditions. Report any item of equipment that needs to be repaired. Report shortage and/or faulty machine/equipment. Clean the boardroom, arranging chairs, water, glasses, and any other utensils. Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the building/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecHO@gauteng.gov.za

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF CULTURE, SPORT AND RECREATION**

CLOSING DATE
NOTE

- : 11 July 2025
- : All applications must be submitted on the NEW prescribed Z83 application form obtainable from any public service department. All section of the form must be fully completed and duly signed. Please note the following important guidelines: Z83 Form: All sections of the online Z83 form must be fully completed also attach a detailed CV. Supporting Documents: Only shortlisted candidates will be contacted. If shortlisted, you will be required to submit: Certified copies of your qualifications, Your RSA ID document, Your Senior Certificate and a valid driver's license (where applicable). Application Details: Clearly state the full name of the post and the reference number on the email application form. One post per application form. Please note the following: The Department of Culture, Sport and Recreation is an equal opportunity, Sport and Recreation to promote representatives (race, gender and disability) in accordance with the Employment Equity targets of the Department. Suitably qualified women and persons with disabilities remain the targeted group and are encouraged to apply. All appointments will be subjected to a personnel suitability check processes (criminal record, qualification verification, citizenship and employment reference). All Senior Management Service (SMS) and Middle Management Services (MMS) positions will be subjected to a compulsory competency-based assessment. Following the interview, the selection panel will recommend candidates to attend a generic managerial competency assessment. Applications received after the closing date or those that do not comply with the requirements indicated above will not be considered. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. For full details of the advertised posts, applicants are advised to visit the Mpumalanga Department of Culture, Sport and Recreation, website: <https://dcsr.mpg.gov.za>

MANAGEMENT ECHELON

POST 21/262

- : **DIRECTOR: PLANNING AND PROGRAMME MANAGEMENT REF NO: DCSR/01/2025**

SALARY
CENTRE
REQUIREMENTS

- : R1 216 824 per annum, (all-inclusive salary package)
- : Head Office
- : An appropriate Bachelor's Degree in Management or Administration (NQF level 7) or equivalent qualification. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. Must have a minimum of five (5) years' experience at middle/senior management level. Experience in strategic planning, macro policy, monitoring and evaluation, planning would be an added advantage. Knowledge of the Public Finance Management Act and Public Service Act, as well as other prescripts applicable in the Public Service. Essential skills will include the following: 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

- : Coordinate development of departmental strategic, annual performance and operational plans. Consolidation of non-financial performance report, Monitoring and evaluation of the effectiveness and implementation of the departmental operational plans. Development of departmental service delivery improvement plan. Initiation and coordination of research, Linkage between departmental plan & municipal IDPs, Manage financial Management and Human Resources of the Directorate.

ENQUIRIES
APPLICATIONS

- : Ms. Boni Masilela Tel No: (013) 766 5173
- : Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za

POST 21/263 : **CHIEF FINANCIAL OFFICER (LEVEL OF A DIRECTOR) REF NO: DCSR/02/2025**

SALARY : R1 216 824 per annum, (all-inclusive salary package)
CENTRE : Head Office
REQUIREMENTS : An appropriate Bachelor's Degree or equivalent qualification in Commerce or Finance & Auditing. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. Must have a minimum of five (5) years' experience at middle/senior management level. Extensive experience in the field of Finance. Knowledge of the Public Finance Management Act and Public Service Act, as well as other prescripts applicable in the Public Service. The incumbent must possess the following skills: Strategic capability and leadership. Financial management. Accounting 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. Good Communication skills.

DUTIES : Managing compliance with requirements of the PFMA, Financial manuals and Treasury Regulations. Managing the efficient, effective, economical and transparent use of resources. Designing and implementation of internal controls, including proper risk management. Provision of timely, accurate and adequate financial and other operational information for strategic decision making purposes and preparation of strategic plans. Ensuring that sound accounting systems and procedures for expenditure management and control are in place. Ensuring that proper planning for the acquisition of assets, design and implementation of measures to protect and maintain assets. Designing, implementation and maintenance of accounting systems to ensure complete, valid, accurate and timeous financial/non-financial information. Rendering of efficient and effective supply chain management services. Overseeing the management and monitoring of the developmental budget in support of service delivery.

ENQUIRIES : Ms. Boni Masilela Tel No: (013) 7665173
APPLICATIONS : Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za

OTHER POSTS

POST 21/264 : **DEPUTY DIRECTOR: NKANGALA REGIONAL OFFICE REF NO: DCSR/03/2025**

SALARY : R1 059 105 per annum
CENTRE : Nkangala regional office
REQUIREMENTS : An appropriate recognised Degree/National Diploma in Public Administration/Public Management or equivalent qualification (NQF level 6 or&7). Proven experience in the coordination of culture, sport and recreation activities. Knowledge and understanding of the Public Finance Management Act and Public Service Act, including their respective regulations. Ability to analyse problem areas and initiate corrective measures. Ability to communicate at all levels. Strong communication and leadership skills. Willingness to work on weekends and public holidays. Knowledge of the White Paper on Sport & Recreation and Art, Culture and Heritage. Skills in human resource management & development processes and project management. Planning and organizing skills. Ability to work under pressure in a fast-paced and demanding work environment. Valid driver's license.

DUTIES : Manage staff, sport, art and culture programmes as well as administrative processes within the region and ensuring that systems and procedures are followed. Plan and Coordinate sport, art and culture in the region. Compile, submit budget and monitor expenditure. Compile, submit and implement the operational plan. Monitor activities of the region. Implement inclusive youth development programmes. Evaluate and propose intervention strategies for betterment of sport, art and culture programmes and general management.

ENQUIRIES : Ms. Dina Ntuli Tel No: (013) 766 8339
APPLICATIONS : Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrmborecruit@mpg.gov.za

<u>POST 21/265</u>	:	<u>ASSISTANT DIRECTOR: ARTS AND CULTURE NKANGALA REGION REF NO: DCSR/04/2025</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Nkangala Region
<u>REQUIREMENTS</u>	:	An appropriate recognized Bachelor of Arts degree or equivalent qualification. Relevant experience, project management skills and a driver's license.
<u>DUTIES</u>	:	Develop and implement an action plan for the development of visual arts and crafts in Mpumalanga province, Embark on active programs to expose fine artists and crafts in Mpumalanga in accordance with the action plan, Implement and monitor active programs in the community, to promote sustainable development and expose the community to the diverse possibilities of arts and crafts which will benefit all stakeholders and practitioners within the industry and the economy as a whole. Empower and provide guidance, information and assistance to fine artist and craft people. To acknowledge and bring credits to their unique role and contribution to arts and craft, to act as project manager of special project such as the Mpumalanga Mobile Craft Clinic, to market our arts and craft through South Africa and to the world.
<u>ENQUIRIES</u>	:	Ms. Dina Ntuli Tel No: (013) 766 8339
<u>APPLICATIONS</u>	:	Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za
<u>POST 21/266</u>	:	<u>ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: DCSR/05/2025</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate tertiary qualification in Public Management/Administration NQF level 6 or equivalent qualification plus extensive relevant experience. Knowledge of processes and procedures of records management, legislative prescripts governing the public service. Computer literacy. Good interpersonal relations. Driver's license.
<u>DUTIES</u>	:	Manage and render messenger service, Facilitate and render auxiliary services. Facilitate access to meeting rooms. Facilitate and render telecommunication services. Facilitate and render records services, Overseeing staff, allocating work, and assessing performance, maintaining leave registers and arranging travel and accommodation, performing routine and inspections at sites in relation to department records and working to advance the goals and objectives of the auxiliary services, develop departmental records management strategies and manage all electronic and audio-visual records.
<u>ENQUIRIES</u>	:	Ms. Samkelisiwe Lushaba-Mambane Tel No: (013) 766 5245
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 21/267</u>	:	<u>ASSISTANT DIRECTOR: LANGUAGES (ISINDEBELE) REF NO: DCSR/06/2025</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate qualification (NQF level 6) in Languages or equivalent qualification as recognized by SAQA; A minimum of 3 years' experience in a translation services work environment; Language requirement: Major in IsiNdebele; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/ guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Basic Condition of Employment Act, Labour Relations Act and Government initiatives and decisions; Understanding of Code of Conduct; Knowledge of Departmental interpretation and application of policies and Administration of office. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Computer literacy; Planning and organising; Project management; Team leadership and a valid driver's license. Competencies: Knowledge of language policies and relevant prescripts, Proficiency in languages, Editing/translation skills

		Computer literacy Knowledge of grammatical and orthography rules. Report writing skills, Ability to work under pressure; Analytical skills; Planning and organising skills; Supervisory skills, Project management skills.
<u>DUTIES</u>	:	Provide, coordinate and monitor translation, editing and interpreting services. Receive translation, editing and interpreting requests, keep record in the common register. Coordinate the provision of translation, editing and interpreting services. Provide translation, editing and interpreting services. Edit official documents translated and/or edited by Language Practitioners for quality assurance. Edit official documents Translate urgent and technical documents. Archive all translated and edited documents electronically; Report on progress. Identify and excerpt technical terms from translated documents .Give advice, guidance and support to Language Practitioners with regards to their translated and/or edited work. Attend to queries by clients regarding translation. Coordinate the outsourcing of documents needed for languages not available in-house. Manage resources of the Division.
<u>ENQUIRIES</u>	:	Ms. Nontsikelelo Zwane Tel No: (013) 766 5085
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 21/268</u>	:	<u>ASSISTANT DIRECTOR: LANGUAGES (SISWATI) REF NO: DCSR/07/2025</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate qualification (NQF level 6) in Languages or equivalent qualification as recognized by SAQA; A minimum of 3 years' experience in a translation services work environment; Language requirement: Major in SiSwati; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/ guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Basic Condition of Employment Act, Labour Relations Act and Government initiatives and decisions; Understanding of Code of Conduct; Knowledge of Departmental interpretation and application of policies and Administration of office. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Computer literacy; Planning and organising; Project management; Team leadership and a valid drivers license. Competencies: Knowledge of language policies and relevant prescripts, Proficiency in languages, Editing/translation skills Computer literacy; Good written and verbal communication and interpersonal skills; Knowledge of grammatical and orthography rules. Report writing skills, Ability to work under pressure; Analytical skills; Planning and organising skills; Supervisory skills, Project management skills.
<u>DUTIES</u>	:	Provide, coordinate and monitor translation, editing and interpreting services. Receive translation, editing and interpreting requests, keep record in the common register. Coordinate the provision of translation, editing and interpreting services. Provide translation, editing and interpreting services. Edit official documents translated and/or edited by Language Practitioners for quality assurance. Edit official documents Translate urgent and technical documents. Archive all translated and edited documents electronically; Report on progress. Identify and excerpt technical terms from translated documents. Give advice, guidance and support to Language Practitioners with regards to their translated and/or edited work. Attend to queries by clients regarding translation. Coordinate the outsourcing of documents needed for languages not available in-house. Manage resources of the Division.
<u>ENQUIRIES</u>	:	Ms. Nontsikelelo Zwane Tel No: (013) 766 5085
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 21/269</u>	:	<u>ASSISTANT DIRECTOR: LANGUAGES (XITSONGA) REF NO: DCSR/08/2025</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate qualification (NQF level 6) in Languages or equivalent qualification as recognized by SAQA; A minimum of 3 years' experience in a

		translation services work environment; Language requirement: Major in Xitsonga; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/ guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Basic Condition of Employment Act, Labour Relations Act and Government initiatives and decisions; Understanding of Code of Conduct; Knowledge of Departmental interpretation and application of policies and Administration of office. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Computer literacy; Planning and organising; Project management; Team leadership and a valid drivers license.
<u>DUTIES</u>	:	Provide, coordinate, monitor translation, editing and interpreting services. Receive translation, editing and interpreting requests. Keep records in the common register. Coordinate the provision of translation, editing and interpreting services. Provide translation, editing and interpreting services. Edit official documents translated and/or edited by Language Practitioners for quality assurance. Edit official documents, translate urgent and technical documents. Archive all translated and edited documents electronically; Report on progress. Identify and except technical terms from translated documents. Give advice, guidance and support to language Practitioners with regards to their translated and / edited work. Attend to queries by clients regarding translation. Coordinate the outsourcing of documents needed for Languages not available in-house. Manage the resources of the division.
<u>ENQUIRIES</u>	:	Ms. Nontsikelelo Zwane Tel No: (013) 766 5085
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 21/270</u>	:	<u>ASSISTANT DIRECTOR: LIBRARY BOOKS PROVISIONING & SUPPORT</u> <u>REF NO: DCSR/09/2025</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A four-year degree in Library and Information Science or a Higher Diploma in Library and Information Science. Substantial knowledge and at least three years' experience in library book collection. In-depth knowledge of cataloguing standards (RDA, MARC etc.) Knowledge of Library Management Systems as applied in library environment. Knowledge of the PFMA and library prescripts. Valid driver's license.
<u>DUTIES</u>	:	Provide leadership and oversight for all cataloguing activities across the Department and Municipalities. Develop and implement cataloguing policies, procedures and standards in line with the best practices. Supervise and support cataloguing teams, ensuring professional development and high quality output. Compile annual budget and monitor expenditure. Evaluate employee performance and provide mentoring and guidance as needed. Monitor maintenance of the collection of information resources and the use of assets. Consolidate monthly, quarterly and annual reports.
<u>ENQUIRIES</u>	:	Mr. Clement Mahlalela Tel No: (013) 766 5343
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 21/271</u>	:	<u>OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: DCSR/10/2025</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A 3 year Degree/National Diploma in Environmental Health with 2 years in relevant working environment, knowledge in Public Service Regulations, Financial procedures, Treasury Regulations and Basic Accounting System (BAS) systems. Skills required: Computer literacy (Ms Word, Excel, Powerpoint, etc.) good communication skills (written and verbal). Good interpersonal relations, organizing and Planning, Analytical, Problem solving and Financial Management skills. Knowledge of OHSA 85 Of 1993 and the Department of Labour and Employment standards.
<u>DUTIES</u>	:	Development/Review policies and guidelines on Safety, Health Environment. Risk and quality (SHERQ) in the Department. Coordinate Safety, Health

		environment and risk and quality training. Coordinate establishment and the functioning of the Safety Committees.
<u>ENQUIRIES</u>	:	Mr. Clement Mahlalela Tel No: (013) 766 5343
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 21/272</u>	:	<u>LIBRARIAN REF NO: DCSR/20/2025</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Ethandukhanya Public Library
<u>REQUIREMENTS</u>	:	B.Bibl Degree/Diploma in Library and Information Science. General knowledge of library services, computer, people and communication skills. Driver's license.
<u>DUTIES</u>	:	Administer functions of the library, market the library service, research on user and prospective user needs, attend to circulation of library material and assist in other functions of the library where required, information storage and retrieval and reporting procedures. Assist with opening of new libraries, develop and revise promotional projects and special/events.
<u>ENQUIRIES</u>	:	Mr. Simon Shabangu Tel No: (017) 811 6196
<u>APPLICATIONS</u>	:	Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za
<u>POST 21/273</u>	:	<u>LANGUAGE PRACTITIONER: ISINDEBELE REF NO: DCSR/11/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Degree/National Diploma in Languages or equivalent qualification with specialization in isiNdebele as recognized by SAQA. Good command of English, and isiNdebele (both written and verbal). Computer literacy. Competencies: Knowledge of language rules, grammar and orthography. Knowledge of Language Policies. Ability to work independently and under pressure. Capacity to remain confidential. Computer Literacy. Written and verbal Communication skills. Good interpersonal relations and ability to work as a team.
<u>DUTIES</u>	:	Translation and proofreading of official documents. Provide interpreting service when required. Conduct research on matters related to Translation, Interpreting and Editing. Liaise with relevant stakeholders. Promote multilingualism and indigenous languages including the South African Sign Language. Support the Mpumalanga Provincial Language Committee.
<u>ENQUIRIES</u>	:	Ms. Nontsikelelo Zwane Tel No: (013) 766 5085
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 21/274</u>	:	<u>LANGUAGE PRACTITIONER: SISWATI REF NO: DCSR/12/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Degree/National Diploma in Languages or equivalent qualification with specialization in Siswati as recognized by SAQA. Good command of English, and Siswati (both written and verbal). Computer literacy. Competencies: Knowledge of language rules, grammar and orthography. Knowledge of Language Policies. Ability to work independently and under pressure. Capacity to remain confidential. Computer Literacy. Written and verbal Communication skills. Good interpersonal relations and ability to work as a team.
<u>DUTIES</u>	:	Translation and proofreading of official documents. Provide interpreting service when required. Conduct research on matters related to Translation, Interpreting and Editing. Liaise with relevant stakeholders. Promote multilingualism and indigenous languages including the South African Sign Language. Support the Mpumalanga Provincial Language Committee.
<u>ENQUIRIES</u>	:	Ms. Nontsikelelo Zwane Tel No: (013) 766 5085
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za

<u>POST 21/275</u>	:	<u>LANGUAGE PRACTITIONER: XITSONGA REF NO: DCSR/13/2025</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Degree/National Diploma in Languages or equivalent qualification with specialization in Xitsonga as recognized by SAQA. Good command of English, and Xitsonga (both written and verbal). Computer literacy. Competencies: Knowledge of language rules, grammar and orthography. Knowledge of Language Policies. Ability to work independently and under pressure. Capacity to remain confidential. Computer Literacy. Written and verbal Communication skills. Good interpersonal relations and ability to work as a team.
<u>DUTIES</u>	:	Translation and proofreading of official documents. Provide interpreting service when required. Conduct research on matters related to Translation, Interpreting and Editing. Liaise with relevant stakeholders. Promote multilingualism and indigenous languages including the South African Sign Language. Support the Mpumalanga Provincial Language Committee.
<u>ENQUIRIES</u>	:	Ms. Nontsikelelo Zwane Tel No: (013) 766 5085
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 21/276</u>	:	<u>LANGUAGE PRACTITIONER: ISIZULU REF NO: DCSR/14/2025</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Degree/National Diploma in Languages or equivalent qualification with specialization in IsiZulu as recognized by SAQA. Good command of English, and isiZulu (both written and verbal). Computer literacy. Competencies: Knowledge of Language rules, grammar and orthography. Knowledge of Language Policies. Ability to work independently and under pressure. Capacity to remain confidential. Computer Literacy. Written and verbal Communication skills. Good interpersonal relations and ability to work as a team.
<u>DUTIES</u>	:	Translation and proofreading of official documents. Provide interpreting service when required. Conduct research on matters related to translation, interpreting and editing. Liaise with relevant stakeholders. Promote multilingualism and indigenous languages including the South African Sign Language. Support the Mpumalanga Provincial Language Committee.
<u>ENQUIRIES</u>	:	Ms. Nontsikelelo Zwane Tel No: (013) 766 5085
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 21/277</u>	:	<u>CULTURAL OFFICER REF NO: DCSR/15/2025</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Bachelor's Degree/National Diploma in Arts or equivalent qualification. Must be Computer literate, willingness to travel extensively and a valid driver's license.
<u>DUTIES</u>	:	Identify, develop and promote (emerging) artists and crafters as well as implanting projects related to performing and visual and craft. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and provide professional advice on performing, visual arts and crafts. Render administrative functions in relation to the programmes that are implemented.
<u>ENQUIRIES</u>	:	Ms. Samkelisiwe Lushaba-Mambane Tel No: (013) 766 5245
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 21/278</u>	:	<u>CULTURAL OFFICER REF NO: DCSR/16/2025</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Nkangala Region
<u>REQUIREMENTS</u>	:	A Bachelor's Degree/National Diploma in Arts or equivalent qualification. Must be Computer literate, willingness to travel extensively and a valid driver's license.
<u>DUTIES</u>	:	Identify, develop and promote (emerging) artists and crafters as well as implanting projects related to performing and visual and craft. Create awareness programmes for craft, performing and visual arts. Conduct needs

		analysis and provide professional advice on performing, visual arts and crafts. Render administrative functions in relation to the programmes that are implemented.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Dina Ntuli Tel No: (013) 766 8339
	:	Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za
<u>POST 21/279</u>	:	<u>SPORT PROMOTION OFFICER REF NO: DCSR/18/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Gert-Sibande Region
<u>REQUIREMENTS</u>	:	An appropriate B Degree/National Diploma in Sport Management or equivalent qualification and a valid driver's licence.
<u>DUTIES</u>	:	Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools wards, local areas and districts. Implement sport and recreation programmes in schools, wards and local areas for development of sport and recreation. Monitor and evaluate the compliance with sport and recreation and transformational policies. Render administrative function in relation to programmes that are implemented.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Simon Shabangu Tel No: (017) 811 6196
	:	Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za
<u>POST 21/280</u>	:	<u>SPORT PROMOTION OFFICER REF NO: DCSR/19/2025</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Ehlanzeni Region
<u>REQUIREMENTS</u>	:	An appropriate B Degree/National Diploma in Sport Management or equivalent qualification and a valid driver's licence.
<u>DUTIES</u>	:	Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools wards, local areas and districts. Implement sport and recreation programmes in schools, wards and local areas for development of sport and recreation. Monitor and evaluate the compliance with sport and recreation and transformational policies. Render administrative function in relation to programmes that are implemented.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Nqobile Tshuma Tel No: (013) 766 5656
	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 21/281</u>	:	<u>AUXILIARY SERVICE OFFICER (TOUR GUIDE) REF NO: DCSR/22/2025</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Barberton Museum
<u>REQUIREMENTS</u>	:	Senior Certificate and a Certificate in Tour Guide. The candidate should be a registered Tour Guide with good communication skills and Valid driver's licence.
<u>DUTIES</u>	:	Conduct tours for tourist and learners. Be responsible for the preservation of relevant historical collections. Supervise the maintenance of relevant historic terrain. Participate in conducting museum outreach programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Ncobile Tshuma Tel No: (013) 766 5656
	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 21/282</u>	:	<u>LIBRARY ASSISTANT/CYBER CADET REF NO: DCSR/21/2025</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Ethandukhanya Public Library
<u>REQUIREMENTS</u>	:	Grade 12 and Certificate in IT-related studies, good verbal and written communication skills, understanding of troubleshooting and maintaining Windows XP operating systems software. Experience in IT and of working in a public library will be an added advantage.

<u>DUTIES</u>	:	To assist library users on how to do electronic information searches on CD and DVD, encyclopaedia, Internet, do searches for school projects and assignment, create e-mail accounts for library users, teach users how to connect to their mail, teach users how to produce electronic documents and other documents like CV's, business cards. Monitor workstations usage by library users, help users to do CV's. Open files for projects, file them and update them. Administration procedures relating to libraries; filing; shelving and storage of library material; information retrieval processes; processing of library material and assisting with other library functions as required.
<u>ENQUIRIES</u>	:	Mr. Simon Shabangu Tel No: (017) 811 6196
<u>APPLICATIONS</u>	:	Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za
<u>POST 21/283</u>	:	<u>SECRETARY TO THE DIRECTOR: COMMUNICATION REF NO: DCSR/17/2025</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12, Secretariat/Office administration Diploma or an appropriate equivalent qualification, previous secretarial or office administration experience and a valid driver's license will be an added advantage. Skills required: Good telephone etiquette, computer literate (Ms. Word, Excel, Powerpoint, etc.) good communication skills (written and verbal). Good interpersonal relations skills, knowledge of Batho Pele Principles, ability to work under pressure, high level or reliability and confidentiality. Able to work independently as well as functioning in a team environment.
<u>DUTIES</u>	:	Provide efficient and effective administrative support to the division, Manage incoming and outgoing correspondence, prepare logistics for meetings, take minutes and recording of proceedings during the programme meetings, responsible for travel arrangements, accommodation and process all requisitions and invoices that emanates from the work activities of the Office, handle procurement of the standard items like stationery, refreshments etc.
<u>ENQUIRIES</u>	:	Ms. Samkelisiwe Lushaba-Mambane Tel No: (013) 766 5245
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 21/284</u>	:	<u>ADMIN CLERK REF NO: DCSR/23/2025</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Gert Sibande Region
<u>REQUIREMENTS</u>	:	A Senior certificate or equivalent qualification, computer literacy and a drivers licence.
<u>DUTIES</u>	:	Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Mr. Simon Shabangu Tel No: (017) 811 6196
<u>APPLICATIONS</u>	:	Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za
<u>POST 21/285</u>	:	<u>ASSET CLERK REF NO: DCSR/24/2025</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Gert Sibande Regional Office
<u>REQUIREMENTS</u>	:	Grade 12 and a recognized Certificate in SCM/National Diploma or equivalent qualification, Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
<u>DUTIES</u>	:	Physically receive all newly procured assets, inventory consumables and those held for distribution towards service delivery mandate. Complete Simultaneous Receipts and Issue voucher with Asset Tracking Number per his/her Region. Amend Machinery and Equipment with Original Equipment number (OEM) LOGIS SELECTION: Asset Register Maintenance per asset to be approved by the Asset Controller on Asset Register Maintenance Authorisation. Obtain

		Report RR032 and conduct physical asset verification, record on RR032 physical asset verification findings.
<u>ENQUIRIES</u>	:	Mr. Simon Shabangu Tel No: (017) 811 6196
<u>APPLICATIONS</u>	:	Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za
<u>POST 21/286</u>	:	<u>GROUNDSMAN REF NO: DCSR/25/2025</u>
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Ethandukhanya Public Library
<u>REQUIREMENTS</u>	:	An ABET level 4 Certificate (Grade 9). Knowledge of garden maintenance and planting practices. Basic understanding of government legislations. Knowledge and understanding of health and safety procedures.
<u>DUTIES</u>	:	Maintain gardening services in the premises and surrounding through watering the gardening, prune, trim flowers and tree. Grass mowing, remove weeds and garden fuse. Apply insecticide; cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Repair minor defect of gardening tools. Assist with on/off loading of deliveries. Washing and cleaning of GG's vehicle. Empty dirty dustbin services in the Museum and assist with other tasks/duties as and when required by supervisor.
<u>ENQUIRIES</u>	:	Mr. Simon Shabangu Tel No: (017) 811 6196
<u>APPLICATIONS</u>	:	Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za
<u>POST 21/287</u>	:	<u>GROUNDSMAN REF NO: DCSR/26/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Kgodwana Cultural Village
<u>REQUIREMENTS</u>	:	An ABET Level 4 Certificate (Grade 9). Good communication and interpersonal skills.
<u>DUTIES</u>	:	Application of cow dung decoration (ukukghuphula) on basic floor of traditional huts Identification and collection of indigenous raw material such as ant heaps (idzwili), cow dung (ubolongwe) traditional grass rope (ikofe) and the natural earth colour material (ipembe) decoration. Ability to mix plater soil and cow dung. Performance of all kinds of traditional plastering and mud work (ukusinda). Knowledge of the weaving of the traditional grass rope (ikofe). Understanding and ability to perform mural indigenous IsiNdebele paintings (ukugwala). Cleaning of the traditional huts and homestead inside and the surroundings. Demonstrations of traditional indigenous way of living to the cultural village tourists.
<u>ENQUIRIES</u>	:	Ms. Dina Ntuli Tel No: (013) 766 8339
<u>APPLICATIONS</u>	:	Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za
<u>POST 21/288</u>	:	<u>CLEANER REF NO: DCSR/27/2025</u>
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Ethandukhanya Public Library
<u>REQUIREMENTS</u>	:	An ABET level 4 certificate (Grade 9). Knowledge of cleaning equipment to be use. Knowledge of health and safety requirements. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations. Corporate cleaning experience will be an advantage.
<u>DUTIES</u>	:	The provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, disinfecting, scrubbing, and vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshening up office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the library offices and boardrooms. Report broken machines. Request cleaning materials. Assist with other duties as and when required.
<u>ENQUIRIES</u>	:	Mr. Simon Shabangu Tel No: (017) 811 6196
<u>APPLICATIONS</u>	:	Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za

<u>POST 21/289</u>	:	<u>CLEANER REF NO: DCSR/28/2025</u>
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Botleng Public Library
<u>REQUIREMENTS</u>	:	An ABET level 4 certificate (Grade 9). Knowledge of cleaning equipment to be use. Knowledge of health and safety requirements. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations. Corporate cleaning experience will be an advantage.
<u>DUTIES</u>	:	The provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, disinfecting, scrubbing, and vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshening up office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the library offices and boardrooms. Report broken machines. Request cleaning materials. Assist with other duties as and when required.
<u>ENQUIRIES</u>	:	Ms. Dina Ntuli Tel No: (013) 766 8339
<u>APPLICATIONS</u>	:	Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za
<u>POST 21/290</u>	:	<u>CLEANER REF NO: DCSR/29/2025</u>
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Zithabiseng Public Library
<u>REQUIREMENTS</u>	:	An ABET level 4 certificate (Grade 9). Knowledge of cleaning equipment to be use. Knowledge of health and safety requirements. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations. Corporate cleaning experience will be an advantage.
<u>DUTIES</u>	:	The provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, disinfecting, scrubbing, and vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshening up office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the library offices and boardrooms. Report broken machines. Request cleaning materials. Assist with other duties as and when required.
<u>ENQUIRIES</u>	:	Ms. Dina Ntuli Tel No: (013) 766 8339
<u>APPLICATIONS</u>	:	Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za
<u>POST 21/291</u>	:	<u>CLEANER REF NO: DCSR/30/2025</u>
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Barberton Musuem
<u>REQUIREMENTS</u>	:	An ABET level 4 certificate (Grade 9). Knowledge of cleaning equipment to be use. Knowledge of health and safety requirements. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations. Corporate cleaning experience will be an advantage.
<u>DUTIES</u>	:	The provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, disinfecting, scrubbing, and vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshening up office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the library offices and boardrooms. Report broken machines. Request cleaning materials. Assist with other duties as and when required.
<u>ENQUIRIES</u>	:	Ms. Nqobile Tshuma Tel No: (013) 766 5656
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to recruitment@gcis.gov.za

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

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

- APPLICATIONS** : The Head of Department, Department of Community Safety and Transport Management, Private Bag X19, Mmabatho, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Kegomoditswe Makaota Tel No: (018) 200 8258 OR email to the relevant e-mail address associated with the post applied for.
- CLOSING DATE** : 04 July 2025
- NOTE** : Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant to the notes, the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Completion of the Z83 form: Part A: All fields must be fully completed. Parts B: All fields except date of birth and ID number. Part C, D, E, F and G may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information, however question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants do not have to submit copies//proof/certificates/attachments/drivers licence/qualifications on application, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, www.dpsa.gov.za Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. Qualifications of shortlisted candidates will be verified with SAQA. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA), (Only when shortlisted). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be conducted. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualifications verification as well as security clearance. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews, but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National School of government, information can be accessed via

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

MANAGEMENT ECHELON

<u>POST 21/292</u>	:	<u>CHIEF DIRECTOR: DISTRICT COORDINATION AND GOVERNMENT FLEET REF NO: 06/2025/26</u> Chief Directorate: District Coordination and Government Fleet This is a re-advertisement; candidates who previously applied are encouraged to reapply)
<u>SALARY</u>	:	R1 436 022 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Head Office- Mahikeng Grade 12 Certificate. A relevant (NQF level 7) qualification in Public Administration/Administration /equivalent qualification at NQF 7 as recognised by SAQA coupled with five (5) years' experience at senior management level within Administration. Computer Literacy. A valid driver's license. Knowledge: Broad knowledge of Public Financial Management Act and its Regulation. In depth knowledge of Public Service Act. Broad knowledge of Public Service Regulation and its Regulation. Broad knowledge of Infrastructure Management. Knowledge of Technical Standards/Procedures. Knowledge of South African Police Service Acts and also knowledge that governs Traffic Operations. Knowledge of Managerial Functions. Skills: Ability to interact professionally and effectively with diverse stakeholders. An innovative, assertive and confident approach. Ample initiative and an independent work ethic, self-motivated and reliable. Investigation, Excellent report writing, research, analytical thinking, decision making and problem solving skills. Client oriented and customer focus and results driven. High level communication and presentation skills. Ability to interact at both strategic and operational level. Ability to work under pressure. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery innovation, Problem Solving and analysis, Client orientation, Customer Focus and Communication.
<u>DUTIES</u>	:	Oversee the monitoring and evaluation of effectiveness and ensure efficiency to the Provincial Secretariat for Police Service. Ensure monitoring and control of Transport Regulations. Ensure the efficiency of Transport Operations in the District. Oversee the management of Government Motor Fleet. Coordinate District Corporate Services function. Manage and control all the resources within the Chief Directorate. Provide Strategic Leadership.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Dr. H Kekana Tel No: (018) 200 8001 E-Mail address: CSTMrecruitment03@nwpg.gov.za Male candidates are encouraged to apply
<u>POST 21/293</u>	:	<u>CHIEF DIRECTOR: TRANSPORT OPERATIONS REF NO: 07/2025/26</u> Chief Directorate: Transport Operations This is a re-advertisement; candidates who previously applied are encouraged to reapply)
<u>SALARY</u>	:	R1 436 022 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Head Office- Mahikeng Grade 12 Certificate. A relevant (NQF level 7) qualification in Transport Management, Transport Economics or Transport Logistics/equivalent qualification at NQF 7 as recognised by SAQA coupled with five (5) years' experience at senior management level (SL13) within the Transport Environment. Computer Literacy. A valid driver's license. Knowledge: Broad knowledge and understanding of Government Policies and other relevant prescripts. In depth knowledge of legislative prescripts governing Transport Sector. Ability to conceptualise policy and apply it successfully. Policy analysis

and interpretation. Skills: Ability to interact professionally and effectively with diverse stakeholders. An innovative, assertive and confident approach. Ample initiative and an independent work ethic, self-motivated and reliable, Excellent report writing, analytical thinking, decision making and problem-solving skills. Client oriented and customer focus and results driven. High level communication and presentation skills. Ability to interact at both strategic and operational level. Computer Literacy. Ability to work under pressure. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery innovation, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

- DUTIES** : Oversee the development and maintenance of Transport policies, legislations, information systems as well as the planning process thereof. Oversee the management of Transport Operations within the province. Manage Public Passenger and Leaner Transport Subsidized Contracts. Oversee the implementation and maintenance of Provincial Aviation matters. Oversee the management, monitoring and regulation of Public Transport in the province. Ensure the successful empowerment, capacitation, and liaison with all Public Transport Stakeholders. Manage and control all the resources within the Chief Directorate. Provide Strategic Leadership.
- ENQUIRIES** : Dr H Kekana Tel No: (018) 200 8001
- APPLICATIONS** : E-Mail address: CSTMrecruitment04@nwpg.gov.za
- NOTE** : Female candidates are encouraged to apply

DEPARTMENT OF PUBLIC WORKS AND ROADS

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured and African, in terms of equity plan preference will be given to Disabilities, Youth, Females in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : All Applications must be submitted online, Or Hand delivered to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road, Mmabatho, or addressed to: Human Resource Manager, Public Works and Roads, Private Bag X2080, Mmabatho, 2735. Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za
- FOR ATTENTION** : HRM Recruitment - Mr. M.E Khauoe
- CLOSING DATE** : 04 July 2025 (posted/handed, e-mailed applications must have reached the Department by 16h30 pm Walk-in and 00h00 Mid-night online will, as a rule not be accepted).
- NOTE** : Please note: On the Subject Line of your E-mail, Indicate the Correct Job Title and the Reference number of the post. All attachments for online submission must include the Z83 Form and Curriculum Vitae only be in PDF format, as one document. Failure to do so, your application will be disqualified. Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, is obtainable from any Public Service, Departments or on the DPSA Website, www.dpsa.gov.za. Part A must be fully completed by the applicant's indicate correct advertised Post name and Reference number, Centre, Notice period on the z83 form. Z83 form part of declaration must be signed, dated and initialled only on the first page. The Z83 Form must be accompanied by a recently updated/ detailed Curriculum Vitae. The personal details and the subjects of relevant qualification, should be mentioned on the CV, also clearly indicating current positions held in sequential period. Outline or provide the sufficient information about related experience and key responsibilities with respective dates and include three (3) names contactable referees. Part B, C and D must be fully completed, however B, C, E on the space that indicate date of birth/ work permit, preferred language, current study, may be left blank if not relevant to you. Part E, F and G do not need to be completed if the CV has provided the required information. Part F is compulsory to be completed for applicants seeking re- employment into Public Service. Please note: It is a responsibility of a Person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) only when shortlisted. Only shortlisted candidate(s) for post will be required to submit certified documents on or before the day of the interview. Senior Management Pre-entry

Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion (Nyukela) obtain via this link: <https://www.thensg.gov.za>. Failure to submit the requested information will result in your application not being considered. The e-mailed applications will be accepted. Applications received after the closing date will, as a rule not be accepted. It will be expected of candidates to be available for interview process on a date, time and place as determined by the Department. Applicant's previous information as background/reference checks will be verified through contactable referees. Shortlisted candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits, asset records, qualifications verification and vetting. The Department reserves the right not to make any appointments to the advertised posts. The successful candidate will enter into an annual performance agreement, and annually disclose his/her financial interest. NB: Salary Level 1-12, all shortlisted candidates will be subjected to practical exercise and integrity assessment test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job. Recommend candidate(s) will be required to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicant requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. NB: Communication and Correspondence will be limited to short-listed candidates only. If you do not receive any response from us within three months after closing date, please accept that your application was unsuccessful.

MANGEMENT ECHELON

POST 21/294 : **DIRECTOR: PLANNING AND INFORMATION REF NO: H/O 12/2025 (X1 POST)**

Re-advert, applicants who previously applied are encouraged to apply.

SALARY
CENTRE
REQUIREMENTS

: R1 216 824 per annum (Level 13), an all-inclusive remuneration package
: Head Office – Mahikeng
: Qualifications: National Senior Certificate plus a Bachelor's Degree (NQF Level 7) in Financial Management/ Financial Accounting/ Auditing/ Cost Management and Accounting/ Property Studies/ Town & Regional Planning/ Real Estate/ Property Valuation. Senior Management Pre-entry Programme (Nyukela Certificate). Experience: Five (5) years' of relevant experience at middle/ senior managerial level. A valid driver's license. Knowledge: Knowledge of the North West Land Administration Act, Government Immovable Asset Management Act (GIAMA), Public Service Regulation, Public Service Act, Supply Chain Management Practices, Government procurement systems and related legislation (e.g. PPPFA and PFMA), Treasury Regulations, Minimum Information Security Standards (MISS) Act. Understanding of building management legislation. Competencies in terms of the SMS Competency Framework. Compliance with the Occupational Health and Safety Act. Knowledge of labour intensive mode. Skills: Technical consulting skills. Strategic capability and leadership skills. Programme and project management skills. Financial Management. Change management. Service Delivery Innovation. Problem solving and Analytical thinking. Client Orientation and customer focus. Good communication and interpersonal relations. Ability to work under pressure, willingness to travel and work beyond normal working hours.

DUTIES

: Manage the immovable asset management policies and strategies. Design and maintain the Provincial Asset Register System. Co-ordinate vesting of properties. Manage proclamations and inherent legislation. Manage financial assets accounts and reporting. Manage the property payments. Manage the administration of the Provincial Residential Housing Portfolio. Co-ordinate the review and update of residential lease database. Co-ordinate tenants verification process during and after allocation process. Develop policies and procedures for the management of state owned residences. Ensure effective co-ordination and administration of residential leases at District offices. Manage land administration and administer town planning services. Manage commercial lease and implement alternative acquisition strategies. Manage the resources in the Directorate.

ENQUIRIES

: Dr. NMG Mfikwe Tel No: (018) 388 2426

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

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

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

OTHER POSTS

POST 21/295 : **MEDICAL SPECIALIST GRADE 1 TO 3 (MEDICAL GENETICS)**

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).

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Medical Genetics. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Medical Genetics. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Medical Genetics. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Medical Genetics. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Medical Genetics. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy. Strong ethical principles. Knowledge of relevant medico-legal matters. Leadership and organisational skills. Interpersonal skills. Ability to initiate own research projects and supervise research projects. Relevant clinical and counselling skills. Experience of under- and postgraduate teaching in the health sciences. Excellent written and verbal communication skills. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime.

DUTIES : Provide comprehensive clinical care to patients with genetic defects or congenital anomalies, including cascade testing. Examination of pregnancy losses and arrange appropriate testing with view of future counselling. Provide comprehensive genetic counselling. Provide advice to doctors and other health professionals including pro-active education and guidance. Provide advice on laboratory investigations and review laboratory results. Supervise and provide training to registrars. Assist with training of under- and postgraduate students across service platform. Develop, implement and supervise research projects. Perform appropriate outreach screening and counselling services.

ENQUIRIES APPLICATIONS : Prof. S. Moosa Tel No: (021) 938-4217/9218
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 04 July 2025

<u>POST 21/296</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (RADIOLOGY) (X3 POSTS)</u>
<u>SALARY</u>	:	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).
<u>CENTRE</u>	:	Tygerberg Hospital (X2 Posts) Worcester Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Radiology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Radiology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. Inherent requirements of the job: Valid (Code B/EB) driver's licence, willingness and ability to travel. Competencies (knowledge/ skills): Ability to oversee and report on all radiological studies and procedures. Preferred special interest in musculoskeletal radiology. Work with a team of hospital clinicians to optimise patient services. Knowledge and understanding of relevant legislation, hospital procedures and policies. Excellent written and verbal communication skills. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime and community outreach.
<u>DUTIES</u>	:	Clinical imaging service provision in reporting and of all imaging modalities. Ensure maintenance of quality care standard in radiology services. Guide staff, teaching, training and supervision of staff. Efficient use of resources, manage assets, consumables and services effectively.
<u>ENQUIRIES</u>	:	Prof C Ackerman Tel No: (021) 938-5622
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Medical Specialist in Radiology with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/297</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	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).
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Psychiatry. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Psychiatry. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified

	employees) as Medical Specialist in Psychiatry. Inherent requirements of the job: Commuted overtime contract is compulsory, as well as ability to work after-hours. Valid (Code B/EB) driver's license, as well as willingness and ability to travel. Competencies (knowledge/ skills): Knowledge of a public health approach to delivering integrated psychiatric services. Ability to work in integrated multi-disciplinary teams across platforms. Clinical, leadership, administrative, teaching and mentoring skills. Computer literacy (MS office: Word, Excel, Outlook). Creativity to develop new ideas which can result in positive changes to existing processes. Appropriate experience in Psychiatry (all age groups). Ability and experience in teaching.
<u>DUTIES</u>	: Specialist psychiatric care to patients (all age groups) at George Regional Hospital and at selected major referral centers in the Garden Route & Central Karoo districts (Rural East Ecosystem/REE). Support referral centers in the REE by doing outreach visits and consultations on various communication platforms. Participate in clinical governance of a growing integrated district mental health service. Teaching and clinical supervision of junior and allied mental health practitioners, generalists and medical students within a well-established Rural Training Complex. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters. Do appropriate research to stay abreast of service and clinical developments.
<u>ENQUIRIES</u>	: Dr BE Boon Tel No: (044) 802-4528, Email: Bernice.Boon@westerncape.gov.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: Shortlisted candidates will be subject 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 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. The concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	: 04 July 2025
<u>POST 21/298</u>	: <u>MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHETICS)</u>
<u>SALARY</u>	: 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).
<u>CENTRE</u>	: Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Anaesthesiology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Anaesthesiology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Anaesthesiology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Anaesthesiology. Inherent requirements of the job: Commuted overtime is compulsory. Competencies (knowledge/ skills): Proven record of effective leadership and organisational ability in clinical Anaesthesia and Perioperative Medicine. Comprehensive skills and experience in leadership, administration and management related to anaesthesia and peri-operative medicine. Computer literacy, good communication, analytic and problem-solving skills. Insight into challenges in Health Care in South Africa and Africa, and diversity, transformation and equity. Ability to function well in a team environment and a team player, with good inter-personal skills. Strong moral and ethical record in anaesthetic practice. Strong educational or teaching experience background in both the under and post-graduate domains. Willingness to participate in the CMSA exams. MMed in Anaesthesia. Research experience.

<u>DUTIES</u>	:	The management of specialist anaesthetic patients within the Department and at related hospitals to Groote Schuur, Red Cross War Memorial Children's, New Somerset and Mowbray Maternity Hospitals. Provide comprehensive clinical services. Provide academic leadership in the areas of under - and postgraduate teaching, training and research. Build and maintain Departmental team spirit and development. Organise and contribute to the anaesthetic skills training courses. Contribute to the administration and management of the department and provide outreach and support to referring institutions. Manage and provide leadership to colleagues and contribute significantly to the administrative duties of the combined department including, assessments and performance management.
<u>ENQUIRIES</u>	:	Ms C Wyngaard Tel No: (021) 404-5004
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates 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.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/299</u>	:	<u>ASSISTANT MANAGER: PHARMACEUTICAL SERVICES</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R1 093 611 per annum
<u>CENTRE</u>	:	Stikland Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a Professional Council: Current registration with SAPC as a Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Valid driver's licence (code B/BE) Prepared to register as a tutor with SAPC as a pharmacist. Willingness to perform after hour callouts. Competencies (knowledge/skills): Computer literacy in the Microsoft Office Package. Appropriate experience in dispensing management, clinical pharmacy and Pharmacy and Therapeutic Committee Management and Human Resource management. Ability to work under pressure and maintain a high standard of professionalism. Appropriate experience as a pharmacist in a hospital environment. Appropriate supervisory experience as a pharmacist. Knowledge of Pharmacy Act 53 of 1974 as amended, Medicines and Related Substance Control Act 101 of 1965 as amended, GPP, Public Finance Management Act and Supply Chain processes. Knowledge of and ability to comply with an applicable legislation. Knowledge of Dispensing Management, Clinical Pharmacy Management and Pharmacy and Therapeutic Committee Management especially in the area of evidence-based medicine and Pharmacovigilance. Good interpersonal, organisational and communication skills.
<u>DUTIES</u>	:	Providing an effective Pharmaceutical Service, clinical and management functions. Ensuring effective Pharmaceutical Service is being provided to hospital patients by implementing and monitoring work procedures, policies and guidelines. Facilitating a comprehensive dispensing process, including the approval of items that are not on the provincial code list. Effective implementation and monitoring of security measures to ensure the safekeeping of all pharmaceuticals within the pharmacy complex and the hospital. Conversing with clinicians, Head of Departments as well as Senior Hospital Management. Monitoring and facilitating the Medicine Supply Management. Monitor and report on medication errors/interventions in accordance with Quality Assurance requirements. Facilitating and monitoring research. Monitor and report on statistical data quality and maintain data integrity and liaise with Finance and Supply Chain Management and Information Management to assist with adherence to budgetary control and promote rational drug use. Assisting with the development and implementation of Standard Operating

		Procedures. Monitoring and facilitating the training and development of pharmacy staff.
<u>ENQUIRIES</u>	:	Ms E Silence Tel No: (021) 940 4402
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. assessment. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applicants for the post will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/300</u>	:	<u>PHARMACY SUPERVISOR GRADE 1</u> Metro Health Services
<u>SALARY</u>	:	R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Du Noon CHC, Southern Western Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a Professional Council: Current registration with the SAPC as Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Willingness to register as a Responsible Pharmacist. Willingness to tutor staff. Valid Driver's License (Code B\EB or equivalent). Competencies (knowledge/ skills): Computer literacy (MS Word, Excel, Power Point and Outlook). Sound Management, communication and conflict handling skills. Ability to work accurately under pressure and maintain a high standard of professionalism. Appropriate knowledge of National and Provincial Health Policies and the Pharmacy Act 53 of 1974.
<u>DUTIES</u>	:	Manage and ensure effective medicine supply management (Procurement, storage, control and distribution of pharmaceuticals) for all pharmaceuticals for the facility and linked services in the community-based platform. Effective monitoring of pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Manage the Chronic Dispensing Unit (CDU) and Private Provider processes. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to patients. Human Resource Management which includes disciplinary processes, performance management processes and staff development. Promotion of rational medicine use by implementing provincial policies. Update/ Adapt SOPs for own facilities. Represent the pharmacy department at management level (meetings, strategic planning) and allocate pharmacy resources for research when required.
<u>ENQUIRIES</u>	:	Mr A Joseph Tel No: (021) 202-00981
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to do a practical test.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/301</u>	:	<u>DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITAL)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R1 028 091 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse 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 be on call and available in cases of emergency. Competencies (knowledge/ skills): Knowledge of the relevant statutory and policy frameworks. Knowledge of quality assurance, infection

	prevention control and occupational health and safety. Demonstratable knowledge and experience of human resource and financial management. Good organizational, interpersonal, leadership, research and creative problem-solving skills. Ability to communicate (written and verbal) and the ability to work on MS packages (Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	: Provide guidance and leadership towards the realization of strategic goals and objectives in participation with the executive management team. Provide professional, technical and management support for the provision of high-quality patient care through the management of nursing care programs. Develop and monitor the implementation of nursing policies, programmes regulations, practices, procedures and standards pertaining to nursing care. Responsible for clinical governance for nursing services and advocate to ensure the promotion of nursing ethos and professionalism. Ensure the efficient financial planning, control, and effective use of resources in areas such as procurement, budget control, assets and service prioritization. Comprehensive human resource management, including staff development, motivation and performance improvement. Utilizing technology and other information systems to collect, monitor and analyse data to enhance service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork to the benefit of holistic patient care. Able to apply stakeholder engagement, change management and continuous improvement principles to the benefit of the patients and staff of Paarl Hospital.
<u>ENQUIRIES</u>	: Mr FM van der Watt Tel No: (021) 860 2508 or Francois.vanderwatt@westerncape.gov.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: Candidates may be subjected to a competency and practical test. No payment of any kind is required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment.
<u>CLOSING DATE</u>	: 04 July 2025
<u>POST 21/302</u>	: <u>MEDICAL OFFICER GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE REQUIREMENTS</u>	: Lady Michaelis CDC, Southern Western Sub-structure : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirements of the job: A Valid driver's licence. Willingness to work within the Geographical area at various facilities.

Willingness to perform Commuted overtime at the 24-hour facilities as well as ability to work after-hours. Competencies (knowledge/skills): Knowledge and management of general medical and surgical conditions as well as emergency conditions at a PHC level. Experience working at a Primary Care level after community service. Knowledge applicable to South African TB and HIV care guidelines, mental health care and other chronic diseases, women and child health care and management of emergencies and acute presentations. Comprehensive, evidence based, direct patient-centred clinical service provision at a primary care level. Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to perform outreach services within the Southern Western substructure and to provide support and guidance to junior colleagues and nurses.

<u>DUTIES</u>	:	Provide quality clinical care to outpatients and emergency clients presenting at primary care facilities in Southern Western Substructure. This includes chronic care, HIV and TB, women and child health, undifferentiated clients and emergencies. Participate in skills transfer and training and development activities. Active involvement in clinical governance activities at the facility and in the substructure. Leadership and management at facility level.
<u>ENQUIRIES</u>	:	Dr K Murie Tel No: (021) 797-8451
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. 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)". Candidates will be subjected to a practical/written and oral assessment.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/303</u>	:	<u>CLINICAL PSYCHOLOGIST</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R872 709 per annum Grade 2: R1 014 705 per annum Grade 3: R1 174 848 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Helderberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration as a Clinical Psychologist with the Health Professions Council of South Africa (HPCSA). Registration with a Professional Council: Registration with the HPCSA as a Clinical Psychologist. Experience: Grade 1: None after registration as with the HPCSA as a Psychologist in respect of RSA qualified employees. 1 Year relevant experience after registration with the HPCSA as a Psychologist 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 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist 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 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A minimum of 17 years relevant experience after registration with the HPCSA as Psychologist 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. Computer Literate. Willingness to travel in the sub-district/ district to consult clients, attend and conduct meetings and training sessions. Competencies (knowledge/ skills): Knowledge and/or experience in counselling, psychometric assessments, and identification of mental health challenges. Work within your professional scope of practice and know when to refer for more specialized mental health interventions, must be abreast of the

		Mental Health Care Act and other laws and policies pertaining to the field and have a sound knowledge of professional ethics. Computer literacy (i.e., MS Word, PowerPoint and Excel). Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment and to work independently and in different clinical settings.
<u>DUTIES</u>	:	Provide high-quality clinical psychological services, including assessment, diagnosis, and evidence-based psychotherapeutic interventions for individuals, groups and families. Ensure the delivery of comprehensive mental health care covering treatment, prevention, promotion and protection for mental health care users and vulnerable groups, while upholding professional and ethical standards. Establishing referral pathways, managing referrals, and collaborating with multidisciplinary teams and other stakeholders. Contribute toward rounds and programs, participate in service planning and evaluation, and provide supervision, mentoring, and training to health workers, Registered Counsellors, and junior doctors.
<u>ENQUIRIES</u>	:	Ms V Lomas Tel No: (021) 850 4700
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/304</u>	:	<u>ASSISTANT MANAGER NURSING AREA: GENERAL (NIGHT SHIFT DUTY)</u> Chief Directorate: Metro Health Service
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent that allows for registration with the South African Nursing Council (SANC) as Professional Nurse with Psychiatry. Registration with a Professional Council: Registration with the South African Nursing Council as a Professional Nurse and Psychiatry. Experience: A minimum of 8 years appropriate/recognisable nursing experience after registration as Professional with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Willingness to work shifts, day/night, public holidays, weekends as required. Valid (Code B/EB) drivers' licence. Competencies (knowledge/ skills): Computer literacy (MS Word and Excel) and report writing skills. Demonstrate an in-depth knowledge of nursing, public service legislation, human resources and financial management. Good interpersonal, leadership, communication skills and a strong sense of responsibility.
<u>DUTIES</u>	:	Overall coordination, implementation and monitoring of the strategic objectives of nursing, the facility and the Department of Health. Effective management and coordination of quality nursing care within set standards and within legal and professional frameworks. Manage and facilitate both human resources and financial aspects related to the area being managed. Management of information systems through the collection and analysis of data, report writing and development and implementation of relevant interventions. Policy development and implementation.
<u>ENQUIRIES</u>	:	Mr M Njongonkulu Tel No: (021) 503-5077
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	04 July 2025

<u>POST 21/305</u>	:	<u>ASSISTANT MANAGER NURSING (HEAD OF NURSING SERVICES)</u> West Coast District
<u>SALARY</u>	:	R693 096 per annum, (Plus, an 8% non-pensionable rural allowance of your basic annual salary)
<u>CENTRE</u>	:	Citrusdal Hospital, Cederberg Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e diploma/degree in nursing) or equivalent that allows registration with South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: A minimum of 8 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years of the period referred to above must be appropriate / recognisable experience at management level. Inherent requirements of the job: Must be prepared to work overtime, day or night duty, when the need arises. Valid Driver's license (Code EB), and willingness to drive. Competencies (knowledge/ skills): Ability to work effectively and amicably at management level with people of diverse backgrounds and beliefs. Computer literate (MS Word, Excel PowerPoint, Outlook and Internet). Extensive knowledge and understanding of the District Health System and Health implementation thereof as well as experience in office administration, human resources, finance, supply chain management and support services. Ability to accept accountability and responsibility and to work independently and unsupervised.
<u>DUTIES</u>	:	Provide leadership and co-ordinate the nursing services within designated levels of care. Manage human resources and financial resources. Manage nursing research, nursing practice development and training programmes. Clinical governance and realisation of strategic goals and objectives of the Nursing Division. Manage nursing quality assurance programme and develop nursing policies.
<u>ENQUIRIES</u>	:	Dr C Adams Tel No: (022) 482-2166
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/competency test. The pool of applicants will be considered for similar vacant posts within the Cederberg Sub-district for a period of three months.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/306</u>	:	<u>OPERATIONAL MANAGER NURSING: SPECIALTY: PSYCHIATRY</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Psychiatry. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatry Nursing Science in terms of R212. Registration with a Professional Council: Registration with SANC as a 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 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to work shifts (day and night), weekends and public holidays as required. Competencies (knowledge/ skills): Demonstrate a good understanding of People Management, Financial and material policies, protocols and practices. Computer literacy (MS Word, Excel, PowerPoint, Outlook, Internet).
<u>DUTIES</u>	:	Provide leadership, management, supervision and good clinical governance of nursing services. Provision of holistic and quality nursing care that is inclusive of IPC/OHS compliances and patient centered within the parameters of professional, legal and ethical practices as guided by SANC. Effective management of human and financial resources and compliance to policies, protocols and practices. Effective adherence to quality assurance requirements and improvement strategies in the execution of quality nursing care and clinical

		governance. Provide effective management support to nursing service, hospital management including afterhours coverage and night duty.
<u>ENQUIRIES</u>	:	Mr M Njongonkulu Tel No: (021) 503-5077
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/307</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R549 192 per annum
<u>CENTRE</u>	:	Helderberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (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 Professional Nurse and Midwife. Experience: A minimum of 7 years' appropriate / recognizable experience in nursing after registration as Professional nurse with the SANC in General nursing. Inherent requirements of the job: Ability and willingness to assist with after-hours hospital cover including weekends, public holidays and night duty relief and overtime should the need arise. Competencies (knowledge/ skills): Ability to work under pressure and in a multi - disciplinary team context. Skilled nursing clinician able to lead and manage the nursing unit with conflict management, problem solving and decision-making skills; and the ability to facilitate training. Knowledge and insight into legislation and policies, relevant to current nursing practice within the Public Service. Basic computer literacy (MS Word, Excel and Power Point).
<u>DUTIES</u>	:	Provide leadership, supervision and direction for the provision of adequate and efficient comprehensive holistic nursing care. Develop and implement practice standards, protocols and indicators for quality improvement. Evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical). Information management and utilization of information technology. Data collection analysis and interpretation. Facilitate effective unit management to achieve client's healthcare needs and service delivery targets as per Department, institution and unit. Conduct health education and promotion. Promote and maintain constructive working relationships with all stakeholders.
<u>ENQUIRIES</u>	:	Ms T Khumalo Tel No: (021) 850-4752
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/308</u>	:	<u>OPERATIONAL MANAGER NURSING: GENERAL (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R549 192 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to work to work shifts, day/ night duty, public holidays, weekends as required. Competencies (knowledge/ skills): Good interpersonal, leadership, communication skills, strong sense of responsibility. The ability to function independently in a multidisciplinary team and the ability to direct the team to ensure good nursing

		care. Demonstrate an in-depth knowledge of nursing and public service legislation and knowledge of Human Resource and financial policies. Computer literacy (MS Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	Provide leadership, management, governance and supervision of nursing services. Ensure the provision of optimal, holistic nursing care within the parameters of professional, legal and ethical practices. Effectively manage human and financial resources with emphasis on compliance of policies, practice and protocols. Ensure effective adherence to quality improvement strategies in the execution of quality nursing care and clinical governance. Provide effective management support to nursing services, hospital management including afterhours coverage and night duty.
<u>ENQUIRIES</u>	:	Mr M Njongonkulu Tel No: (021) 503 5077
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/309</u>	:	<u>OPERATIONAL MANAGER NURSING (GENERAL)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R549 192 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse and current registration (i.e. annual licencing receipt of 2025). Experience: A minimum of 7-years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, overtime, after hours hospital cover, weekends, and Public Holidays as required. Valid Code B/EB driver's license. Competencies (knowledge/ skills): Knowledge of legal framework and regulations regarding nursing practice. Good leadership and people management skills. Maintain constructive relationships with members of the multidisciplinary teams. Computer literacy (Word, Excel, PowerPoint and Outlook). Basic financial management skills. Good communication (verbal and written) skills.
<u>DUTIES</u>	:	Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.
<u>ENQUIRIES</u>	:	Mr I Plaatjies Tel No: (021) 360-4522
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/310</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL UNIT: MIXED WARD)</u> Garden Route District
<u>SALARY</u>	:	R549 192 per annum
<u>CENTRE</u>	:	Knysna Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration

with the South African Nursing Council (SANC) as a Professional Nurse and midwife. Registration with a Professional Council: Registration with the South African Nursing Council as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration with SANC as Professional Nurse in General Nursing. Competencies (knowledge/ skills): Good managerial, supervisory, basic computer (MS Office, Outlook and Teams) and decision-making skills. Ability to function independently as well as part of a multi-disciplinary team. Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Effective interpersonal, leadership, decision making and conflict resolution skills.

DUTIES : Manage the clinical services and rostering of staff. Responsible for planning, managing, coordinating and maintaining an optimal quality Nursing Service as an Operational Manager in a Hospital setting. Participative management and utilization of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources, consumables and equipment of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service Department and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms CG Wagener Tel No: (044) 302-8400
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.

CLOSING DATE : 04 July 2025

POST 21/311 : **UNDERGRADUATE LECTURER NURSING GRADE 1 TO 2**

SALARY : Grade 1: R476 367 (PN-D1) per annum

Grade 2: R583 989 (PN-D2) per annum

CENTRE : Western Cape College of Nursing Boland/Overberg

Southern Cape Karoo and Metro Campus

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification accredited with the SANC (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 with Psychiatry (where applicable). Post-basic qualification in Nursing Education registered with SANC. Registration with a professional council: Current registration with the South African Nursing Council (SANC) as Professional Nurse, Midwife and Psychiatry Nurse where applicable. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in Nursing Education after obtaining the 1- year post-basic qualification in Nursing Education. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring, and evaluation. Sound conflict management and decision making/problem solving skills. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy. Possess good communication (written and verbal) and presentation skills.

DUTIES : Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas Conduct clinical accompaniment of students. Coordinate the teaching and learning of nursing programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Supervision of students. Participate in the development and review of nursing curricula for Undergraduate Diploma Programmes. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the

		Campus. Participate in all governance structures of the College. Support the mission and promote the image of the College.
<u>ENQUIRIES</u>	:	Dr Magerman Tel No: (021) 684 1202, Dr S Mottian Tel No: (044) 813 1993 (Southern Cape/Karoo Campus)
		Ms L Strauss Tel No: (023) 814 0090 (Boland/Overberg Campus)
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific post-basic qualification with the South African Nursing Council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar posts within the Western Cape College of Nursing for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/312</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE) (X4 POSTS)</u> Chief Directorate: Metro Health Service
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least one year in Medical and Surgical Nursing Science: Operating theatre technique, which allows registration with SANC. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Operating Theatre after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/ skills): Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Ability to function/make decisions independently and as part of a multi-disciplinary team. Practical knowledge and experience in the operating theatre. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Knowledge of Major Incident Disaster Plan.
<u>DUTIES</u>	:	Provide safe and comprehensive care delivered to patients in theatre. Provision of optimal, holistic specialised care with set standards within professional/legal framework. Ensure adherence to the principles of IPC practices in the theatre. Ensure accurate record keeping for statistical and legal purposes. Support and supervise students and subordinates in theatre. Effective utilization of resources.
<u>ENQUIRIES</u>	:	Ms S Basardien Tel No: (021) 402-6485
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who

are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: Operating Theatre Nursing. The pool of applicants will be considered for other posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/313</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 SPECIALTY: PSYCHIATRY (CLINICAL NURSE TRAINER)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE REQUIREMENTS</u>	:	Alexandra 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 with Psychiatry. A post basic nursing qualification with a duration of at least one year accredited with the SANC in Advanced Psychiatry Nursing Science. Registration with a Professional Council: Current registration with the SANC as Professional Nurse and Psychiatry. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate/recognizable experience in the Psychiatry after obtaining the relevant 1 year post basic qualification required for Psychiatry. Inherent requirements of the job: Willingness to provide relief duties on weekends and public holidays or when required. Valid Drivers' licence (Code B/EB). Competencies (knowledge/ skills): Computer literacy. Knowledge of relevant legislation and policy related to Nursing training and skills development. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Good organisational skills and the ability to function under pressure. Ability to function independently as well as part of a multi-disciplinary team. Appropriate and recognisable experience in training of nurses.
<u>DUTIES</u>	:	Facilitate and teach all training in relation to mental health and development programmes of the nursing and support personnel in the Nursing Component as well as other departments as required. Facilitate all induction and mentorship programmes in conjunction with HRD. Facilitate in-service training, skills update and competencies and skills of nursing personnel in mental health services. Facilitate developmental research in nursing science with specific interest in mental health nursing science. Facilitate student education and training with accredited service providers and tertiary institutions as well as placement to ensure achievement and maintenance of competence. Deliver a support service to the Nursing Services and the institution. Maintain ethical standards and promote professional growth and self-development.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Njongonkulu Tel No: (021) 503 5077 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/314</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	PHC Support & Outreach George Sub-District
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Psychiatry. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid driver's licence and willingness to travel within the Sub District. Competencies (knowledge/ skills): Good psychosocial- and health assessment skills. Knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills. Knowledge in the use of clinical equipment and control of budget levels.
<u>DUTIES</u>	:	Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Primary Health Care facilities in the George Sub District. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Engage in case management activities such as organising, accessing, negotiating, coordinating and integrating services. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision of other health care providers.
<u>ENQUIRIES</u>	:	Ms MJF Marthinus Tel No: (044) 814 - 1100
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: in Advanced Psychiatric Nursing Science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/315</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: THEATRE) (X17 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: 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 Operating Theatre after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays. -Willingness to rotate through various theatres if and when required. Competencies (knowledge/ skills): Basic computer literacy. Good written and verbal communication skills. Knowledge of relevant legislation and policy related to the nursing speciality. Strong leadership and interpersonal skills. Good organisational skills and the ability to function under pressure.
<u>DUTIES</u>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilize human, material and physical resources and development of self and others. Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service.
<u>ENQUIRIES</u>	:	Ms F Baartman Tel No: (021) 938 4055
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within the predetermined period of time. Candidates who are not in possession of stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre Nursing.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/316</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Mossel Bay Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Operating Theatre. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: 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 after-hours overtime and perform standby duties. 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).
<u>DUTIES</u>	:	Provide comprehensive specialized nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives,

	educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.
<u>ENQUIRIES APPLICATIONS</u>	: Ms JA Mahlangu Tel No: (044) 604 6104
	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Operating Theatre. The pool of applicants will be considered for similar vacant posts within Garden Route District for a period of 3 months from date.
<u>CLOSING DATE</u>	: 04 July 2025
<u>POST 21/317</u>	: <u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: CLINICAL NURSE TRAINING)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: Grade 1: R476 367 (PN-B1) per annum Grade 2: R583 989 (PN-B2) per annum
<u>CENTRE REQUIREMENTS</u>	: Khayelitsha District Hospital, Khayelitsha/Eastern Sub-structure 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 qualification with duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a Professional Council: Registration with the South African Nursing Council as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Competencies (knowledge/ skills): Good written and verbal communication skills. Knowledge of procedures and processes related to nurse training and education. Knowledge and understanding of nursing code of ethics and professional practice of the SANC. Knowledge of PMTCT, IMCI, RTHB, MBFI, PFP, PFC, HCT, Post Natal care and Presentation skills desirable. Ability to function independently as well as part of a multidisciplinary team. Computer literacy essential (Ms Word, PowerPoint, Excel and Outlook). Willingness to work after hours. Appropriate and recognisable experience in training of nurses.
<u>DUTIES</u>	: Facilitate and teach the clinical programs developed for the Maternal and Child Health Stream. Facilitate the in-service training/updating of skills and competencies as well as the orientation programme for nurses Evaluate / assess the competencies and skills of nursing personnel in the Maternal and Child Health stream to ensure safe and competent nurses. Assist with effective management and utilisation of physical, material and financial resources within the nurse training department. Maintain ethical standards and promote professional growth and self – development.
<u>ENQUIRIES APPLICATIONS</u>	: Ms M Bennett Tel No: (021) 360 4345
	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only

applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Midwifery and Neonatal Nursing Science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within 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.

<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/318</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Albertinia Clinic, Hessequa Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and midwife. Post-Basic nursing qualification with duration of at least one-year Diploma in Clinical Nurse Science, Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the specific speciality. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to work overtime when necessary and to work at other clinics/Mobiles in the Sub-district. Competencies (knowledge/skills): Good communication skills (verbal and written). Problem solving, report writing, liaison and facilitation skills. NIMART training or experience. Basic computer skills in (i.e. MS Word, Excel, Outlook).
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms E Braaf Tel No: (028) 713-8644
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care (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.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/319</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Delft Community Health Centre (X1 Post) Ruyterwacht Community Day Centre (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration

with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid driver's licence and willingness to travel. Willingness to work after hours. Competencies (knowledge/ skills): NIMART training or experience. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.

DUTIES : Treatment of patients on Primary Health Care level with regards to Curative Services, Communicable Diseases, Mental Health and Chronic Diseases within the scope of practice. Render effective child and school health services, including the integration of nutritional services, within the scope of practice. Render effective Women's Health including Antenatal services within the scope of practice. Assist with management and execution of all relevant HAST Programmes (TB, STI and HIV/AIDS). Work as part of the multi-disciplinary team to ensure quality, promotive, preventive and curative Primary Health Care delivery. To be an advocate for patients to ensure the provision of quality Health Care necessary.

ENQUIRIES : Ms. R Rula Tel No: (021) 954 2237 - Delft CHC and Mr. R Arendse Tel No: (021) 810 7899 – Ruyterwacht CDC.

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

NOTE : Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for other vacant similar 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.

CLOSING DATE : 04 July 2025

POST 21/320 : **CHIEF LANGUAGE PRACTITIONER**
Directorate: Communications

SALARY : R468 459 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate three-year degree in Translation and Editing with English- Afrikaans language combination. Experience: Appropriate experience in translation, editing, proofreading and project management in a public sector communication context. Inherent requirement of the job: Valid (EB) driver's licence. Willingness to travel and work after hours. Competencies (knowledge/skills): Proven ability to manage the delivery of language services, including translation, editing and proofreading. Excellent verbal and written communication skills in English and Afrikaans. Sound knowledge of language policy implementation within the public service. People management and workflow coordination abilities. Analytical and problem-solving skills. Fluency in English and Afrikaans. High levels of computer literacy (MS Office / Office365; Adobe InDesign advantageous). Strong interpersonal and project management skills. Ability to work under pressure and manage competing priorities. Excellent attention to detail.

DUTIES : Manage the translation, editing and proofreading services of the Language Unit. Oversee project management and workflow for language services. Supervise and support language practitioners within the unit. Ensure alignment

		with the language policy of the Western Cape Government. Maintain quality standards across all language outputs. Provide strategic support to the DD: Strategic Communication.
<u>ENQUIRIES</u>	:	Mr D Evans Tel No: (021) 483- 3080
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/321</u>	:	<u>DIAGNOSTIC RADIOGRAPHER GRADE 1 TO 3</u> Chief Directorate: Rural Health services
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Inherent requirements of the job: Render a 24-hour service as determined by the department. Willingness to rotate between the different radiology modalities in the department. Registration with a Professional Council: Registration with the HPCSA as a Radiographer in Diagnostic Radiography. Experience: Grade 1: None after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/ skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge and experience in mammography with breast ultrasound HPCSA accreditation. Knowledge and experience in CT. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems.
<u>DUTIES</u>	:	Produce radiographs of optimum quality with good patient care. Maintain IER of Equipment and perform QC tests. Participate in an after-hour service of the department. Safe use and care of equipment. Assist with administrative duties in radiology, support supervisor and participate in teambuilding. Assist with training of community service radiographers and students. Maintain professional growth/ethical standards and self-development and participate in continuing professional development activities.
<u>ENQUIRIES</u>	:	Ms EM Dreyden Tel No: (023) 348-1129
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.

<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/322</u>	:	<u>PHYSIOTHERAPIST GRADE 1 TO 3 (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Western Cape Rehabilitation Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa as a Physiotherapist. Experience: Grade 1: None after registration with the HPCSA as a Physiotherapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Physiotherapist 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 Physiotherapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid Code B/EB driver's licence. Competencies (knowledge/ skills): Appropriate experience working with persons with disabilities as a physiotherapist in a healthcare setting. Basic to intermediate therapeutic knowledge and skills in the management of clients with neurological deficits. Ability to be flexible and innovative in response to differing client needs and work within the MDT. Knowledge and optimal utilization of community resources. Knowledge and correct application of internal and external procedures and prescripts, DOH ethical codes and HPCSA standards of professional practice. Ability to guide and supervise students.
<u>DUTIES</u>	:	Provision of Physiotherapy services in the specialist field of rehabilitation at WCRC and associated facilities. Provision of specialised seating and/or mobility assistive devices and/or assistive devices. Clinical management of clients including facilitation of re-integration into the community. Support of Supervisory structures / persons including resource management and adherence to HR pre-scripts. Participation in training and development including guidance of students.
<u>ENQUIRIES</u>	:	Ms A.M. Visser Tel No: (021) 370-2351
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/323</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u> West Coast District
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Radie Kotze Hospital, Bergirver Sub-district

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year national diploma or degree. Experience: Appropriate Human Resource Administration, supervisory and PERSAL experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/ skills): Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Good verbal, as well as written communication skills to ensure effective report-writing. Computer skills (MS Office, Word, Excel and PowerPoint).
<u>DUTIES</u>	:	Adherence to and correct application of all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, SPMS, Establishment Administration and Recruitment and Selection. Render a support and advisory service with regards to Human Resource Administration and Management. Monitor compliance to HR policies. Manage and supervise the general staff office including the development of HR Officials. Identify training areas and implement training programmes and information sessions on existing and new policies. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as HRM Advisory Services Compliance Reports. Co-ordinate Labour relations and People Development (HRD) functions.
<u>ENQUIRIES</u>	:	Mr M Julius Tel No: (022) 913-1337
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/324</u>	:	<u>ADMINISTRATIVE OFFICER: FINANCE/ADMIN (HOSPITAL FEES AND ADMISSIONS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Brackengate Transitional Care Facility
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Hospital Fees/Patient Administration environment. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to rotate within the Hospital fees department when necessary. Willingness to work scheduled hours according to operational needs. Competencies (knowledge/skills): Knowledge of Clinicom, Accounts Receivable, UPFS Billing, Cashiers functions and EDI (Electronic Data Interchange). Knowledge of Medical Records & Case Management. Sound knowledge of applicable policies (Treasury Regulations and Financial/PFMA Financial Instructions, UPFS, Memorandum Chapter 18, AO System, delegations and Procedures). Sound knowledge of applicable policies and prescripts re Revenue Generation, Billing, Reception and Medical Records. Computer literacy- (MS Word/MS Excel, Outlook & Internet). The ability to function independently as well as part of a multi-disciplinary team.
<u>DUTIES</u>	:	Supervise the Hospital Fees, Patient Administration and Medical Records Divisions. Authorising/Release of journals on BAS, Clinicom and Accounts Receivable transactions. Authorise/Do Deposit Day Ends and Confirmation of monies banked. Reporting to Region and Head Office on Hospital fees related transactions, In Year Monitoring, Revenue Action Plan and BAS Recon. Manage the Institutions Revenue collection Budget and follow up. Render Administrative support to the Case Manager.
<u>ENQUIRIES</u>	:	Mr S Matthee Tel No: (021) 370-2303
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Short listed candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar vacant posts within the

	Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 04 July 2025
<u>POST 21/325</u>	: <u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT SCM (CONTRACT MANAGEMENT/ TRANSPORT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R325 101 per annum
<u>CENTRE</u>	: Khayelitsha Eastern Sub Structure Office
<u>REQUIREMENTS</u>	: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Support service, Supply chain management, reporting and transport management and Contract Management Inherent requirements of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/ skills): Computer literacy and thorough knowledge of computer systems (LOGIS, BAS, and MS Office). Knowledge of the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Departmental delegations, AO System and financial reporting. The ability to interpret and apply financial policies, procedures and prescripts. Knowledge of GMT prescripts and policies.
<u>DUTIES</u>	: Responsible for effective support service of supply chain management, contract management and transport services with the Khayelitsha/Eastern Sub-structure, including Hospitals. Ensure timeous and accurate reporting of financial transactions pertaining to accounting and supply chain management including transport and contract management reporting. Effective supervision on GG fleet vehicles and maintenance within Sub-structure. Assist with the procurement of goods and services on behalf of the Sub-Structure Office. Supervision and support services within the component, including the Human Resource Management (HRM) function, discipline, and grievances.
<u>ENQUIRIES</u>	: Mr M Lee Tel No: (021) 360-4649
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant within the Chief Directorate: Metro District Health Services for a period of 3 months from date of advert. Candidates may be subjected to a pre-entry test/practical assessment and formal interview.
<u>CLOSING DATE</u>	: 04 July 2025
<u>POST 21/326</u>	: <u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (NURSE TRAINING RELIEF) (X2 POSTS)</u> Chief Directorate: Rural Health Services (Contract post until 31 January 2026)
<u>SALARY</u>	: Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	: Worcester Regional Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with a Professional Council: Registration with SANC as a Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 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.

<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or 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 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.
<u>ENQUIRIES</u>	:	Mr S Bruiners Tel No: (023) 348-1104
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. assessment. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/327</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Prince Albert Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willing to work shifts, including weekend, public holidays and night shift. Willingness to rotate to other departments within the hospital when needed. Competencies (knowledge/ skills): Basic skills in MS Word. The ability to function independently under pressure. Knowledge of Nursing Practice, Infection Prevention Control, control measures and practices. Excellent communication skills (both written and verbal).
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or 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 constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms M Viljoen Tel No: (023) 814-2982
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be

considered for similar vacant posts within Central Karoo District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/328</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE REQUIREMENTS</u>	:	Mossel Bay Hospital Minimum educational qualification: Basic R425(Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse and Midwife. Registration with a Professional Council: Current registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: None after registration as Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 10 years' appropriate / recognizable experience after registration as a Professional Nurse with SANC in General Nursing. Grade 3: A minimum of 20 years' appropriate / recognizable experience after registration as a Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Willing to work shifts, including weekend, public holidays and night shift. Willingness to rotate to other departments within the hospital when needed. Competencies (knowledge/skills): The ability to function independently under pressure. Excellent communication skills (both written and verbal). Basic skills in MS Word. Knowledge of Nursing Practice, Infection Prevention Control, control measures and practices.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. Implement standards, practices, criteria, and indicators for quality nursing (quality of practice).
<u>ENQUIRIES APPLICATIONS</u>	:	Ms JA Mahlangu Tel No: (044) 604 6104 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Garden Route District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/329</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: MIXED WARD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE REQUIREMENTS</u>	:	Helderberg Hospital, Khayelitsha/Eastern Sub-structure 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 Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade

		<p>3: 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: Willingness to work shifts, night duty, public holiday, and be on call. Willingness to rotate to different wards according to operational requirements. Competencies (knowledge/ skills): Knowledge of Nursing Care processes and procedures Nursing Act. Problem solving, decision-making, good interpersonal skills. Report writing skills. Health promotion and team building.</p>
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Sr T Khumalo Tel No: (021) 850-4752
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post." Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before of the interview. This concession is only applicable on health professionals who must 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 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.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/330</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: VARIOUS WARDS) (X14 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, day & night duty, weekends and public holidays to meet the operational requirements. Willingness to rotate to other departments if required. Competencies (knowledge/ skills): Ability to function/ make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (Clinical practice/ quality patient care). Implement standards, practices, criteria and indicators 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.
<u>ENQUIRIES</u>	:	Mrs. F Baartman Tel No: (021) 938-4055
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are

submitted on or before the day of the interview. This concession is only applicable to 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). Shortlisted candidates may be subjected to a compulsory competency test.

<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/331</u>	:	<u>ADMINISTRATION CLERK: SUPORT (FACILITY ADMINISTRATION)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate proven experience in dealing with parking administration, access control administration and data capturing. Knowledge of revenue generation audit compliance, handling of revenue, receipt value books and safe Knowledge of Access control systems preferably Softcon, knowledge of parking administration within a government facility. Knowledge of SCM processes. Be physically fit to walk and monitor access and parking enquiries on the estate when required. Must be able to deal with high volume telephone and walk-in enquiries. Inherent requirements of the job: Required to Start At 6am In the Morning. Competencies (knowledge/skills): Knowledge of Access control systems preferably Softcon, knowledge of parking administration within a government facility. Knowledge of SCM processes. Be physically fit to walk and monitor access and parking enquiries on the estate when required. Must be able to deal with high volume telephone and walk-in enquiries.
<u>DUTIES</u>	:	Daily monitoring and reporting on parking and access status on the estate. Attend to applications for parking and access, Manufacture and issuing of access and ID cards. Ensure that monthly payments for parking are submitted and verified. Ensure that all spreadsheets are updated and delivered on due dates. Set up meetings with stakeholders with regards to parking and access. Assist with adhoc duties within Facility Management in relation to disaster management and driving.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr K. Oliver Tel No: (021) 404-232
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates may be subjected to a competency test on the day of interview.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/332</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	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 and Warehouse environment. Competencies (knowledge/skills): Knowledge of/skills in SYSPRO. Organisational skills. Good interpersonal and communication skills.
<u>DUTIES</u>	:	Ensure the effective running of the store/warehouse. Stock Counts: To verify stock holding and identify slow moving stock. Record Management: Proper filing and updating electronic system. Vendor Management: Communicate and manage suppliers. Communication and Liaison: Proper resolution of queries and provide assistance when needed.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr E Mohamed Tel No: (021) 404-5180
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates may be required to attend a practical test.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/333</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (PATIENT ADMIN)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R228 321 per annum

<u>CENTRE REQUIREMENTS</u>	:	Worcester Regional Hospital
	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post Experience: Appropriate experience in Patient Administration. Inherent requirements of the job: Must work 12-hour shifts (day and night), weekends, and public holidays. Comply with internal rotation schedules within the component. Competencies (knowledge/skills): Must be able to work independently or in a team and under supervision. Computer literacy (MS Word, Excel and PowerPoint). Knowledge in Clinicom, UPFS, Hospital Memorandum Chapter 18, PFMA.
<u>DUTIES</u>	:	Handling of state monies. Ensure accurate assessment of patients according to the means test and billing of patient accounts, raising and releasing of invoices and debiting of charge entries to invoices as per UPFS manual, Clinicom and Hospital Memorandum Chapter 18. Responsible for sound cash management. Registration of new patients. Telephone enquiries. Ensure all appointments are captured and admitted daily. Filing and drawing of folders, as well as retrieving and archiving of folders. Ad-hoc admin duties. Support to supervisor and staff members.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Gobeni Tel No: (023) 348-1254
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/334</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management with specific focus in the Procurement Process. Appropriate experience of Supply Chain Management systems and processes. Inherent requirements of the job: Willingness to work overtime when required to do so. Ability to work in a physically demanding environment. Physical ability to move goods within the Transit Area/Stores, when required to do so. Competencies (knowledge/skills): Computer Literacy in the Microsoft Package. Good communication and interpersonal skills. Knowledge and exposure to the Public Finance Management Act (PFMA), Regulations and Financial Instructions and legislations pertaining to Supply Chain Management. Experience of Supply Chain Management Systems and Supply Chain Management Functions. The ability to work independently and as part of a team.
<u>DUTIES</u>	:	Perform functions related to the Demand and Acquisition of Goods and Services for all FBU's of New Somerset Hospital. Ensure that requests are processed via the Institutional Quotation Committee for approval and that the correct sourcing method is applied. Check and verify correctness of specifications before advertising on the procurement system for non-contract items. Place orders based on the relevant procurement processes completed with service providers & suppliers for goods and services timeously. Communication and feedback between suppliers and end-users in terms of lead times and contract management aspects. Ensure compliance to Prescripts are maintained to all procurement transactions. Provide administrative support to various internal stakeholders of New Somerset Hospital.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Isaacs Tel No: (021) 402-6217
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. The pool of applicants will be considered for other similar vacant posts within the Chief

		Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment. 04 July 2025
<u>CLOSING DATE</u>	:	
<u>POST 21/335</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN (FEES/REVENUE DEPARTMENT)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or accountancy as a passed subject and/or a Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Fees/Revenue related environment. Competencies (knowledge/skills): Computer literacy. Knowledge of Hospital Fees Memorandum 18, UPFS, HIS (Clinicom and AR Systems), Finance Instructions, PFMA and Treasury Instructions. Good communication skills and interpersonal abilities. Strong sense of confidentiality.
<u>DUTIES</u>	:	Fees revenue and follow-up administration functions according to PWGC policies and procedures. Handling and Banking of State Money. Collect revenue on outstanding hospital accounts. Provide debt relief. Perform main cashier, general fees administration and account related duties. File, compile stats and perform relief duties. Liaise with patients, all categories of staff and external bodies. Covering for colleagues in areas.
<u>ENQUIRIES</u>	:	Ms S. Gcwabe Tel No: (023) 348-6458
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/336</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS</u> Garden Route District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Riversdale Hospital, Hessequa Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in electronic patient administration. Inherent requirements of the job: Must be prepared to work 12-hour shifts (i.e. night duty, weekends, public holidays) and work overtime on short notice. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good communication skills, with internal and external clients (verbal and written), numerical skills and the ability to maintain confidentiality. Computer literacy in Microsoft (Word, Excel and Outlook), attach proof or mention in CV. Ability to accept accountability and responsibility and to work independently and unsupervised.
<u>DUTIES</u>	:	Assessment of patients according to the means test when admitting patients, update patient information, maintain patient appointments and schedule appointments for patients in accordance with Hospital Memorandum 18, UPFS Manuel, CliniCom and Accounts Receivable System. Responsible for sound cash management for revenue control which includes the receipt of money, issue of accounts, receipt and safekeeping of money. Open and maintain patient folders and loan of patient folders to relevant departments on the CliniCom system. Debtor assessment of patients and data capturing of patient information on the CliniCom system. Drawing of folders.
<u>ENQUIRIES</u>	:	Mr H Crous Tel No: (028) 713-8642
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post.
<u>CLOSING DATE</u>	:	04 July 2025

<u>POST 21/337</u>	:	<u>ADMINISTRATION CLERK: REGISTRY (MEDICAL RECORDS/ARCHIVES)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) Experience: Appropriate Medical Records and Archive experience. Appropriate Clinicom experience. inherent requirements of the job: Work 12-hour shifts (day and night), weekends and public holidays. Work overtime when needed to meet operational requirements. Competencies (knowledge/ skills): Knowledge of filing / archiving and disposal of medical records in a Healthcare Environment. Ability to accept accountability and responsibility with good interpersonal and communication skills. Computer literacy, Clinicom, MS Word and Excel. Knowledge of the Records Management Policy, The National Archive and Records Services of South Africa Act and Promotion of Access to Information Act. Ability to work independently with good organizing skills.
<u>DUTIES</u>	:	Render an administrative support service to patients, public, supervisor and staff. Perform Clinicom system transaction to ensure efficient and effective case note tracking. Accurately retrieve, file and sort medical folders on culling list according to relevant acts prescripts. Maintain an effective archiving / disposal system by repairing / listing and scrutinizing case notes due for retention and destruction. Keep accurate record of destruction certificates and lists of medical folders that was sent to the repository for retention. Maintain the Disaster and Downtime Folder Management.
<u>ENQUIRIES</u>	:	Ms M Gobeni Tel No: (023) 348-1254
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/338</u>	:	<u>PERSONNEL OFFICER (HUMAN RESOURCES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R228 321 per annum
<u>CENTRE</u>	:	Eerste River Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Human Resources Management and PERSAL experience. Inherent requirements of the job: Willingness to work overtime when required. Competencies (knowledge/ skills): Good communication skills. Computer literacy (MS Office: Word, Excel and PowerPoint). Basic understanding of Human Resource Policies and Practices. Basic analytical skills and interpersonal skills. Organising & planning skills. Professionalism and maintaining confidentiality. Knowledge of OSD prescripts.
<u>DUTIES</u>	:	Perform all administrative duties pertaining to personnel administration, e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of payslips, debt management, grade progressions, and RWOEE Assisting with the SPMS administration for the institution. Responsible for checking documents for compliance and capturing transactions on PERSAL. Responsible for Recruitment and Selection processes, including the verifications of documents and qualifications. Responsible for effective record-keeping, including auditing of personnel and leave records, maintenance and safekeeping of Personnel files, updating registers. Application of general office administration, handling of all personnel enquiries (written and verbal), supervisor support and implementation and application of People Management policies. Assist with labour and grievance statistics and monitoring of processes with regards to Labour Relations. Assist with the informal in-service training of employees.
<u>ENQUIRIES</u>	:	Mr J Levy Tel No: (021) 902-8077
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	04 July 2025

<u>POST 21/339</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Reception Services. Inherent requirements of the job: Must be willing to work 12-hour shifts. Comply with internal rotation schedules within the component to ensure continued development and growth for future opportunities. Competencies (knowledge/ skills): Computer literacy in terms of collating, interpreting and inserting data into a spreadsheet. Computer Literacy (Microsoft Word, Microsoft Excel, CLINICOM). Good communication skills (written and verbal). Ability to work under pressure with set deadlines. Excellent interpersonal skills / Client care skills. Ability to execute duties accurately and thoroughly. Must be able to work independently or in a team and under supervision.
<u>DUTIES</u>	:	Handling of state monies. Perform all duties associated with collating data onto CLINICOM and rendering of an invoice. Ensure correctness of patient invoices. All reception, clinic, ward duties as well as special offices. Working knowledge of CLINICOM. Collection of valid documents in order to classify patients into correct tariff category. Ensuring all appointments are captured and admitted daily. Maintaining correct filing system.
<u>ENQUIRIES</u>	:	Mr RE Domingo Tel No: (021) 938-4550
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. All shortlisted candidates will be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/340</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT</u> Central Karoo District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Prince Albert Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management. Appropriate practical experience in PERSAL. Inherent requirements of the job: A valid (code B/EB) driver's license. Competencies (knowledge/ skills): Good communication skills (verbal and written). Computer literacy (MS Office: Word, Excel, PowerPoint).
<u>DUTIES</u>	:	Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly pay slips, debt management, verify documents, qualifications, etc. Responsible for capturing transactions on PERSAL. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars and maintain registers, i.e. PILIR, RWOPS, Appointments, Service Terminations and audit personnel/leave records. Assist with recruitment and selection process. Assist staff, supervisor, management and members of the Public with regard to Human Resource and Personnel matters and effective support service to Supervisor, i.e. relief duties, attending meetings.
<u>ENQUIRIES</u>	:	Ms L Martins Tel No: (023) 814-2994
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/341</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (ACUTE OVERNIGHT WARD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with South African Nursing Council (SANC) as a Staff Nurse. Registration with a Professional Council: Registration with the SANC as a Staff Nurse Experience:

		<p>Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as a Staff Nurse. Grade 3: A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend. Willingness to rotate between departments. Competencies (knowledge/ skills): Good interpersonal and communication skills both written and verbally. Ability to work independently, but also as part of a team.</p>
<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Effective functioning in a multi-disciplinary team.
<u>ENQUIRIES</u>	:	Mr. M Fortuin Tel No: (021) 918-1276
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/342</u>	:	<u>ARTISAN ASSISTANT</u> Metro Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Eerste River Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: NQF 3 (Grade 10 or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Perform standby duties and work overtime when required. Must be physically fit to perform duties, to lift and load heavy items, and be of sober habits. Competencies (knowledge/ skills): Conversant with the Machinery and Occupational Health and Safety Act. Computer literacy and good communication skills. Competent with hands-on practical work experience. Ability to learn quickly and adapt to new tasks. Strong attention to detail and committed to deliver quality work.
<u>DUTIES</u>	:	All repairs and general maintenance of equipment and buildings in the hospital. Maintain equipment and work areas in a clean and safe condition. Assist Artisans with maintenance, repairs, planning and installation of projects. Complete and return repair requisitions and further keep a record of all repairs. Assist in ordering and controlling the materials and workshop tools. Train and develop staff, and clean areas where work has been carried out.
<u>ENQUIRIES</u>	:	Ms E Scholtz Tel No: (021) 902 8061
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant within the Chief Directorate: Metro District Health Services for a period of 3 months from date of advert. Candidates may be subjected to a pre-entry test/practical assessment and formal interview.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/343</u>	:	<u>FOOD SERVICES SUPERVISOR</u> Garden Route District
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Alan Blyth Hospital, Kannaland Sub District
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training certificate (GETC) / Grade 9 (Std 7). Experience: Appropriate Food Service Experience in an Industrial Food Services Unit, within a hospital environment. Appropriate

	supervisory experience. Inherent requirements of the job: Valid Code B/EB driver's licence Willingness to work shifts (weekends and public holidays). Competencies (knowledge/ skills): Good communication skills (read, speak and write) and numerical skills. Knowledge and skills with regards to the operational procedures in an Industrial Food Services Unit. Appropriate knowledge of WCHD Food Service Policy and monitoring process, hygiene, occupational health, HACCP and safety principles and the incumbent must be able to work according to rules and standards and meet deadlines. Computer literate in Microsoft Office (Excel, Word and Outlook), (Attach proof or mention it in the CV). Ability to effectively multi-task, function independently and under pressure.
<u>DUTIES</u>	: Implement standard menu, production planning and correct procedures for receipt, storage, preparation, portioning and distribution of food. Implement, maintain and effectively supervise safety and security measures as well as hygiene and infection control. Implement and maintain an effective food services financial management system to ensure that food expenditure remains within the budget. HR related matters which include, compiling of duty rosters, keeping of statistics, leave planning, disciplinary process, allocating tasks, coordinating work schedules and SPMS.
<u>ENQUIRIES</u>	: Mr. E Adcock Tel No: (028) 551-1010
<u>APPLICATIONS</u>	: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment. 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.
<u>CLOSING DATE</u>	: 04 July 2025
<u>POST 21/344</u>	: <u>NURSING ASSISTANT GRADE 1 TO 3</u> West Coast District
<u>SALARY</u>	: Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	: Clanwilliam Hospital, Cederberg Sub-District
<u>REQUIREMENTS</u>	: Minimum educational qualification: Qualification that allows registration with South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council: Registration with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years' appropriate/ recognisable experience after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Must be prepared to work shifts, weekends, and public holidays. Competencies (knowledge/ skills): Computer literate (MS Word and Excel) and knowledge of recordkeeping procedures. Ability to accept accountability and responsibility and to work independently.
<u>DUTIES</u>	: Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Effective functioning within multi-disciplinary team. Effective utilisation of resources.
<u>ENQUIRIES</u>	: Mr N Goeieman Tel No: (022) 482-2166
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Cederberg Sub-District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 04 July 2025

<u>POST 21/345</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE REQUIREMENTS</u>	:	Prince Albert Hospital Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Grade 3: 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.
<u>DUTIES</u>	:	Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Provide basic nursing care. Maintain professional growth, ethical standards and self-development. Record keeping.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Viljoen Tel No: (023) 8142982 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Central Karoo District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/346</u>	:	<u>TRADESMAN AID (BUILDING: CARPENTRY)</u> Directorate: Engineering and Technical Support Services
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Head Office, Cape Town, (Bellville Mobile Workshop)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience within the respective fields below. Inherent requirements of the job: Willingness to travel throughout the Western Cape Province. Physically fit to do manual labour. Competencies (knowledge/skills): Ability to handle tools. Good interpersonal skills. Good communication skills. Sound Knowledge of mainly in Building related trades, like: (Carpentry, Plumbing, Painting and Building). Basic sound knowledge of the SANS 10 - 400 Building Regulation. Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Must have knowledgeable experience in Building trades.
<u>DUTIES</u>	:	Carry out minor maintenance tasks. Assist with the installation equipment and alterations. Ensure that tools and material are available when needed. Ensure areas in workshop /s and working environment is clear of obstructions and cleaned daily. Control over tools and materials. Maintenance and repairs by painting, glazing, skimming installations of Drywalls, ceilings and spray-painting of equipment at Hospital buildings. Repairs and Service of infrastructure equipment at Facilities, according to standards and relevant regulations. Support in Carpentry Plumbing Painting and Building Departments when required. Assist the Artisan Foreman / Artisan in certain duties assigned. Emergency breakdowns (including after-hour repairs).
<u>ENQUIRIES APPLICATIONS</u>	:	Mr JP Louw Tel No: (021) 830-3771 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post.

CLOSING DATE : 04 July 2025