



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 22 OF 2025

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

PROVINCIAL ADMINISTRATION: GAUTENG DEPARTMENT OF EDUCATION: Please note that the below posts which were advertised in DPSA Circular 21 of 2025 are amended Senior Administrative Officer: Printing, Packaging and Distributing REF NO: REFS/022765 in the Examination Management Directorate, Centre Head Office should have been advertised as (X2 posts). The post of Senior Admin Officer in the Sub-Directorate: Finance and Administration, Centre Gauteng West District REF NO: REFS/022807 should have been advertised as (X2 posts) The post of Senior Administrative Officer: Examination Material and Script Archival REF NO: REFS/022766 in the Directorate: Examination Management, Centre Head Office should have been advertised as (X3 posts). The post of Senior Administrative Officer: Marking, Administration Process Ref NO: REFS/022767 in the Directorate: Examination Management, Centre Head Office should have been advertised as X5 posts. The post of Chief Admin Clerk in the Sub-Directorate: Finance & Administration, Section: Provisioning & Administration for Institutions, Centre Gauteng West District REF NO: REFS/022863 is withdrawn.

LIMPOPO: OFFICE OF THE PREMIER: Kindly note that the post of Director: under the Directorate: Limpopo Youth Development with reference number OTP: 03 / 25 / 02 was

advertised in Public Service Vacancy Circular 19 of 2025 dated 06 June 2025. The nature of the post has been converted from "Permanent" to "Fixed-term contract of five (05)" years. The closing date is extended to 19th July 2025.

MPUMALANGA: DEPARTMENT OF CULTURE, SPORT AND RECREATION: Kindly note that the following post was advertised in Public Service Vacancy Circular dated 20 June 2025, The Salary Level has been amended as follows (1) Auxiliary Service Officer (Tour Guide): with Ref No: DCSR/21/2025. The correct Salary Level is R228 321 p.a. The closing date has been extended to 18 July 2025.

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF CO-OPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS**

The Department of COGTA is an equal opportunity, affirmative action employer. Military Veterans, persons from previously disadvantaged (designated) groups - including people with disabilities - are encouraged to apply. Employment Equity targets of the Department will be considered in the selection process.

- APPLICATIONS** : must be submitted only via the provincial e-Recruitment system available at: <https://erecruitment.ecotp.gov.za/> (to view the vacancies without logging-in click on: Jobs). The e-Recruitment System is available 24/7 and closes at 23:59 on the Closing Date. Report any e-recruitment challenges, activation of profile, password resets, etc. by sending an email with your ID Number, profile email address, details of the challenge to: recruitment@eccogta.gov.za. Applications submitted via this email address will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday). Applicants are encouraged to submit applications using the e-recruitment system.
- CLOSING DATE** : 11 July 2025. No late/ Faxed/ Posted, Hand-delivered, and e-Mailed applications will be accepted.
- NOTE** : The e-Recruitment System automatically generates Z83 immediately when you apply. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). NB: Z83 in the e-recruitment system is currently not signable, thus applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83. Instead, they will be requested to sign on interview day. Under My Job Applications, the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency 80 assessment tools. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In the filling of these posts, gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

MANAGEMENT ECHELON

- POST 22/100** : **DIRECTOR: ASSET MANAGEMENT SERVICES (REF NO: COGTA 01/06/2025)**
- SALARY CENTRE** : R1 216 824 – R1 433 355.per annum (Level 13)
: Bhisho

<u>REQUIREMENTS</u>	:	National Senior Certificate Plus an undergraduate qualification (NQF 7) in Financial Management, Cost Management Accounting and Supply Chain Management as recognised by SAQA. Pre-entry certificate for Senior Management Services (SMS) as endorsed by National School of Governance (NSG). Five (5) years of experience at a middle/senior managerial level. Computer literacy programmes (BAS, LOGIS, MS Excel, Word, PowerPoint). A valid code 8 Driving Licence.
<u>DUTIES</u>	:	Develop and implement a comprehensive fleet management policy. The Management and maintenance of subsidized and pool vehicles. Manage fleet costs, including fuel, maintenance, repair costs, and identify opportunities for cost savings. Develop and implement a comprehensive asset disposal strategy. Manage and identify assets that are no longer needed, obsolete or surplus to requirements evaluate their condition and potential for disposal. Determine the most appropriate disposal method for each asset including sale, donation, recycling, and disposal through reputable vendor. Ensure that disposal activities are compliant with relevant laws, regulations, and departmental policies, and maintain transparency and accountability throughout the disposal process. The development and implementation of movable asset management strategy. The development and implementation of asset disposal strategy. Development Performance Agreement for employees. Allocate and ensure quality of work. Identify Personnel Development of employees. Assess staff performance. Assist with queries/enquiries concerning the unit. Evaluate and monitor performance and appraisal of employees.
<u>ENQUIRIES</u>	:	Mr. MW Cwele at Tel No: 071 689 6162 e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
<u>POST 22/101</u>	:	<u>DIRECTOR: HOD SUPPORT (REF NO: COGTA 02/06/2025)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 – R1 433 355 per annum (Level 13) Bhisho
<u>DUTIES</u>	:	National Senior Certificate plus an undergraduate qualification (NQF Level 7) in Public Administration / Public Management or relevant qualification as recognised by SAQA. Pre-Entry Certificate for Senior Management Services as endorsed by the National School of Governance (NSG). Five (5) years of experience at a middle/senior managerial level. Computer literacy Microsoft office (i.e. Word, Excel, PowerPoint, and Outlook). A valid Code 8 Driving Licence. A relevant master's degree (NQF Level 9) will be added advantage. Competencies: Understanding of Public Sector Legislation and other relevant Prescripts. Provide administrative, secretariat and management support services to the HOD: Analyse correspondence and provide executive support to the HOD for decision-making. Processing of documents dealing with ongoing internal operations of the Department. Ensure implementation of HOD Forum resolutions and report on progress. Management and allocation of strategic correspondence received by the Department and tasking relevant officials to deal with them. Quality control of incoming and outgoing memorandums and submissions for correctness and completeness. Dissemination of work and route letters, memos and documents. Deal with internal work-related queries. Gather information on request. Initiate meetings as requested. Follow up on implementation of meeting resolutions and scheduled reports. Convey instructions of the HOD and follow up of responses, if required. Provide technical and administrative support on matters pertaining to Parliament, Cabinet, Departmental and Portfolio Committees, as well as other relevant committees and structures such as FOSAD, G and A Cluster: Liaise with Political office bearers, officials, and the public. Quality control of incoming and outgoing memos and submissions for correctness and completeness. Deal with internal work-related queries. Gather information on issues to be discussed with the Deputy-Director General. Follow up on implementation of meeting resolutions, submissions and scheduled report. Deal with protocol issues when necessary. Ensure effective coordination on the implementation of decisions from all decision-making forums. Arrange and organize the HOD's yearly meetings, programmes and coordinate the following: Cluster committee meetings Attendance of HOD meetings Departmental executive management meetings Ensure effective coordination on the implementation of decisions from all decision-making forums. Arrange and organize the HOD's yearly meetings. Programmes and coordinate the following meetings: Cabinet committee meetings General management meetings with external stakeholders. Maintain PSA and PFMA delegation: Manage workflow control system-control of return date list. Prepare draft letters and memorandums on request. Arrange meetings and take minutes/ notes. Follow up on meeting resolutions. Handle personal arrangements for participants /visitors

(bookings). Gather information for the HOD on request. Handle external enquiries. Manage resources (Financial, Human and Physical): Ensure that the preparations of the budget are in line with the strategic plans and objectives of the Department. Formulate and manage the component's budget against its strategic objectives. Ensure proper implementation of the budget by monitoring, projecting and reporting expenditure. Ensure that spending is maximized in line with strategic objectives. Evaluate and monitor performance and appraisal of employees.

<u>ENQUIRIES</u>	:	Mr. MW Cwele at Tel No: 071 689 6162 e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
<u>POST 22/102</u>	:	<u>DIRECTOR: MUNICIPAL PUBLIC PARTICIPATION (REF NO: COGTA 03/06/2025)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824. – R1 433 355. per annum (Level 13) Bhisho National Senior Certificate plus Qualification at NQF 7 as recognised by SAQA in Public Management/Business Management / Public Administration/ Social Science. Five (5) years of experience at a middle/senior managerial level. Must be computer literate. Valid Code 8 (B) Driving Licence. Extensive experience in public participation field. Competencies: Communication, attention to details, Leadership, Planning and organization, Computer, Research, Networking, Coordination, Finance, Problem solving, Decision Making, Time Management, Managerial, and supervision, People Management.
<u>DUTIES</u>	:	Oversee the provision of public participation service within the department. Ensure effective implementation of efficient CDWP. Developing and implementing public participation strategies, ensuring community engagement in municipal processes and fostering relationships with stakeholders. Institutionalize regular reporting and feedback mechanisms from District Support Centres. Conduct customer surveys and facilitate the implementation thereof. Coordinate the identification and resolution of service delivery problems through the implementation of the CDW Programme. Render development of policy framework to promote, facilitate and coordinate. Public Participation services within municipal areas. Manage allocated resources to the directorate in line with legislative and departmental policy directives and comply with cooperative governance and planning imperatives.
<u>ENQUIRIES</u>	:	Mr. MW Cwele at Tel No: 071 689 6162 e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
<u>POST 22/103</u>	:	<u>DIRECTOR: ORGANIZATIONAL TRANSFORMATION & SERVICE DELIVERY IMPROVEMENT BHISHO (REF NO: COGTA 04/06/2025)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 – R1 433 355.per annum Bisho National Senior Certificate plus undergraduate Qualification (NQF level 7) in Public Administration/ Organisation Development/ Work Study/Change Management Services/ Operations Management/ Industrial Psychology as recognised by SAQA. Pre-Entry Certificate for the SMS endorsed by NSG. Five (5) years of experience at a middle/senior managerial level. Microsoft Office package. Valid Code 8 (B) Driving Licence. Competencies: Knowledge of Organisational Development of Policy & Frameworks. Ability to design, develop and implement OD and Service Delivery Improvement systems, policies, processes, and procedures. Negotiation skills and report writing required. Strategic Capability & Leadership. Programme and Project Management. Budgeting and Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment.
<u>DUTIES</u>	:	Provide Organisational Design Services: Facilitate the development and review of the Service Delivery Model. Conduct organizational review and redesign process. Manage job evaluation and work analysis. Manage development of job descriptions. Provide Business Efficiency Enhancement Services: Facilitate and conduct Business Process Improvement initiatives. Develop and maintain Standard Operating Procedures. Conduct organisational functionality assessment of internal systems and processes. Develop and Administer the Implementation of Change Management Programmes, Strategies and Service Delivery Improvement Initiatives: Design and implement change management initiatives. Provide customer relations and frontline improvement services. Facilitate and coordinate the implementation of service delivery improvement programmes and interventions. Manage the Allocated Resources of the Directorate: Ensure

timeously development of job description and implementation of Work Plans and Personal Development Plan (PDPs) in the Sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES

: Mr. MW Cwele at Tel No: 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/104

: **DEPUTY DIRECTOR: SYSTEMS CONTROL (LOGIS) (REF NO: COGTA 05/06/2025)**

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 – R1 055 958.Per Annum (Level 11)
: Bhisho
: National Senior Certificate plus undergraduate qualification (NQF Level 6/7) in Financial Information Management. Administration or Supply Chain Management. Minimum of three (3) years at an Assistant Director Level in the relevant field. Computer literacy: LOGIS, BAS, MS Word, MS Excel, MS Outlook and PowerPoint. A valid Code 8 (B) Driving Licence.

DUTIES

: Manage User Account reviews of the LOGIS system. Manage compliance reviews regarding all LOGIS policies/circulars. Monitor & Provide reports on access violations and user administration. Identify user training needs. Ensure that the System allows for capturing of the correct cost Centres in all financial transactions. Ensure proper integration of transversal systems by communicating system updates and codes structure changes timeously. Track and monitor changes on LOGIS and misuse of systems. Resolve LOGIS errors relating to Budget code structure. Effectively manages exception reports. Ensure that the department closes Month-End, Year-End and Audit Final successfully. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES

: Mr. MW Cwele at 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/105

: **DEPUTY DIRECTOR: RECRUITMENT & SELECTION (REF NO: COGTA 06/06/2025)**

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 – R1 055 958 per annum (Level 11)
: Bhisho
: National Senior Certificate plus an undergraduate qualification (NQF Level 6/7) in Human Resource Management/ Public Administration / Public Management. Minimum of three (3) to five (5) years' experience at an ASD/Junior Management level in the Recruitment & Selection field. Computer Literacy: (MS Word, Excel and PowerPoint). A valid Code 8 (B) Driving Licence. Ability to interpret HR policies. Competencies Knowledge of PERSAL system, Public Service Act, 1994, Public Service Regulations, Employment Equity Act, 55 1998. Ability to interpreter HR Policies and decisions. Planning, Coordination and good communication skills.

DUTIES

: Responsible for all activities relating to personal matters. Responsible for developing policies. Procedures, methods and manuals. Responsible for budget implementation plan and sign together with subordinates yearly workplan agreements. Advice the function managers on personnel provisioning. Responsible for Recruitment and selection process in the Department. Control personnel database. Management of remuneration, transfers, promotions, secondments, and management of competency assessment. Management of vetting in terms of minimum suitability check screening. Responsible for efficient management of the directorate including the effective utilization and training of staff. Maintenance of discipline, promotion of sound labour relations and proper use of state properties solid interpersonal skills including ability to interact with officials in all levels in the department and other stakeholders.

ENQUIRIES

: Mr. MW Cwele at Tel No: 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/106 : **DEPUTY DIRECTOR: CORPORATE MANAGEMENT & FINANCE (REF NO: COGTA 07/06/2025)**

SALARY CENTRE REQUIREMENTS : R896 436 – R1 055 958 per annum (Level 11)
: Joe Gqabi District Support Centre
: National Senior Certificate plus an undergraduate qualification (NQF Level 6/7) in Public Admin/ Public Management or Human Resource Management. Three (3) to five (5) years working experience as an Assistant Director/ Junior Management Level in the relevant field. Local Government experience will be an added advantage. Excellent computer skills in as far as MS Word, Excel and PowerPoint. Presentation, etc. A valid Code 8 (B) Driving Licence. Competencies: Knowledge of Human Resource Management environment, Strategic thinking, communication (verbal & written), conflict management and report writing skills.

DUTIES : Manage provision of Human Resource administration services. Manage effective and efficient implementation, monitoring and control of management services. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives which enable the district to successfully fulfil its role in delivering service to the communities/ clients. Co-ordinate all departmental and sector programme in the district related to municipalities and Traditional Leadership Institutions. Facilitate the development, consolidation and submission of monthly, quarterly and annual reports including development of consolidation of annual performance plan and operational plan. Responsible for efficiency management of the District Support Centre including the effective utilisation and training of staff, maintenance of discipline and promotion of sound labour relations and proper use of state property. Manage the proper utilisation of the budget within the District Support Centre. Support the implementation of Public Service Act regulation of 1994, Municipal Structures Act, Municipal Systems Act, IGR Framework Act, Traditional Leadership and Governance Framework Act, SITA and other relevant legislation and mandates that are relevant to the department also governing Local government and Traditional Institutions.

ENQUIRIES : Mr. MW Cwele at Tel No: (071 689 6162)
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/107 : **DEPUTY DIRECTOR: STRATEGIC MANAGEMENT & PLANNING (REF NO: COGTA 08/06/2025)**

SALARY CENTRE REQUIREMENTS : R896 436 – R1 055 958 per annum (Level 11)
: Bhisho
: National Senior Certificate plus an undergraduate qualification (NQF Level 6/7) in Public Administration/ Monitoring and Evaluation/Development Studies. Three (3) to five (5) years' experience at an Assistant Director/Junior Management Level in Strategic Planning or Monitoring & Evaluation. Computer skills. A valid code 8 (B) Driving Licence. Competencies: Knowledge and understanding of the relevant public service legislative Framework. Presentation skills. Communication and liaison skills. Coordination skills. Planning and organising skills. Analytical skills. Problem solving skills. Strategic capability and leadership skills Monitoring & development evaluation skills. Client orientated and customer focus skills. Financial management skills. Research skills. Business and process facilitation skills. Managing people and change. Scenario planning Thinking within the strategic environment. Attributes: Integrity, accuracy, diplomacy, assertiveness, attention to detail, ability to work under pressure, ability to work in a team and independently.

DUTIES : Facilitate the development of the Departmental strategic plan, annual performance plan with performance indicators, annual targets and quarterly targets in accordance with statutory requirements. Facilitate the development of operational plans for business units in the Department. Ensure proper linkages between departmental strategies, priorities, budget, operational plans, etc. Ensure proper alignment between National, Provincial and Departmental policies, priorities, co-ordinate inputs from various Branches/ Programmes and evaluate. Assess and review the strategic management process. Facilitate the development and review of Key Performance Indicators, guidelines, templates, results-based log-frame and scientific planning tools for the Department. Facilitate the strategic planning sessions for the Department. Provide strategic planning support at Head Office & District Support Centres. Analyse information for strategic planning processes. Develop, maintain and update the strategic information documentations for planning purposes. Prepare and submit the environmental scanning reports, which includes policy analysis and

relevant Government policies. Assist with reviewing of strategic areas within the Department. Attend to audit queries and implement action plans to address audit findings. Provide training and support to Head Office and District Support Centres on strategic business planning, government-wide planning and budgeting to ensure continuous improvement of performance information data and provide the necessary support to Branches/Programmes.

ENQUIRIES

: Mr. MW Cwele at Tel No: 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/108

: **ASSISTANT DIRECTOR: FINANCIAL BUDGET PLANNING (REF NO: COGTA 09/06/2025)**

SALARY CENTRE REQUIREMENTS

: R468 459 – R551 823.per annum (Level 9)
: Bhisho
: National Senior Certificate plus a NQF Level 6 qualification in Management Accounting, Financial Accounting, Internal Auditing, Economics or Financial Information Systems. Minimum three (3) to (5) five years' experience at Supervisory Level 7/8 in Budget Office. Computer literacy: Extensive knowledge in Microsoft Office suite and numerical analytical skills. Valid Code 8 (B) Driving Licence. A Certificate in Budget Formulation/ Analysis will be an added advantage. competencies: Numerical skills. Communication skills. Interpersonal skills. Report-writing skills. Presentation skills. Problem-solving skills. Knowledge of PFMA and Treasury Regulations. Analytical skills. Teamwork. Understanding of Departmental policies.

DUTIES

: Assist in ensuring alignment of the departmental budget cycle to provincial targets. Assist programmes in the costing of new priorities and linking them to strategic documents of the department. Assist in reviewing and refining of Departmental spending estimates and prepare the MTEF budget proposal. Provide support to all programmes on all budget milestones and conduct training on all budget reforms. Assist in coordinating transfers of gazette information. Co-ordinate the inputs for the Budget Advisory Committee (BAC). Assist in coordinating inputs for the annual cash flow projections. Load tabled departmental budget on BAS. Assist in coordinating internal of roll-over application and submission to Treasury. Assist in the daily checking and reviewing budget confirmation documents. Authorise entity creation on BAS. Preparation of budget opening journals. Ensure sound budgeting practices. Ensure compliance with all relevant Acts, Budget circulars and guidelines (external and internal) E.g., PFMA & Treasury Regulations Policy guidelines. Provide technical support to end-users on SCOA Items for budget preparation and implementation purposes in line with latest Standard Chart of Account (SCOA) definitions. Ensure timely contracting of all subordinate officials and assessment of the performance of all subordinate officials.

ENQUIRIES

: Mr. MW Cwele at Tel No: 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/109

: **ASSISTANT DIRECTOR: INTER-GOVERNMENTAL RELATIONS & DISTRICT COORDINATION CHIEF DIRECTORATE (REF NO: COGTA 10/06/2025)**

SALARY CENTRE REQUIREMENTS

: R468 459 – R551 823.per annum (Level 9)
: Bhisho
: National Senior Certificate plus (NQF Level 6) qualification in Public Administration or Public Management. Three (3) to five (5) years relevant supervisory experience at Salary Level 7 or 8. Excellent computer skills in Microsoft Word, Excel, PowerPoint, Outlook etc. A valid Code 8 (B) Driving Licence. Competencies: Excellent communication skills (written and verbal), office management including producing quality reports. Excellent writing skills. Interpersonal relations skills. Presentation skills. Meticulous planning. Strong organizational and multi-tasking skills. Financial management skills. Knowledge on the relevant legislation/policies/prescripts, knowledge of supply chain management processes, government systems and structures, planning and organising skills. Problem solving and decision-making. Confidentiality and high-level reliability, integrity and honesty. Ability to work under pressure to tight deadlines and work long hours.

DUTIES

: Provide office management services to the office of the Chief Director. Perform budget, finance and administration functions within the Office of the Chief Director. Support the Chief Directorate on departmental policy compliance and HR matters. Consolidate and coordinate performance reports for the Chief Directorate in line with the strategic plan to improve the Chief Directorate's performance. Facilitation of strategic meetings both internally and externally for the Chief Director and assist in implementation of resolutions. Manage the rendering of efficient and effective customer service to the clientele of the

DSCs. Maintain high standard of performance within the Chief Directorate to produce excellent work within stipulated time frames for achievement of set objectives. Provide support on audit findings and risks within the Unit. Ensure proper management of information i.e. appropriate filing. Analyse reports and requests from external stakeholders to ensure that appropriate action is taken/responses are provided within a timeframe. Ensure time development of job descriptions, signing of workplan agreements and assessments of employees in the Chief Directorate. Develop In-Year Monitoring reports for the Chief Directorate. Develop the Annual Performance Plan\Ops Plan and Budget Projections for the office of the Chief Director and consolidate the documents for the Chief Directorate. Facilitate monthly management meetings of the Chief Directorate Quarterly Performance Reviews. Facilitate Internal Parliamentary Questions referred to the Chief Directorate. Manage the Office of the Chief Directorate administration duties and support to the Chief Director plans, travelling, venues and accommodations.

- ENQUIRIES** : Mr. MW Cwele at Tel No: 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
- POST 22/110** : **ASSISTANT DIRECTOR: MUNICIPAL PUBLIC PARTICIPATION & RAPID RESPONSE (REF NO: COGTA 11/06/2025)**
- SALARY CENTRE REQUIREMENTS** : R468 459 – R551 823 per annum (Level 9)
: O.R Tambo DSC
: National Senior Certificate plus (NQF Level 6) degree or diploma in Public Administration/Public Management. Three (3) to five (5) years' experience at Supervisory Level 7 or 8 in Community Development or Local Government. Computer skills in Microsoft Word, Excel, PowerPoint, Outlook etc. Valid Code 8 (B) Driving Licence. Competencies: Knowledge of Community Development Facilitation and Community participation processes at Municipal Level. Understanding of Government programmes and projects. Must be able to interpret Government Policy to communities, good working relations with the community. Positive attitude towards the public. Team building skills, conflict management and interpersonal skills. Creative thinking and innovative skills. Communication and interpersonal skills. Cultural Sensitivity: Being able to respect the culture and customs of the community, recognising the important role. Cultural, historical and social factors play as an integral part of balance development. Adult education skills: Being able to teach experientially using participatory techniques. Programming and developmental skills: The ability to plan, manage, implement, monitor and evaluate programmes in a wide array of developmental disciplines such as water supply, agriculture, infrastructure development, housing, sports and recreation. Personal Attitude: self-motivation, flexibility and ability to work in a team on participatory projects.
- DUTIES** : Develop regulatory framework to set minimum standards for community participation, development and engagement. Support Municipalities in the establishment of functional structure to foster community participation and develop mechanisms to monitor functionality of such constituencies. Develop and implement citizen, improve communication between government and citizens. Engaging with individuals or organisations which are having a high level of influence on public opinion, identifying publicising and rewarding innovations and good practices of citizen engagement. Number of municipalities supported with community participation and empowerment of partnerships. Coordination and supervision of community between government and citizens through resolving community problems and identification of good practices. Coordination and implementation of Masiphathisane.
- ENQUIRIES** : Mr. MW Cwele at Tel No: 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
- POST 22/111** : **ANALYST DEVELOPER: MANAGEMENT INFORMATION SERVICES (DGITO) (REF NO: COGTA 12/06/2025)**
- SALARY CENTRE REQUIREMENTS** : R468 459 – R551 823.per annum (Level 9)
: Bhisho
: National Senior Certificate plus an undergraduate (NQF Level 6) in Computer Science, Information Systems, BTech: Software Development. A valid Code 8 (B) Driving Licence. Three (3) to five (5) years in multitiered, redundant architecture using Microsoft NET front-end web and application servers, clustered database (MS SQL or similar), collateral servers. Experience in designing and developing software in an object-oriented site such as Microsoft-.NET or C# technology. Experience in developing web sites, databases, and middleware applications from inception to implementation using recognized development methodologies Web & Applications. Possession of a Microsoft Certified Solutions Developer (MCSD) will be an added advantage.

Competencies Excellent Logical and Analytical Skills, Quality Assurance, and Mobile Application Development. Full Systems Development Life-Cycle experience with both custom development and packaged application deployment. Capable of functioning within iterative development methodologies. Capable of designing sub-systems independently, programmes in a variety of languages, with emphasis in OO languages such as Java/C#/C++, and the latest development languages. ASP.Net - C#, PHP, WordPress, Microsoft SQL 2014 or latest, Microsoft Visio, Microsoft SharePoint, Microsoft Power Platform, Project Management principles and SDLC Methodologies.

DUTIES : Develop, design & implementation of internal software systems. Work with team to implement software both front-end UI code and backend server-side code. Develop code in compliance with design and requirements. Participate in design and code reviews and identify problem areas when found, either in technology risks or insufficient requirement definition. Assist by designing sub-systems, create diagrams and technical specifications for sub-systems. Maintenance and support of internal systems; and, where necessary, enhance or reconfigure to business requirements. Implement and facilitate modern solutions that will allow citizens to interact with government services. Provide development of solutions that will improve productivity and growth.

ENQUIRIES : Mr. MW Cwele at Tel No: 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/112 : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT (REF NO: COGTA 13/06/2025)**

SALARY : R468 459 – R551 823.per annum (Level 9)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate plus undergraduate qualification (NQF level 6) in Public Administration/Human Resource Management. Three (3) to five (5) years' experience at Supervisory Level. Human Resource Development exposure will be added advantage. Microsoft Office suite (Word, Excel, Outlook and PowerPoint). A valid Code 8 (B) Driving Licence. Competencies: Understanding of Skills Development Legislation and Human Resource Policies.

DUTIES : Facilitate awarding of the Internship, Internal & External Bursaries in line with Workplace Skills Plan: Place advert and Approved Circular by the Head of Department. Table the master list to the SDC meeting for awarding of bursary and Internship. Facilitate submission of the selected applicants list to the Head of Department. Supervise the preparation of the database for all bursary and Internship holders. Liaise/visit institutions of Higher Learning. Report to the SDC and OTP. Facilitate monitoring and evaluation of the bursary & Internship programme. Facilitate management of finances within the bursary & internship programme: Request invoices from the institutions of higher learning. Prepare quarterly financial reports. Supervise payment of institutions of higher learning. Facilitate sitting of the Internship and bursary Committee Meetings: Send out invitations to the members of the bursary and Internship committee. Confirm attendance of Internship/bursary committee. Taking Minutes. Send out minutes of previous meetings.

ENQUIRIES : Mr. MW Cwele at Tel No: 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/113 : **SCM OFFICER: RISK & PERFORMANCE MANAGEMENT (REF NO COGTA 14/06/2025)**

SALARY : R397 116 – R467 790.per annum (Level 8)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate plus a Bachelor's degree or National Diploma (NQF Level 6 as recognized by SAQA) in Supply Chain Management or Auditing or Legal-related qualification. One (1) to three years' experience in Supply Chain Management at Supervisory Level 7. A valid Code 8 (B) Driving Licence or above. Microsoft Office suite (Excel, Word, PowerPoint). Competencies Report writing and listening skills. Computer literacy (MS Word, Excel & PowerPoint). Ability to work effectively with officials across all levels within the Department. Good teamwork skills. Excellent communication skills (written and verbal). Ability to work under pressure. Good telephone and email etiquette. Knowledge and understanding of PFMA, PPPFA and all applicable legislation as well as their application and legal implications in the work environment. Good financial management and presentation skills. Understanding of Supply Chain Management processes and policies.

<u>DUTIES</u>	:	Assess compliance with the SCM legislation requirements on all procurement transaction. Facilitate SCM Risk Assessment. Advise on possible internal controls to mitigate identified risks and monitor the implementation and maintenance of the actions. Report on Supply Chain Management Performance. Report on deviations or transactions sourced in any other ways and maintain the relevant register. Assist in gathering information and responding to audit queries.
<u>ENQUIRIES</u>	:	Mr. MW Cwele at Tel No: 071 689 6162 e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
<u>POST 22/114</u>	:	<u>SENIOR STATE ACCOUNTANT: SUSPENSE ACCOUNTS (REF NO COGTA 15/06/2025)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 – R467 790.per annum (Level 8) Bhisho National Senior Certificate plus a Bachelor's degree or National Diploma (NQF Level 6) in Commerce/ Accounting/ Financial management or related finance related qualification. One (1) to two (2) years' working experience at Supervisory Level 7 in the field of debt and suspense accounts section. Knowledge of Basic Accounting System (BAS) and PERSAL. Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and applicable Circulars/ Instruction Notes, Practice Notes, Determinations, Financial Policies & Procedures. A valid Code 8 (B) Driving Licence. Competencies Computer skills (MS Word, Excel and PowerPoint). Good communication skills, strong analytical skills, report-writing skills and proven interpersonal skills. A clear understanding of accounting reforms in government will be an added advantage.
<u>DUTIES</u>	:	Ensure that debts are managed and maintained properly. Ensure that inter-departmental debts are recorded, reconciled and cleared. Ensure that all suspense accounts balances are cleared by the end of each month and provide explanations for uncleared items. Ensure that PERSAL exceptions are cleared. Ensure that all ledger account reconciliations are done after each system monthly closure. Supervision of staff and giving training/guidance on work-related matters.
<u>ENQUIRIES</u>	:	Mr. MW Cwele at Tel No: 071 689 6162 e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
<u>POST 22/115</u>	:	<u>ADMIN OFFICER: FINANCIAL ACCOUNTING (REF NO: COGTA: (16/06/2025)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 7) Bhisho National Senior Certificate plus a National Diploma (NQF Level 06) in Office Administration/ Secretarial. Bachelor's degree/ Advanced Diploma in finance environment will be an added advantage. One (1) to two (2) years' working experience in general administration. Good understanding and knowledge of public sector, PFMA, Treasury Regulations and other related prescripts. Good verbal and written communication skills, interpersonal skills, and a valid Code 8 (B) Driving Licence. Competencies Computer literacy, proficient knowledge in Microsoft packages such as MS Word Excel, PowerPoint and Outlook. Good communication skills, strong analytical skills, report writing skills and proven interpersonal skills. Proficiency in English. Office etiquette and time management. Organizational and office planning skills, ability to operate other office equipment (e.g. printers, phones etc.) and customer service abilities.
<u>DUTIES</u>	:	Facilitate the smooth running of the Director's office. Always facilitate the availability of office records. Assess incoming work and distribute where it is required. Type correspondences delegated to you. Manage the diary of the Director and prepare weekly plans. Manage the resources of the office of the Director. Digital and manual filing of documents. Prepare, record and submit the Director's claims/payments to the approving authority. Prepare and submit the Director's weekly plan to the CFO. Procurement of all office supplies including, but not limited to, refreshments, procurement of bookings, venues and accommodation. Arrange the delivery and coordination of material needed for the meeting (registers, minutes, venue, agendas etc.).
<u>ENQUIRIES</u>	:	Mr. MW Cwele at Tel No: 071 689 6162 e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
<u>POST 22/116</u>	:	<u>ADMIN OFFICER: MUNICIPAL DEVELOPMENT FINANCE & SUPPLY CHAIN MANAGEMENT (REF NO: COGTA 17/06/2025)</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 7)

<u>CENTRE REQUIREMENTS</u>	:	Bhisho National Diploma in Office Management and Technology/Public Administration/Secretarial diploma. One (1) to two (2) years' relevant experience. Good understanding and knowledge of Public Sector, PFMA, Treasury Regulations and other related prescripts. Good verbal and written communication, interpersonal and analytical skills, and a valid Code 08 (B) Driving Licence. Computer literacy: MS Word, MS Excel, MS PowerPoint, MS Outlook. Competencies: Sound knowledge of relevant legislation & ability to implement. Understanding of the Legislative Framework governing the Public Service. Good written and written communication skills. Job knowledge. Interpersonal skills.
<u>DUTIES</u>	:	Facilitate the smooth running of the Director's office. Manage the diary and appointments of the Director. Arrange travel and accommodation for the Director and District Support Centre staff. Type correspondences delegated by the Director. Arrange meetings, venues and refreshments for scheduled meetings. Provide support in the coordination of submissions from directorates. Provide support in budget planning, monitoring, and reporting. Provide support/ administration to the Directorate regarding meetings. Always facilitate the filing and availability of all office records. Assess incoming and outgoing work and distribute where required. Procurement of office supplies, stationery, cleaning material and refreshments. Analyse expenditure patterns. Monitoring of weekly plans of all staff members
<u>ENQUIRIES</u>	:	Mr. MW Cwele at Tel No: 071 689 6162 e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
<u>POST 22/117</u>	:	<u>COMMUNITY DEVELOPMENT WORKER: IGR, MPP, IDP, RR AND STAKEHOLDER MANAGEMENT (15 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499. per annum (Level 06) OR Tambo DSC: KSD Local Municipality – Ward 27 (Ref No: COGTA 18A/06/2025) OR Tambo DSC: Ingquza Hill Local Municipality – Ward 11 (Ref No: COGTA 18B/06/2025) OR Tambo DSC: Ingquza Hill Local Municipality – Ward 18 (Ref No: COGTA 18C/06/2025) OR Tambo DSC: Ingquza Hill Local Municipality – Ward 01 (Ref No: COGTA 18D/06/2025) Nelson Mandela Bay Metro – Ward 22 (REF NO: COGTA 18E/06/2025) Nelson Mandela Bay Metro – Ward 26 (REF NO: COGTA 18F/06/2025) OR Tambo DSC: Mhlontlo Local Municipality – Ward 02 (Ref No: COGTA 18G/06/2025) OR Tambo DSC: Nyandeni Local Municipality – Ward 11 (Ref No: COGTA 18H/06/2025) OR Tambo DSC: PSJ Local Municipality – Ward 08 (Ref No: COGTA 18i/06/2025) Sarah Baartman DSC: Makana LM – WARD 10 (Ref No: COGTA 18J/06/2025) Sarah Baartman DSC: Sundays River Valley LM – WARD 02 (Ref No: COGTA 18K/06/2025) Nelson Mandela Bay Metro – Ward 4(Ref No: COGTA 18L/06/2025) Nelson Mandela Bay Metro – Ward 55 (Ref No: COGTA 18M/06/2025) Nelson Mandela Bay Metro – Ward 59 (Ref No: COGTA 18N/06/2025) Nelson Mandela Bay Metro – Ward 53 (Ref No: COGTA 18O/06/2025)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus National Higher Certificate/Diploma (NQF Level 5). One (1) to two (2) years working experience in Community Development. Computer Literacy programmes. A valid Code 08 (B) Driving Licence. Understanding of Community Development work and other development processes will be an added advantage. Competencies: Knowledge of the Community Development Facilitation and Community participation process at Municipal level. Understanding of government programmes and projects. Must be able to interpret government policy to communities. Good working relations with the community. Positive attitude towards the public. Team building skills, conflict management and interpersonal skills. Creative thinking and innovative skills, communication and interpersonal skills: This refers to the ability to communicate effectively and understandable way without defeating the purpose of communication. Cultural sensitivity, being able to respect to respect the culture, values and customs of the community, recognising the important role, cultural, historical and social factors play as an integral part of balance development. Adult educational skills, being able to teach experientially using participatory techniques. Programming and development skills. The ability to plan, manage, implement, monitor and evaluate programmes in a wide array of

developmental disciplines such as water supply, agriculture, infrastructure development, health, education, social development, environmental protection, forestry, transport, housing, sports and recreation. Personal Attributes: Self-motivation, flexibility and ability to work in a team on participatory projects.

DUTIES : Disseminate government & other information to the community members in a timely and equitable manner. Listen and receive feedback and direct this appropriately to providers. Supervise work teams of volunteers or community members involved in community projects such as those employed on Public Works Programmes. Assist communities in understanding government programmes, developing and submitting Integrated Development Plans to municipalities and other spheres of government or donors. Coordinate inter-Departmental programmes and encourage improved integration. Maintain ongoing and liaison with and collaboration with various community-based organizations and other cadres of community-based workers. Promote the principles of Batho Pele and community participation. Alert communities and other service providers to problems and delays in the delivery of basic services. Assist in the implementation of government programmes and projects. Liaise and advocate on behalf of communities with government parastatals, NGOs and private sector donors. Monitor and evaluate the developmental impact that government programmes have on communities and submit reports to the relevant structures of government (local, provincial and national). Assist local communities in dealing with the HIV/AIDS pandemic by intensifying education and awareness on HIV related matters.

ENQUIRIES : Mr. MW Cwele at Tel No: 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

**INTERNSHIP PROGRAMME (20 POSTS)
2025/26 – 2026/27 (24 MONTHS)**

OTHER POSTS

POST 22/118 : **INTERN: INTERNAL AUDIT PROCESS (REF NO: COGTA 19/06/2025)**
Directorate: Internal Audit Unit

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : National Diploma/ B.Com Degree in Internal Auditing
ENQUIRIES : Mr. MW Cwele at Tel No: 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/119 : **INTERN: ACCOUNTING/ FINANCE REF NO: COGTA: 20/06/2025)**
Directorate: Financial Accounting Services

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : National Diploma in Commerce/ Finance or relevant field of study. B.Com/B.Compt Accounting/ Finance or related commerce qualification.
ENQUIRIES : Mr. MW Cwele at Tel No: 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/120 : **INTERN: DEVELOPMENTAL LOCAL GOVERNANCE/ PUBLIC ADMINISTRATION (REF NO: COGTA 21/06/2025)**

STIPEND : R7 142.00 per month
CENTRE : Joe Gqabi District Support Centre
REQUIREMENTS : National Diploma/ Degree in Public Administration/ Public Management.
ENQUIRIES : Mr. MW Cwele at Tel No: 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/121 : **INTERN: ANTI-CORRUPTION & SECURITY MANAGEMENT REF NO: COGTA 22/06/2025)**
Directorate: Security Management & Anti-Corruption Services

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : Diploma in Forensic Investigation, Policing, Law, Paralegal, Audit Investigation, Security Management, Policing, Computer Science Information Systems or Information Technology.
ENQUIRIES : Mr. MW Cwele at Tel No: 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/122 : **INTERN: GRAPHIC DESIGN/ SOCIAL MEDIA CONTENT CREATOR REF NO: COGTA 23/06/2025)**
Directorate: Corporate Communication

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : National Diploma/ Degree in Graphic Design or Communication
ENQUIRIES : Mr. MW Cwele at Tel No: 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/123 : **INTERN: BUDGET & PLANNING (REF NO: COGTA:24/06/2025)**
Directorate: Budget & Management Accounting

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : Diploma/ Degree in Financial Accounting/ Management Accounting/ Financial Information Systems or Auditing
ENQUIRIES : Mr. MW Cwele at Tel No: 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/124 : **INTERN: SUPPLY CHAIN MANAGEMENT/ FINANCE (REF NO: COGTA 25/06/2025)**
Directorate: Supply Chain Management

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : Diploma/ Degree in Supply Chain Management/ Finance-related qualification.
ENQUIRIES : Mr. MW Cwele at Tel No: 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/125 : **INTERN: INTERNAL CONTROL UNIT (REF NO: COGTA 26/06/2025)**
Directorate: Internal Control Unit

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : Degree with Accounting as a major or National Diploma Internal Auditing/Accounting/ Cost & Management Accounting/ Finance as a major.
ENQUIRIES : Mr. MW Cwele at Tel No: 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/126 : **INTERN: ASSET MANAGEMENT (REF NO: COGTA 27/06/2025)**
Directorate: Asset Management Services

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : A recognized three (3) year diploma in Finance
ENQUIRIES : Mr. MW Cwele at Tel No: 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/127 : **INTERN: STRATEGIC PLANNING (REF NO: COGTA 28/06/2025)**
Directorate: Strategic Planning

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : National Diploma/ Degree in Public Management, Project Management, Office Administration or Business Management
ENQUIRIES : Mr. MW Cwele at Tel No: 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/128 : **INTERN: SPECIAL PROGRAMMES UNIT (REF NO: COGTA 29/06/2025)**
Directorate: Special Programmes Unit

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : National Diploma/ Degree in Public Management/ Office Administration/ Business Management/ Gender/ Youth or Development Studies
ENQUIRIES : Mr. MW Cwele at Tel No: 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/129 : **INTERN: MONITORING & EVALUATION (REF NO: COGTA 30/06/2025)**
Directorate: Monitoring & Evaluation

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : Undergraduate qualification in Public Management, Public Administration, or Development Studies
ENQUIRIES : Mr. MW Cwele at Tel No: 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/130 : **FIRE & RESCUE SERVICES (REF NO: COGTA 31/06/2025)**
Directorate: EC Provincial Disaster Management Centre

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : Higher Certificate/ Diploma/ Advanced Diploma in Fire Technology
ENQUIRIES : Mr. MW Cwele at Tel No: 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/131 : **INTERN: RURAL DEVELOPMENT FACILITATION REF NO:COGTA:32/06/2025)**
Directorate: Rural Development Facilitation

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : Degree in Development Studies or Community Development
ENQUIRIES : Mr. MW Cwele at Tel No: 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/132 : **INTERN: IGR, MUNICIPAL PUBLIC PARTICIPATION, INTEGRATED DEVELOPMENT PLAN, RAPID RESPONSE & STAKEHOLDER MANAGEMENT (REF NO: COGTA 33/06/2025)**
Directorate: District Coordination & IGR

STIPEND : R7 142.00 per month
CENTRE : OR Tambo District Support Centre
REQUIREMENTS : Degree/ Diploma in Finance, Public Administration, Administration
ENQUIRIES : Mr. MW Cwele at Tel No: 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/133 : **INTERN: CADASTRAL SURVEY & GEOGRAPHICAL INFORMATION SYSTEMS (REF NO: COGTA 34/06/2025)**
Directorate: Land Survey & Cadastral Information Management

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : National Diploma in Surveying or Geomatics
ENQUIRIES : Mr. MW Cwele at Tel No: 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/134 : **INTERN: SPATIAL PLANNING REF NO: COGTA 35/06/2025)**
Directorate: Spatial Planning

STIPEND : R7 142.00 per month
CENTRE : OR Tambo District Support Centre
REQUIREMENTS : Bachelor's degree in Geomatics, Geography, Computer Science or Environmental Science
ENQUIRIES : Mr. MW Cwele at Tel No: 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/135 : **INTERN: IGR: SARAH BAARTMAN DSC (REF NO: COGTA 36/06/2025)**
Directorate: Inter-Governmental Relations

STIPEND : R7 142.00 per month
CENTRE : Sarah Baartman District Support Centre
REQUIREMENTS : Bachelor of Arts in Public Administration
ENQUIRIES : Mr. MW Cwele at Tel No: 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/136 : **INTERN: MUNICIPAL ADMINISTRATION (REF NO: COGTA 37/06/2025)**
Directorate: Municipal Administration

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : Degree/ Diploma in Local Government

- ENQUIRIES** : Mr. MW Cwele at Tel No: 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
- POST 22/137** : **INTERN: HUMAN RESOURCE UTILISATION & DEVELOPMENT (REF NO: COGTA 38/06/2025)**
Directorate: Human Resource Utilisation & Development
- STIPEND CENTRE REQUIREMENTS** : R7 142.00 per month
Bhisho
National Diploma or degree in Management of Training, Office Management or Human Resource Management
- ENQUIRIES** : Mr. MW Cwele at Tel No: 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

DEPARTMENT OF COMMUNITY SAFETY

It is the intention of the Department to promote representative through the filling these positions. The candidature from the designated groups especially women and people with disabilities will be given a preference and no hand delivery will be accepted.

- APPLICATIONS** : The Recruitment Centre, Community Safety P/BagX0057, Bisho 5605 OR Hand Deliver: to Department of Community Safety, Corner Independence Avenue and Circular Drive, Bhisho, ERF 5000 Building, 5605 OR utilise erecruitment@safetyec.gov.za. The eRecruitment System Closes at 23: 59 on the Closing Date. OTP to determine for all
- FOR ATTENTION CLOSING DATE** : Ms B. Mndindwa or Ms L. Mazwi
11 July 2025. No late/ Faxed/ Posted, Hand-delivered, and e-Mailed applications will be accepted
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, e-Recruitment System automatically generates Z83 immediately you apply. for SMS (senior management service) posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications system, Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 or 24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In the filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are

also requested to apply and indicate such in their applications). Candidates that applied for the Chief Director: Civilian Oversight, Director: Strategic Management & Monitoring and Assistant Director: Human Resource Management posts before are encouraged to re-apply.

MANAGEMENT ECHELON

<u>POST 22/138</u>	:	<u>CHIEF DIRECTOR: CIVILIAN OVERSIGHT REF NO: DOCS: 01/06/2025</u>
<u>SALARY</u>	:	R1 436 002 - R1 716 933 per annum (Level 14)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	Bachelor's degree in social sciences or law, Public Administration or Developmental Studies (NQF 7) with 5 years of experience at a Senior Managerial level. Successfully completed an SMS pre-entry programme and obtained a certificate for Nyukela. Valid driver's license. Competence: Extensive knowledge and experience in oversight, understanding of monitoring and evaluation methods, understanding of research and development methodologies, sound knowledge of stakeholder relations. Good understanding of the government policies, systems and structures. Understanding of the PFMA and Public Service Regulatory Framework. Sound strategic capability, leadership and management skills. Ability to manage transformation, change and diversity. Understanding of applied strategic planning, facilitation and financial management. Problem solving and analytical skills. Knowledge of policy and formulation, good communication, presentation, strong interpersonal skills, programme and project management skills.
<u>DUTIES</u>	:	Provide strategic leadership and advice to the department on matters relating to police oversight, monitoring and evaluation. Manage the monitoring and evaluation of police performance and compliance with relevant prescripts to improve service delivery. Ensure development of strategies, processes and procedures for evaluating police programmes. Manage the evaluation of effectiveness and efficiency of the police. Ensure development and coordination of monitoring, evaluation and reporting systems. Manage monitoring and evaluation of police transformation, management of resources and infrastructure. Manage development of effective systems to monitor and assess SAPS ability to manage service delivery complaints from the public. Manage the coordination and monitoring of special projects. Develop and manage relationships with internal and external stakeholders. Set research agenda, provide policy support, development processes and maintain repository thereof. Manage development of research on policing and safety matters. Provide research recommendations and report on policing needs and priorities of the province. Ensure alignment of policy strategy and operations in liaison with all core units in the department. Ensure that crime prevention and safety promotion research and policies are effectively consulted with other organs of state and role players. Perform such functions as may be considered necessary to ensure effective civilian oversight of the police. Management of physical, human and financial resources.
<u>ENQUIRIES</u>	:	Ms. B. Mndindwa / Ms. L. Mazwi at (0404920 107) For e-Recruitment Enquiries email to: erecruitment@safetynec.gov.za
<u>POST 22/139</u>	:	<u>CHIEF DIRECTOR: COMMUNITY POLICING AND PARTNERSHIPS REF: DOCS: 02/06/2025</u>
<u>SALARY</u>	:	R1 436 022 - R1 716 933 per annum (Level 14)
<u>CENTRE</u>	:	Bisho
<u>REQUIREMENTS</u>	:	National Senior Certificate and appropriate bachelor's degree (NQF level 7) as recognized by SAQA in Social Science, Policing/Criminology/ Community Development or a relevant equivalent qualification with 5 years of experience at a Senior Managerial level. Successfully completed an SMS pre-entry programme and obtained a certificate for Nyukela. Valid driver's license Competence: Extensive knowledge and understanding of the South African criminal justice system. Understanding and experience in oversight, partnerships, stakeholder management and community development. Good understanding of the government policies, systems and structures. Understanding of the PFMA and Public Service Regulatory Framework. Sound strategic capability, leadership and management skills. Ability to manage transformation, change and diversity. Understanding of applied strategic planning, facilitation and financial management. Problem solving and analytical skills. Knowledge of policy and formulation, good communication, presentation, strong interpersonal, programme and project management skills.
<u>DUTIES</u>	:	Initiate, coordinate, integrate and sustain partnerships to support community safety, crime prevention and community mobilisation through different partnership models. Development of a partnership strategy and establishment

of partnerships with key sectors, including Government, Civil Society, Business, Traditional Leadership, Faith Based Organisations and the Private Security Industry to promote community safety. Promote public and private partnerships for building safer communities. Develop and ensure coordination and execution of social crime prevention programmes. Ensure the implementation of departmental crime and violence prevention programmes and strategies. Establish stakeholder relationships and develop a stakeholder engagement plan. Manage the facilitation of Community Outreach program engagements and manage implementation of resolutions emanating from those engagements. Co-ordinate the development, implementation and the review of the Provincial Safety Strategy. Build and maintain strong community police relations. Manage the establishment, capacitation and assessment of community safety structures, e.g. Community Police Forums and Community Safety Forums. Manage coordination of the Provincial Safety Steering Committee, implementation of the JCPS Programme of Action and reporting to the JCPS Cluster. Coordination and management of District offices. Management of physical, human and financial resources.

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (0404920 107)
For e-Recruitment Technical Enquiries email to:
erecruitment@safetyec.gov.za

POST 22/140 : **DIRECTOR: STRATEGIC MANAGEMENT & MONITORING REF NO: DOCS: 03/06/2025**

SALARY : R1 216 824 - R1 433 355 per annum (Level 13)
CENTRE : Bhishe
REQUIREMENTS : Bachelor's degree in Strategic Management /Public Administration, Business Science or Management (NQF 7) as recognized by South African Qualifications Authority with 5 years of experience at a Middle/Senior Managerial level. Successfully completed an SMS pre-entry programme and obtained a certificate for Nyukela. Valid driver's license. Competencies: Extensive knowledge and expertise of strategic management process in government, knowledge and understanding of Government Integrated System, sound understanding of government planning framework and understanding of PFMA and Treasury Regulations. Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and analysis, People Management and Empowerment, Client Orientation and Customer Focus, Honesty, Integrity and Communication skills. Knowledge of Government legislation, report writing and presentation skills, ability to interpret and apply policy and ability to work with diverse people.

DUTIES : Manage the strategic planning process in support of the budgeting and reporting frameworks of government. Facilitate and coordinate operational and strategic planning processes. Coordinate and compile strategic and operational plans. Facilitate the development and implementation of service delivery improvement plans and initiatives. Conduct institutional performance assessment and evaluation of the department. Coordinate and compile institutional performance and strategic reports. Conduct an assessment of department's effectiveness and efficiency in supporting the attainment of service delivery objectives. Develop and facilitate the Departmental Monitoring and Evaluation systems. Manage Information and Communication Technology (ICT). Manage internal and external communication. Manage Organisational Development (OD) services. Management of physical, human and financial resources. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the department.

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (0404920 107)
For e-Recruitment Technical Enquiries email to:
erecruitment@safetyec.gov.za

POST 22/141 : **DISTRICT DIRECTOR REF NO: DOCS: 04/06/2025 (4 POSTS)**

SALARY : R1 216 824 - R1 433 355 per annum (Level 13)
CENTRE : OR Tambo & Alfred Nzo District
Chris Hani & Joe Gqabi District
Amathole & Bcm District
Saraah Bartmaan & NMB District

REQUIREMENTS : National Senior Certificate and appropriate bachelor's degree (NQF level 7) as recognized by SAQA in Social Sciences, Public Administration or a relevant equivalent qualification with 5 years of experience at a Middle/Senior Managerial level. Must have successfully completed an SMS pre-entry programme and obtained a certificate for Nyukela. Competencies: Strategic capability and leadership, People management and empowerment, Change

Management, Financial management, Programme and project management, Problem Solving and Analysis, Service Delivery Innovation (SDI), Knowledge management, Communication, Client Orientation and Customer focus.

DUTIES : To oversee monitoring and evaluation of police performance and compliance at district level. Monitoring and reporting on district crime trends and patterns. Ensure implementation of systems to manage and report on SAPS ability to deal with service delivery complaints against its members. Coordinate Policing accountability engagements. Establish and maintain quarterly reporting mechanisms between police and the department at district level. Develop, manage and strengthen community police relations. Ensure establishment, capacitation and assessment of community safety structures. Manage the development and implementation of community safety and crime prevention programmes at district level in line with the Provincial Safety Strategy. Ensure development and implementation of localised community safety strategies and plans. Establish partnerships and stakeholder management in the district. Participate and report on the District Development Model initiatives relating to community safety. Coordinate Community Safety Outreach programmes in the district and facilitate implementation of resolutions emanating from these engagements. Provide regular reports on implementation of resolutions emanating from community engagements. Ensure provision of administrative support. Management of human, physical and financial resources.

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (0404920 107)
For e-Recruitment Technical Enquiries email to:
erecruitment@safetyec.gov.za

OTHER POSTS

POST 22/142 : **ASSISTANT DIRECTOR: SOCIAL CRIME PREVENTION REF: DOCS: 05/06/2025 (8 POSTS)**

SALARY CENTRE : R468 459 - R551 823 per annum (Level 09)
OR Tambo
Alfred Nzo District
Chris Hani
Joe Gqabi District
Amathole
BCM District
Saraah Bartmaan
NMB District.

REQUIREMENTS : National Senior Certificate and appropriate Degree or Diploma (NQF Level 6/7) or equivalent in the field of Social Science/Policing/Criminology/ Community Development or equivalent qualification. Must have a valid driver's license. A minimum of 3-5 years' experience at supervisory level. Experience in the criminal justice environment will be an added advantage. Competence: Knowledge and understanding of relevant legislation within the criminal justice sector. Stakeholder coordination and management; communication skills, programme and project management skills; Report writing skills and financial management.

DUTIES : To establish and maintain stakeholder relations. Establishment, capacitation and assessment of community safety structures. Provide support on intra and intergovernmental relations. Establish and maintain sound community police relations. Promote public and private partnerships. Facilitate the establishment of local stakeholder forums. Provide effective and efficient co-ordination of intergovernmental structures. Co-ordinate the development, implementation and the review of the Provincial Safety Strategy. Community mobilization on crime prevention. Development and implementation of localised community safety strategies and plans. Monitor and develop reports on resolutions emanating from community engagements.

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (0404920 107)
For e-Recruitment Technical Enquiries email to:
erecruitment@safetyec.gov.za

POST 22/143 : **COMMUNITY LIAISON OFFICER REF: DOCS: 06/06/2025 (8 POSTS)**

SALARY CENTRE : R397 116 - R467 790 per annum (Level 08)
OR Tambo
Alfred Nzo District
Chris Hani
Joe Gqabi District
Amathole
BCM District
Saraah Bartmaan

<u>REQUIREMENTS</u>	:	NMB District National Senior Certificate and appropriate Degree or Diploma (NQF Level 6/7) or equivalent in the field of Social Science/Policing/Criminology/ Community Development or equivalent qualification. Possession of a valid driver's license. A minimum of 2-3 years of relevant experience. Competence: Knowledge and understanding of relevant legislation within the criminal justice sector. Stakeholder coordination and management; monitoring and evaluation, communication skills, programme and project management skills; report writing skills and financial management.
<u>DUTIES</u>	:	Conduct police station oversight visits to monitor and evaluate police performance and compliance. Assess SAPS ability to monitor complaints from the public. Convene Policing Accountability engagement. Conduct assessment and facilitate capacitation of the Community Police Forums. Ensure establishment, monitoring and functioning of street and village Committees. Conduct Social Crime Prevention engagements with all stakeholders in the district. Plan, arrange, preside over Social Crime Prevention meetings within the policing precinct. Ensure participation of the station and the CPF in social crime prevention initiatives. Participate in community mobilization programmes.
<u>ENQUIRIES</u>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at Tel No: (0404920 107) For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za
<u>POST 22/144</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF: DOCS: 07/06/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 - R551 823 per annum (Level 09) Bisho
<u>REQUIREMENTS</u>	:	National Senior Certificate and Degree or Diploma (NQF Level 6/7) in Human Resource Management or Public Administration. Must have a valid driver's license. A minimum of 3-5 years' experience at supervisory level or SL 7/8. Competence: Knowledge and successful completion of Persal Establishment, Persal Leave Administration and Persal Controller course or an understanding/ knowledge of Controllers duties, functions will be an added advantage.
<u>DUTIES</u>	:	Manage and provide professional advice on recruitment and selection, policies, systems, regulations guidelines and other relevant prescripts. Facilitate the registration of system change control. Monitor fourthly / rejected transactions to be implemented on persal. Monitor persal exception reports. Perform reconciliation on the post establishment. Ensure the confirmation of vacant funded and filled post with the OD and people acquisition. Create components and sub-components and monitor and maintain the post establishment and ensure alignment with the organizational structure. Analyse persal trends and prepare recommendations and present outcomes to line managers. Opening and closing of centralized persal codes and register SCC and recommend for the department. Monitor responsibility and objective information to ensure the correct interface between Persal and BASS. Ensure that employees' personal files are updated regularly to keep them up to date. Compile PILLOR reports and reconcile leave files on Persal. Compile and submit IOD Document and submit it to the Department of Labour.
<u>ENQUIRIES</u>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at Tel No: (0404920 107) For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za
<u>POST 22/145</u>	:	<u>ASSISTANT DIRECTOR: COURT WATCHING BRIEF REF: DOCS: 08/06/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 - R551 823 per annum (Level 09) Bisho
<u>REQUIREMENTS</u>	:	National Senior Certificate and appropriate Degree or Diploma (NQF Level 6/7) or equivalent in the field of Social Science/Policing/Criminology/ Community Development or equivalent qualification. Must have a valid driver's license. A minimum of 3-5 years' experience at supervisory level. Experience in the criminal justice environment will be an added advantage. Competence: Knowledge and understanding of relevant legislation within the criminal justice sector. Stakeholder coordination and management; communication skills, programme and project management skills; Report writing skills and financial management.
<u>DUTIES</u>	:	Monitor and evaluate the conduct and functioning of SAPS. Monitor and evaluate the implementation of police policies and directives. Monitor the implementation of IPID recommendations. Monitor compliance with DVA policies and guidelines. Monitor and evaluate the service delivery of

specialized police units. Oversee complaints management services. Attend court proceedings with the aim of identifying cases struck off the roll due to police inefficiencies.

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (0404920 107)
For e-Recruitment Technical Enquiries email to:
erecruitment@safetyec.gov.za

DEPARTMENT OF EDUCATION

APPLICATION : Must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za>. The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: erecruitment@ecdoe.gov.za; do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). No Hand-Delivered/ No Emailed / No Faxed / No Posted applications will be accepted.

CLOSING DATE : 11 July 2025. No late/ Faxed/ Posted, Hand-delivered, and e-Mailed applications will be accepted

NOTE : Applications must be submitted on a duly complete New Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, e-Recruitment System automatically generates Z83 immediately you apply. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications system, Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 or 24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In the filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). Enquiries must be directed to the specified contact person. For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

MANAGEMENT ECHELON

<u>POST 22/146</u>	:	<u>CHIEF DIRECTOR: SCHOOL RESOURCING AND ADMINISTRATION REF NO: DOE01/06/2025</u>
<u>SALARY</u>	:	R1 436 022 – R1 716 933 per annum (Level 14). (All-inclusive remuneration package) The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Zwelitsha An appropriate Degree (NQF Level 7) qualification with at least a minimum of 5 years of experience at a senior managerial level within Learner Teacher Support Material or Curriculum Management environment and Library Services. Pre-entry SMS certificate as directed by DPSA. Certificate must be submitted prior to appointment. Experience in the education sector will be an added advantage. Proven management skills in education management or equivalent. Knowledge of advance analytical skills. Extensive knowledge of the prescripts of the Public Service Act and Regulations, Employment of Educator's Act, South Africa School Act, extensive, relevant, and appropriate experience in Education and relevant legislation pertaining to Curriculum and Assessments processes, in-depth knowledge and understanding of all major education legislation policies and other governmental policies. Working experience in project management. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate, Facilitation and Presentation Skills. Valid South African driver's license.
<u>DUTIES</u>	:	Manage the provision of LTSM and the Universal LTSM coverage to all public ordinary schools. Monitor, guide, support the implementation of LTSM and reporting on the requisition, delivery, retrieval, and inventory process. Oversee the dispatching of the departmental learning material and information services. Provide support to learners, educators, and end-user in implementation of curriculum delivery. Manage the Learner Teacher Support Material Central Procurement Contract/Service Level Agreement between GDE and Service provider. Co-ordinate the procurement of LTSM, Grade R, GET and FET Bands with Curriculum Resources for learners, educators, and ensure in the implementation of curriculum delivery. Manage the requisitioning, ordering and delivery of LTSM (including Library books and DBE workbooks) to schools and distribution to learners. Manage the effective and efficient provision of library services. Manage, develop, maintain, and implement acquisition and procurement of library material processes. Manage library systems, and ensure processes are updated in line with new technologies. Manage effective support and development to school/community libraries. Oversee and promote usage of digital e-Library. Promote awareness of research resources, library services and learning opportunities. Promote Young Writers' Programme and evaluate titles submitted to develop the Young Writers Catalogue, the procurement and distribution of Young Writers' books to School Libraries. Oversee and coordinate the provisions of Multi-Media Resources in schools. Manage and support Read to Lead Campaigns in schools. Promote Reading Clubs in schools and ensure that registration processes of club members and full participation of SMS managers takes place. Manage the development and implementation of policies. Manage Directorate's budget and expenditure. Manage the Directorate's performance.
<u>ENQUIRIES</u>	:	Mr TJZ Mtyida (Tel No: 040 608 4200)
<u>POST 22/147</u>	:	<u>DIRECTOR: MATHS, SCIENCE & TECHNOLOGY REF NO: DOE02/06/2025</u> (Candidates who applied previously for this position are advised to re-apply)
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum (Level 13) (inclusive package) An all-inclusive salary package structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Zwelitsha A three-year relevant Bachelor's degree or equivalent qualification (NQF Level 7) as recognized by SAQA; with a minimum of five years of relevant experience at a middle/senior managerial level in the education sector; Extensive experience in quality and diversification of curriculum delivery and the design of continuing professional teacher development programs; Certificate in Public

Service Senior Management Leadership Programme (SMS pre-entry programme). Good communication (verbal and written) skills, presentation skills, analytical skills, strategic planning and reporting skills, computer literacy, leadership skills, project management, stakeholder management skills, risk management and financial management skills; Should be a strategic thinker who has the ability to lead within a diverse environment; Should be able to work under pressure.; Candidate should have ability to maintain sound interpersonal relations; Preference will be given to candidates who have a working knowledge of the Education Policies, PFMA and Treasury Regulations applicable to the public service, NEPA, Educators Employment Act, SASA, Teacher Development Framework and Policies; A good understanding of Curriculum and teacher development within the sector; A sound and through understanding of the Education Sector. Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management.

DUTIES

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

ENQUIRIES

: Mr Jack Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

OTHER POSTS

POST 22/148

: **DEPUTY DIRECTOR: (PROJECT MANAGER) BASIC EDUCATION EMPLOYMENT INITIATIVE REF NO: DOE03/06/2025**
(1 Year Contract)

SALARY

: R896 436 – R 1 055 958.per annum (inclusive of 37% allowance) (salary level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS

: Zwelitsha
: NQF 6/7 as recognised by SAQA. 3 years' relevant experience at Assistant Director level (NQF Level 7). 5 years' relevant experience at Assistant Director level (NQF Level 6). Computer literacy and valid driver's license required. Strategic Capability & Leadership. Programme and Project Management. Budgeting and Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem Solving and analysis. People Management and Empowerment. Good communication skills (written and verbal skills) and a good command of English language. Honesty and integrity, Professionalism, self-driven and Teamwork.

DUTIES

: Provide guidance on the development of implementation, monitoring and reporting of integrated strategy, policies and procedure for logistics and inventory management services. Communicate program status, updates, and issues to stakeholders, including senior management and executive leadership. Manage stakeholder relationships and expectations, ensuring

alignment with program objectives and priorities. Establish and maintain governance structures, processes, and reporting mechanisms to monitor program progress and performance. Track program metrics and key performance indicators (KPIs), analysing data to evaluate program effectiveness and identify areas for improvement. Drive a culture of accountability, transparency, and continuous improvement within the program team and across the organization. Lead and motivate cross-functional project teams, providing guidance, direction, and support as needed. Manage the allocated resources, including personnel, budget, and equipment, to support program activities and projects. Monitor project dependencies, risks, and issues, and take proactive measures to mitigate them. To manage the implementation of BEEI Communication and advocacy. Facilitate the development of communication material. Facilitate BEEI advocacy campaigns in the province. Manage stakeholder engagement sessions. Manage and report on beneficiary recruitment drive. Represent Eastern Province at national level on BEEI relevant platforms. Facilitate collaboration and communication among project teams, ensuring integration and coherence across projects. Coordinate the management of programme activities. Coordinating with project managers to manage the resources and budget. Laying out the operating controls and parameters. Maintaining the essence of the processes that define and run the projects within the program. Ensure compliance with reporting requirements by providing consolidated monthly expenditure reports. Manage the compilation and implementation of BEEI Budget the programme activities. Monitor and support the development and implementation of Business Plans to the relevant authorities. Ensure the implementation of projects according to the approved business plan. Conduct BEEI Budget conciliation in line with the strategic objectives of the project. Monitor and report on performance of BEEI budget. Conduct Audit control services for the programme. Manage the allocated resources of the sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.

ENQUIRIES

: Ms. L Sidiya (Tell: 040 608 4200)
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 22/149

: **ASSISTANT DIRECTOR: LOGISTICAL MANAGEMENT AND AUXILIARY SERVICES REF NO: DOE04/06/2025**

SALARY CENTRE REQUIREMENTS

: R469 459 – R551 823 per annum (Level 09)
: Chris Hani East
: An appropriate recognised undergraduate NQF Level 7 qualification Supply Chain Management/Finance/Logistics Management as recognized by SAQA; Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage Knowledge: Skills: Computer literacy with applications of (MS Microsoft Suite, Power Point, Access, Excel) Presentation and report writing good verbal and written communication skills Planning and Organization Interpersonal Relations and Analytic skills Teamwork. Valid driver's license. Knowledge of the Education Sector will be added advantage.

DUTIES

: Monitor and manage logistics processes in the district to contribute to the rendering of a professional supply chain management services. Evaluate and analyse logistics processes. Serve as chairperson of the logistics committee. Provide statistics on logistics processes. Provide information regarding audit queries. Ensure the effective receiving and delivery of goods and services. Evaluate monthly reports on losses. Ensure timeous processing of payments. Evaluate authorized and reconciled payments reports against the Logis system. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

<u>ENQUIRIES</u>	:	Mr Mnqanqeni Tel No:047-5481097 / 99 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 22/150</u>	:	<u>RESEARCHER: BASIC EDUCATION EMPLOYMENT INITIATIVE REF NO: DOE05/06/2025</u> (1 Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R469 459 – R551 823 per annum (level 09), plus 37% in lieu of service benefits Zwelitsha NQF 7 qualification as recognised by SAQA. 3 years relevant experience in the research environment. Skills: Strategic Capability & Leadership. Programme and Project Management. Budgeting and Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem Solving and analysis. People Management and Empowerment. Honesty and integrity. Professionalism. Self-driven. Teamwork.
<u>DUTIES</u>	:	Provide support research efforts to inform the implementation of Basic Education Employment Initiative. Provide support in Implementation of research strategy to inform the development and implementation of the BEEI. Develop research policy to support development and decision-making processes of BEEI. Provide guidance on collaboration with stakeholders to identify research needs and priorities on BEEI. Provide technical support in research, writing reports and engagement with stakeholders including educators and employers to inform research and ensure findings are relevant and useful in the project. Analyse, and interpret data to produce strategic reports and recommendations on education and employment outcomes. Monitor the project to make sure it follows the requirements and standards. Facilitate the implementation of the project BEEI through research. Assists senior staff to identify, explore, and develop proposals for potential funding sources. Contributes toward generating opportunities for new work through relationship-building with existing and potential clients. Complete a variety of analytic tasks, including data management and analysis, based on a project plan, recommending deviations from the plan as appropriate. Gather primary data, if relevant for a project, such as developing surveys and conducting focus groups or interviews.
<u>ENQUIRIES</u>	:	Ms. L Sidiya (Tell: 040 608 4200) For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 22/151</u>	:	<u>HUMAN RESOURCE OFFICER: CONDITIONS OF SERVICE REF NO: DOE06/06/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 07) Chris Hani East An appropriate (3-year) undergraduate NQF 6 / NQF 7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of Persal or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	supervise and control of Compensation of Employees budgets and resources allocated to the district. Supervise and maintains staff records on annual leave, study leave, sick leave and special leave and advises management and staff on latest developments. Administer conditions of service, remuneration and employee benefits. Ensures that the payment of all benefits (fringe and exits) and allowances is done accurately. Supervise and implement conditions of service and service benefits (Leave, housing, Medical, Injury on duty, Long Service, Recognition, Overtime, Relocation, Pension, Allowances, PILIR). Provide and monitor termination of services. Provide leave administration services.
<u>ENQUIRIES</u>	:	Mr Mnqanqeni Tel No: 047-5481097 / 99 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 22/152</u>	:	<u>HUMAN RESOURCE OFFICER: HUMAN RESOURCE PROVISIONING SERVICES</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 07) Chris Hani East: Ref No: DOE07/06/2025 Directorate: Education District: Ref No: DOE06/06/2025 An appropriate (3-year) undergraduate NQF 6 / NQF 7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of Persal or any

- HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.
- DUTIES** : Provide substitute educator appointment administration services. Provide employee and post establishment reconciliation services. Provide HR management information services. Manage the allocated resources of the Unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager
- ENQUIRIES** : Mr Mnqanqeni Tel No: 047-5481097 / 99
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
- POST 22/153** : **DATA ANALYST: BASIC EDUCATION EMPLOYMENT INITIATIVE REF NO: DOE08/06/2025**
(1 Year Contract)
- SALARY** : R397 116 – R467 790 per annum (salary level 07), plus 37% in lieu of service benefits
- CENTRE** : Zwelitsha
- REQUIREMENTS** : NQF Level 6 recognised by SAQA. 3 year's relevant experience in the information management field. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Skills: Computer Literacy Skills, Planning and organisation, Language, Good verbal and written communication skills. Honesty and integrity. Professionalism. Self-driven. Teamwork.
- DUTIES** : Provide support for implementation of the BEEI. Collect and analyse data on the initiative's impact, including the number of youths employed. Prepare reports and visualizations to communicate findings to stakeholders, policymakers, educators and employers. Ensuring data integrity by removing inaccuracies and duplications. Data Analysis using statistical methods and tools to identify patterns and insights. Reporting by creating detailed reports and dashboards to present findings to stakeholders. Collaboration by working closely with other departments to understand their data needs and provide actionable insights. Facilitate the implementation of the project BEEI. Identify appropriate ways to collect, collate and prepare data. Track the number of youths employed through the initiatives and monitor retention rates. Provide assistance with the evaluation of the effectiveness of skills development programmes and training provided to youth. Communicate effectively with technical and non-technical stakeholders.
- ENQUIRIES** : Ms. L Sidiya (Tell: 040 608 4200)
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
- POST 22/154** : **DATA CAPTURER: BASIC EDUCATION EMPLOYMENT INITIATIVE REF NO: DOE09/06/2025 (30 POSITIONS)**
(1 Year Contract)
- SALARY** : R193 359 – R227 766 per annum (level 4), plus 37% in lieu of service benefits
- CENTRE** : Zwelitsha
- REQUIREMENTS** : A grade 12 certificate or equivalent and no experience needed. Knowledge: Departments, Provincial Directives, DPSA Polices, Circulars and Directives, DBE Circulars and Directives, National and Provincial Circulars and Directives. Skills: Operational Management, Financial Management, Project management Skills, Communications Skills, Negotiations, People Management, Research, Analytical thinking, Computer literacy, Problem solving, Presentation, Conflict resolution, Language Skills, Sound organisational skills, good people skills, Basic written communication skills. Honesty and integrity. Professionalism. Self – driven. Teamwork.
- DUTIES** : Capture data from available records into the required formats e.g. databases, table, spreadsheet. Verify query missing data and errors observed during data entry. Review and validate all data from the records. Submit data. Make regular backups of data. Update registers and statistics. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components.
- ENQUIRIES** : Ms. L Sidiya (Tel: 040 608 4200)
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
- OFFICE OF THE PREMIER**
- APPLICATIONS** : Applicants are encouraged to apply via the e-recruitment system only. Utilise the e-recruitment system which is available on www.ecprov.gov.za or [103](https://e-</p>
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recruitment.ecotp.gov.za OR To report glitches with the E-Recruitment system and assistance regarding the activation of your profile, send an email to: e-recruitment@ecotp.gov.za (NB: For Technical Glitches Only – No CVS) with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri).

- CLOSING DATE** : 11 July 2025. No late/ Faxed/ Posted, Hand-delivered, and e-Mailed applications will be accepted
- NOTE** : Applications must be submitted on a duly completed New Z83 Form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit certified copies of qualifications and other relevant documents on application but must submit a fully completed system generated Z83 form and a detailed Curriculum Vitae via the E-Recruitment System. NB: Z83 in the E-Recruitment system is currently not downloadable and therefore not signable, so applicants who submitted applications via the E-Recruitment System will not be disqualified for an unsigned system generated Z83, instead will be requested to sign on the interview day. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applicants must note that further Personnel Suitability checks will be conducted on shortlisted candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Correspondence will only be conducted with the shortlisted candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Note: All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. It is a DPSA requirement for SMS applicants to produce or attach the pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The Department reserves the right not to make appointment(s) to the advertised post(s). NB: Females and Disabled persons are encouraged to apply to SMS positions. It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference. Successful candidates will be appointed on a probation period of twelve (12) months. We thank all applicants for their interest. Employment Equity targets of the Department will be considered in the selection process.

MANAGEMENT ECHELON

- POST 22/155** : **DIRECTOR: GRANTS DISBURSEMENT: INTEGRATED YOUTH REF. NO. OTP 01/06/2025**
(12 months fixed contract)
- SALARY** : R1216 824 – R1433 355 per annum. (Level 13) (All-inclusive Salary Package):
- CENTRE** : Bhisho
- REQUIREMENTS** : National Senior Certificate, NQF 7 Degree as recognised by SAQA in Financial Management / Public Finance / Finance Accounting / Financial Management / Business Management/ Project Management/ Public Administration/Management/ or any other related field. Minimum 5 years of experience at a Middle/Senior Managerial level in the relevant area. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. A valid driver's license is required. Knowledge and Skills: Knowledge of PFMA, Treasury regulations and procurement, sound knowledge of Basic Accounting System (BAS). Generally Accepted Accounting Practice (GAAP) and PERSAL System. Practical experience in preparation of Annual Financial Statements. experience within education, training and skills development environment, experience in Grants Management. Strong communication and leadership skills, methodical and efficient approach to work
- DUTIES** : Grant Disbursement & Financial Management: Oversee the proper disbursement of SETA grants to ensure funds are allocated and used according to donor agreements. Implement robust systems for tracking and managing the disbursement of SETA funds, including ensuring that all payments are timely, accurate, and compliant with regulations. Develop and maintain comprehensive financial reconciliation reports, highlighting discrepancies and preventing overpayments or misuse of funds. Ensure the payment processes for businesses, training providers, and learners/interns are

executed without delay, adhering to the terms set by donor agreements and funding contracts. Monitor attendance registers for learners/interns and implement controls to prevent fraudulent claims and errors in disbursements. Audit Compliance & Reporting: Address previous audit findings by implementing corrective actions to ensure compliance with all financial regulations, particularly those relevant to SETA grants. Prepare and submit monthly and quarterly financial reports to donors, detailing the use of funds, payments made, and project progress. Develop a system to conduct regular internal audits of the disbursement process to ensure proper documentation and prevent audit risks. Maintain an early warning system to identify and resolve potential audit issues before they escalate, ensuring financial transparency. Project Monitoring & Compliance: Manage and oversee the successful implementation of donor-funded skills development projects, ensuring they align with SETA guidelines and funding requirements. Work closely with service providers and stakeholders to ensure that all projects are delivered on time, within budget, and in compliance with agreed-upon terms. Stakeholder Management & Relationship Building: o Maintain and build strong relationships with donor partners, including the National Skills Fund, PSETA, TETA, merSETA, and other relevant agencies.

ENQUIRIES : Mr N. Mhlawuli at Tel No: 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836.
For eRecruitment enquiries email: recruitment@ecotp.gov.za

POST 22/156 : **DIRECTOR: MANAGEMENT ACCOUNTING REF. NO. OTP 02/06/2025**

SALARY CENTRE REQUIREMENTS : R1216 824 – R1433 355 per annum. (Level 13) (All-inclusive Salary Package):
: Bhisho
: National Senior Certificate, NQF 7 Degree as recognized by SAQA in Financial Management / Public Finance / Accounting/ Finance Accounting / Financial Management / Administration or any other related field. Minimum 5 years of experience at a Middle/Senior Managerial level in Finance/ Internal Control unit. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. A valid driver's license is required. Knowledge and Skills: Knowledge of PFMA, Treasury regulations and procurement, sound knowledge of Basic Accounting System (BAS). Generally Accepted Accounting Practice (GAAP) and PERSAL System will be an added advantage. Practical experience in preparation of Annual Financial Statements. Strong communication and leadership skills, methodical and efficient approach to work.

DUTIES : Effectively manage finances of the Department, Manage and coordinate budget administration and expenditure control, management of general payments and salary administration, examine all submissions to the Provincial Treasury to ensure that they satisfy all requirements, make recommendations on the development of financial systems and procedures in the department, ensure that accurate interim and annual financial statements are prepared and submitted to Treasury and the Auditor-General, respond to the information requested by management and Auditor-General South Africa, ensure proper implementation of recommendations by internal auditor and Auditor-General South Africa.

ENQUIRIES : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836.
For Recruitment enquiries email: recruitment@ecotp.gov.za.

NOTE : EE Targets: Females are encouraged to apply

OTHER POSTS

POST 22/157 : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF. NO. OTP 03/06/2025**

SALARY CENTRE REQUIREMENTS : R896 436.– R1055 958.per annum. (All- inclusive Salary Package): (Level 11)
: Bhisho
: National Senior Certificate, NQF Level 6/7 National Diploma/ Degree as recognized by SAQA in Public Administration/Management, Human Resource Management, Development Studies/ Social Sciences or related field. Minimum of 3 years' experience as an Assistant Director within the environment/ related field. A valid driver's license. Knowledge and Skills: In depth knowledge of legislative framework that governs the Public Service, Knowledge and application of legislative framework, policies that governs the skills development, Skills Development Policy Knowledge, Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management, Knowledge Management, Project Management.

<u>DUTIES</u>	:	Facilitate development and implementation of a Provincial HRD Strategy: Support development of provincial HRD strategy through liaison with provincial departments. Develop a provincial framework and guidelines for the development and alignment of workplace skills plan. Coordinate consultative processes for the development of WSP's in provincial departments. Facilitate and coordinate appointment and registration of skills development facilitators with PSETA and other relevant SETAs. Ensure and supervise alignment of SSP's of SETAs with the WSP planning process. Support and contribute to the implementation of a provincial HRD strategy: Work collaboratively with all the SETAs in support of implementing a provincial HRD strategy. Develop a provincial women database for leadership and management capacity development series. Organize and prioritize sessions for women leadership and management development. Support all other initiatives/strategies geared towards preparing women into fill in Leadership and management positions in the public sector. Facilitate hosting of provincial/national/international women awards ceremonies. Facilitate identification of coaches and mentors for leadership and management capacity development programme. Support implementation process of a provincial coaching and mentoring programme. Manage the implementation of the Performance Management System. Coordinate submission of Departmental PMDS reports in line with the PMDS policy. Develop reports regarding status of Performance agreements and reviews in the province. Monitor and guide implementation of the PMDS in the Province. Provide skills development inputs to various strategic documents of the department as and when required. Develop, implement, monitor and evaluate the departmental Operational Plan in line with the Annual Performance Plan and other related strategic documents. Develop, implement and monitor the internal controls and systems for the Sub-Directorate and the projects delivered in collaboration with external stakeholders. Monitor and ensure effective and efficient co-ordination of activities. Manage the allocated resources of the directorate in line with Legislative and Departmental Policy Directives and comply with corporate Governance and Planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Ensure management, maintenance and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For e-Recruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	EE Targets: White youth females are encouraged to apply
<u>POST 22/158</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER: LOGISTICS & INVENTORY REF. NO. OTP 04/06/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 – R467 790 per annum. (Level 08) Bhisho National Senior Certificate, NQF Level 6/7 National Diploma/ Degree as recognized by SAQA in Commerce / Supply Chain Management / Procurement / Logistics / Public Administration/Public Management / Business Management or any other related field with at least 2-3 years' experience in an asset management, fleet and Logistics environment. Knowledge and skills: Knowledge of Asset Management and Logistics, Provisioning administration, Procurement directives and procedures, Financial Accounting and LOGIS System. In-depth knowledge of legislative framework that governs the Public Service (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Understanding and application of Public Financial Management Act and Supply Chain Management Policies and Practices Skills: Good Interpersonal Relations skills, Planning and organizing skills, Decision Making skills and Problem-Solving skills. People Management skills, Good verbal and written communication skills, Computer Literate, Customer orientation and customer focus and High attention to detail.
<u>DUTIES</u>	:	Effective and efficient Asset Management including Asset Procurement, Verification of Assets and Disposal Management. Effective Contract management and Acquisition Management of Goods and Services. Ensure Audit Compliance. To assist in the procurement of handsets, voice and data lines, along with the management of fleet, is essential for ensuring that OTP officials have the necessary tools to perform their duties effectively. Compliance with scheduled maintenance and upgrade timelines. Assist in drafting of a budget and ensure the alignment with sectional budget. Assist with maintaining asset and fleet registers. Populate inventory reports on a monthly basis. Perform physical count of assets during the asset verification process.

		Perform regular spot checks on all items that are on inventory list. Manage area of responsibility: Review work area's performance and make recommendations to improve efficiency and effectiveness. Report on the work area's information as required by internal and external stakeholders. Enquiries: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za EE Targets: African youth females are encouraged to apply
<u>NOTE</u>	:	
<u>POST 22/159</u>	:	<u>SENIOR PROCUREMENT OFFICER: DEMAND AND ACQUISITION REF. NO. OTP 05/06/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 - R467 790.per annum. (Level 08) Bhisho National Senior Certificate, NQF Level 6/7 National Diploma/ Degree recognized by SAQA in Commerce / Supply Chain Management / Procurement / Logistics / Public Administration/Public Management / Business Management or any other related field with at least 2-3 years' in Supply Chain Management in the Demand and Acquisition environment. A valid driver's license is required. Knowledge and Skills: Knowledge of Supply Chain Management, Demand and Acquisition Management, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts Knowledge of quotations procedure and Bid Administration Decision making Background in procurement or competencies in administration of bids Computer skills Problem solving Writing skills. Creativity Ability to engage with service providers with matters related to acquisition of goods or services Highly motivated. Good understanding of acquisition/ demand management processes ability to work under pressure.
<u>DUTIES</u>	:	Compile and consolidate demand and procurement plans, Compilation of tender / quotation specifications, Compile the request for quotation documents. Identify service providers from the database according to the threshold values determined by the National Treasury per commodity required. Verify registration of service providers identified on LOGIS. Publish tender invitations. Send request for quotation documents to the identified service providers. Receive and open bid / quotation documents. Check compliance, completeness and accuracy of documents received. Evaluate quotations received in line with SCM prescripts and make recommendations. Publish tender award. Serve as Bid Secretariats and give guidance to the Committee members. Checking reports for compliance and correctness. Engage with Project leaders or end users through verbal and written communication. Ensure efficient administration of Bid process.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	EE Targets: Coloured youth females with disabilities are encouraged to apply
<u>POST 22/160</u>	:	<u>STORES CONTROLLER: SUPPLY CHAIN MANAGEMENT REF. NO. OTP 06/06/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 - R467 790.per annum. (Level 08) Bhisho National Senior Certificate, NQF Level 6/7 National Diploma/ Degree as recognized by SAQA in Commerce / Supply Chain Management / Procurement / Logistics / Public Administration/Public Management / Business Management or any other related field with at least 2-3 years' experience in an Inventory and logistics environment. Knowledge and Skills: Knowledge of Supply Chain Management legislative framework that governs the Public Service (PFMA, SCM Policies & Practices, Risk Management Policies and practices), Knowledge of inventory and stores processes (basic), good communication skills.
<u>DUTIES</u>	:	Requisitioning, receipting, and issuing of stores items - Receive requests from departmental staff and order items requisitioned. Ensure that store items are kept at optimal levels. Assist in drafting of a budget and ensure the alignment with sectional budget. Assist with maintaining inventory stock levels: Analyse inventory levels and ensure that request to replenish is initiated. Adjust re-order levels when placing the order for all inventory items. Assist with stock takes and updating of bin cards: Update bin cards for all items that are procured. Populate inventory reports on a monthly basis. Perform physical count of stock during the stock-taking process. Perform regular spot checks on all items that are on issue voucher. Prepare a report for obsolete items identified during stock counts. Manage area of responsibility: Review work area's performance and make recommendations to improve efficiency and effectiveness. Report

		on the work area's information as required by internal and external stakeholders.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836.
<u>NOTE</u>	:	For e-Recruitment enquiries email: recruitment@ecotp.gov.za EE Targets: Coloured youth males are encouraged to apply
<u>POST 22/161</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER: LOGISTICS AND INVENTORY REF. NO. OTP 07/06/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 - R382 959.per annum. (Level 07)
	:	Bhisho
	:	National Senior Certificate, NQF Level 6/7 National Diploma/ Degree as recognized by SAQA in Commerce / Supply Chain Management / Procurement / Logistics/ Public Management / Business Management or any other related field with 1-2 years' experience in an asset management or logistics environment. A valid driver's license is required. Knowledge and Skills: Provisioning administration, Asset management and Logistics, Procurement directives and procedures, Financial Accounting, LOGIS System, In-depth knowledge of legislative framework that governs the Public Service (PFMA, DORA, PSR, PPPFA, Financial Manual), Understanding and application of the following prescripts: Public Financial Management Act, Supply Chain Management Policies and Practices
<u>DUTIES</u>	:	Effective and efficient management of assets. Financial Management and ensure the alignment with sectional budget. Establish and maintain an accurate inventory of departmental assets, including tracking acquisition, utilization, and disposal. Develop and oversee strategies for managing assets throughout their lifecycle, from planning and acquisition to maintenance and disposal. Develop and oversee strategies for managing assets throughout their lifecycle, from planning and acquisition to maintenance and disposal. Update and populate asset register monthly and quarterly for all assets procured. Confirm that inventory lists, physical stock counts and LOGIS system reconciles on a weekly basis.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836.
<u>NOTE</u>	:	For eRecruitment enquiries email: recruitment@ecotp.gov.za EE Targets: Persons with disabilities are encouraged to apply
<u>POST 22/162</u>	:	<u>HUMAN RESOURCE PRACTITIONER: CONDITIONS OF SERVICES REF. NO. OTP 08/06/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 - R382 959.per annum. (Level 07)
	:	Bhisho
	:	National Senior Certificate, NQF Level 6/7 National Diploma/ Degree as recognised by SAQA in Human Resource Management/ Public Administration/ Public Management and any Human resource related qualification, Successful completion of PERSAL introduction certificate (Proof of certification to be submitted) with 1-2 years' experience in Human Resource Management environment. Knowledge and Skills: Knowledge of Public Service Act, Public Service Regulations Act 2016 as amended, PERSAL and other relevant prescripts. Communication and Writing Skills.
<u>DUTIES</u>	:	Draw reports from MIS. Capture all leave categories on PERSAL and facilitate leave approvals. Administer leave reconciliation. Process temporary incapacity requests and submit applications for approvals. Submit all approved incapacity requests to Health Risk Manager for assessment and final approval. Inform employees on outcome of incapacity request following Health Risk assessment. Submit monthly payment requisitions for the Health Risk Management service. Advise employees on process of permanent disability (i.e. boarding) and assist in completion of necessary forms for submission to Health Risk Manager. Dealing with exit benefits and Ensure timeous payment of Leave and Pension for employees. Facilitate grade progression for employees.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836.
<u>NOTE</u>	:	For eRecruitment enquiries email: recruitment@ecotp.gov.za EE Targets: Coloured youth males are encouraged to apply
<u>POST 22/163</u>	:	<u>COMMUNICATION OFFICER: GOVERNMENT MARKETING & EVENTS REF. NO. OTP 09/06/2025</u>
<u>SALARY CENTRE</u>	:	R325 101 - R382 959. per annum. (Level 07)
	:	Bhisho

<u>REQUIREMENTS</u>	:	National Senior Certificate, NQF Level 6/7 National Diploma/ Degree as recognised by SAQA in communications/Journalism/Corporate communications/Public relations or related qualifications and 1-2 years of work experience in communication field. A valid driver's license is required Knowledge and Skills: Ability to work under pressure with tight deadlines and an understanding of project management. Possess excellent communication and communication and interpersonal skills. Willingness and ability to work as part of the provincial Communication Division team. Experience in liaising with stakeholders and service providers. Knowledge of branding and events procedures and protocols. Good copy writing & editing skills, knowledge and experience in content creation for social media marketing platforms, basic design skills, presentation skills and must have knowledge and understanding on how to conduct market research and analysis for campaigns.
<u>DUTIES</u>	:	Perform various functions to brand management. Manage the branding assets of the division. Involvement in website/intranet management. Provide publications management assistance. Assist with the implementation of the provincial communications strategy. Participate in the provincial communications system structures such as. Perform specialized secretariat functions (e.g Izimbizo, etc). Involvement in stakeholder relationship management. Perform other functions within the Provincial Communications Division to gain broad range of communications skills and experience.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	EE Targets: Coloured youth females are encouraged to apply
<u>POST 22/164</u>	:	<u>USER SUPPORT TECHNICIAN REF NO. OTP 10/06/2025</u>
<u>SALARY</u>	:	R325 101 - R382 959.per annum. (Level 07)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, NQF level 6/7 - National Diploma / Degree as recognized by SAQA in IT industry, with 1-2 years' experience in ICT End User computing support and Service Desk operations. Advantageous Industry certifications: Microsoft 365 Certified: Modern Desktop Administrator Associate certification or other relevant Microsoft Technical Certifications. Microsoft certifications are annually renewable with Microsoft for free, therefore only non-expired Microsoft-accredited certifications will be considered. Knowledge and Skills: Analytical/Critical thinking, Active Learning, Complex Problem solving, Writing, Reading Comprehension, Active Listening, Time Management, Monitoring. Creative Thinking Problem Analysis, Technical Proficiency, Self-Management, and Team Membership. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism. Knowledge and Skills: Analytical/Critical thinking, Active Learning, Complex Problem solving, Writing, Reading Comprehension, Active Listening, Time Management, Monitoring. Creative Thinking, Problem Analysis, Technical Proficiency, Self-Management, and Team Membership. Personal attributes: Excellence, Integrity.
<u>DUTIES</u>	:	Install, configure, and support Windows client -Install Windows client, Manage and use Hyper-V on Windows client, Configure Windows settings, Install and configure optional features. Configure and manage connectivity and storage - Configure networking and access, Configure and manage storage, Configure OneDrive on Windows client, Troubleshoot client connectivity. Maintain and support Windows - Perform system and data recovery, Manage Windows updates, configure remote management, Monitor and manage Windows. Protect devices and data - Manage users, groups, and computer objects, Configure and manage local and group policies, Support security settings on Windows client, Support Multi-factor Authentication (MFA) and password self-service. Install, configure and support Windows client applications - M365 Applications, Collaboration & communication, Social and intranet, Files and content, Work management.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	EE Targets: African youth males are encouraged to apply
<u>POST 22/165</u>	:	<u>MESSENGER / DRIVER: KNOWLEDGE AND RECORDS MANAGEMENT REF. NO. OTP 11/06/2025</u>
<u>SALARY</u>	:	R193 359 - R227 766 per annum (Level 04)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	NQF level 3 (Grade 11 certificate or equivalent). Driver's license Code B/EB. Three (3) years driving. Messenger operating experience will be an added

advantage. Ability to transport employees, goods/parcels and work under pressure including overtime/weekends and public holidays. Physically fit and able to lift and load goods/parcels.

DUTIES

: Render messenger services to the department: Deliver and collect mail from the post office. Deliver and collect documents/parcels to the various directorates in the departments and other provincial departments. Conduct scaling of parcels and mail. Label and track all documents for couriering documents and parcels. Provide transportation duties to the department: Render transport services to departmental officials. Check and prepare vehicles for field trips. Complete logbook before and after the trip. Load and dispatch items. Perform vehicle maintenance checks: Check vehicles status and inform supervisor when work needs to be carried out within and without an approved trip. Ensure vehicles are in good operating condition at all times. Report to supervisor when vehicles are due for service or had any mechanical faults. Report major defects. Ensure routine maintenance of vehicles. Provide general office support: Render a general support function in the Executive Support to the Premier. Assist with document reproduction and facsimile services. Record keeping of the utilization of the allocated motor vehicle e.g. log sheets and petrol receipts. Maintain knowledge on the policies and procedures that apply in the work environment.

ENQUIRIES

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

NOTE

: For eRecruitment enquiries email: recruitment@ecotp.gov.za
EE Targets: Coloured youth females are encouraged to apply

PROVINCIAL TREASURY

APPLICATIONS

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

**FOR ATTENTION
CLOSING DATE**

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

NOTE

: Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to

amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to. Enquiries: Theliswa Nkonyile 083 8755 707 E-Recruitment Enquiries: erecruitmentenquiries@ectreasury.gov.za.

OTHER POSTS

- POST 22/166** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING, REPORTING & TRAINING**
Purpose: To facilitate the implementation of the Accounting Standards and Services and provide technical assistance and training to provincial departments.
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum (Level 9)
: Bhisho
: A Degree (NQF level 7 qualification as recognized by SAQA) in Bachelor of Commerce / B Tech majoring in Financial Accounting coupled with Minimum of 3 years' experience in accounting environment at an Officer level (Level 7 or higher).
- DUTIES** : Monitor And Report on the Preparation of Afs and Implementation of Audit Improvement Plan (AIP): Monitor and provide support to departments and entities on the preparation of AFS to ensure they are prepared in accordance with relevant accounting standards and guidelines. Review Interim and Annual Financial Statements of the departments and entities provide feedback. Review the achievement of milestones on the Audit Improvement Plan (AIP) and AFS plan and prepare reports. Provide Technical Support to Provincial Departments and Public Entities: Provide support and technical advice on the interpretation of MCS and GRAP standards to both departments and entities and, during the audit. Analyse and review books of accounts and manage the implementation of suspense related Treasury Instructions to clear those accounts and report and review accordingly. Monitor the adherence to reporting requirements in terms of section 32 of the Provincial Finance Management Act & Circular 1 and 3 of 2010 and report accordingly. Prepare And Submit Consolidated Financial Statements to Auditor General and Respond to Audit Queries Thereof. Manage The Implementation of Training Interventions: Review and update course manuals. Conduct training and report thereof. Develop Financial Management Training Plan, coordinate financial management related interventions in provincial departments and Public Entities and evaluate effectiveness thereof. Skills And Competencies: Understanding and ability to apply legislative prescripts, BAS System, LOGIS system, PERSAL System, Problem solving skills, Computer Literate, Corporate communications, Managing of Financial Resources, Interpersonal Skills, Change Management, Planning and Execution, Communication Skills (verbal & written).
- ENQUIRIES** : Ms T. Nkonyile 083 8755 707 / Ms. B Ndayi 060 573 5574 / Ms. N Cloete 083 7351 092.
For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).
- NOTE** : EE Target: African Male / Indian Male /Indian Female
- POST 22/167** : **ASSISTANT DIRECTOR: MUNICIPAL BUDGET REF: PT 02/06/2025**
Purpose: To ensure optimal and sustainable budget management for municipality.
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum (Level 9)
: Alfred Nzo
: A Degree (NQF level 7 as recognised by SAQA) in Financial Management/Financial Accounting/Management Accounting coupled with 3 years' experience in Accounting or Financial Management environment at an Officer level (Level 7 or higher). Previous experience in monitoring or working in municipal environment is essential. Valid Driver's licence is essential.
- DUTIES** : Provide Assistance In Monitoring the Implementation of The Budgeting Framework By Municipalities and Provide Technical Support To Delegated Municipalities; Provide assistance in monitoring the preparation of the budgets for compliance with the MFMA, Municipal Budget Reporting Regulations (MBRR), relevant NT circulars and on best practices (incl. advice to Council on its oversight role over the budget process). Coordinate the Facilitation of technical support and training via interactive working sessions/ site visits and report on outcome of the site visits. Provide assistance in the budget verification process to validate budgets on the NT database. Provide

Assistance And Support on The Provision of Guidance on Budget Planning; Provide assistance in the evaluation of the budgets and budget supporting documents for designated municipalities and coordinate the advice/written comments to the municipality. Ensure that the designated municipalities receive a copy of the detailed schedules of allocations and transfers (Provincial Transfers Gazette). Provide assistance in monitor the submission and publication (municipal website) of municipalities' budget and other relevant documents. Provide Assistance And Support In Monitoring, Evaluating & Reporting on In-Year Budget Performance; Provide assistance to monitor and ensure the submission MFMA data strings to National Treasury (report from NT confirming the submissions of all data strings). Provide assistance in the analysis of the monthly outcome of municipalities' budgets and financial performance through the IYM process and provide feedback to designated municipalities. Also provide input into the monthly 'Municipal Finance Consolidated Finance Performance Report (MFCFPR)' in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality of report. Provide assistance in the analysis the quarterly outcome of municipalities' budgets and financial performance including Section 72 report and provide input into the quarterly 'Municipal Finance Quarterly Review (MFQR)', in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality of report. Assist with the monitoring of grants spending of designated municipalities and submit report to the relevant supervisor. Provide assistance in the preparation of ad hoc reports and presentations on budget performance in prescribed format for designated municipalities. Provide Assistance And Support In Monitoring Compliance By Delegated Municipalities With Respect To MFMA, Dora and Other Applicable Legislations And Regulations, Coordinate reports on non-compliance with relevant legislations, regulations, and other initiatives by designated municipalities to the relevant supervisor. Follow up with the designated municipalities on non-compliance issues and assist to provide technical support. Coordinate the feedback/report to the relevant supervisor on steps taken by the municipality to address non-compliance. Manage Area Of Responsibility; Prepare progress reports on compliance matters and submit to PT. Delegate functions to subordinate, provide the necessary guidance and support. Manage employee performance daily and ensure timely submission of performance assessments. Manage the budget, financial resources and physical assets. Skills And Competencies: In-depth understanding of legislative framework that governs the Public Service, Risk Management policies and practices, Asset Management policies and practices, Departmental policies and procedures, Understanding local government budgeting, monitoring and reporting system, Understanding of local government financial regulatory Framework, Proven knowledge on local government legislation, Knowledge of Policy analysis and developments, Practical knowledge of MSCOA reform. Monitoring systems and processes, Accounting Principles, Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Planning and organising, Technical report writing, Negotiation and facilitation, Numeracy, Change Management, Knowledge Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written), Computer Literacy, Extensive strategic planning.

- ENQUIRIES** : Ms T. Nkonyile 083 8755 707 / Ms. B Ndayi 060 573 5574 / Ms. N Cloete 083 7351 092.
For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs)
- NOTE** : EE Target: African Male / Indian Male / Indian Female
- POST 22/168** : **ASSISTANT DIRECTOR: MONITORING & REPORTING (SUPPLY CHAIN MANAGEMENT) REF: PT 03/06/2025**
Purpose: To render support in the development of SCM governance mechanisms and support compliance enforcement.
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum (Level 9)
: Bhisho
: A degree (NQF level 7 as recognized by SAQA) in Financial Management or equivalent qualification coupled with Minimum of 3 years' experience in SCM Governance Compliance environment at an Officer level (Level 7 or higher). Valid Driver's Licence is essential.
- DUTIES** : Analyse Departmental Procurement Plans For Monitoring: Review departmental procurement plans and identify key procurement activities.

Engage the relevant Unit to address significant irregularities in procurement plans and ensure the credibility and alignment of procurement plans with strategic procurement objectives. Compile and maintain a comprehensive monitoring schedule to track departmental procurement implementation. Liaise with departments to clarify procurement priorities and timelines. Monitor the Implementation of Procurement Plans in Departments: Conduct monthly monitoring of departmental procurement plan implementation. Compile and consolidate status reports for submission to various governance structures on the status of adherence to procurement plans. Provide departments with technical support and interventions to address procurement delays or bottlenecks. Manage the quarterly reporting process on adherence to procurement plans. Provide structured feedback to departments to improve procurement performance and accountability. Identify persistent non-performance or non-adherence issues and escalate to the Deputy Director for further action through the Financial Management Accountability Framework (FMAF). Conduct SCM Compliance Assessments In Departments: Plan and conduct SCM compliance assessments across departments in line with applicable legislation and policies. Compile detailed reports on departmental SCM compliance status, including recommendations to improve controls and enforce legislative compliance. Provide formal feedback to departments on compliance findings and required corrective actions. Monitor and report on the implementation of departmental action plans arising from compliance assessments. Flag repeated or unresolved SCM non-compliance issues for escalation through the Deputy Director in accordance with the FMAF process.

Skills And Competencies: In-depth understanding of legislative framework more specifically Supply Chain Management that governs the Public Service. Knowledge and application of National and Provincial Treasury Instruction Notes, Practice Notes and Circulars. Applied Strategic Thinking, Apply Technology. Budget and Financial Management. Communication and Information Management. Continuous Improvement, Citizen Focus and Responsiveness. Developing others. Diversity Management, Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds. Verbal communication and presentation skills. Excellent writing skills. Planning and Organising. Problem Solving and Decision Making, Policy Analysis and Project Management.

ENQUIRIES : Ms T. Nkonyile 083 8755 707 / Ms. B Ndayi 060 573 5574 / Ms. N Cloete 083 7351 092.

For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).

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

POST 22/169 : **MESSENGER/ DRIVER REF: PT 04/06/2025**
Purpose: To render messenger driver services for the Department

SALARY CENTRE REQUIREMENTS : R193 359per annum (Level 4)
: Bhisho
: National Senior Certificate coupled with Minimum of 1 year experience in messenger/ driving experience. Valid Driver's Licence is essential.

DUTIES : Render Effective Messenger Services; Collect and deliver mail to/from the Post Office and other postal/courier services. Collect, sort and distribute mail and documents internally or externally. Collect and deliver urgent documentation for priority distribution. Distribute internal, departmental and national circulars. Ensure that where applicable, an acknowledgement of receipt is signed parcels, mail, correspondence and circulars that are delivered. Prepare packages/parcels for dispatch by the courier or postal service. Frank and label all documents for couriating documents and parcels. Ensure that items to deliver/collect are sealed and addressed. Perform Activities In Respect of Operation; Transportation of materials/equipment. Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water). Inspection of the vehicles/equipment and report defects. Complete vehicle logbook, trip authorization for the vehicle. Provide Transportation Duties, Render transport services. Check and prepare vehicles for field trips. Complete logbook before and after the trip. Load and dispatch items. Render Messenger Services for the Department; Conduct scaling of parcels and mail. Maintain records of daily visits in the delivery book. Sort items to be delivered according to delivery route. Make copies where necessary. Skills And Competencies: Basic Communication Skills (verbal & written), Computer Literate, Client orientation and customer focus, Sound organisational skills, Good people skills and Driving.

- ENQUIRIES** : Ms T. Nkonyile 083 8755 707 / Ms. B Ndayi 060 573 5574 / Ms. N Cloete 083 7351 092.
For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).
- NOTE** : EE Target: African Female / Coloured Male or Female / White Male or Female (Preferable For A Person With Disability)

SOCIAL DEVELOPMENT

- APPLICATIONS** : can be forwarded via the following option: All applicants must utilise the e-recruitment system, which is available on www.ecprov.gov.za or <https://e-recruitment.ecotp.gov.za>. No hand-delivered applications will be accepted. The e-recruitment system is available on <https://erecruitment.ecotp.gov.za>. The e-Recruitment System closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, and details of the issue to: Yandisa.Singqandu@ecdsd.gov.za (NB: FOR Technical Glitches Only – NO CVs). Technical support is limited to working hours: (08:00-16:30 Monday-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: Yandisa.Singqandu@ecdsd.gov.za and not as specified, your application will be regarded as lost and will not be considered. Enquiries can be directed to Mr. Y Singqandu 043 605-5042.
- CLOSING DATE** : 11 July 2025. No late/ Faxed/ Posted, Hand-delivered, and e-Mailed applications will be accepted
- NOTE** : Applications must be submitted on the Z83 and a comprehensive CV, indicating three reference persons: Name and Contact Numbers, and A relationship with reference. Certified copies of qualifications will be requested from shortlisted candidates. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks, including security clearance, security vetting, qualification verification, and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessment tools. **NB:** People with disabilities, whites, coloureds and Indians are encouraged to apply for these posts.

OTHER POSTS

- POST 22/170** : **SOCIAL WORKER GRADE 1 REF NO: DSD 01/06/2025 (X4 POSTS)**
(12 Months Contract)
- SALARY** : R325 200 – R382 374 per annum (OSD), plus 37% in lieu of benefits
- CENTRE** : NMM: Kwanobuhle One Stop Outreach Centre
- REQUIREMENTS** : National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. A valid driver's license is a prerequisite, however, successful candidates who do not have a driver's license will be required to submit proof within six (6) months from the date of assumption of duty. Competencies: Communication: Must be able to exchange information clearly and concisely with clients and supervisors, including report writing. Teamwork and collaboration: Must be able to work effectively within teams, including social work teams and multidisciplinary teams. Valuing diversity: Must be able to work effectively, cooperatively, and amicably with persons of diverse intellectual, cultural, racial, or religious differences. Planning and organizing: Must be able to plan and organize own work. Computer literacy: Basic computer literacy must be demonstrated as a support tool to enhance service delivery. Trustworthiness: Must be able to build a positive relationship of trust with colleagues and clients. Empathy: Must demonstrate compassion, be able to respect, and build positive relationships with clients. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice. Developing others: Must be able to develop, coach and foster long-term learning of others.

- DUTIES** : Understanding social dynamics: Must be able to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Understanding human behaviour and social systems: Must have knowledge and understanding of human behaviour and social systems. Social Work Intervention: Must be able to intervene at the points where people interact with their environment to promote social well-being. Social empowerment: Must be able to assist and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capabilities. Social support: Must be able to promote, restore, maintain and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Protecting vulnerable individuals: Must understand and be able to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Understanding social work legislation: Must demonstrate an understanding of social work policies, legislation and related legal and ethical social work practices.
- ENQUIRIES** : NMM Enquiries may be directed to Ms L Thompson at 041 406 5750, e-Recruitment Technical Support: Yandisa.Singqandu@ecdsd.gov.za
- POST 22/171** : **PROFESSIONAL NURSE (GENERAL NURSING) GRADE 1 REF NO: DSD 02/06/2025**
(12 Months Contract)
- SALARY** : R324 384 - R382 107 per annum (OSD), plus 37% in lieu of benefits
CENTRE : NMM: Kwanobuhle One Stop Outreach Centre
REQUIREMENTS : Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. The latest proof of registration with the SANC as a Professional Nurse must be submitted on the interview day. Competencies: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele)
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
- ENQUIRIES** : NMM Enquiries: Ms L. Thompson Tel No: (041) 406-5750.
e-Recruitment Technical Support: Yandisa.Singqandu@ecdsd.gov.za
- POST 22/172** : **ADMIN CLERK REF NO: DSD 03/06/2025 (X3 POSTS)**
(12 Months Contract)
- SALARY** : R228 321 - R268 950 per annum (Level 5), plus 37% in lieu of benefits
CENTRE : NMM: Kwanobuhle One Stop Outreach Centre
REQUIREMENTS : National Senior Certificate / Equivalent qualification. Computer literacy. No experience required competencies: Communication skills (verbal and written), Interpersonal relations. Basic knowledge of Supply Chain duties, Practices as well as the ability to capture data and collect statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
- DUTIES** : 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.
- ENQUIRIES** : NMM Enquiries: Ms L. Thompson Tel No: (041) 406-5750.
e-Recruitment Technical Support: Yandisa.Singqandu@ecdsd.gov.za
- POST 22/173** : **CHILD AND YOUTH CARE WORKER GRADE 1 REF NO: DSD 04/06/2025 (X12 POSTS)**
(12 Months Contract)
- SALARY** : R184 320 - R206 802 per annum (OSD), plus 37% in lieu of benefits
CENTRE : NMM: Kwanobuhle One Stop Outreach Centre
REQUIREMENTS : National Senior Certificate Competencies: Communication: Must be able to convey clear, simple and easy-to-understand messages/ information to children and youth. Empathy: Must be able to respect and build positive

relationships with children and youth. Trustworthiness: Must be able to build a relationship of trust with children and youth. Honesty: Must be principled and true to oneself and others. Teamwork and collaboration: Must be able to work cooperatively with others and be part of a team. Understanding of principles: Must understand and be able to apply the principles applied in child and youth care. Computer literacy.

DUTIES : Care and Development: Must be able to understand and provide care and development of children and youth. Understanding of basic needs: Must be able to understand the physical, emotional, spiritual, cognitive, and social needs of children and youth. Administration: Must be able to perform administrative activities relating to the completion of logbooks, incident reports, etc. Role modelling: Must be able to identify, allocate and participate in practical activities to transfer skills to children and youth. Implementation of programs: Must be able to assist in the Implementation of planned programs and activities for children and youth based on their identified developmental needs. Understanding of children's rights: Must be able to promote and uphold the rights of children and youth. Knowledge of rules and procedures: Must know the rules and procedures of the care center.

ENQUIRIES : NMM Enquiries: Ms L. Thompson Tel No: (041) 406-5750.
e-Recruitment Technical Support: Yandisa.Singqandu@ecdsd.gov.za

POST 22/174 : **DRIVER REF NO: DSD 05/06/2025**
(12 Months Contract)

SALARY : R163 680 - R192 810 per annum (Level 03), plus 37% in lieu of benefits
CENTRE : NMM: Kwanobuhle One Stop Outreach Centre
REQUIREMENTS : National Senior Certificate/ NQF Level 4 qualification / equivalent relevant experience. A valid South African driver's license is a prerequisite. Possession of PDP will be an added advantage. At least 2 years' experience as a driver. Shortlisted candidates will undergo a competency assessment on driving. Competencies: The ability to communicate in Xhosa and English. Reading and writing skills. Preparedness to work during weekends, holidays and after hours as and when necessary.

DUTIES : Responsible for transporting goods/mail, people to and from the Centre, to the post office, as well as the Area/District office, and wherever it is required to deliver and collect goods.

ENQUIRIES : NMM Enquiries: Ms L. Thompson Tel No: (041) 406-5750.
e-Recruitment Technical Support: Yandisa.Singqandu@ecdsd.gov.za

POST 22/175 : **GROUNDSMAN REF NO: DSD 06/06/2025**
(12 Months Contract)

SALARY : R138 486 - R163 131 per annum (Level 02), plus 37% in lieu of benefits
CENTRE : NMM: Kwanobuhle One Stop Outreach Centre
REQUIREMENTS : ABET Level 1 – 4 or equivalent Competencies: Special requirements/skills needed: Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationships, ability to operate elementary equipment and machines, organizing and literacy. Must be physically fit and healthy as the work is of physically demanding nature.

DUTIES : Performing physical tasks to maintain a high standard of neatness in garden facilities and grounds. Planting trees, flowers, shrubs, grass, and other plants in gardens. Preparation of soil for the planting of plants. Maintenance of flower and other beds by fertilising, irrigating, weeding and pruning where necessary. The mowing of lawns and the cutting of grass edges. The loading and unloading of a variety of articles needed on the grounds on/off trucks. The irrigation of lawns. Removing refuse from the terrain and loading it on trucks for transport to the refuse dump. Keeping other structures on the grounds clean and tidy (e.g., barbeque facilities, parking areas, ditches and gutters). Maintaining fences. Practice pest control. Assist with the preparation of grounds for functions. Check the serviceability of machinery and equipment. Reporting any defaults on the terrain to the Groundsman Foreman. Ensure safety awareness with the use of all equipment on all tasks.

ENQUIRIES : NMM Enquiries: Ms. L. Thompson, Tel: (041) 406-5750.
e-Recruitment Technical Support: Yandisa.Singqandu@ecdsd.gov.za

POST 22/176 : **LAUNDRY AID REF NO: DSD 07/06/2025**
(12 Months Contract)

SALARY : R138 486 - R163 131 per annum (Level 02), plus 37% in lieu of benefits
CENTRE : NMM: Kwanobuhle One Stop Outreach Centre

<u>REQUIREMENTS</u>	:	NQF Level 2 (Grade 10 certificate) / Equivalent qualification. No experience is required. Competencies: Possess strong attention to detail and a desire to work efficiently. The employees must also have a drive to work thoroughly without cutting corners, in order to properly care for each article.
<u>DUTIES</u>	:	Clean the laundry area and operate various machines in the laundry (i.e., washing, drying, and pressing). Iron, fold, and pack laundered items, then seal the linen or clothes bags. Sort, count, and record dirty linen/clothes. Report any machine defaults to the supervisor.
<u>ENQUIRIES</u>	:	NMM Enquiries: Ms L. Thompson Tel No: (041) 406-5750. e-Recruitment Technical Support: Yandisa.Singqandu@ecdsd.gov.za
<u>POST 22/177</u>	:	<u>FOOD AID REF NO: DSD 08/06/2025 (X3 POSTS)</u> (12 Months Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 - R163 131 per annum (Level 02), plus 37% in lieu of benefits NMM: Kwanobuhle One Stop Outreach Centre
<u>REQUIREMENTS</u>	:	NQF level 1 or 2 (Abet level 2 certificate or equivalent). No working experience is required, but food service experience will be an added advantage Competencies: Good communication and interpersonal skills. Motivated and willing to work under pressure and work shifts, including weekends, night shifts, and public holidays.
<u>DUTIES</u>	:	Clean kitchen utensils and equipment, provide catering support services, keep stock of kitchen utensils and equipment, apply hygiene and safety measures, maintain quality control measures of all food provided. Removal of garbage disposal, prepare food, snacks and beverages (water, tea, coffee, milk, sugar, and cold drinks), set up and convey crockery, cutlery and equipment to dining areas, serve food and beverages, responsible for food supplies and report waste and losses.
<u>ENQUIRES</u>	:	NMM Enquiries: Ms L. Thompson Tel No: (041) 406-5750. e-Recruitment Technical Support: Yandisa.Singqandu@ecdsd.gov.za

DSD INTERNSHIP PROGRAMME FOR 24 MONTHS (2025/26 -2026/27)

<u>POST 22/178</u>	:	<u>RISK MANAGEMENT (REF NO: DSD 09/06/2025)</u> Directorate: Organizational Risk Management
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R94 326 per annum Provincial Office, Bisho
<u>REQUIREMENTS</u>	:	Diploma or Degree (NQF6/NQF7) in Law/ Forensic/ Criminal Justice/ Law Enforcement/ Policing.
<u>ENQUIRIES</u>	:	Mr. Y Singqandu at Tel No: (043) 605 5042 e-Recruitment Technical Support: Yandisa.Singqandu@ecdsd.gov.za
<u>POST 22/179</u>	:	<u>CONTRACTS MANAGEMENT (REF NO: DSD 10/06/2025)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R94 326 per annum Provincial Office, Bisho
<u>REQUIREMENTS</u>	:	Diploma or Degree (NQF6/NQF7) in Law/Commerce/Contracts Management/ Procurement/Supply Chain Management
<u>ENQUIRIES</u>	:	Mr. Y Singqandu at Tel No: (043) 605 5042 e-Recruitment Technical Support: Yandisa.Singqandu@ecdsd.gov.za
<u>POST 22/180</u>	:	<u>STRATEGIC PLANNING (X5 INTERNS)</u>
<u>STIPEND CENTRE</u>	:	R94 326 per annum (DSD 11/06/2025) Provincial Office, Bisho (DSD 12/06/2025) Amathole: East London (DSD 13/06/2025) Alfred Nzo: Mount Ayliff (DSD 14/06/2025) Chris Hani: Queenstown (DSD 15/06/2025) BCM: East London
<u>REQUIREMENTS</u>	:	A recognised three-year qualification (NQF Level 6/7) in Social Sciences majoring in Sociology, B-Tech in Public Management, Monitoring and Evaluation or any relevant/equivalent qualification.
<u>ENQUIRIES</u>	:	Provincial Office Enquiries may be directed to Mr. Y Singqandu at Tel No: (043) 605 5042, mathole Enquiries may be directed to Ms Z. Habe Tel No: (043) 711 6626 Alfred Nzo Enquiries may be directed to Mr S Shweni Tel No: 039 254 0900 Chris Hani Enquiries may be directed to Ms Mzinjana Tel No: (045) 8083709 BCM: Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675 e-Recruitment Technical Support: Yandisa.Singqandu@ecdsd.gov.za

POST 22/181 : **INTERNAL AUDITING (REF NO: DSD 16/06/2025)**

STIPEND : R94 326 per annum
CENTRE : Provincial Office, Bisho
REQUIREMENTS : Standard 10/ Grade 12 plus a three-year qualification (NQF Level 6/7) in Internal Auditing or any relevant/equivalent qualification
ENQUIRIES : Mr. Y Singqandu at Tel No: (043) 605 5042
e-Recruitment Technical Support: Yandisa.Singqandu@ecdsd.gov.za

POST 22/182 : **INTERNAL CONTROL (REF NO: DSD 17/06/2025)**

STIPEND : R94 326 per annum
CENTRE : Provincial Office, Bisho
REQUIREMENTS : Standard 10/ Grade 12 plus a three-year qualification (NQF Level 6/7) in Internal Auditing or any relevant/equivalent qualification
ENQUIRIES : Mr. Y Singqandu at Tel No: (043) 605 5042
e-Recruitment Technical Support: Yandisa.Singqandu@ecdsd.gov.za

POST 22/183 : **FINANCIAL PLANNING (REF NO: DSD 18/06/2025)**

STIPEND : R94 326 per annum
CENTRE : Provincial Office, Bisho
REQUIREMENTS : Standard 10/ Grade 12 plus a three-year qualification (NQF Level 6/7) in Financial Management with majors in Financial Accounting and Cost Accounting or any relevant/equivalent qualification
ENQUIRIES : Mr. Y Singqandu at Tel No: (043) 605 5042
e-Recruitment Technical Support: Yandisa.Singqandu@ecdsd.gov.za

POST 22/184 : **GENEERAL PAYMENTS (REF NO: DSD 19/06/2025)**

STIPEND : R94 326 per annum
CENTRE : Provincial Office, Bisho
REQUIREMENTS : Standard 10/ Grade 12 plus a three-year qualification (NQF Level 6/7) in Financial Management/ B. Com Economics in Public Finance or any relevant/equivalent qualification
ENQUIRIES : Mr. Y Singqandu at Tel No: (043) 605 5042
e-Recruitment Technical Support: Yandisa.Singqandu@ecdsd.gov.za

POST 22/185 : **SALARY ADMINISTRATION (REF NO: DSD 20/06/2025)**

STIPEND : R94 326 per annum
CENTRE : Provincial Office, Bisho
REQUIREMENTS : Standard 10/Grade 12 plus a three-year qualification (NQF Level 6/7) in Financial Management, Taxation, Cost and Accounting or any relevant/equivalent qualification
ENQUIRIES : Mr. Y Singqandu at Tel No: (043) 605 5042
e-Recruitment Technical Support: Yandisa.Singqandu@ecdsd.gov.za

POST 22/186 : **REVENUE MANAGEMENT (REF NO: DSD 21/06/2025)**

STIPEND : R94 326 per annum
CENTRE : Provincial Office, Bisho
REQUIREMENTS : Standard 10 / Grade 12 plus a three-year qualification (NQF Level 6/7) in Financial Management, Taxation, Cost and Accounting or any relevant/equivalent qualification
ENQUIRIES : Mr. Y Singqandu at Tel No: (043) 605 5042
e-Recruitment Technical Support: Yandisa.Singqandu@ecdsd.gov.za

POST 22/187 : **SUPPLY CHAIN MANAGEMENT (REF NO: DSD 22/06/2025)**

STIPEND : R94 326 per annum
CENTRE : Provincial Office, Bisho
REQUIREMENTS : Standard 10 / Grade 12 plus a three-year qualification (NQF Level 6/7) in Public Administration / Public Management/Supply Chain Management or any relevant/equivalent qualification
ENQUIRIES : Mr. Y Singqandu at Tel No: (043) 605 5042
e-Recruitment Technical Support: Yandisa.Singqandu@ecdsd.gov.za

POST 22/188 : **INFRASTRUCTURE (REF NO: DSD 23/06/2025)**

STIPEND : R94 326 per annum
CENTRE : Provincial Office, Bisho

<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus a three-year qualification (NQF Level 6/7) in Built Environment Quantity Surveying, Construction Management, Building, Architecture or any relevant/equivalent qualification
<u>ENQUIRIES</u>	:	Mr. Y Singqandu at Tel No: (043) 605 5042 e-Recruitment Technical Support: Yandisa.Singqandu@ecdsd.gov.za
<u>POST 22/189</u>	:	<u>FLEET MANAGEMENT (REF NO: DSD 24/06/2025)</u>
<u>STIPEND</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Provincial Office, Bisho
<u>REQUIREMENTS</u>	:	A recognised three-year Qualification (NQF Level 6/7) in Economics, Logistics Management and Supply Chain Management, Fleet Management, Transport Management or any relevant/equivalent qualification
<u>ENQUIRIES</u>	:	Mr. Y Singqandu at Tel No: (043) 605 5042 e-Recruitment Technical Support: Yandisa.Singqandu@ecdsd.gov.za
<u>POST 22/190</u>	:	<u>ASSET MANAGEMENT (REF NO: DSD 25/06/2025)</u>
<u>STIPEND</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Provincial Office, Bisho
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus a three-year qualification (NQF Level 6/7) in Supply Chain Management/Logistics/Accounting Finance /Public Administration or a related field.
<u>ENQUIRIES</u>	:	Mr. Y Singqandu at Tel No: (043) 605 5042 e-Recruitment Technical Support: Yandisa.Singqandu@ecdsd.gov.za
<u>POST 22/191</u>	:	<u>INVENTORY MANAGEMENT (REF NO: DSD 26/06/2025)</u>
<u>STIPEND</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Provincial Office, Bisho
<u>REQUIREMENTS</u>	:	Standard 10 / Grade 12 plus a three-year qualification (NQF Level 6/7) in Supply Chain Management/Logistics/ Finance /Inventory Management or a related field.
<u>ENQUIRIES</u>	:	Mr. Y Singqandu at Tel No: (043) 605 5042 e-Recruitment Technical Support: Yandisa.Singqandu@ecdsd.gov.za
<u>POST 22/192</u>	:	<u>HUMAN RESOURCE MANAGEMENT (REF NO: DSD 27/06/2025) (X 2 POSTS)</u>
<u>STIPEND</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Alfred Nzo
<u>REQUIREMENTS</u>	:	Standard 10 / Grade 12 plus a three-year qualification (NQF Level 6/7) in Human Resource Management or any relevant/equivalent qualification
<u>ENQUIRIES</u>	:	Alfred Nzo Enquiries may be directed to Mr S Shweni Tel No: 039 254 0900 e-Recruitment Technical Support: Yandisa.Singqandu@ecdsd.gov.za
<u>POST 22/193</u>	:	<u>HUMAN RESOURCE DEVELOPMENT (REF NO: DSD 28/06/2025)</u>
<u>STIPEND</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Provincial Office, Bisho
<u>REQUIREMENTS</u>	:	Standard 10 / Grade plus a three-year qualification (NQF Level 6/7) in Human Resource Management / Bachelor of Social Science (Human Resource Management) / Bachelor of Commerce (Human Resource Management). or any relevant/equivalent qualification
<u>ENQUIRIES</u>	:	Mr. Y Singqandu at Tel No: (043) 605 5042 e-Recruitment Technical Support: Yandisa.Singqandu@ecdsd.gov.za
<u>POST 22/194</u>	:	<u>EMPLOYEE HEALTH & WELLNESS (REF NO: DSD 29/06/2025)</u>
<u>STIPEND</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Provincial Office, Bisho
<u>REQUIREMENTS</u>	:	Standard 10 / Grade 12 plus a three-year qualification (NQF Level 6/7) in Psychology/Sociology or any relevant/equivalent qualification
<u>ENQUIRIES</u>	:	Mr. Y Singqandu at Tel No: (043) 605 5042 e-Recruitment Technical Support: Yandisa.Singqandu@ecdsd.gov.za
<u>POST 22/195</u>	:	<u>LABOUR RELATIONS (REF NO: DSD 30/06/2025)</u>
<u>STIPEND</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Provincial Office, Bisho
<u>REQUIREMENTS</u>	:	Standard 10 / Grade 12 plus a three-year qualification (NQF Level 6/7) in LLB, Labour Relations, Labour Law or any relevant/equivalent qualification

- ENQUIRIES** : Mr. Y Singqandu at Tel No: (043) 605 5042
e-Recruitment Technical Support: Yandisa.Singqandu@ecdsd.gov.za
- POST 22/196** : **INFORMATION COMMUNICATION TECHNOLOGY (X5 POSTS)**
- STIPEND** : R94 326 per annum
CENTRE : (Ref No DSD 31/06/2025) Provincial Office, Bisho
(Ref No DSD 32/06/2025) OR Tambo: Mthatha
(Ref No DSD 33/06/2025) Alfred Nzo: Mount Ayliff
(Ref No DSD 34/06/2025) Chris Hani: Queenstown
(Ref No DSD 35/06/2025) Sarah Baartman: Makanda
- REQUIREMENTS** : Standard 10 / Grade 12 plus a three-year qualification (NQF Level 6/7) in Electronics/IT/ Computer Science or any relevant/equivalent qualification. An International recognised certification such as A+, N+ or MCSE will be an added advantage
- ENQUIRIES** : Provincial Office enquiries may be directed to Mr. Y Singqandu at Tel No: (043) 605 5042,
OR Tambo Enquiries may be directed to Mrs. Z Dlanjwa Tel No: 047 531 2504
Alfred Nzo Enquiries may be directed to Mr S Shweni Tel No: 039 254 0900
Chris Hani Enquiries may be directed to Ms Mzinjana Tel No: (045) 8083709
Sarah Baartman Enquiries may be directed to Mr M Sipambo Tel No: 046 636 1484
e-Recruitment Technical Support: Yandisa.Singqandu@ecdsd.gov.za
- POST 22/197** : **INTERGRATED SERVICES TO FAMILIES (REF NO: DSD 36/06/2025)**
- STIPEND** : R94 326 per annum
CENTRE : Provincial Office, Bisho
REQUIREMENTS : Standard 10 / Grade 12 (NSC) plus a three-year qualification (NQF Level 6/7) in Management Assistant /Public Admin / Public Management or any relevant/equivalent qualification
- ENQUIRIES** : Mr. Y Singqandu at Tel No: (043) 605 5042
e-Recruitment Technical Support: Yandisa.Singqandu@ecdsd.gov.za
- POST 22/198** : **INSTITUTIONAL CAPACITY BUILDING (ICB) (REF NO: DSD 37/06/2025)**
- STIPEND** : R94 326 per annum
CENTRE : Provincial Office, Bisho
REQUIREMENTS : Standard 10 / Grade 12 plus a three-year qualification (NQF Level 6/7) in Public Administration/Finance or any relevant/equivalent qualification
- ENQUIRIES** : Mr. Y Singqandu at Tel No: (043) 605 5042
e-Recruitment Technical Support: Yandisa.Singqandu@ecdsd.gov.za

DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

- APPLICATIONS** : Submit Applications Via One Of The Options Below: Via the provincial e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-recruitment system closes at 23: 59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to erecruitment@ecsrac.gov.za (NB: NOT CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Should you submit your applications/CVs to erecruitment@ecsrac.gov.za and not as specified – your application will be regarded as lost and will not be considered. Note: Applicant must register on the e-recruitment system, complete and submit required information and apply for position as advertised following this URL: <http://www.ecprov.gov.za>. or submit via one of the following options: directing to a specific relevant centre:
- ENQUIRIES** : **Qonce (Head Office):** Enquiries – Mr. Y. Dlamkile Tel: 043 492 1386 / Mrs. R. E. Swartbooi Tel: 043 492 0949 / 1400 / Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwazi Building, Qonce, 5605
Amathole District: Enquiries Mr. B. Mbangatha Tel: 043 492 1838/1839 Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201
Or Tambo District: Attention Mr. S. Stuma Tel: 047 495 0853 Hand deliver to: Human Resource Management, 6th Floor, Botha Sigcau Building, corner Leeds and Owen Street, Umtata.
Joe Gqabi District: Attention Mr P. Masepe / Ms. Ninifie Tel No: 051 492 4806 Hand deliver to: No. 02 Cole Street, Maletswai
Albany Museum: Makanda Enquiries. Dr. P. Cimi – 046 622 2312 (Qonce) Hand deliver to 40 Somerset Street, Makanda. Applicants are encouraged to user E-recruitment system

- CLOSING DATE** : 11 July 2025. Applications Received After Closing Date Will Not Be Considered. No Faxed Applications Will Be Accepted
- NOTE** : Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents until further notice, but must submit a fully completed signed Z83 form and detailed Curriculum Vitae – NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. People with disabilities who meet the requirements will be given preference

OTHER POSTS

- POST 22/199** : **CHIEF CONSTRUCTION PROJECT MANAGER REF: DSRAC 01/06/2025**
- SALARY CENTRE REQUIREMENTS** : R1 266 450 – R1 446 921 per annum (OSD) (An all-inclusive remuneration)
: Qonce
: A National Senior Certificate plus A National Higher Diploma (Built Environment Field)/ B-Tech (Built Environment Field)/ Honours Degree in any Built environment field with a minimum of six (6) years post qualification experience. A valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Knowledge of programme and project management, project design and analysis, legal and operational compliance, as well as the creation of high-performance culture. Communication, problem solving, analytical, decision making and conflict management skills also critical. A valid code 08 driving licence.
- DUTIES** : Monitor the performance of employees under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with the project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive relevant specifications and details to contracts. Adjudicate all applications of variation orders and extensions of time and make recommendations to the approving authority within the Department. Process all interim monthly payments as per conditions of contract and in line with the Government's commitment to pay invoices timeously. Prepare and submit project information to be filled to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filled appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.
- ENQUIRIES** : Y. Dlamkile Tel No: 043 492 1386 (Qonce)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : Persons with disabilities are encouraged to apply.

<u>POST 22/200</u>	:	<u>CHIEF LANGUAGE PRACTITIONER REF: DSRAC 10/06/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 – R 686 091 per annum (An all-inclusive remuneration) (Qonce)
	:	A National Senior Certificate plus a National Diploma NQF 6 / Preferably bachelor's degree NQF Level 7 as recognized by SAQA in Linguistic / Socio-linguistic or any relevant tertiary qualifications with a minimum 3 years relevant work experience at AD level/Junior management level in the field of Arts and Culture (Languages) environment. A valid driving licence.
<u>DUTIES</u>	:	Assist in developing language legislation and policy. Formulate language legislation and policy. Facilitate implementation of language policy. Promote the principle of multilingualism in the province. Facilitate establishment of language units in the government departments. Coordinate strategic engagements with the Eastern Cape Language Forum. Facilitate translation and interpreting services. Coordinate development of term lists in all official languages of the province. Conduct research on all difficult terms/words on the term list. Terminology development services. Develop terms in conjunction with language role players. Research on difficult terms. Facilitate authentication/verification of difficult terms. Facilitate approval of terms of difficult nature by national term bank. Development of isiXhosa/Sesotho orthography. Provide administrative support for the component. Facilitate the development of Literature. Coordinate engagements with Literature bodies in the province. Facilitate Literature Development programs. Coordinate both literature and language projects. Assist in the development of strategic, operational and procurement, business and projection plans. Manage financial resources. Manage human resources. Compile monthly and quarterly reports. Allocation of resources for staff. Manage EPMS and provide staff development training needs.
<u>ENQUIRIES</u>	:	R. Swartbooi Tel No: 043 492 0949 (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 22/201</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF: DSRAC 02/06/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 – R551 823 per annum (Level 09) (An all-inclusive remuneration) (Qonce)
	:	National Senior Certificate, National Diploma (NQF level 6 as recognised by SAQA) Human Resources Management or Labour Relations or Labour Law or Industrial Psychology or Public Administration or Public Management or any relevant tertiary qualifications coupled with at least 3 years relevant experience at supervisory level or SL 7/8 within a Labour Relations environment. A good understanding of the relevant government regulatory framework. Good knowledge of Persal System. Public Service Act, Employment Equity Act, Labour Relations Act, Skill development Act. Basic Conditions of employment Act, COIDA, IOD, OHS Act, PFMA and Establishment. Proven leadership, strategic management, Conflict Management, financial management, problem-solving, people management skills. Excellent in administrative, coordination and organizational skills. Good written and verbal communication skills. Computer skills. Ability to work under pressure and independently. A valid code 08 driving license.
<u>DUTIES</u>	:	Maintain compliance with the Disciplinary code and Grievance procedure in the Department. Advise Managers and Supervisors on Management of discipline. Investigate misconduct cases reported. Advise managers and Supervisors on the resolution of grievances. Coordinate and facilitate the Labour Management Forum meetings. Coordinate monthly, quarterly and six-monthly reports for various Stakeholders. Represent the Department in cases of disputes arising from unresolved grievances. Co-ordinate awareness programmes on management of discipline, the Code of Conduct and the Grievance Procedure in the Department. Train Managers to preside over disciplinary hearings. Conduct workshops on management of Discipline by managers and supervisors. Render Administration Support. Attend and respond to audit matters. Supervise human resource Staff. Supervise PMDS and training needs for the staff. Supervise leave management. Supervise Procurement administration. Manage staff discipline.
<u>ENQUIRIES</u>	:	R. Swartbooi Tel No: 043 492 0949 (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>POST 22/202</u>	:	<u>INTERNAL AUDITOR REF: DSRAC 03/06/2025</u>
<u>SALARY CENTRE</u>	:	R325 101 – R382 959 per annum (Level 07) (An all-inclusive remuneration) (Qonce)

<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma/B.Tech Degree (NQF level 6 as recognised by SAQA) in Internal Auditing or an Advanced Diploma in Internal Audit or any other relevant tertiary qualifications with at least 1 to 2 years' experience within an internal audit environment. Internal audit experience in public sector, member of the IIA(SA), completed IAT or PIA qualification will be an added advantage. Competencies: Theory and Practice of Internal Audit, knowledge and application of applicable legislative requirements, Global Internal Audit Standards, Departmental Policies and Procedures, Governance and Risk Management, Budget preparation, and Reporting. Computer skills Excel, Word and PowerPoint. Good organising, verbal, and written communication skills. Excellent human, and interpersonal relations. Sound knowledge of Internal audit stakeholders. A valid code 08 driving license.
<u>DUTIES</u>	:	To strive for continuous improvement in systems of internal control within the Department. Plans and monitors own daily performance of audit assignments to ensure quality and timeous delivery. Provide support in the preparation of the analytical review of financial data. Collate relevant data. Identify systems risk and controls: Analyse risk associated with each applicable process. Identify key controls in a system. Quantify consequences of a break down/lack of a control. Conduct preliminary evaluation of the controls. Perform compliance tests. Perform audit test as per engagement work program. Document test results on working papers. Submit working papers on time to the supervisor. Provide support in preparation of reports: Conclude on working papers as to the impact of the audit tests performed. Prepare recommendations for the improvement of procedures and controls. Communicate all issues/challenges with the supervisor and client continuously. Engage in continuous professional development activities (tools and techniques) as required / prescribed.
<u>ENQUIRIES</u>	:	M. Cezula Tel No: 043 492 1400 (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 22/203</u>	:	<u>STATE ACCOUNTANT: BUDGET PLANNING REF: DSRAC 04/06/2025</u>
<u>SALARY CENTRE</u>	:	R325 101 – R382 959 per annum (Level 07) (An all-inclusive remuneration) Qonce
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Accounting or Cost & Management Accounting or Financial Management or other relevant qualifications with at least 1 to 2 years' experience within the public sector expenditure management field and payment of employee benefits. Public sector finances experience in budgeting and revenue management will be added advantage. Knowledge of financial systems (Logis, PERSAL and BAS) and be able to interpret NERF and Standard Chart of Accounts (SCoA). Knowledge of Public Service Regulations, Legislations / policies / prescripts, and procedures. Knowledge of Treasury Regulations and Division of Revenue Act (DORA), understanding of the Public Finance Management Act (PFMA) and Appropriation Act. Preferential Procurement Policy Framework Act (PPPFA), Financial Regulations Knowledge of Batho Pele principles. Computer literacy (specializing in Advanced EXCEL and PowerPoint Presentation. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach and ability to work under pressure and independently. A valid driving licence is required.
<u>DUTIES</u>	:	Implementation of expenditure patterns of the department. Prepare expenditure report documentation as per responsibility codes of the programmes. Identify misallocations of funds. Facilitate loading of budget on the system. Collection of inputs from programs for budget in line with the operational plans. Preparation of final balancing of budget for each following financial year. Facilitate submission of budget database from the programs. Facilitate consolidation of operational budget. Facilitate capturing of the budget on the system. Guide and assist programmes on budget utilisation. Facilitate logistical arrangements for the workshops. Minute taking for workshops. Facilitate implementation of virements. Receive and check availability of funds in budget proposals. Check and maintain commitment registers. Forward commitment registers to relevant programmes.
<u>ENQUIRIES</u>	:	M. Cezula Tel No: 043 492 1400 (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.

POST 22/204 : **PROVISIONING ADMIN OFFICER: DEMAND & ACQUISITION REF: DSRAC 05/06/2025**

SALARY : R325 101 – R382 959 per annum (Level 07) (An all-inclusive remuneration)
CENTRE : Joe Gqabi District (Maletswai)
REQUIREMENTS : National Senior Certificate plus National Diploma (NQF level 6 as recognised by SAQA) in Supply Chain Management or Public Administration or Public Management or any relevant qualification with at least 1 2 years relevant experience within a Supply Chain Management environment. A good understanding of the relevant government regulatory framework. Knowledge of public service legislations, prescripts, procedures and processes. Knowledge and understanding of Supply Chain Management Framework. Knowledge of BAS and LOGIS systems. Basic knowledge of financial management. Computer Literacy. Excellent Communication Skills. Interpersonal Skills. Understanding of prescripts. Presentation Skills Conflict Management, financial management, problem -solving, people management skills. Excellent in administrative, coordination and organizational skills. Ability to work under pressure and independently. A valid driving license is required.

DUTIES : Check submissions attained documentation according to the prescripts. Facilitate completion of log forms. Implement regulation policies and prescripts. Generate submission and procurement memos. Check alignment of requisitions with Logis regulations. Receive submissions from end-users. Check validity of the accompanying documents. View, capture and authorize requisitions on the system. Check relevant codes and procurement numbers. Facilitate procurement on the system. Receive and capture data of approved procurement submissions. Update and correct reflection of information on the system. Print reports and check status of suppliers. Facilitate registration of suppliers on the database (Central and Logis). Facilitate use and rotation of suppliers. Check required information on the quotations. Register quotation on the system. Register suppliers with active numbers on both systems. Facilitate procurement on ISISELE.

ENQUIRIES : P. Masepe Tel No: 051 492 4806 – (Maletswai)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : Persons with disabilities are encouraged to apply.

POST 22/205 : **PROVISIONING ADMIN OFFICER: DEMAND & ACQUISITION REF: DSRAC 06/06/2025**

SALARY : R325 101 – R382 959 per annum (Level 07) (An all-inclusive remuneration)
CENTRE : Nelson Mandela District (Gqeberha)
REQUIREMENTS : National Senior Certificate plus National Diploma (NQF level 6 as recognised by SAQA) in Supply Chain Management or Public Administration or Public Management or any relevant qualification with at least 1 2 years relevant experience within a Supply Chain Management environment. A good understanding of the relevant government regulatory framework. Knowledge of public service legislations, prescripts, procedures and processes. Knowledge and understanding of Supply Chain Management Framework. Knowledge of BAS and LOGIS systems. Basic knowledge of financial management. Computer Literacy. Excellent Communication Skills. Interpersonal Skills. Understanding of prescripts. Presentation Skills Conflict Management, financial management, problem -solving, people management skills. Excellent in administrative, coordination and organizational skills. Ability to work under pressure and independently. A valid driving license is required.

DUTIES : Check submissions attained documentation according to the prescripts. Facilitate completion of log forms. Implement regulation policies and prescripts. Generate submission and procurement memos. Check alignment of requisitions with Logis regulations. Receive submissions from end-users. Check validity of the accompanying documents. View, capture and authorize requisitions on the system. Check relevant codes and procurement numbers. Facilitate procurement on the system. Receive and capture data of approved procurement submissions. Update and correct reflection of information on the system. Print reports and check status of suppliers. Facilitate registration of suppliers on the database (Central and Logis). Facilitate use and rotation of suppliers. Check required information on the quotations. Register quotation on the system. Register suppliers with active numbers on both systems. This post is earmarked for persons with disabilities.

ENQUIRIES : S. Javu / T. Sandi Tel No: 041 492 1230 / 1231 / 1232 – (Gqeberha)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : Persons with disabilities are encouraged to apply.

POST 22/206 : **STATE ACCOUNTANT: BUDGET PLANNING REF: DSRAC 07/06/2025**

SALARY : R325 101 – R382 959 per annum (Level 07) (An all-inclusive remuneration)

CENTRE : OR Tambo District (Mthatha)

REQUIREMENTS : National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Accounting or Cost & Management Accounting or Financial Management or other relevant qualifications with at least 1 to 2 years' experience within the public sector expenditure management field and payment of employee benefits. Public sector finances experience in budgeting and revenue management will be added advantage. Knowledge of financial systems (Logis, PERSAL and BAS) and be able to interpret NERF and Standard Chart of Accounts (SCoA). Knowledge of Public Service Regulations, Legislations / policies / prescripts, and procedures. Knowledge of Treasury Regulations and Division of Revenue Act (DORA), understanding of the Public Finance Management Act (PFMA) and Appropriation Act. Preferential Procurement Policy Framework Act (PPPFA), Financial Regulations Knowledge of Batho Pele principles. Computer literacy (specializing in Advanced EXCEL and PowerPoint Presentation. Good communication skills. Sound organisational skills. Report writing. People management. Customer/client-oriented approach and ability to work under pressure and independently. A valid driving licence is required.

DUTIES : Implementation of expenditure patterns of the department. Prepare expenditure report documentation as per responsibility codes of the programmes. Identify misallocations of funds. Facilitate loading of budget on the system. Collection of inputs from programs for budget in line with the operational plans. Preparation of final balancing of budget for each following financial year. Facilitate submission of budget database from the programs. Facilitate consolidation of operational budget. Facilitate capturing of the budget on the system. Guide and assist programmes on budget utilisation. Facilitate logistical arrangements for the workshops. Minute taking for workshops. Facilitate implementation of virements. Receive and check availability of funds in budget proposals. Check and maintain commitment registers. Forward commitment registers to relevant programmes.

ENQUIRIES : S. Stuma Tel No: 047 495 0853 – OR Tambo District (Mthatha)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : This post is earmarked for persons with disabilities.

POST 22/207 : **CULTURAL OFFICER REF: DSRAC 11/06/2025**

SALARY : R325 101 – R 82 959 per annum (Level 07) (An all-inclusive remuneration)

CENTRE : Amathole District (East London)

REQUIREMENTS : National Senior Certificate plus a National Diploma (NQF Level 6) in Arts and Culture or any relevant qualification with 1 to 2 years relevant experience at production level. Extensive high-level knowledge of arts and culture and interpretation of policies. Excellent knowledge about museums and heritage. Programs. Financial management. People management and empowerment. Financial and knowledge management. Client orientation. Further knowledge of Local authorities, Departmental management and officials, General public / community, Academic institutions and learners, Private Sectors, Executing authority (Political Bearers), Municipalities (local and districts), Parks and tourism board. South African museums association. The candidate must possess good interpersonal relations and ability to work as a team. Must have written and verbal communication skills. Candidate must be able to work independently, under pressure, and after hours. Be willing to drive to various districts for stakeholder engagement. A valid driving licence.

DUTIES : Coordinate Arts & Culture Provincial Programmes. Organise logistics and attend meetings. Responsible for groups and designer artists. Organise festival equipment for artists. Facilitate and implement art centre programs. Craft rooster for activities. Organise arts centre structures. Consult with relevant stakeholders. Identify beneficiaries. Coordinate approval of submissions. Facilitate access of the art centre. Market the institution to the communities. Monitor day to day operations of the art centre. Responsible for art centre material. Develop database for artists. Provide institutional support. Maintain working relations with the stakeholders. Give support to developing artists. Monitor progress of artists. Provide administrative support. Draft art centre business plan. Consolidate and compile quarterly and annual reports. Monitor budget expenditure and revenue collection. coordinate procurement submission. Organise and monitor visitor's register.

ENQUIRIES : B. Mbangatha Tel No: 043 492 1838 / 1839 - (East London)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
Persons with disabilities are encouraged to apply.

<u>POST 22/208</u>	:	<u>HERITAGE OFFICER REF: DSRAC 12/06/2025</u>
<u>SALARY</u>	:	R325 101 – R82 959 per annum (Level 07) (An all-inclusive remuneration)
<u>CENTRE</u>	:	Joe Gqabi District (Maletswai)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma (NQF Level 6) in Social Science, Museum & Heritage Studies, Tourism Management, Anthropology, Museology or any relevant qualification with 1 to 2 years relevant experience at production level. Knowledge of museum and heritage and interpretation of policies. Excellent knowledge about museums and heritage. Programs. Financial management. People management and empowerment. Financial and knowledge management. Client orientation. Further knowledge of Local authorities, Departmental management and officials, General public/community, Academic institutions and learners, Private Sectors, Executing authority (Political Bearers), Municipalities (local and districts), Parks and tourism board. South African Museums Association. The candidate must possess good interpersonal relations and ability to work as a team. Must have written and verbal communication skills. Candidate must be able to work independently, under pressure, and after hours. Be willing to drive to various districts for stakeholder engagement A valid driving licence.
<u>DUTIES</u>	:	Coordinate and implement museums and heritage projects and events. Promote awareness campaign programmes. Coordinate the process of standardization of name change. Coordinate use of national symbols and orders. Organise preparatory meetings. Organise participation of the stakeholders. Provide secretarial support services to the committee. Provide operational support to the district museum. Maintain working relations with the stakeholders. Craft rooster for activities. Render administrative functions in relation to programmes that are implemented. Collect, analyse, compile and update data in all museums and heritage activities. Provide administrative and technical support with regard to museums and heritage facilities. Coordinate financial resources. Coordinate approval of the submissions. Compile, consolidate and submit monthly and quarterly reports. This post is earmarked for persons with disabilities.
<u>ENQUIRIES</u>	:	P. Masepe Tel No: 051 492 4806 – Joe Gqabi District (Maletswai) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 22/209</u>	:	<u>REGISTRY CLERK: OFFICE OF THE MEC REF: DSRAC 08/06/2025</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05) (An all-inclusive remuneration)
<u>CENTRE</u>	:	Head Office (Qonce)
<u>REQUIREMENTS</u>	:	National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6/7) in Record Management will be an added advantage. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in Good written and verbal communication. Acceptable report writing skills. Computer literacy. Ability to ensure maximum level of confidentiality. A valid driving license will be an added advantage.
<u>DUTIES</u>	:	Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management services. Opening and close files according to record classification system. Filing / storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning files. Sort and packages files for archives and distribution. Compile list of all documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>ENQUIRIES</u>	:	M. Cezula Tel No: 043 492 1400 (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.

<u>POST 22/210</u>	:	<u>ACCOUNTING CLERK: EXPENDITURE AND GENERAL PAYMENTS REF: DSRAC 09/06/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05) (An all-inclusive remuneration) (Qonce)
	:	National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6) in Financial Accounting or Financial Management or other relevant qualifications will be an added advantage. Knowledge of financial systems (LOGIS & BAS), payment policies and procedures, and Public Sector Modified Cash Standards on Accrual Basis of Accounting will be an added advantage. Knowledge of public service regulations. Knowledge of Batho Pele principles. Knowledge of Provincial Treasury Guidelines / Regulations and Public Finance Management Act (PFMA). Computer literacy. Knowledge and application of Microsoft excel and Word. Time management skills. Good communication skills. Sound organisational skills, Customer/client orientated approach, problem solving skills, good acumen skills, ability to work well under pressure, ability to work well within a team and independently. A valid driving license will be an added advantage.
<u>DUTIES</u>	:	Processing and payment of all valid invoices submitted at payments section within 30-day compliance period. Receive, check and capture all compliant payment related documents on LOGIS on time. Check and capture approved sundry payments and bank rejections on BAS. Timeously submit payment documents for Pre-authorisation. Follow-up and clear all payment related queries with End-users and suppliers on time. Promptly communicate any payment related queries identified with the supervisor. Perform reconciliation of supplier accounts. Request supplier statements and draw BAS supplier reports for creditors reconciliation. Follow-up and clear all outstanding Accruals and Payables not recognised timeously. Provide feedback to the supervisor on clearance of Accruals and Payables not recognised timeously. Maintain proper filling system of all payment documents and supplier reconciliations.
<u>ENQUIRIES</u>	:	M. Cezula Tel No: 043 492 1400 (Qonce)
<u>NOTE</u>	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za Persons with disabilities are encouraged to apply.
<u>POST 22/211</u>	:	<u>ARTISAN: ELECTRICAL REF: DSRAC 13/06/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R243 597 – R270 357 per annum (OSD) (An all-inclusive remuneration) Albany Museum (Makanda)
	:	National Senior Certificate or NQF level 4 with no work experience. An appropriate trade test certificate; computer literacy; good communication and research skills will be an added advantage. A valid driving licence.
<u>DUTIES</u>	:	Render design services. Produce designs according to client specification and within limits of production capability. Render Production services. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Render maintenance services. Inspect equipment and or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and or facilities against specifications. Service equipment and or facilities according to schedule. Quality assure serviced and maintenance equipment and or facilities. Perform administrative and related functions. Compile and submit report. Keep and maintain job record / register. Mentor staff.
<u>ENQUIRIES</u>	:	P. Cimi Tel No: 046 622 2312– Albany Museum (Makanda)
<u>NOTE</u>	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za Persons with disabilities are encouraged to apply.
<u>POST 22/212</u>	:	<u>GENERAL ASSISTANT REF: DSRAC 14/06/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 2) (An all-inclusive remuneration) OR Tambo District (Mthatha – Reference Library)
	:	Grade 8 certificate or ABET level 4 or NQF level 1-3 with no experience. Performing General Assistant duties will be an added advantage. Must be able to write and read. Good interpersonal skills. Good Verbal and written communication skills. Self-motivated. A valid driving licence will be an added advantage.
<u>DUTIES</u>	:	Ensure prompt delivery and safe keeping of information. Delivery of documents within and other departments. Photocopying and faxing documents. Render transport services for provincial library staff. Ferry officials and stakeholders to departmental events. Report all defects to the relevant official. Perform general assistant work. Load and off load furniture, equipment, and any other goods to relevant destination. Collection and delivery of items and correspondence. Collect and deliver mail to various offices. Load and offload furniture,

equipment, and any other goods to relevant destinations. Assist in making photocopies. Paste notices on notice board. Provide cleaning services. Clean offices, boardroom, and walkways. Clean relevant workstations (workshops and exhibition rooms). Clean general kitchen. Clean restrooms (check toilet paper). Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Clean machines (microwaves, vacuum) and equipment after use. Request cleaning material. Prepare venue for functions and meetings. Prepare and wash all utensils to be used (kettle, cups, saucers, glasses, and jugs). Prepare tea during meetings. Assist during functions. Perform any other duties related to general assistant work that may arise or tasked by the supervisor.

- ENQUIRIES** : S. Stuma Tel No: 047 495 0853 – OR Tambo District (Mthatha)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : Persons with disabilities are encouraged to apply.
- POST 22/213** : **LIBRARIAN (X3 POSTS)**
- SALARY CENTRE** : R325 101 – R382 959 per annum (Level 07) (An all-inclusive remuneration)
OR Tambo District (Mthatha), Port St. Johns Community Library Ref: DSRAC 15/06/2025 (1 Post)
Nelson Mandela District (Gqeberha) Kuyga Library Ref: DSRAC 16/06/2025 (2 Posts)
- REQUIREMENTS** : National Senior Certificate plus a National Diploma or Bibl. Degree/ B Tech (NQF Level 6) in Library Information Studies or any relevant qualification with at least 1 to 2 years working experience in a Library and Information Service field. Knowledge of public service legislation, policies, and prescripts. Basic knowledge of library and information science procedures and processes. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Sound knowledge of stakeholders. A valid driving license.
- DUTIES** : Implement awareness campaigns, reading programmes and promotion of library use to all communities. Implement stock control of all library material. Manage, receive & reconcile library material from the district office. Attend to user needs. Compilation of monthly user statistics and report writing. Participate in crafting of the business plan. Management of library assets. Implement annual recovery of monies. Establish & sustainment of library structures including book clubs. Management of library resources, mini-lib services & ICT equipment. Supervision of staff These posts are earmarked for persons with disabilities.
- ENQUIRIES** : S. Stuma Tel No: 047 495 0853 – OR Tambo District (Mthatha)
S. Javu / T. Sandi Tel No: 041 492 1230 / 1231 / 1232 – (Gqeberha)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : Persons with disabilities are encouraged to apply.
- POST 22/214** : **ASSISTANT DIRECTOR: MPP – CONDITIONAL GRANT REF: DSRAC 17/06/2025**
- SALARY CENTRE** : R582 444– R686 091 per annum (Level 10) (An all-inclusive remuneration)
: (Qonce)
- REQUIREMENTS** : National Senior Certificate plus National Diploma (NQF level 6) as recognised by SAQA in Sport Management / Sport Administration/Human Movement Studies/Human Resource Management/Business Management or any relevant qualification coupled with 3 years' experience at supervisory level or SL 7/8 in the field of Sport and Recreation. Knowledge and understanding of the Division of Revenue Act (DORA) and Conditional Grant Framework. Knowledge of wide range of work processes and procedures such as events management, government procurement, monitoring and evaluation. Good decision-making, analytical and negotiation skills. Financial management, strategic and operational, planning and organizing, people management, problem-solving and conflict management skills. Computer Literacy. A valid driver's licence.
- DUTIES** : Give support on the adherence / compliance of conditional grant matters. Collect inputs for the development of business plan. Analyse and verify and submit performance and financial reports received from programs. Compile and submit POE for the monthly and quarterly reports. Facilitate submission of the annual evaluation report. Maintain stakeholder relations. Engage in national grant meetings. Update the relevant stakeholders on new developments. Collect inputs for the development of conditional grant framework. Provide guidance on all human resource matters regarding MPP staff. Facilitate development of profiles for advertisement of contract posts. Facilitate process of recruitment for contract posts. Facilitate employment contracts and submission to the relevant office. Provide administration support.

		Distribute operational documents to relevant stakeholders. Coordinate budget allocation. Coordinate procurement process. Coordinate meetings and workshops for contract posts. Supervise human resource of contract posts.
<u>ENQUIRIES</u>	:	R. Swartbooi Tel No: 043 492 0949 (Qonce)
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 22/215</u>	:	<u>ASSISTANT DIRECTOR: SCHOOL SPORT REF: DSRAC 18/06/2025</u>
<u>SALARY</u>	:	R582 444– R686 091 per annum (Level 10) (An all-inclusive remuneration)
<u>CENTRE</u>	:	OR Tambo District (Mthatha)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus National Diploma (NQF level 6) as recognised by SAQA in Sport Management / Human Movement studies, or any relevant qualification coupled with 3 years' experience at supervisory level or SL 7/8 in the field of Sport and Recreation. Project Management will be an added advantage. Knowledge and understanding of the Conditional Grant Framework. Knowledge of wide range of work processes and procedures such as events management, government procurement, monitoring and evaluation. Good decision-making, analytical and negotiation skills. Financial management, strategic and operational, planning and organizing, people management, problem-solving and conflict management skills. Computer Literacy. A valid driver's licence.
<u>DUTIES</u>	:	Implement strategic partnership programmes with School Sport Structures. Set up standing meetings with clients and manage the annual school sport calendar. Develop and maintain a database of participants and officials. Manage projects in partnership with stakeholders and partners. Set up standing meeting with clients and manage the annual sport development calendar. Monitor compliance to policies and procedures related to school sport development. Coordinate and organize the training of educators and volunteers. Monitor and evaluate implementation of school sport programmes. Good report writing skills. Computer literacy (Excel and PowerPoint) and good interpersonal relations. Should be able to work independently and under pressure.
<u>ENQUIREIS</u>	:	S. Stuma Tel No: 047 495 0853 – OR Tambo District (Mthatha)
<u>NOTE</u>	:	e-Recruitment Technical Enquiries recruitment@ecsrac.gov.za
		Persons with disabilities are encouraged to apply.
<u>POST 22/216</u>	:	<u>ASSISTANT DIRECTOR: SCHOOL SPORT REF: DSRAC 19/06/2025</u>
<u>SALARY</u>	:	R582 444– R686 091 per annum (Level 10) (An all-inclusive remuneration)
<u>CENTRE</u>	:	Nelson Mandela District (Gqeberha)
<u>REQUIREMENTS</u>	:	National Senior Certificate or equivalent qualification plus a three-year Degree/Diploma (NQF level 6) as recognised by SAQA in Sport Management / Sport Administration / Human Movement studies, or any relevant qualification coupled with 2 to 3 years' relevant experience in Sport and Recreation environment at Senior/officer level or SL 7/8 in the field of Sport and Recreation. Good communication and organising skills. Ability to work under pressure. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. A valid driving license is required. Competencies: Project Management will be an added advantage. Knowledge and understanding of the Conditional Grant Framework. Knowledge of relevant pre-scripts acts and regulations that govern sport and recreation. Understanding of policies and regulations that govern school sport Provincially and Nationally. Knowledge of wide range of work processes and procedures such as events management, government procurement, monitoring and evaluation. Good decision-making, analytical and negotiation skills. Financial management, strategic and operational, planning and organizing, people management, problem-solving and conflict management skills. Computer Literacy. A valid driver's licence.
<u>DUTIES</u>	:	Co-ordinate the Implementation of School Sport Programmes and District Seasonal School Sport Championships (NSSC) Implement strategic partnership programmes with School Sport Sector. Facilitate the support towards schools participating in leagues, festivals and provision of equipment and attire. Facilitate the establishment of fully fledged school sport structures and the support towards school sport structures. Develop a database of schools in the within zonal and circuits educational areas. Conduct regular meetings with Department of Education to plan, implement and monitor school sport programmes. Formulate key and strategic partnerships with local stakeholders and NPO's/NGOs towards the support of school sport programmes. In conjunction with the DoE and School Sport Structures facilitate the submission of training delegates towards education and training courses in the Province. Provide monthly, quarterly, semester and annual performance

and expenditure reports on the school sport. Facilitate the annual registration of schools in the school sport programme. Facilitate Stakeholder engagement sessions with the school sport sector to plan for the development of the annual operation plan. Co-ordinate the provision of non-financial support to be provided to schools and school sport structures. Manage the School Sport budget and the procurement of goods and services as per the annual operational plan and conditional grant requirements. Submit all conditional grant reporting requirements as per the conditional grant framework and department reporting requirements. Develop a annual school sport plan in conjunction with all school sport stakeholders. Monitor and evaluate implementation of school sport programmes. Good report writing skills. Computer literacy (Excel and PowerPoint) and good interpersonal relations. Should be able to work independently and under pressure.

- ENQUIRIES** : S. Javu / T. Sandi Tel No: 041 492 1230 / 1231 / 1232 – (Gqeberha)
- NOTE** : e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
Persons with disabilities are encouraged to apply.
- POST 22/217** : **SPORT PROMOTION OFFICER: RECREATION DEVELOPMENT REF: DSRAC 20/06/2025**
- SALARY** : R325 101 – R382 959 per annum (Level 07) (An all-inclusive remuneration)
- CENTRE** : Joe Gqabi District (Maletswai)
- REQUIREMENTS** : National Senior Certificate or equivalent qualification. A minimum of three-year Degree/Diploma (NQF level 6) as recognised by SAQA in Sport Management / Sport Administration / Human Movement studies, or any relevant qualification coupled with 1 to 2 years' relevant experience in Sport and Recreation environment at Senior/officer level or SL 7/8 in the field of Sport and Recreation. A valid driving license is required. Competencies: Good communication and organising skills. Knowledge of relevant pre-scrips in sport and recreation. Ability to work under pressure. Knowledge of understanding the departmental policies and procedures. Coaching and mentoring skills. Project and event management skills. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in several codes or federations.
- DUTIES** : Promote and implement healthy lifestyle programmes in communities and wards to increase participation in sport and recreation. Coordinate non-financial and financial support towards community-based sport and recreation forums. Assist in the implementation of interventions to increase the number of participants from specific target groups in sport and recreation activities. Establish local community sport and recreation structures in wards and hubs. Facilitate the provision of equipment and attire resources to Hubs and communities. Conduct coaching clinics and workshops for sport and recreation participants and structures. Promote and implement Indigenous Games programmes in wards and capacitate stakeholders on the technical guidelines. Collect and consolidate all related data and submission of weekly and monthly reports. Facilitate skills development initiatives in communities and recreational structures. Implement all recreational programmes as per the annual operational plan. Perform event management/coordination activities in recreational programmes and activities. Liaise with Hubs, NPOs, NGOs and sister departments to increase the number of participants in sports and recreation activities. Plan, develop and implement community sports, and community mass participation programme. Conduct monthly meetings with community sport and recreation forums, federations, clubs and schools. Coordinate campaigns with relevant stakeholders and sister departments. Promote integrated programmes of all sector departments and relevant stakeholders. Promote awareness and participation to all ages, gender and capability categories. Render administrative functions in relation to programmes that are implemented. Collect, analyse, compile and update data in recreational activities
- ENQUIRIES** : P. Masepe Tel No: 051 492 4806 – Joe Gqabi District (Maletswai)
- NOTE** : e-Recruitment Technical Enquiries recruitment@ecsrac.gov.za
Persons with disabilities are encouraged to apply.
- POST 22/218** : **SPORT PROMOTION OFFICER: RECREATION DEVELOPMENT REF: DSRAC 21/06/2025**
- SALARY** : R325 101 – R382 959 per annum (Level 07) (An all-inclusive remuneration)
- CENTRE** : Nelson Mandela District (Gqeberha)
- REQUIREMENTS** : National Senior Certificate or equivalent qualification. A minimum of three-year Degree/Diploma (NQF level 6) as recognised by SAQA in Sport Management / Sport Administration / Human Movement studies, or any relevant qualification

coupled with 1 to 2 years' relevant experience in Sport and Recreation environment. Competencies: Good communication and organising skills. Knowledge of relevant pre-scripts in sport and recreation. Ability to work under pressure. Knowledge of understanding the departmental policies and procedures. Coaching and mentoring skills. Project and event management skills. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills and presentation skills will be an added advantage. Knowledge of relevant precripts. Exposure in several codes or federations. A valid driving license is required.

- DUTIES** : Promote and implement healthy lifestyle programmes in communities and wards to increase participation in sport and recreation. Coordinate non-financial and financial support towards community-based sport and recreation forums. Assist in the implementation of interventions to increase the number of participants from specific target groups in sport and recreation activities. Establish local community sport and recreation structures in wards and hubs. Facilitate the provision of equipment and attire resources to Hubs and communities. Conduct coaching clinics and workshops for sport and recreation participants and structures. Promote and Implement Indigenous Games programmes in wards and capacitate stakeholders on the technical guidelines. Collect and consolidate all related data and submission of weekly and monthly reports. Facilitate skills development initiatives in communities and recreational structures. Implement all recreational programmes as per the annual operational plan. Perform events management/coordination activities in recreational programmes and activities. Liaise with Hubs, NPO's, NGOs and sister departments to increase the number of participants in sports and recreation activities. Plan, develop and implement community sports, and community mass participation programme. Conduct monthly meetings with community sport and recreation forums, federations, clubs and schools. Coordinate campaigns with relevant stakeholders and sister departments. Promote integrated programmes of all sector departments and relevant stakeholders. Promote awareness and participation to all ages, gender and capability categories. Render administrative functions in relation to programmes that are implemented. Collect, analyze, compile and update data in recreational activities
- ENQUIRIES** : S. Javu / T. Sandi Tel No: 041 492 1230 / 1231 / 1232 – (Gqeberha)
e-Recruitment Technical Enquiries recruitment@ecsrac.gov.za
- NOTE** : Persons with disabilities are encouraged to apply.

**DSRAC INTERNSHIP PROGRAMME/IN-SERVICE TRAINING FOR 2025/26 -2026/27
(24 MONTHS)**

- NOTE** : The objective of the Internship program within the public service, is to address the problem of youth unemployment, especially tertiary (university and Technikon) graduates by providing them with work experience opportunities in the public service. As per the Directive issued by DPSA on the employment of persons to developmental programmes in the public service: Internship, Learnership, Apprenticeship, Graduate recruitment schemes and related programmes, this Internship programme is specifically aimed at the following: Interns need to be graduates and unemployed. Interns need to be within their specific demographic area. The internship should not exceed a period of 24 months, meaning candidates cannot enter into an internship program more than once. During the tenure of the contract, the youth will receive continuous learning and development interventions to improve their skills through on-the-job training initiatives for optimal performance and to equip them for future employment.

OTHER POST

- POST 22/219** : **TECHNICAL INTERN – ARCHIVES REPOSITORY (DIGITIZATION) REF. DSRAC 22/06/2025 (1 post)**
(Re-Advertisement: candidates who previously applied may re-apply)
Directorate – Archives & Records Management

- STIPEND** : R7 860.50 per month for graduates.
- CENTRE** : Mthatha Repository – Or Tambo District
- REQUIREMENTS** : National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Archives & Records Management or other relevant qualifications. History as a major subject will be an added advantage.
- DUTIES** : Evaluate collection, establish order, group related items according to levels – repository, series, file unit and item level. Classify materials based on predefined categories or series. Assign labels to each category and individual item for easy identification. Develop comprehensive lists of the materials,

noting their locations and descriptions. Identify and handle duplicate items appropriately. Create detailed descriptions for each item or collection, including relevant information such as dates, creators, and subjects. Develop tools to help users locate and understand the records. Apply standardized metadata to ensure consistency and facilitate searching. Prepare documents for scanning, scan documents according to agreed type of image. Ensure high image resolution and conduct quality assurance checks for every image developed.

ENQUIRIES

: S. Cetywayo Tel No: 043 492 0936 – District & Qonce
e-Recruitment Technical Enquiries recruitment@ecsrac.gov.za

NOTE

: This post is earmarked for a person with disabilities.

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HUMAN SETTLEMENTS**

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

- APPLICATIONS** : Head: Human Settlements, Human Resource Management Directorate. P.O Box 247, Bloemfontein 9300 OR Applications that are hand delivered must be brought to the foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, or Tambo House, St. Andrews Street, Bloemfontein. No applications will be accepted by staff in offices in the building. or Candidates may apply via email: recruit@fshs.gov.za (on Subject of email kindly specify the rank and reference number of the position you are applying for).
- CLOSING DATE** : 18 July 2025 Time: 16H00
- NOTE** : Directions to applicants: Applications must be submitted on the new prescribed form Z.83, obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information on the form. Applicants are not required to submit copies of qualification and other relevant documents on application but must submit the Z 83 and the detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Should the applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their application. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Applications received after closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their inquiries to the relevant person as indicated in the advertisement. Note: shortlisted candidates will be subject to criminal record check, citizenship verification, financial /asset record check, qualification /study verification and previous employment verification. Faxed or late applications will NOT be accepted. If you are not contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 22/220** : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: HS 06/ 2025**
- SALARY** : R896 436 per annum. (Level 11) An all-inclusive package, the remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion, and which may include a 13th cheque, motor car allowance, homeowner's allowance and medical aid assistance.
- CENTRE REQUIREMENTS** : Bloemfontein
: Applicants must be in possession of a Grade 12 Certificate coupled with a Bachelor's degree (NQF 7) in Labour Law/ Labour Relation/ Human Resource with Industrial Relations or equivalent qualification. Minimum of 3 -5 experience at junior or middle management level in relevant labour/ employee relations environment. Certificate for Investigating Officer and Certificate for Presiding Officer will be added advantage. Computer literacy and a valid driver's license. Computer literacy in Microsoft Office packages, especially Word, PowerPoint and Excel. Good communication skills (verbal and written). Conflict resolution skills. Good analytical skills.
- DUTIES** : Develop labour relation policies. Develop labour relation strategies. Improve operational labour relation methods. Manage the investigation of misconduct and grievance cases to advise appropriately thereon. Manage misconduct cases, grievances and disputes. Manage misconduct procedures. Manage grievance procedures. Manage dispute procedures. Facilitate the institution of disciplinary action (progressive and formal hearings). Advise management on all labour relations matters in order to minimize unfair labour practices. Advise

on disciplinary procedures. Advice on grievance procedures. Advise on dispute procedures. Represent the Department in bilateral discussions with organized labour unions. Oversee the implementation of arbitration awards and collective agreements. Provide information sessions on labour relation matters to senior management. Represent the Department in processes of Conciliation and Arbitration. Perform and manage administrative and related functions. Ensure compilation of and submit monthly and quarterly progress and technical reports (functional and support related e.g. work plans for PMDS). Manage and control personnel and assets. Determine specifications for procurement of goods and services. Comply with the Public Service prescripts. Develop a business plan and action plan for the sub-directorate. Develop and implement a Service Delivery Improvement Programme, for the sub-directorate. Manage and ensure the development of all the human resources in the sub-directorate. Financial management of the cost centre (i.e. sub-directorate). Ensure the development and maintenance of databases
HR: Mr. T.A. Reachable Cell: 062 080 3045

ENQUIRIES

:

**PROVINCIAL ADMINISTRATION: GAUTENG
SOCIAL DEVELOPMENT**

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms M Mzamele. All applicants are also encouraged to number the pages of their CV and the attached certified documents..

CLOSING DATE : 11 July 2025
NOTE : Applicants with disabilities are encouraged to apply. To apply for the below positions, please apply online at <http://professionaljobcentre.gpg.gov.za> If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment (where applicable). The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GDSD that will be reviewed based on performance expiration.

OTHER POSTS

POST 22/221 : **SOCIAL WORKER HIV AIDS & EMPOWERMENT CAPACITY BUILDING GRADE 1 REF NO: REFS/022901 (12 POSTS)**

SALARY CENTRE REQUIREMENTS : R325 200 – R382 374 per annum (within the OSD framework)
 : Head Office, Johannesburg
 : Bachelor's Degree in Social Work. Registration with the South African Council for Social Service Professions as Social Worker. A valid driver's license. Skills to challenge structural source of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities. The understanding and ability to provide social work services towards protecting people who are vulnerable at risk and unable to protect themselves. Skills and Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities. The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. The understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Implement the HIV and AIDS Social protection including Social and Behaviour Change Programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Conduct assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically. Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities. Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions. Study, interpret, apply and give information on legislation and policies in the identified work fields to social auxiliary workers, volunteers and other role players/stakeholders. Perform all the statutory functions applicable to the relevant function, compile court reports and attend to court enquiries and the other tasks emanating from the courts.

		Produce and maintain records of social work interventions, processes and outcomes. Support social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Study professional journals and publications in order to ensure that cognisance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Liaise/attend meetings with other departments and non-governmental institutions to take cognisance of the latest developments in the relevant fields. Undertake first level social work research and development. Engage in continuous professional development activities as prescribed. Perform all the administrative functions required of the job.
<u>ENQUIRIES</u>	:	Mr C Maabane Tel-011 355 0600
<u>NOTE</u>	:	The Department reserves the right to fill or not to fill this position(s). NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 22/222</u>	:	<u>PROFESSIONAL NURSE GRADE 1(GENERAL NURSING) REF NO: REFS/022904 (19 POSTS)</u>
<u>SALARY CENTRE</u>	:	R324 384 – R382 107 per annum (within the OSD framework)
	:	Desmond Tutu CYCC (1 Post)
	:	Dr Fabian & Florence Rebeiro RFCD (2 Posts)
	:	Father Smangaliso Mkhatswha CYCC (2 Post)
	:	GA Rankuwa Rearabilwe CYCC (2 Post)
	:	Igugulethu CYCC (3 Posts)
	:	Itireleng RFCD (3 Posts)
	:	Mmabatho Hlatshwayo CYCC (2 Posts)
	:	Mary Moodley CYCC (2 Posts)
	:	Walter Sisulu CYCC (3 Posts)
<u>REQUIREMENTS</u>	:	Basic R425 qualification (e.g., Diploma/degree in nursing) or equivalent qualification. Registration with the SANC as Professional Nurse. Knowledge and understanding of legislative and policy mandates regulating nursing practice, processes and procedures, knowledge and understanding of nurse care practice and procedures applicable in the institution. Skills and competencies: project management analytical report writing, monitoring and evaluation, communication, people management skills, interpersonal skills and leadership skills.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility, promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
<u>ENQUIRIES</u>	:	Mr Deon Barnard Tel-(012 546- 0640 Desmond Tutu CYCC, Mr M Netshikulwe Tel (012) 700 9444 Itereleng RCFD, Ms T Chauke Tel (011) 964 8752 Marry Moodley CYCC, Mr C Modika (011) 983 0010 Walter Sisulu CYCC, Ms S Hutchinson Tel (012)734 8325 Dr Fabian & Florence Rebeiro RFCD, Ms S Maleka (012) 546 2062 Father Smangaliso Mkhatswha CYCC, Mr M Ndlovu (012) 744 3404 GA Rankuwa Rearabilwe CYCC, Mr S Nkosi (011) 916 4157 Igugulethu CYCC, Ms J Fouche (010) 344 1280
<u>NOTE</u>	:	The Department reserves the right to fill or not to fill this position(s).NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

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

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

CLOSING DATE : 11 July 2025

NOTE : Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only shortlisted candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Northern Cape Department of Health. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, residential address, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan. For all SMS positions, the successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government. The SMS Pre-Entry Certificate is required prior to appointment. For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>.

MANAGEMENT ECHELON

POST 22/223 : **CHIEF EXECUTIVE OFFICER – SPRINGBOK HOSPITAL REFERENCE NO: NCDOH 87/2025**

SALARY : R1 059 105.per annum (All-inclusive package)

CENTRE : Springbok Hospital (Namakwa District)

REQUIREMENTS : Undergraduate qualification (NQF 7) as recognised by SAQA in an administrative field coupled with (5) years' experience in the Health Sector at Junior/Middle Management Level at Regional and District Hospital. Knowledge of relevant such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. A valid driver's licence is an inherent requirement. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. Skills Profile: Proven management competencies with specific reference to the health environment. Ability to manage KPA's of highly qualified specialists. Knowledge of health systems, health services and priorities of health programmes and relevant legislation including but not limited to the following Core Competencies: Ethical leadership, strong strategic capability, program and project management, financial management, change management, people management and empowerment. Process competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus. Appropriate managerial and leadership experience, Knowledge of the Public Finance Management Act, Public Service act, Health Act, and Public Service Regulations. Knowledge of policy research, analysis

DUTIES

and development. Excellent communication (verbal and written) and presentation skills. Human resource management and planning competencies To plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative district hospital services. To provide strategic leadership to improve operational efficiency of the hospital service, to improve health outcomes. Prepare and execute a strategic plan for the hospital to ensure that it is in line with the 10 Point Plan, National and Provincial, Regional and District Health Plans. Maximise revenue through collection of all income due to the Hospital. Ensure that the Hospital is managed within budget in line with PFMA and relevant guidelines. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Ensure that systems and procedures are in place to ensure effective infrastructure planning and maintenance, as well as availability of essential equipment and maintenance. Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources. Promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety commitments. Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective and timely manner. Oversee clinical governance to ensure a high standard of patient care. Establish strong and viable community networks; and ensure a functional Hospital Board. Responsible for good corporate governance. Improve quality of services through compliance with all domains of the National Core Standards for the prevention of Medico-legal hazards and the promotion of a positive patient experience at the hospital. Manage the hospitals risks ensuring optimal achievement of health outcomes, the safety of all staff, patients and visitors, environmental safety, and proper management of buildings and other assets.

**ENQUIRIES
APPLICATIONS**

MS Z. Kiti Tel No: (053) 8300 633
Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nchealthhr@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.

POST 22/224

ADMINISTRATIVE CLERK: REVENUE MANAGEMENT REF NO: NCDOH 88/2025(X4 POSTS)

**SALARY
CENTRE
REQUIREMENTS**

R228 321 per annum (Level 05)
Mental Health Hospital
Senior Certificate/ Matric Certificate, 1 to 2 years' experience in a Financial Management environment will serve as an added advantage. Skills Profile: Interpretation skills. Innovation and Creativity skills. Interpersonal skills. Computer skills. Competency Profile: Ability to communicate issues in a tactful manner. Ability to adapt to changes in the workplace. Ability to work under pressure. Knowledge: Public Financial Management Act. Public Service Act. Public Service Regulations Act. Basic Conditions of Employment Act.

DUTIES

Effective revenue collection in line systems and controls. (Capture names and surnames, address, contact details of next of kin, medical aid number if a patient belongs to a medical aid scheme. –Classify patients according to their income groups. – Out patient: cash payment, issue a receipt for cash received. Follow ups on all patient outstanding accounts including medical aid patients. Capture receipts on BAS. Reconciliation of revenue between BAS and billing system. (Reconcile cash received for bank deposits. – Clear and reconcile patient accounts on system. Provide accurate billing and timeous reporting to oversight bodies (-Reconcile print outs of payments to clear patient debt). Provide record keeping services. (Safeguard finance and patient records). Perform administrative/clerical duties as required.

ENQUIRIES

Applications for Mental Health Hospital: Mr A. Links/Mr T. Khonkhobe Tel No: (053) 8023607/600.

APPLICATION

Must Be E-Mailed nchealthhr@ncpg.gov.za or Hand Delivered or Couriered Via Postal Services to Portion 84, Bultfontein Farm, Number 80 On R31, Barkly Road, Kimberley. Applicants Must Complete an Application Register When an Application Is Hand Delivered.

DEPARTMENT OF SOCIAL DEVELOPMENT

The Department of Social Development is an equal opportunity, affirmative action employer. It is intended to promote presentively (race, gender and disability) through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

- APPLICATIONS** : To apply for the below positions, please forward your applications to the following addresses: Provincial Office: Please forward your application quoting the relevant reference number to: Senior Manager, Human Resources Employee Practices, Department of Social Development Private Bag X5016, Kimberley, 8300 or applications that are hand delivered must be brought to the foyer (HR Block C) of Latlhi Mabilo Complex Building where they must be placed in the appropriately marked box at: 257 Barkley Road, Kimberley. Alternatively, applicants can email their applications to applications-dsd@ncpg.gov.za. Applicants must complete and sign an application register when an application is hand delivered. Applications can also be addressed to the district offices as per application's need:
- Namakwa District Office:** Please forward your application quoting the relevant reference number to the Department of Social Development, Private Bag X11, Springbok, 8240 OR hand delivered at 70 Van Riebeeck Street, Springbok, 8240 OR Email to applications-dsd-nam@ncpg.gov.za
- Zwelintlanga Fatman Mgcawu District Office:** Please forward your application quoting the relevant reference number to the Department of Social Development, Private Bag X5892, Upington, 8800 OR hand delivered at Old Sanatorium Building, Clarkia Road, 8800 OR Email to: applications-dsd-zfm@ncpg.gov.za
- John Taolo Gaetsewe District Office:** Please forward your application quoting the relevant reference number to the Department of Social Development, Private Bag X556, Kuruman, 8300, OR hand delivered at Corner Polman & Keuler Street, Tsineng Road, Kuruman 8460 OR Email to: applications-dsd-jtg@ncpg.gov.za
- Frances Baard District Office:** Please forward your application quoting the relevant reference number to the Department of Social Development, Private Bag X5063, Kimberley, 8300 OR hand delivered at N.G. Meyer Building, c/o Duncan & Tyburn Street, Kimberley, 8301 or Email to applications-dsd-fb@ncpg.gov.za
- Pixley ka Seme District Office:** Please forward your application quoting the relevant reference number to the Department of Social Development, Private Bag X5063, Kimberley, 8300 Private Bag X1001, De Aar, 7000 OR hand delivered at Orion Hostel, Alpha Street, De Aar, 7000 OR Email to: applications-dsd-pks@ncpg.gov.za No applications will be accepted by staff in offices in the building.
- CLOSING DATE** : 24 July 2025 at 16H00. It is the sole responsibility of an applicant to ensure that their application reaches the Department on or before the closing date and time.
- NOTE** : Applications must be submitted on the new application for employment form (Z83). The new form can be downloaded at www.dpsa.gov.za/vacancies or obtainable from any Public Service Department and should be accompanied by a comprehensive CV specifying all qualifications, experience with respective dates. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's licence before or on the day of the interview. In addition, Social Service Professionals will be required to submit proof of registration with the South African Council for Social Service Professions (SACSSP) and certificate of service for recognition of previous experience before or on the day of the interview. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to short-listed candidates only. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Furthermore, if you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

<u>POST 22/225</u>	:	<u>CLINICAL NURSE GRADE 1 - 2 REFNO: CN/LPOS/FB/1/25</u>
<u>SALARY</u>	:	Grade 1: R476 367.per annum Grade 2: R583 989.per annum
<u>CENTRE REQUIREMENTS</u>	:	Lorato Place of Safety (Kimberley) Senior Certificate / Grade 12 qualification or equivalent plus a basic qualification accredited with the South African Nursing Council (SANC) in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). A valid motor vehicle driver's license. Experience: Grade 1: Minimum of four (4) years appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC. Grade 2: Minimum of fourteen (14) years appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC. At least ten (10) years of the fourteen (14) must be appropriate / recognisable after obtaining the 1-year post basic qualification in the relevant speciality. Competencies (knowledge/skills): 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. Ability to function independently and to prioritise work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Centre. Provide quality patient care, follow norms and standards. Participate in quality improvement programmes. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with other stakeholders. Ensure compliance of Infection Prevention and Control policies. Ensure effective and efficient management of resources. Ensure that equipment(s) are functional and ready all the time. Ability to prioritise, coordinate activities of patient management according to protocols. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the Centre. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles.
<u>ENQUIRIES</u>	:	Mr. Matome Ndadza at 060 978 7985 / (053) 833 1051
<u>POS 22/226</u>	:	<u>SOCIAL WORKER GRADE 1 - 4: (44 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R325 200.per annum Grade 2: R397 119.per annum Grade 3: R477 564.per annum Grade 4: R585 441.per annum
<u>CENTRE</u>	:	Namakwa District: Kamiesberg Ref No. SW/KAMIES/NAMA/2/25 (3 Posts) Karoo Hoogland: Ref No. SW/KHL/NAMA/3/25 (3 Posts) Hantam Ref No. SW/HANT/NAMA/4/25 (2 Posts) Khai-Ma s Ref No. SW/KM/NAMA/5/25 (2 Posts) Nama-Khoi Ref No. SW/NMK/NAMA/6/25 (3 Posts) Richtersveld Ref No. SW/RTV/Nama/7/25 (1 Post) Kamiesberg Ref No. SWPROBATION/KAM/NAMA/8/25 (1 Post) Richtersveld Ref No. SWGBV/RICHTER/NAMA/9/25 (1 Post) Zwelintlanga Fatman Mgcawu District: Daniëlskuil Ref No. SW/DAN/ZFM/10/25 (2 Posts) Keimoes Ref No. SW/KEI/ZFM/11/25 (1 Post) Kakamas Ref No. SW/KKS/ZFM/12/25 (1 Post) Augrabies Ref No. SW/AUG/ZFM/13/25 (1 Post) Dawid Kruiper: Ref No. SW/DK/ZFM/14/25 (3 Posts) Groblershoop Ref No. SWPROBATION/GROB/ZFM/15/25 (1 Post) Kenhardt Ref No. SWPROBATION/KEN/ZFM/16/25 (1 Post) Upington District Ref No. SWGBV/UPT/ZFM/17/25(1 Post) Keimoes Ref No. SWGBV/KEIM/ZFM/18/25 (1 Post) Postmasburg Ref No. SWGBV/POST/ZFM/19/25 (1 Post) John Taolo Gaetsewe District:

Gasegonyane Ref No. SW/GASE/JTG/20/25 (3 Posts)

Frances Baard District:

Sol-Plaatjie Ref No. SW/SOL/FB/21/25 (5 Pots)

Pixley Ka Seme District:

Emthanjeni: Ref No. SW/EMTHA/PKS/22/25 (2 Posts)

Siyancuma Ref No. SW/SIYA/PKS/23/25 (3 Posts)

Hopetown Ref No. SWPROBATION/HOPE/PKS/24/25 (1 Post)

Douglas Ref No. SWPROBATION/DOUG/PKS/25/25 (1 Post)

REQUIREMENTS

: Senior Certificate / Grade 12 qualification or equivalent plus an appropriate Bachelor's Degree in Social Work or equivalent qualification as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). A valid motor vehicle driver's license. Experience: **Grade 1:** None. **Grade 2:** Minimum of ten (10) years appropriate /recognisable experience in social work after registration as a Social Worker with the SACSSP. **Grade 3:** Minimum of twenty (20) years appropriate /recognisable experience in social work after registration as a Social Worker with the SACSSP. **Grade 4:** Minimum of thirty (30) years appropriate /recognisable experience in social work after registration as a Social Worker with the SACSSP. Knowledge: Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social wellbeing; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation; Good planning and organising; Problem solving and analytical skills; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES

: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Continuous Professional Development: Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES

: Ms. Claudette Farmer at Tel No: 071 220 8407 / (027) 712 8612 Namakwa District
Ms. Charmaine Vos at Tel No: 082 442 9391 Zwelintlanga Fatman Mgcawu District
Ms. Nomaṭjala Mahumapelo at Tel No: 082 465 0489 / (053) 712 1549 John Taolo Gaetsewe District
Ms. Thembeke Mbethane at Tel No: 060 978 7981 / (053) 872 0773 Frances Baard District
Ms. Zine Motsatsi at Tel No: 063 698 2850 / (053) 631 5008 Pixley ka Seme District

POST 22/227

: **PROFESSIONAL NURSE (GENERAL NURSING) GRADE 1 - 3 REF NO: PN/SATCEN/26/25**

SALARY

: Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum

CENTRE REQUIREMENTS

: Northern Cape Substance Abuse Treatment Centre (Kimberley)
: Senior Certificate / Grade 12 qualification or equivalent plus a minimum educational qualification: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in accredited with the SANC in psychiatric nursing. Registration with a professional council: Registration with SANC. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of

20 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, day and night duty, weekends, and public holidays to meet the operational requirements. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department. 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 : Provision of optimal, holistic nursing care with set standards and within a professional / legal framework. Effective utilisation of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional growth / ethical standards and self-development

ENQUIRIES : Mr. Janico Mckay at Tel No: 072 272 9407 / (053) 802-3326

POST 22/228 : **COMMUNITY DEVELOPMENT PRACTITIONERS GRADE 1- 3 (X11 POSTS)**

SALARY : Grade 1: R278 169. per annum
Grade 2: R334 419. per annum
Grade 3: R404 826. per annum

CENTRE : **Namakwa District**
Nama-Khoi Ref No. CDP/NMK/NAMA/27/25 (1 Post)
Richtersveld Ref No. CDP/KAMIES/NAM/28/25 (1 Post)
Zwelintlanga Fatman Mgcawu District
Dawid Kruiper (2 Post) Ref No. CDP/DAW/ZFM/29/25 (1 post in Rietfontein)
Kgatelopele: Ref No. CDP/KGATE/ZFM/30/25 (1 Post)
John Taolo Gaetsewe District
Joe Morolong Ref No. CDP/JOE/JTG/31/25 (1 Post)
Gasegonyane Ref No. CDP/GASE/JTG/32/25 (2 Posts)
Francis Baard District
Sol Plaatjie Ref No. CDP/SOL/FB/33/25 (2 Posts)
Dikgatlong Ref No. CDP/DIK/FB/34/25 (1 Post)

REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus an appropriate Bachelor's Degree in Community Development or equivalent qualification as recognised by SAQA. A valid motor vehicle driver's license. Experience: **Grade 1:** None. **Grade 2:** Minimum of ten (10) years appropriate /recognisable experience in Community Development work after obtaining the required tertiary qualification. **Grade 3:** Minimum of twenty (20) years appropriate /recognisable experience in Community Development work after obtaining the required tertiary qualification. Competencies: Knowledge of the following: Community development work, skills, attitudes and values of communities; Human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence to co-ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-empowerment ventures; The understanding of social dynamics of communities; skills needed: presentation; proven computer literacy; written and verbal communication; facilitation; research; knowledge and understanding of basic financial management.

DUTIES : Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments / NPOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.

ENQUIRIES : Ms. Ronel Soudens at Tel No: 060 978 7921 / (027) 712 8611 Namakwa District
Ms. Elsabe Delie at Tel No: 071 620 4829 Zwelintlanga Fatman Mgcawu District
Mr. Phelegetsho Mabijane at Tel No: 079 875 0893 / (053) 712 3401 John Taolo Gaetsewe District
Mr. Leon Sebolai at Tel No: 082 454 4116 / (053) 872 4012 Frances Baard District

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
EDUCATION DEPARTMENT (WCED)**

- APPLICATION** : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.
- CLOSING DATE** : 18 July 2025
- NOTE** : Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae, applicants are therefore required to ensure that their profiles are fully completed. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 22/229** : **RESEARCH ANALYST: REF NO: 256**
Directorate: Research
- SALARY** : R896 436 per annum (Level 11). All-inclusive package to be structured in accordance with the rules for MMS.
- CENTRE** : Cape Town
- REQUIREMENTS** : Appropriate B Degree and 5 years management experience in the education research environment. Knowledge: Advanced knowledge of Research processes and modern systems of governance and administration; Knowledge of the following: Education system; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa Public Sector; Policy Development; Project co-ordination. Skills: Ability to analyse and model large and complex datasets; Strong research skills; Strong conceptual and formulation skills; Ability to conceptualise, develop and analyse policy; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong interpersonal skills; Excellent communication skills (verbal and written); Outstanding planning, organizing and people management skills; Computer literacy skills; Analytical thinking; Strategic thinking; Monitoring, evaluation and reporting
- DUTIES** : Identification and initiation of quantitative research initiatives; Undertaking and supervision of research activities; Creation of partnerships to do research on behalf of the WCED; Data mining; Management of the departments research programme; Co-ordination of the research activities within the department; Quality Assurance of all research activities on behalf of WCED; Publishing and reporting on research findings; Creation of Monitoring and Evaluation framework; Client and stakeholder liaison; Human Resource Management; Motivate, train and guide staff; Manage the performance, evaluation and rewarding of staff; Monitoring information capacity building; Compile human resource plan, a service delivery improvement programme, and an information resource plan; Provide strategic direction and leadership.
- ENQUIRIES** : Mr. K Govinden Tel No: (021) 021 467 2023
- POST 22/230** : **ADMIN OFFICER: ASSESSMENT MANAGEMENT (CONCESSION/ACCOMMODATIONS AND SUBJECT CHANGES): REF NO: 255**
Directorate: Assessment Management
- SALARY** : R325 101 per annum (Level 7)
- CENTRE** : Cape Town
- REQUIREMENTS** : An appropriate B-degree/diploma with 3 years relevant experience in an administrative or educational environment OR Grade 12 qualification with at

least 5 years relevant experience in an administrative or educational environment. A valid driver's license. Proficiency in at least two official languages of the Western Cape. Additional requirements: Experience in Accommodations/Concessions for learners with special needs will be an advantage. Job Summary: To operationalise accommodations/concessions application process for Assessment and Examinations. To operationalise administrative functions of the directorate. Knowledge: Knowledge of relevant policies, circulars, and regulations of the National Department of Basic Education and the WCED. Knowledge of policy and regulations regarding assessment accommodations/concessions and SIAS. Skills: Above-average verbal and non-verbal communication skills. Minute taking and writing. Computer literacy (Word, Excel, PowerPoint). Support staff. Project management.

DUTIES : The successful candidate will be responsible and accountable for the following tasks: Execute the administration process as it pertains to accommodations and concessions of learners with special needs in the Western Cape. Provide guidelines and support to schools and districts. Provide administrative support regarding the accommodations/concession's application process of full-time and part-time candidates. Extract relevant information from the database for reporting purposes. Manage and verify the statistics of new applications verses previously approved assessment accommodations/concessions and manage emergency applications. Provide administrative support in respect of the Provincial Assessment Accommodation Committee (PAAC) meetings and recording of minutes and recommendations in PAAC and internal meetings. Draft letters and responses to the Directorate Assessment Management for approval/amendments. Provide assistance and support for workshops, conferences, awards functions, meetings and seminars. Liaise with schools, districts and other stakeholders in order to obtain relevant information and documentation and the provision thereof, associated with accommodations/concessions. Manage and verify the accurate capturing of all applications. Render general administrative support: manage filing system, correspondence, attend to stakeholder queries and requests.

ENQUIRIES : Mr F Salie: Tel 021 467 2572

POST 22/231 : **ADMIN OFFICER: EXAMINATION CERTIFICATION AND WALK-IN CENTRE REF NO: 254 (5 POSTS):**
Directorate: Assessment And Examinations.

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 7)
: Cape Town
: An appropriate degree/diploma with 3 years relevant experience OR a matric qualification with at least 5 years relevant experience; and proven computer literacy. Valid Drivers' licence. Job Summary: Render a certification and resulting service to candidates in the Western Cape within a client-orientated environment. Knowledge: Working knowledge of National Examinations and Umalusi computerized systems. Knowledge of directives, policies, processes and regulations pertaining to the Senior Certificate (Report 550), Senior Certificate (Amended) and the National Senior Certificate (NSC). Knowledge of client care and information management. Skills: Ability to analyse and problem solve Ability to build sustainable relationships and trust with clients Follow communication procedures, guidelines and policies Conflict resolution skills Good verbal and non-verbal communication skills Writing skills Computer literacy skills (MS Word, MS Excel, MS PowerPoint)

DUTIES : Operationalise the processing and issuing of National Senior Certificate (NSC) and Senior Certificate (SC) Results Processing of statements, confirmation letters, advice of results and transcripts. Authorise captured and combined results. Processing of outstanding/incomplete results. 2. Operationalise the publication of NSC/SC results Checking/Testing of all results (NSC, SC). Liaise with SITA for the printing of results according to printing schedule. Quality checking of all printed results. Supervise and execute the packing and distribution of results and certificates. 3. Deal with examination enquiries within the Walk-in and Call centre services Executing queries emanating from the walk-in and call-centre with exam related result queries. Deal with queries regarding exam registration and certification Perform walk-in and call-centre duties 4. Operationalise the certification and verification of the NSC/SC results Receive and process certification and verification requests. Ensure that all certification and verification queries are dealt with effectively and efficiently. Guide and train certification staff on directives. Formulate and issue circulars and notifications to schools concerning certification. 5. Supervision Daily supervision of junior staff. Assist in the planning and training of the section. Performance appraisal.

ENQUIRIES : Mr. D Pretorius Tel No: (021) 467 2945

POST 22/232 : **ADMINISTRATION OFFICER: ASSESSMENT AND EXAMINATIONS: REF NO: 257**
District Office: Education District Office Cape Winelands

SALARY : R325 101 per annum (Level 7)
CENTRE : Worcester
REQUIREMENTS : An appropriate degree/diploma with 3 years relevant experience OR a matric qualification with at least 5 years relevant experience in an assessment and examinations or education environment; valid EB driver's license. Job Summary: To provide administrative support for the assessment and examination functions rendered at the Education District. Knowledge: Working knowledge of exam mainframe and exam databases. Knowledge of directives, policies, processes and regulations pertaining to the Senior Certificate (Report 550), Senior Certificate (Amended) and the National Senior Certificate (NSC). Knowledge of client care and information management. Knowledge of relevant policies related to Assessment, Promotion and Progression and Special Needs Accommodations. Electronic information content and assessment and examination databases. Advanced Communication skills. Analysing of statistics. Skills: Proven Computer literacy (Ms Word, MS Excel). Excellent communication skills. Ability to work in a methodical, organised way. Familiarity with examination computer systems. Project management. Excellent writing skills. Willing and able to drive a government vehicle when necessary. Ability to handle and resolve conflict situations.

DUTIES : Render assessment and examination administration services to clients within the Education District. Receive, verify and process all applications relating to the NSC/SC examinations, including registration forms for the NSC / SC examinations, for copies of NSC/SC results or certificates, for the re-issue of NSC / SC certificates with changes, and for re-mark of answer scripts. Handle all administration with regards to the investigation of registration, certification and resulting enquiries. Issue NSC/SC statement of results and certificates in accordance to the relevant policies and prescripts. Make personal and subject corrections on the Examinations Mainframe. Send and receive examination schedule of entries to schools. Receive and process Invigilator applications. 2. Co-ordinate assessment and examination administrative activities and maintain relevant administration systems. Provide support for the following functions: Assessment and Progression and Promotion appeals; Capture and upload of School Based Assessment (SBA), Practical Assessment Task (PAT) and Oral marks; Identification, registration and audit of Examination Centres; the District Assessment Irregularities Committee (DAIC) and Assessment Accommodations for Special Needs and Immigrant learners. Assist the Assessment and Examination Coordinator with the compilation of progress reports and collation of data. Collect and compile relevant information for District Examination State of Readiness reviews. 3. Provide administrative support to the Assessment and Examinations Unit. Coordinate evidence / supporting documents for the Assessment and Examination Coordinator. Manage and maintain an effective filing system. Screen documents to determine actions, information required for meetings. Render secretarial services for Assessment and Examination-related meetings. Track issues or complaints referred to and from the Assessment and Examinations unit through the issue management system (IMS). Follow up on outstanding information and documents from relevant stakeholders. Assist with the compilation of information or evidence for parliamentary/ministerial enquiries referred to the Assessment and Examination Coordinator. Assist with the planning of workshops, large meetings, conferences and events as and when required.

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

POST 22/233 : **ADMINISTRATION OFFICER: ASSESSMENT AND EXAMINATIONS: REF NO: 258**
District Office: Education District Office Eden & Central Karoo

SALARY : R325 101 per annum (Level 7)
CENTRE : George
REQUIREMENTS : An appropriate degree/diploma with 3 years relevant experience OR a matric qualification with at least 5 years relevant experience in an assessment and examinations or education environment; valid EB driver's license. Job Summary: To provide administrative support for the assessment and examination functions rendered at the Education District. Knowledge: Working knowledge of exam mainframe and exam databases. Knowledge of directives, policies, processes and regulations pertaining to the Senior Certificate (Report 550), Senior Certificate (Amended) and the National Senior Certificate (NSC). Knowledge of client care and information management. Knowledge of relevant

policies related to Assessment, Promotion and Progression and Special Needs Accommodations. Electronic information content and assessment and examination databases. Advanced Communication skills. Analysing of statistics. Skills: Proven Computer literacy (Ms Word, MS Excel). Excellent communication skills. Ability to work in a methodical, organised way. Familiarity with examination computer systems. Project management. Excellent writing skills. Willing and able to drive a government vehicle when necessary. Ability to handle and resolve conflict situations.

DUTIES

: Render assessment and examination administration services to clients within the Education District. Receive, verify and process all applications relating to the NSC/SC examinations, including registration forms for the NSC / SC examinations, for copies of NSC/SC results or certificates, for the re-issue of NSC / SC certificates with changes, and for re-mark of answer scripts. Handle all administration with regards to the investigation of registration, certification and resulting enquiries. Issue NSC/SC statement of results and certificates in accordance to the relevant policies and prescripts. Make personal and subject corrections on the Examinations Mainframe. Send and receive examination schedule of entries to schools. Receive and process Invigilator applications. 2. Co-ordinate assessment and examination administrative activities and maintain relevant administration systems. Provide support for the following functions: Assessment and Progression and Promotion appeals; Capture and upload of School Based Assessment (SBA), Practical Assessment Task (PAT) and Oral marks; Identification, registration and audit of Examination Centres; the District Assessment Irregularities Committee (DAIC) and Assessment Accommodations for Special Needs and Immigrant learners. Assist the Assessment and Examination Coordinator with the compilation of progress reports and collation of data. Collect and compile relevant information for District Examination State of Readiness reviews. 3. Provide administrative support to the Assessment and Examinations Unit. Coordinate evidence / supporting documents for the Assessment and Examination Coordinator. Manage and maintain an effective filing system. Screen documents to determine actions, information required for meetings. Render secretarial services for Assessment and Examination related meetings. Track issues or complaints referred to and from the Assessment and Examinations unit through the issue management system (IMS). Follow up on outstanding information and documents from relevant stakeholders. Assist with the compilation of information or evidence for parliamentary / ministerial enquiries referred to the Assessment and Examination Coordinator. Assist with the planning of workshops, large meetings, conferences and events as and when required.

ENQUIRIES

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

POST 22/234

: **ADMINISTRATION OFFICER: ASSESSMENT AND EXAMINATIONS: REF NO: 259**
District Office: Education District Office Metro Central

SALARY CENTRE REQUIREMENTS

: R325 101 per annum (Level 7)
: Maitland
: An appropriate degree/diploma with 3 years relevant experience OR a matric qualification with at least 5 years relevant experience in an assessment and examinations or education environment; valid EB driver's license. Job Summary: To provide administrative support for the assessment and examination functions rendered at the Education District. Knowledge: Working knowledge of exam mainframe and exam databases. Knowledge of directives, policies, processes and regulations pertaining to the Senior Certificate (Report 550), Senior Certificate (Amended) and the National Senior Certificate (NSC). Knowledge of client care and information management. Knowledge of relevant policies related to Assessment, Promotion and Progression and Special Needs Accommodations. Electronic information content and assessment and examination databases. Advanced Communication skills. Analysing of statistics. Skills: Proven Computer literacy (Ms Word, MS Excel). Excellent communication skills. Ability to work in a methodical, organised way. Familiarity with examination computer systems. Project management. Excellent writing skills. Willing and able to drive a government vehicle when necessary. Ability to handle and resolve conflict situations.

DUTIES

: Render assessment and examination administration services to clients within the Education District. Receive, verify and process all applications relating to the NSC/SC examinations, including registration forms for the NSC / SC examinations, for copies of NSC/SC results or certificates, for the re-issue of NSC / SC certificates with changes, and for re-mark of answer scripts. Handle all administration with regards to the investigation of registration, certification and resulting enquiries. Issue NSC/SC statement of results and certificates in accordance to the relevant policies and prescripts. Make personal and subject

corrections on the Examinations Mainframe. Send and receive examination schedule of entries to schools. Receive and process Invigilator applications. 2. Co-ordinate assessment and examination administrative activities and maintain relevant administration systems. Provide support for the following functions: Assessment and Progression and Promotion appeals; Capture and upload of School Based Assessment (SBA), Practical Assessment Task (PAT) and Oral marks; Identification, registration and audit of Examination Centres; the District Assessment Irregularities Committee (DAIC) and Assessment Accommodations for Special Needs and Immigrant learners. Assist the Assessment and Examination Coordinator with the compilation of progress reports and collation of data. Collect and compile relevant information for District Examination State of Readiness reviews. 3. Provide administrative support to the Assessment and Examinations Unit. Coordinate evidence / supporting documents for the Assessment and Examination Coordinator. Manage and maintain an effective filing system. Screen documents to determine actions, information required for meetings. Render secretarial services for Assessment and Examination related meetings. Track issues or complaints referred to and from the Assessment and Examinations unit through the issue management system (IMS). Follow up on outstanding information and documents from relevant stakeholders. Assist with the compilation of information or evidence for parliamentary / ministerial enquiries referred to the Assessment and Examination Coordinator. Assist with the planning of workshops, large meetings, conferences and events as and when required.

ENQUIRIES

: Enquiries: Ms B Robertson: 021 514 6700 (Metro Central EDO)

POST 22/235

: **ADMINISTRATION OFFICER: ASSESSMENT AND EXAMINATIONS: REF NO: 260**

District Office: Education District Office Metro East

SALARY CENTRE REQUIREMENTS

: R325 101 per annum (Level 7)

: Kuils River

: An appropriate degree/diploma with 3 years relevant experience OR a matric qualification with at least 5 years relevant experience in an assessment and examinations or education environment; valid EB driver's license. Job Summary: To provide administrative support for the assessment and examination functions rendered at the Education District. Knowledge: Working knowledge of exam mainframe and exam databases. Knowledge of directives, policies, processes and regulations pertaining to the Senior Certificate (Report 550), Senior Certificate (Amended) and the National Senior Certificate (NSC). Knowledge of client care and information management. Knowledge of relevant policies related to Assessment, Promotion and Progression and Special Needs Accommodations. Electronic information content and assessment and examination databases. Advanced Communication skills. Analysing of statistics. Skills: Proven Computer literacy (Ms Word, MS Excel). Excellent communication skills. Ability to work in a methodical, organised way. Familiarity with examination computer systems. Project management. Excellent writing skills. Willing and able to drive a government vehicle when necessary. Ability to handle and resolve conflict situations.

DUTIES

: Render assessment and examination administration services to clients within the Education District. Receive, verify and process all applications relating to the NSC/SC examinations, including registration forms for the NSC / SC examinations, for copies of NSC/SC results or certificates, for the re-issue of NSC / SC certificates with changes, and for re-mark of answer scripts. Handle all administration with regards to the investigation of registration, certification and resulting enquiries. Issue NSC/SC statement of results and certificates in accordance to the relevant policies and prescripts. Make personal and subject corrections on the Examinations Mainframe. Send and receive examination schedule of entries to schools. Receive and process Invigilator applications. 2. Co-ordinate assessment and examination administrative activities and maintain relevant administration systems. Provide support for the following functions: Assessment and Progression and Promotion appeals; Capture and upload of School Based Assessment (SBA), Practical Assessment Task (PAT) and Oral marks; Identification, registration and audit of Examination Centres; the District Assessment Irregularities Committee (DAIC) and Assessment Accommodations for Special Needs and Immigrant learners. Assist the Assessment and Examination Coordinator with the compilation of progress reports and collation of data. Collect and compile relevant information for District Examination State of Readiness reviews. 3. Provide administrative support to the Assessment and Examinations Unit. Coordinate evidence / supporting documents for the Assessment and Examination Coordinator. Manage and maintain an effective filing system. Screen documents to determine actions, information required for meetings. Render secretarial

		services for Assessment and Examination related meetings. Track issues or complaints referred to and from the Assessment and Examinations unit through the issue management system (IMS). Follow up on outstanding information and documents from relevant stakeholders. Assist with the compilation of information or evidence for parliamentary / ministerial enquiries referred to the Assessment and Examination Coordinator. Assist with the planning of workshops, large meetings, conferences and events as and when required.
<u>ENQUIRIES</u>	:	Ms L Diamond: 021 900 7006 (Metro East EDO)
<u>POST 22/236</u>	:	<u>ADMINISTRATION OFFICER: ASSESSMENT AND EXAMINATIONS: REF NO: 261</u> District Office: Education District Office Metro North
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 7) Parow An appropriate degree/diploma with 3 years relevant experience OR a matric qualification with at least 5 years relevant experience in an assessment and examinations or education environment; valid EB driver's license. Job Summary: To provide administrative support for the assessment and examination functions rendered at the Education District. Knowledge: Working knowledge of exam mainframe and exam databases. Knowledge of directives, policies, processes and regulations pertaining to the Senior Certificate (Report 550), Senior Certificate (Amended) and the National Senior Certificate (NSC). Knowledge of client care and information management. Knowledge of relevant Accommodations. Electronic information content and assessment and examination databases. Advanced Communication skills. Analysing of statistics. Skills: Proven Computer literacy (Ms Word, MS Excel). Excellent communication skills. Ability to work in a methodical, organised way. Familiarity with examination computer systems. Project management. Excellent writing skills. Willing and able to drive a government vehicle when necessary. Ability to handle and resolve conflict situations.
<u>DUTIES</u>	:	Render assessment and examination administration services to clients within the Education District. Receive, verify and process all applications relating to the NSC/SC examinations, including registration forms for the NSC / SC examinations, for copies of NSC/SC results or certificates, for the re-issue of NSC / SC certificates with changes, and for re-mark of answer scripts. Handle all administration with regards to the investigation of registration, certification and resulting enquiries. Issue NSC/SC statement of results and certificates in accordance to the relevant policies and prescripts. Make personal and subject corrections on the Examinations Mainframe. Send and receive examination schedule of entries to schools. Receive and process Invigilator applications. 2. Co-ordinate assessment and examination administrative activities and maintain relevant administration systems. Provide support for the following functions: Assessment and Progression and Promotion appeals; Capture and upload of School Based Assessment (SBA), Practical Assessment Task (PAT) and Oral marks; Identification, registration and audit of Examination Centres; the District Assessment Irregularities Committee (DAIC) and Assessment Accommodations for Special Needs and Immigrant learners. Assist the Assessment and Examination Coordinator with the compilation of progress reports and collation of data. Collect and compile relevant information for District Examination State of Readiness reviews. 3. Provide administrative support to the Assessment and Examinations Unit. Coordinate evidence / supporting documents for the Assessment and Examination Coordinator. Manage and maintain an effective filing system. Screen documents to determine actions, information required for meetings. Render secretarial services for Assessment and Examination related meetings. Track issues or complaints referred to and from the Assessment and Examinations unit through the issue management system (IMS). Follow up on outstanding information and documents from relevant stakeholders. Assist with the compilation of information or evidence for parliamentary / ministerial enquiries referred to the Assessment and Examination Coordinator. Assist with the planning of workshops, large meetings, conferences and events as and when required.
<u>ENQUIRIES</u>	:	Ms W Horn, Tel no: (021) 938 3133
<u>POST 22/237</u>	:	<u>ADMINISTRATION OFFICER: ASSESSMENT AND EXAMINATIONS: REF NO: 262</u> District Office: Education District Office Metro South
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 7) Mitchells Plain

REQUIREMENTS

: An appropriate degree/diploma with 3 years relevant experience OR a matric qualification with at least 5 years relevant experience in an assessment and examinations or education environment; valid EB driver's license. Job Summary: To provide administrative support for the assessment and examination functions rendered at the Education District. Knowledge: Working knowledge of exam mainframe and exam databases. Knowledge of directives, policies, processes and regulations pertaining to the Senior Certificate (Report 550), Senior Certificate (Amended) and the National Senior Certificate (NSC). Knowledge of client care and information management. Knowledge of relevant policies related to Assessment, Promotion and Progression and Special Needs Accommodations. Electronic information content and assessment and examination databases. Advanced Communication skills. Analysing of statistics. Skills: Proven Computer literacy (Ms Word, MS Excel). Excellent communication skills. Ability to work in a methodical, organised way. Familiarity with examination computer systems. Project management. Excellent writing skills. Willing and able to drive a government vehicle when necessary. Ability to handle and resolve conflict situations.

DUTIES

: Render assessment and examination administration services to clients within the Education District. Receive, verify and process all applications relating to the NSC/SC examinations, including registration forms for the NSC / SC examinations, for copies of NSC/SC results or certificates, for the re-issue of NSC / SC certificates with changes, and for re-mark of answer scripts. Handle all administration with regards to the investigation of registration, certification and resulting enquiries. Issue NSC/SC statement of results and certificates in accordance to the relevant policies and prescripts. Make personal and subject corrections on the Examinations Mainframe. Send and receive examination schedule of entries to schools. Receive and process Invigilator applications. 2. Co-ordinate assessment and examination administrative activities and maintain relevant administration systems. Provide support for the following functions: Assessment and Progression and Promotion appeals; Capture and upload of School Based Assessment (SBA), Practical Assessment Task (PAT) and Oral marks; Identification, registration and audit of Examination Centres; the District Assessment Irregularities Committee (DAIC) and Assessment Accommodations for Special Needs and Immigrant learners. Assist the Assessment and Examination Coordinator with the compilation of progress reports and collation of data. Collect and compile relevant information for District Examination State of Readiness reviews. 3. Provide administrative support to the Assessment and Examinations Unit. Coordinate evidence / supporting documents for the Assessment and Examination Coordinator. Manage and maintain an effective filing system. Screen documents to determine actions, information required for meetings. Render secretarial services for Assessment and Examination related meetings. Track issues or complaints referred to and from the Assessment and Examinations unit through the issue management system (IMS). Follow up on outstanding information and documents from relevant stakeholders. Assist with the compilation of information or evidence for parliamentary / ministerial enquiries referred to the Assessment and Examination Coordinator. Assist with the planning of workshops, large meetings, conferences and events as and when required.

ENQUIRIES

: Ms C Meyer- Williams: 021 370 2000 (Metro South EDO)

POST 22/238

: **ADMINISTRATION OFFICER: ASSESSMENT AND EXAMINATIONS: REF NO:263**
District Office: Education District Office Overberg

SALARY CENTRE

: R325 101 per annum (Level 7)
: Caledon

REQUIREMENTS

: An appropriate degree/diploma with 3 years relevant experience OR a matric qualification with at least 5 years relevant experience in an assessment and examinations or education environment; valid EB driver's license. Job Summary: To provide administrative support for the assessment and examination functions rendered at the Education District. Knowledge: Working knowledge of exam mainframe and exam databases. Knowledge of directives, policies, processes and regulations pertaining to the Senior Certificate (Report 550), Senior Certificate (Amended) and the National Senior Certificate (NSC). Knowledge of client care and information management. Knowledge of relevant policies related to Assessment, Promotion and Progression and Special Needs Accommodations. Electronic information content and assessment and examination databases. Advanced Communication skills. Analysing of statistics. Skills: Proven Computer literacy (Ms Word, MS Excel). Excellent communication skills. Ability to work in a methodical, organised way. Familiarity with examination computer systems. Project management. Excellent writing

		skills. Willing and able to drive a government vehicle when necessary. Ability to handle and resolve conflict situations.
<u>DUTIES</u>	:	Render assessment and examination administration services to clients within the Education District. Receive, verify and process all applications relating to the NSC/SC examinations, including registration forms for the NSC / SC examinations, for copies of NSC/SC results or certificates, for the re-issue of NSC / SC certificates with changes, and for re-mark of answer scripts. Handle all administration with regards to the investigation of registration, certification and resulting enquiries. Issue NSC/SC statement of results and certificates in accordance to the relevant policies and prescripts. Make personal and subject corrections on the Examinations Mainframe. Send and receive examination schedule of entries to schools. Receive and process Invigilator applications. 2. Co-ordinate assessment and examination administrative activities and maintain relevant administration systems. Provide support for the following functions: Assessment and Progression and Promotion appeals; Capture and upload of School Based Assessment (SBA), Practical Assessment Task (PAT) and Oral marks; Identification, registration and audit of Examination Centres; the District Assessment Irregularities Committee (DAIC) and Assessment Accommodations for Special Needs and Immigrant learners. Assist the Assessment and Examination Coordinator with the compilation of progress reports and collation of data. Collect and compile relevant information for District Examination State of Readiness reviews. 3. Provide administrative support to the Assessment and Examinations Unit. Coordinate evidence / supporting documents for the Assessment and Examination Coordinator. Manage and maintain an effective filing system. Screen documents to determine actions, information required for meetings. Render secretarial services for Assessment and Examination related meetings. Track issues or complaints referred to and from the Assessment and Examinations unit through the issue management system (IMS). Follow up on outstanding information and documents from relevant stakeholders. Assist with the compilation of information or evidence for parliamentary / ministerial enquiries referred to the Assessment and Examination Coordinator. Assist with the planning of workshops, large meetings, conferences and events as and when required.
<u>ENQUIRIES</u>	:	Ms I Senosi Tel No: 028 214 7300 (Overberg EDO)
<u>POST 22/239</u>	:	<u>ADMINISTRATION OFFICER: ASSESSMENT AND EXAMINATIONS: REF NO: 264</u> District Office: Education District Office West Coast
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 7)
	:	Paarl
	:	An appropriate degree/diploma with 3 years relevant experience OR a matric qualification with at least 5 years relevant experience in an assessment and examinations or education environment; valid EB driver's license. Job Summary: To provide administrative support for the assessment and examination functions rendered at the Education District. Knowledge: Working knowledge of exam mainframe and exam databases. Knowledge of directives, policies, processes and regulations pertaining to the Senior Certificate (Report 550), Senior Certificate (Amended) and the National Senior Certificate (NSC). Knowledge of client care and information management. Knowledge of relevant policies related to Assessment, Promotion and Progression and Special Needs Accommodations. Electronic information content and assessment and examination databases. Advanced Communication skills. Analysing of statistics. Skills: Proven Computer literacy (Ms Word, MS Excel). Excellent communication skills. Ability to work in a methodical, organised way. Familiarity with examination computer systems. Project management. Excellent writing skills. Willing and able to drive a government vehicle when necessary. Ability to handle and resolve conflict situations.
<u>DUTIES</u>	:	Render assessment and examination administration services to clients within the Education District. Receive, verify and process all applications relating to the NSC/SC examinations, including registration forms for the NSC / SC examinations, for copies of NSC/SC results or certificates, for the re-issue of NSC / SC certificates with changes, and for re-mark of answer scripts. Handle all administration with regards to the investigation of registration, certification and resulting enquiries. Issue NSC/SC statement of results and certificates in accordance to the relevant policies and prescripts. Make personal and subject corrections on the Examinations Mainframe. Send and receive examination schedule of entries to schools. Receive and process Invigilator applications. 2. Co-ordinate assessment and examination administrative activities and maintain relevant administration systems. Provide support for the following functions: Assessment and Progression and Promotion appeals; Capture and upload of School Based Assessment (SBA), Practical Assessment Task (PAT)

and Oral marks; Identification, registration and audit of Examination Centres; the District Assessment Irregularities Committee (DAIC) and Assessment Accommodations for Special Needs and Immigrant learners. Assist the Assessment and Examination Coordinator with the compilation of progress reports and collation of data. Collect and compile relevant information for District Examination State of Readiness reviews. Provide administrative support to the Assessment and Examinations Unit. Coordinate evidence / supporting documents for the Assessment and Examination Coordinator. Manage and maintain an effective filing system. Screen documents to determine actions, information required for meetings. Render secretarial services for Assessment and Examination related meetings. Track issues or complaints referred to and from the Assessment and Examinations unit through the issue management system (IMS). Follow up on outstanding information and documents from relevant stakeholders. Assist with the compilation of information or evidence for parliamentary / ministerial enquiries referred to the Assessment and Examination Coordinator. Assist with the planning of workshops, large meetings, conferences and events as and when required.

ENQUIRIES : Ms A Truter: Tel: 021-860 1209 (West Coast EDO)

DEPARTMENT OF HEALTH AND WELLNESS: WESTERN CAPE, PROVINCIAL GOVERNMENT
In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

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

ERRATUM: Kindly note that the Post: **Professional Nurse Grade 1 to 2** Specialty: Psychiatry (Clinical Nurse Trainer), Alexandra Hospital, Chief Directorate: Metro Health Services, with reference number Post 21/313, advertised in the Public Service Vacancy dated 21 June 2025. The post has been cancelled and Kindly note that the Post: **Operational Manager Nursing (General)**, Khayelitsha District Hospital, Chief Directorate: Metro Health Services, with reference number Post 21/309, advertised in the Public Service Vacancy dated 21 June 2025. The post has been cancelled and Kindly note that the Post: **Medical Specialist Grade 1 To 3 (Medical Genetics)**, Tygerberg Hospital, Parow Valley, with reference number Post 21/295, advertised in the Public Service Vacancy dated 21 June 2025. The post has been cancelled.

OTHER POSTS

POST 22/240 : **SENIOR REGISTRAR (MEDICAL) (PAEDIATRIC GASTROENTEROLOGY)**
 (24 Month Contract)

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

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

DUTIES : (key result areas/outputs): Clinical Service Delivery: Comprehensive Paediatric GIT and general paediatric clinical care and service delivery in the Western Cape Paediatric GIT service outpatient and inpatient setting under the direction of specialist supervisors. After-hours calls as for senior registrars in the Department of Paediatrics and Child Health (UCT) and responsible to the director of the registrar programme. Administration and Management of the Unit of Paediatric Gastroenterology including ensuring correct patient data

and statistics. Teaching: Contribute and facilitate learning of undergraduate students and Paediatric registrars attached on the platform. LEARNING: Rotation through areas of Red Cross War Memorial Children's Hospital. To acquire training in Paediatric GIT including completing the required training logbook and to successfully pass the College of Medicine of South Africa Fellowship in Paediatric Gastroenterology examination to enable certification as a paediatric gastroenterologist with the HPCSA. Attendance and presentation at Academic Departmental meetings and journal clubs. Research: Involvement with existing research projects, clinical reviews, audits and clinical trials. The post holder is expected to conduct a research project towards producing a Master's (MPhil) thesis through UCT.

- ENQUIRIES** : Dr R de Lacy, tel. no (021) 658 5593 or ronalda.delacy@uct.ac.za
- 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. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University/ University of Cape Town according to the yearbook and guidelines. Please ensure that you attach an updated CV. Red Cross War Memorial Childrens Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 with the relevant council (including individuals who must apply for change in registration status)". Appointment as Senior Registrar will be for a maximum contract period of 2 years. Senior Registrars will function across health facilities, as per an agreed programme. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. Candidates may be subjected to a competency test.
- CLOSING DATE** : 22 July 2025
- POST 22/241** : **MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRICS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R1 341 855 per annum
Grade 2: R1 531 032 per annum
Grade 3: R1 773 222 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Mowbray Maternity Hospital:
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Pediatrics. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Pediatrics. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Paediatrics. **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 Paediatrics. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Paediatrics. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to participate in the commuted overtime system. Competencies (knowledge/skills): Ability to manage all Neonatal cases comprehensively including ventilation of tertiary

level patients. Proven leadership abilities and experience in supervision of staff and resources and proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively and research experience as a primary investigator or research supervisor. Computer literacy. Appropriate experience in bereavement and palliative care counselling.

DUTIES : (Key result areas/outputs): Ensure an efficient and cost-effective paediatric service and render quality patient care. Conduct ward rounds and oversee the daily operations of the neonatal department. Financial management by effective and efficient use of resources. Adhere to requirements for all people management matters. Create a learning environment for junior staff, and students, both under- and postgraduate as required. Do appropriate clinical audits and research within the department to stay abreast of clinical development.

ENQUIRIES : Dr A Daniels, tel. no. (021) 659-5562
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 the post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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.

CLOSING DATE : 11 July 2025

POST 22/242 : **MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHESIOLOGY) (4 POSTS)**

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 : Tygerberg Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as 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 a Medical Specialist in Anaesthesiology. **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 Anaesthesiology. **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 Anaesthesiology. Inherent requirements of the job: Valid driver's license and willingness to travel as part of the outreach program. Willingness to work after-hours to meet operational requirements. Competencies (knowledge/ skills): Evidence of cross-disciplinary teamwork and excellent interpersonal relationships. Evidence of planning and execution of clinically relevant and impactful research projects as a Medical Specialist in Anaesthesiology. Evidence of ability to supervise registrars in Anaesthesiology, including preparation for their Fellowship examination in Anaesthesiology. Excellent communication skills.

DUTIES : (Key result areas/outputs): Provide Perioperative Patient Care in the operating rooms and critical care units at the standards required of a Specialist Anaesthesiologist. Teaching and Lecturing of Anaesthesiology and Critical Care to Undergraduate students, Postgraduate students and Peers. Evaluation of students and peers. Staying abreast of latest developments in the field of Anaesthesiology and Critical Care. Administration: Hospital and University related administrative tasks. Research related to Anaesthesiology and Critical care, and related topics, which includes facilitating the research component required by registrars by the HPCSA for specialty registration and publishing in peer reviewed, accredited journals.

ENQUIRIES : Prof S Chetty, email: seanchetty@sun.ac.za
APPLICATIONS : 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 as Medical Specialist in Anaesthesiology with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	11 July 2025
<u>POST 22/243</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (GENERAL INTERNAL MEDICINE)</u>
<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).
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid (code B/EB) driver's licence. Must participate in commuted overtime as per roster. Competencies (knowledge/ skills): Effective leadership & interpersonal skills. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Knowledge and practical skills in Internal Medicine is essential.
<u>DUTIES</u>	:	(Key result areas/outputs): Provision of safe medical care to patients in the Acute Medical Admissions and Emergency Unit, High Care Unit, Inpatient medical wards and Medical Outpatients department at Tygerberg Hospital and associated training hospitals. Supervise and support medical interns and providing medical care on the service platform. Assist with the training of interns, medical students, nursing staff and paramedics. Involvement in research/audits relating to Internal Medicine.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr N Schrueder, tel. no (021) 938 5732 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates may be subjected to a competency 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. 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>	:	11 July 2025
<u>POST 22/244</u>	:	<u>ASSISTANT MANAGER NURSING: (SPECIALTY AREAS: OUTPATIENTS)</u>
<u>SALARY</u>	:	R755 355 per annum
<u>CENTRE</u>	:	Tygerberg 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 Registered Professional Nurse. A post basic nursing qualification in either Medical and Surgical Nursing Science: Ophthalmological Nursing, Medical and Surgical Nursing Science: Orthopaedic

Nursing or Medical and Surgical Nursing Science: Oncology, with a duration of at least 1 year, accredited with the SANC. Registration with a Professional Council: Registration with the South African Nursing Council as Professional Nurse. Experience: A minimum of 10 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Competencies (knowledge/ skills): Computer literacy in Word, and Excel. Excellent communication skills. Knowledge of quality assurance and National Core Standards. Knowledge of relevant legislation and policy related to this nursing specialty. Nursing Management qualification / skills. Strong leadership and good interpersonal communication skills. Good organisational skills and the ability to function in a team and under pressure. Inherent requirements of the job: Will be required to work shifts, weekends, and public holidays.

DUTIES : (key result areas/outputs): The candidate will be responsible for management and co-ordination of clinical nursing care in the Outpatient Department of the hospital. Effective management and utilization of Human and Financial Resources to ensure optimal clinical and operational function in the area. Manage training, orientation, learning, professional growth & development, and participation in research within the clinical environment on night duty. Support/ deputise for the Head of Nursing and support the Nursing department and the institution.

ENQUIRIES : Ms. F Baartman, tel. no. (021) 938-4055.

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 practical/ competency assessment.

CLOSING DATE : 11 July 2025

POST 22/245 : **OPERATIONAL MANAGER NURSING: SPECIALTY: PSYCHIATRY (ACUTE PSYCHOLOGY GERIATRIC WARD)**
Chief Directorate: Metro Health Services

SALARY : R693 096 per annum

CENTRE : Stikland Hospital

REQUIREMENTS : 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: Current Registration with the 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: Willingness to work shifts, after hours, public holidays, day or night and standby duties. Valid Drivers' Licence. Competencies (knowledge/ skills): Computer literacy (Ms Word, Excel and Power Point).

DUTIES : (Key result areas/outputs): Provide leadership, supervision, planning, direction and control for the provision of improved patient centred care in a psychiatric ward. Implement an efficient and effective quality improvement programme. Implement an effective and efficient Resource management (human, health technology, financial and facility) plan. Overall Management of the nursing component, including students, ward clerk and household support. Implement an effective and efficient clinical practice in a specialised psychiatric ward. Manage infection control, development and training programmes for nursing and related staff. Provide support to the Deputy Manager Nursing office.

ENQUIRIES : Ms S Fredericks, tel. no. (021) 940 4424

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

CLOSING DATE : 11 July 2025

POST 22/246 : **OPERATIONAL MANAGER NURSING: GRADE 1 TO 2 (GENERAL UNIT: NURSING SERVICES)**
West Coast District

SALARY : Grade 1: R549 192 per annum

CENTRE : Clanwilliam Hospital, Cederberg 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 SANC as Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Must be prepared to work shifts, weekends, public holidays, overtime as well as standby. Valid code B/EB driver's licence. Competencies (knowledge/ skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards. Knowledge and insight of relevant legislation and policies related to nursing within the public sector. Good organisational, inter-personal, leadership, decision-making and conflict resolution skills. Basic computer literacy.
<u>DUTIES</u>	:	(Key result areas/outputs): 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 NM Goeieman, tel. no. (027) 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
<u>CLOSING DATE</u>	:	11 July 2025
<u>POST 22/247</u>	:	<u>ULTRASOUND RADIOGRAPHER: GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R491 256 per annum Grade 2: R575 250 per annum Grade 3: R676 716 per annum
<u>CENTRE</u>	:	False Bay Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a Professional Council: Registration with the HPCSA as a Radiographer in Ultrasound. Experience: Grade 1: None after registration with the HPCSA in Ultrasound Radiography. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 2: 10 years relevant experience after registration with the HPCSA in Ultrasound Radiography. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 3: 20 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) 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: Will be required to perform after hour duties, including weekends and Public Holidays. Competencies (knowledge/ skills): Knowledge of Obstetrics, gynaecology, abdominal ultrasound, general and other ultrasound examinations as required. Ability to work independently and as part of a multi-disciplinary team. Experience and Diploma in Diagnostic Radiography will be an advantage.
<u>DUTIES</u>	:	(Key result areas/outputs): Render an efficient and effective sonography service to patients. Assist with effective and efficient administration of the Department. Written reports of ultrasound investigations performed. Ensure the rational use of resources and equipment. Assist with training and quality assurance in the sonography department. Additional duties as required for service delivery.
<u>ENQUIRIES</u>	:	Dr J. Porter, tel. no. (021) 832 5209, Ms S. Bloch, tel. no. (021) 832 5286
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Note: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for

appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Candidates will be subjected to a written/practical and oral assessment.

- CLOSING DATE** : 11 July 2025
- POST 22/248** : **ULTRASOUND RADIOGRAPHER GRADE 1 TO 3 (SONOGRAPHER)**
Chief Directorate: Central Karoo District
- SALARY** : Grade 1: R491 256 per annum
Grade 2: R575 250 per annum
Grade 3: R676 716 per annum
- CENTRE REQUIREMENTS** : Beaufort-West Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Ultrasound. Experience: **Grade 1:** None after registration with the HPCSA in Ultrasound Radiography in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees. Inherent requirements of the job: A valid driver's licence (Code B/EB) and willingness to drive to district hospitals and clinics. Willingness to work overtime when necessary. Competencies (knowledge/skills): Comprehensive sonography education and extensive hands-on experience, demonstrating a strong commitment to professional growth and lifelong learning through advanced education, research, and staff training. A thorough understanding of human anatomy and physiology is required, along with knowledge of disease pathologies as they relate to sonographic findings. A commitment to ethical practice, maintaining patient confidentiality, a professional demeanor, and the capacity to manage stressful situations calmly are essential. Strong abilities to interact effectively with both patients and medical staff, clearly explaining technical information and collaborating on patient care. Understanding of basic computer programs and the use of reporting systems.
- DUTIES** : (key result areas/outputs): Use a variety of ultrasound equipment and perform a broad spectrum of procedures, such as abdominal, pelvic, obstetrics, gynecology, and vascular ultrasounds. Quality image analysis to accurately diagnose abnormalities. Provide quality patient-centered care to all patients. Undertake ongoing care of individual patients to ensure continuity of care. Actively participate as a member of the health service institution. Perform clinical audits in the department. Attend departmental meetings and participate in presentations. Perform other duties as allocated by the Head of Department. Maintain clinical, professional, and ethical standards. Provide support to junior medical and professional staff. Operate imaging equipment and review images to ensure they are of good quality. Report effectively. Identify normal and abnormal imaging results.
- ENQUIRIES APPLICATIONS** : Ms M Soldaat, tel. no. (023) 414- 8200
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. Shortlisted candidates will be subjected to a written practical test and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status. The pool

of applicants will be considered for similar posts within the Central Karoo District, for a period of 3 months from date of advert.
11 July 2025

CLOSING DATE

POST 22/249

PROFESSIONAL NURSE GRADE 1 OT 2 (SPECIALTY: TRAUMA AND EMERGENCY) (3 POSTS)

SALARY

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

CENTRE REQUIREMENTS

Tygerberg Hospital, Parow Valley
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 and Midwife. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Trauma and Emergency Nursing or Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. 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 specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day & night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/ skills): Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. 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.

DUTIES

(Key result areas/outputs): 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 specialty 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.

ENQUIRIES APPLICATIONS

Mrs F Baartman. Tel.no. (021) 938-4055
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

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 Science: Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General.

CLOSING DATE

11 July 2025

POST 22/250

PROFESSIONAL NURSE GRADE 1 TO 2 (PSYCHIATRY SPECIALITY: CLINICAL NURSE TRAINING)

Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS

R397 116 per annum
Alexandra Hospital
Minimum educational qualification: 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. Registration with a professional council: Current registration with the SANC as Professional Nurse and psychiatry. A post basic nursing qualification with a duration of at least one year accredited with the SANC in Advanced Psychiatry 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 specialty after obtaining the 1year post-basic qualification in the relevant specialty.. Inherent requirements of the job: Willingness to provide relief duties on weekends and public holidays or when required. Drivers licence. 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.

DUTIES : (Key result areas/outputs): 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.

ENQUIRIES : Mr M. Njongonkulu, tel. no. (021) 503 5000
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 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.

CLOSING DATE : 11 July 2025

POST 22/251 : **PROFESSIONAL NURSE GRADE 1 TO 2(SPECIALITY: CRITICAL CARE) (10 POSTS)**

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

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as 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: Critical Care Nursing: General. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: **Grade1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one-year post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing: General. Inherent requirements of the job: Willingness to work shifts, day & night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/ skills): Knowledge and insight of relevant legislation and policy related to nursing within the Department of Health Western Cape. Plan, Organize, & Coordinate the service by analysing, problem solving, and decision making. Leadership towards the realization of strategic goals and objective of the speciality clinical department. 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.

DUTIES : (Key result areas/outputs): 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.

- ENQUIRIES** : Mrs F Baartman. Tel.no. (021) 938-4055
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : Candidates may be subjected to a practical 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 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: Critical Care Nursing: General.
- CLOSING DATE** : 11 July 2025
- POST 22/252** : **ASSISTANT DIRECTOR: FINANCE (DEBT MANAGEMENT)**
Directorate: Management Accounting
- SALARY** : R468 459 per annum
- CENTRE** : Head Office: Cape Town
- REQUIREMENTS** : Minimum educational qualifications: An appropriate 3-year National Diploma or Degree in Accounting or equivalent. Experience: Appropriate experience in a hospital fees/finance environment. Appropriate experience with the compilation of AFS and application of General Recognised Accounting Practices. Appropriate working experience on the HIS Accounts Receivable System. Appropriate working experience on the application of Microsoft Word and Excel. Appropriate working experience in the compilation of formal submissions. Appropriate supervisory experience in a financial environment. Inherent requirement of the job: Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and experience of the Hospital Fees policies and procedures. Knowledge and experience of UPFS tariff structures. Knowledge and experience of the HIS, Accounts Receivable System. Knowledge and experience in claims administration-submission to third party funders (State Departments and Medical Aids). Knowledge and experience of the Western Cape Health Facility Board and Committees Act. Excellent verbal and written communication, people and interpersonal relationship skills. Analytical thinking abilities with mathematical and accounting literacy. Good organisational, planning and time management skills. Computer literacy in Microsoft Office applications (Word and Excel). Preparedness to work overtime, travel and overnight away when required.
- DUTIES** : (key result areas/outputs): Debt management and debt recovery strategies. Manage, monitor performance and meeting with external services providers and third party funders. Annual revision of UPFS/Sundry tariffs and updating of the procedure manuals and UPFS user guide. Manage the process of submitting claims to the RAF and COID, Oversee the payment of accounts and the allocation income received. Administration of Health Facility Boards financial matters, including the Annual Financial Statements and training. Supervision and development of staff.
- ENQUIRIES** : Mr. AE van Driel, tel. no. (021) 483-3297
- 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. Shortlisted candidates would be expected to complete a competency test as part of the evaluation process.
- CLOSING DATE** : 11 July 2025
- POST 22/253** : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Emergency Clinical and Services Support
- SALARY** : R397 116 per annum
- CENTRE** : Sub-Directorate: Finance and Supply Chain Management
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year national diploma or degree. Experience: Appropriate experience in Supply Chain Management. Appropriate experience in the procurement of Goods and Services and Asset Management. Appropriate supervisory experience. Appropriate practical experience in Supply Chain Management, Logis and Electronic Procurement

Solutions (ePS). Inherent requirements of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/ skills): Strong people management and supervisory skills, ability to work in a team context and motivate team members. Computer literacy Microsoft Package. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, as well as Accounting Officer System. Appropriate knowledge of relevant supply chain management prescripts, departmental policies, delegations and procedures. Organisational, managerial, leadership skills and an aptitude for working with financial figures.

DUTIES : (key result areas/outputs): Ensure an effective and efficient procurement and provisioning service is delivered within the ECSS Directorates. Ensure an effective and efficient application of procurement policies and practises. Accurate and timeous preparation of monthly reports and assist with compilation of AFS and IFS. Perform LOGIS system controller functions for CD: ECSS. Provide an oversight to Asset management functions. Perform contract management and administration functions including monitoring supplier performance, price adjustments and ensure compliance to contract terms. Efficient and effective Human Resource management by ensuring proper application of HRM policies and prescripts.

ENQUIRIES : Ms S Ngodwana, tel. no. (021) 815-8817

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. The pool of applicants will be considered for other vacant Senior Administrative Officer: Supply Chain Management posts within the Chief Directorate: Emergency & Clinical Services Support, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 11 July 2025

POST 22/254 : **ARTISAN FOREMAN GRADE A (ELECTRICAL)**
Cape Wineland District

SALARY : R382 047 per annum
CENTRE : Brewelskloof Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate in Electrical Artisanhip. Experience: 5 years' experience as an Artisan after obtaining the trade test certificate. Inherent requirements of the job: A valid wireman's licence. Valid (Code B/EB) driver's licence. Physically fit to perform duties. Must be available for standby duties after hours, on weekends and public holidays, and willing to work overtime when required. Competencies (knowledge/ skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Act. (Act 85). Ability to fault-find and repair down to component level. Competent with hands-on practical work. Computer literacy in Microsoft Excel, Word and Power Point. Ability to work under pressure and independently with good report-writing skills, conflict management and interpersonal skills, as well as excellent verbal and written communication skills. Sound knowledge of managing a workshop and staff members including all maintenance facets.

DUTIES : (Key result areas/outputs): Implement the operational planning of the electrical component, including preventative maintenance, repairs and report-writing. Manage risks accordance to the OHS Act. Responsible for supervising and coordinating all maintenance functions and tasks within the Sub-District. Perform administrative related functions, management of budget and expenditure of component. Mentoring of technical staff in the application of new technologies and procedures. Ensure effective staff performance management and provide in-service training as needed. Control over equipment, tools, plant and materials. Do quality assurance on all maintenance and repair work performed and keep register of all work done and keep control of job cards. Compile and submit reports as required and provide input on the operational plan of the workshop. Provide support in ordering, procurement, and inventory control of maintenance materials and equipment. Responsible for all preventative maintenance and maintenance requests.

ENQUIRIES : Ms L Jendrissek, tel. no. (023) 348-1397

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. Shortlisting candidates may be subjected to a practical test as part of the interview process. The pool of applicants will be considered for similar vacant posts within the Brewelskloof Hospital for a period of 3 months from date of advert.

CLOSING DATE : 11 July 2025

POST 22/255 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL)-OPD, SURGICAL MEDICINE (8 POSTS)**

SALARY : Grade 3: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. Registration with a Professional Council: Registration with SANC as Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Inherent requirements of the job: To work shifts including weekends, public holidays and night duty. To rotate to other departments. Competencies (knowledge/skills): Knowledge of Nursing Practices, Knowledge of Infection Prevention Control, control measures and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.

DUTIES : (key result areas/outputs): Provide direction and supervision for the implementation of the nursing plan (clinical practice or 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. Utilise human, material and physical resources efficiently and effectively.

ENQUIRIES : Ms T Wulff tel. no. (021) 404 2109

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 the post. Short-listed candidates may be subjected to a compulsory competency 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 a change in registration status)" The pool of candidates will be considered for similar vacant posts within Groote Schuur Hospital for a period of 3 months from date of advert.

CLOSING DATE : 11 July 2025

POST 22/256 : **PERSONNEL OFFICER: EMPLOYEE SOURCING**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R228 321 per annum

CENTRE : Northern /Tygerberg Sub-Structure Office

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or Equivalent). Experience: Appropriate experience in PERSAL and Recruitment and Selection processes. Inherent requirements of the job: Willingness to rotate within the component. Competencies (knowledge/ skills): Computer Literacy (MS Office, Word, Excel, Power Point and Outlook), numeracy and mathematical skills. Knowledge of the PM prescripts, Recruitment and Selection Policy in the Public Service Act and Regulations. Good interpersonal and organizational skills and ability to function under pressure and meet deadlines.

DUTIES : (Key result areas/outputs): Render recruitment functions regarding the advertisement of posts. Verifications of documents, transfers and general administrative duties, including handling of correspondence and enquiries. Capture adverts on the S-CUBED system. Align advertisements with OSD, keeping track of progress of posts advertised. Maintain database of applications, co-ordinate shortlisting processes. Screening of EE profile, facilitate motivations for appointments and conduct training where necessary, providing effective support to Supervisor.

ENQUIRIES : Ms. P Petersen tel: (021) 815 8567

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

NOTE : The pool of applicants will be considered for other similar posts as a Personnel Officer: Employee Sourcing within the Chief Directorate: Metro Health Services

for a period of 3 months from the date of the advert. Shortlisted Candidates will be subjected to a practical/written and oral assessment. No payment of any kind is required when applying for this post.

- CLOSING DATE** : 11 July 2024
- POST 22/257** : **ADMINISTRATION CLERK: SUPPORT SERVICES**
West Coast District
- SALARY** : R228 321 per annum
CENTRE : Swartland Hospital, Swartland Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to perform overtime/standby duties when required. Willingness to Travel. Experience: Appropriate administrative experience in line with the Duties (key result areas/outputs). Competencies (knowledge/ skills): Ability to collate, verify/validate data, work accurately and methodically. Good interpersonal and organizational skills. Computer skills (MS Word, Excel and Outlook)
- DUTIES** : (Key result areas/outputs): Render an effective and responsive Telecom operator service for the Swartland Sub-District. Responsible to ensure effective Camera (CCTV monitoring system) and maintenance thereof. Issuing and collecting Access control cards as well as maintaining of a reliable database. Manage an effective Key management system for institution. Ensure effective and efficient control of Equipment within the Support Services Component. Support transport officer with managing of GG transport. Assist Supervisor with daily tasks pertaining to the following: (Linen, Porter Services, Mortuary, Grounds Maintenance and Contract Management) as well as supervising of staff.
- ENQUIRIES** : Mr. J Timotheus tel. no: 022 – 487 9206
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 could be required /subjected to a practical exercise.
- CLOSING DATE** : 11 July 2025
- POST 22/258** : **ADMINISTRATION CLERK: ADMISSIONS**
Chief Directorate: Central Karoo District
- SALARY** : R228 321 per annum
CENTRE : Bergsig Clinic, Langeberg Sub-district.
REQUIREMENTS : Minimum educational qualification: Senior Certificate or equivalent. Experience: Appropriate experience in PHC Facility. Experience in PHCIS, Tier.Net, NHLS, Sinjani, Ideal Clinic. Experience in filing system. Inherent requirements of the job: Must be prepared to work 08 hours (i.e, Monday - Friday) and overtime when required. Valid (Code B / EB) driver's licence.
- DUTIES** : (Key result areas/outputs): Compile headcount daily, weekly, and monthly data. Capturing data and compliments and complaints on SINJANI. Appointments list for follow up clients be generated from Tier.net. Folder drawn according to Tier.net appointment list. Folders prepared for next day (blood results filed/ stickers printed). If the new client facility folder to be opened-correct stationery is placed in the folder and stickers to be printed.
- ENQUIRIES** : Mrs. MP Williams, tel. no (023) 626-8548.
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. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Langeberg Sub-district for a period of 3 months from date of advert."
- CLOSING DATE** : 11 July 2025
- POST 22/259** : **PERSONEL OFFICER: ADVERTISING**
Directorate: People Management Planning and Practices
- SALARY** : R228 321 per annum
CENTRE : Head office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Competencies (knowledge/skills): Computer literacy (MS Word, Excel, and Outlook). Good accurate typing skills. Good organising skills. Good interpersonal skills.
- DUTIES** : (key result areas/outputs): Process and draft request for advertising. Weekly placement of adverts in the external media, Public Service Vacancy Circular, Government website and online portal. Process invoices from the service

		provider for payment of accounts to Finance. Effective and efficient record keeping with regards to advertising of posts. Liaise with districts/institutions with regard to problematic requests and follow up all pending request on a regular basis. Provide assistance to HR Officers with regard to the new advertising online portal.
<u>ENQUIRIES</u>	:	Ms A Nxala-Socenywa, tel. no. (021) 483-5778
<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>	:	11 July 2025
<u>POST 22/260</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (MDR PAEDIATRIC WARD)</u> Chief Directorate: Cape Winelands District
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE</u>	:	Brewelskloof Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a Professional Council: Registration with the SANC as Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as a Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, weekends, and public holidays. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/ skills): Good communication, planning and interpersonal skills. Ability to work in the multidisciplinary team. Enhance patient care through the implementation of SOP's, policies, and guidelines.
<u>DUTIES</u>	:	(Key result areas/outputs): Implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mrs R Van Rooyen, tel. no. (023) 348 -1309
<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 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 Brewelskloof Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	11 July 2025
<u>POST 22/261</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (CHRONIC WARD MEN A)</u> Cape Wineland District Office
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Cape Winelands TB Centre, Brewelskloof Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as Nursing Assistant. Registration with a Professional Council: Registration with the SANC as Nursing Assistant. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as Nursing Assistant. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, weekends, and public holidays. Willingness to rotate to other departments according to operational needs. Competencies (knowledge/skills): Good communication, planning and interpersonal skills. Ability to work in the multidisciplinary team.

	:	Enhance patient care through the implementation of SOP's, policies, and guidelines.
<u>DUTIES</u>	:	(key result areas/outputs): Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms. C Konstable, tel. no. (023) 348 -1375
<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). The pool of applicants will be considered for similar vacant posts within the Cape Winelands TB Centre for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	11 July 2025
<u>POST 22/262</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (PSYCHIATRY (1 POST), ORTHOPAEDICS (2 POSTS))</u>
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council. Registration with the SANC as Enrolled Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant. Inherent requirements of the job: To work shifts and after-hours including weekends, public holidays and night duty. To rotate to other departments. Competencies (knowledge/skills): Knowledge of Nursing Practices. Infection Prevention Control, control measures and practices. Ability to interpret basic clinical signs and symptoms. Basic computer literacy. Ability to lift and turn patients, stand for long hours and lift heavy equipment.
<u>DUTIES</u>	:	(key result areas/outputs): Assist patients with activities of daily living (physical care). Provide quality basic nursing care. Practice nursing in accordance with the laws and regulations relevant to nursing. -Maintain professional growth, ethical standards and self-development. Provide elementary clinical nursing care. Utilise human, material and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms T Wulff tel. no. (021) 404 2109
<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 candidates will be considered for similar vacant posts within Groote Schuur Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	11 July 2025
<u>POST 22/263</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (PAEDIATRICS C GROUND AND OPD)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	George Regional Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: Grade 2: A minimum of 10 years' appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years' appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to perform duties at irregular hours, including night duty, overtime, stand-by Overtime and relief work in the Departments to ensure effective provision of services. Willingness to rotate within the hospital when required. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Knowledge to relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<u>DUTIES</u>	:	(key result areas/outputs): Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms LA Campbell, tel. no. (044) 802-4371 / 4537
<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. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	11 July 2025
<u>POST 22/264</u>	:	<u>HOUSEKEEPING SUPERVISOR</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Elsies River CHC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7) Experience: Experience in housekeeping and cleaning in a health care facility environment Experience in management and ordering of stock. Inherent requirements of the job: Willingness to work 12-hour shifts (i.e. night duty, weekends, public holidays) Manage and provide general housekeeping and cleaning services. Ability to perform physical tasks e.g. utilization of cleaning equipment etc. Competencies (knowledge/ skills): Supervisory Skills, delegation of duties and optimal utilization of sub-ordinates. Understanding of hospital waste management, Infection Prevention & Control, Linen management and time management. Plan staff shift rosters & do in-house training of housekeeping staff.
<u>DUTIES</u>	:	(Key result areas/outputs): Supervise the provisioning of housekeeping, cleaning, safeguarding, maintenance services and inspect the duties of the Household Aids Ensure high standard of cleaning by effective management of waste control Handle administrative duties e.g. leave, correspondence, reports etc. Supervise human and physical resources. Supervise linen operations Develop and manage duty rosters for housekeeping staff. Supervision and allocation of staff and delegation of functions.
<u>ENQUIRIES</u>	:	Mr. L Makamba, tel. no. 021 819 9032
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	The pool of applicants will be considered for other vacant Housekeeping Supervisor posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.
<u>CLOSING DATE</u>	:	11 July 2025
<u>POST 22/265</u>	:	<u>FOOD SERVICES SUPERVISOR (3 POSTS)</u>
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Tygerberg Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std 7). Experience: Appropriate experience in food service environment. Appropriate supervisory experience. Inherent requirements of the job: Ability to do physical tasks. Be able to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/ skills): Literacy with sound numerical skills. Ability to work according to the rules or standards and to meet deadlines. Sound interpersonal communication skills. Knowledge and ability to handle industrial equipment. Knowledge of applicable legislation and policies or nutrition and different diets or large scale food preparation according to standard recipes.
<u>DUTIES</u>	:	(Key result areas/outputs): Support the principal food services supervisors and food service manager or senior in the execution of their tasks. Responsible for hygiene. Supervise and administer physical resources. Assist with meal bookings, meal cards and coding. Implement standard menu, production planning and correct procedures for receipt, storage, preparation, portioning and distribution of meals. Supervise food hygiene guidelines. Allocate tasks and co-ordinate work schedules. Maintain security of kitchen unit and all physical resources and supplies. Supervise and administer activities regarding the meal plan (patients and private patients).
<u>ENQUIRIES</u>	:	Ms R Keyser, tel. no. (021) 938-4135
<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 the post. Candidates may be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	11 July 2025
<u>POST 22/266</u>	:	<u>SOCIAL AUXILIARY WORKER</u>
<u>SALARY</u>	:	Grade 1: R192 972 per annum Grade 2: R227 292 per annum Grade 3: R270 009 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as Social Auxiliary Worker. Registration with a Professional Council: Registration with SACSSP as a Social Auxiliary Worker. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate experience as Social Auxiliary Worker after registration with the SACSSP or No experience as Social Auxiliary Worker after registration with the SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as a Social Worker with the SACSSP. Grade 3: A minimum of 20 years appropriate experience as Social Auxiliary Worker after registration with the SACSSP or 10 years' experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP or No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of 3rd academic year of an appropriate tertiary qualification that allows for registration as a Social Worker with the SACSSP. Competencies (knowledge/ skills): Skills and knowledge of working within a hospital/medical setting. Skills in providing psycho-social assessments. Sound knowledge of relevant community resources and computer literacy. Sound interpersonal and communication skills. Experience in assessments and interventions to patients in a medical setting in an acute hospital. Knowledge of all relevant Acts and protocols. Ability to function within a multi-disciplinary team setting and to work within a group at all levels of authority. Good interpersonal and networking skills. Ability to work independently and under pressure.
<u>DUTIES</u>	:	(Key result areas/outputs): To provide support to the social workers, patients and their support systems in an acute tertiary hospital and to promote community integration of patients. Undertake psychosocial assessments, give advice and refer to appropriate resources. Maintain all administrative functions on work undertaken. Undertake telephonic enquiries and patient follow ups. Provide appropriate feedback to multi-disciplinary team.
<u>ENQUIRIES</u>	:	Enquiries: Ms. N Majodina, tel. no. (021-404-5441/ 5430/1/2)
<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 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 with the relevant council and proof of payment of

the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status”

- CLOSING DATE** : 11 July 2025
- POST 22/267** : **SECURITY OFFICER (2 POST)**
- SALARY** : R163 680 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std 7) Registration with a Professional Council: Candidates have to be registered as a Security Officer Grade C or higher with the Security Board in terms of the Security Industry Regulatory Authority Act PSIRA. Experience: Appropriate experience as a Security Officer in health facility. Inherent requirements of the job: To work shifts, change shifts when required and be available on a 24-hour basis. Must have a valid driver's license. Competencies (knowledge/ skills): Good interpersonal and communication skills. Be responsible and diligent and ability to work under pressure and the ability to work in a team as well as independently and change to any shift when required. Must be physically fit. Knowledge of security related prescripts, regulations and procedures as well as Basic knowledge of the Occupational Health & Safety Act
- DUTIES** : (Key result areas/outputs): Ensure access/egress control, patrolling of buildings, parking areas and perimeter fencing. -Investigation of crimes, incidents and security breaches and taking and writing of statements and reports. Controlling of all hospital keys. Supervise outsource security officers.
- ENQUIRIES** : Mr S. Ndzuzo, tel. no. (021) 404-3111
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
- CLOSING DATE** : 11 July 2025
- POST 22/268** : **SECURITY OFFICER (3 POST)**
Chief Directorate: Metro Health Services
- SALARY** : R163 680 per annum
CENTRE : Lenteguur Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Registration with a Professional Council: Candidates must be registered as a Security Officer Grade C or higher with the Security Board in terms of the Security Industry Regulatory Authority Act PSIRA. Experience: Appropriate experience as a Security Officer in a Psychiatric environment. Inherent requirements of the job: Willingness to work shifts, public holidays, weekends, and to be rotated. Willingness to perform delegated duties in all units on a rotation basis. Competencies (knowledge/ skills): A genuine interest to work in Psychiatric and Forensic units. A strong sense of responsibility and the ability to function independently in challenging situations. Knowledge of Management of aggression and violence. Self-discipline, self-motivated and the ability to work under pressure. Good listening, writing reports, conflict and group handling skills.
- DUTIES** : (Key result areas/outputs): Access/Egress control also escorting of patients on/off hospital premises. Assistance to personnel with the handling of aggressive/violent and uncontrolled patients. Delivery of a supportive security service to allocated areas with the aim to prevent injuries, abscondment of patients, litigation and adverse incidents. Effective application of service delivery and efficient support to the Operational Manager. Control/monitor surveillance cameras to identify and prevent any unlawful entry, suspicious, dangerous objects and adverse incidents. Reporting and recording of all incidents/patient movements/ patient related activities.
- ENQUIRIES** : Mr Z Gayiya / Mr ST Mndende, Tel. no. (021) 370 1400/1404
NOTE : 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.
- CLOSING DATE** : 11 July 2025
- POST 22/269** : **PORTER (PORTER SERVICES)**
Chief Directorate: Metro Health Services
- SALARY** : R138 486 per annum
CENTRE : New Somerset Hospital

- REQUIREMENTS** : Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate porter experience in a Public Health facility/hospital. Inherent requirements of the job: Ability and willingness to work shifts, weekends and public holidays as required. Willingness to perform duties at irregular hours and overtime. Must be of sober habits. Competencies (knowledge/ skills): Ability to achieve and maintain good interpersonal relations with staff and the service providers. Knowledge of the Occupational Health and Safety Act.
- DUTIES** : (Key result areas/outputs): Accompany walking patients and safety transport sitting non-walking patients per wheelchair/bed trolley to and from different departments/wards. Render assistance to nursing/medical staff with the transfer of patients to beds/wheelchairs and vice versa. Check and report and replace gas cylinders in wards/treatment areas and assist with shifting of medical equipment to and from rooms. Report any defects of trolleys or wheelchairs to supervisor. Respond to requests from wards and departments. Ensure a safe and hygienic work environment as well as collecting and cleaning equipment.
- ENQUIRIES** : Mr Q Petersen, tel. no. (021) 402 6182
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 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.
- CLOSING DATE** : 11 July 2025
- POST 22/270** : **LINEN STORES ASSISTANT**
Chief Directorate: West Coast District
- SALARY** : R138 486 per annum
CENTRE : Swartland Hospital
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience. Inherent requirements of the job: Willingness to relieve other departments. Valid (Code B/EB) driver's licence. Ability to do physical hard work and stand for long hours. Competencies (knowledge/ skills): Good interpersonal relations with supervisor, colleagues, and the public. Ability to function in a group. Ability to read and write. Ability to sort and count linen. Knowledge of using washing machines/ tumble dryers.
- DUTIES** : (Key result areas/outputs): Collect/ deliver either soiled/ clean linen with a trolley from and to wards. Empty linen bags, sorting, counting, and cleaning area. Load/ off load linen bags on and off truck. Pack shelves in linen bank and packaging of linen for despatching. Render a support service to supervisor and act as relief driver for Linen Bank. Wash, dry and iron small quantities of linen, clothing, and other textiles. Assist with daily cleaning of linen areas.
- ENQUIRIES** : Mr J Timotheus, tel. no. (022) 487 9206
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.
CLOSING DATE : 11 July 2025
- POST 22/271** : **FOOD SERVICES AID (5 POST)**
- SALARY** : R138 486 per annum
CENTRE : Tygerberg Hospital
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in a large-scale Industrial Food Service Unit. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. Physically strong to lift heavy objects and be on their feet the entire day. Competencies (knowledge/ skills): Ability to function in a group and to work under pressure. Ability to prepare food according to standardised recipes. Knowledge of National Food Service Guidelines. Knowledge of basic cleaning and maintenance of equipment. Good communication skills.
- DUTIES** : (Key result areas/outputs): Prepare, dish up and serve food for normal and special diets. Assist with the receipt, storage and stock control of food supplies. Follow and maintain hygiene and safety directives including the use of apparatus and equipment, washing of crockery and cooking utensils. Assist

	:	with the informal in-service training of new employees. Attend prescribed training courses.
<u>ENQUIRIES</u>	:	Ms R Keyser, tel. no. (021) 938-4135
<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 practical assessment. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	11 July 2025
<u>POST 22/272</u>	:	<u>FOOD SERVICES AID</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	False Bay Hospital
<u>REQUIREMENTS</u>	:	Minimum Requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large food service unit, within a hospital setting. Inherent requirements of the job: Willingness to work shifts, overtime, weekends and public holidays. Physically fit to lift heavy objects and be on their feet the entire day. Competencies (knowledge/ skills): Knowledge of hygiene, Occupational Health, HACCP and safety principles.
<u>DUTIES</u>	:	(Key result areas/outputs): -Assist in receipt, store of all provisions and stock in the food service unit. Prepare; produce and dish all normal and therapeutic diets. Weigh, dish and distribute foods to various wards. Clean all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operating procedures. Maintenance of apparatus and equipment. Human Resource support to supervisor.
<u>ENQUIRIES</u>	:	Mr T Dani , tel. no. (021) 832-5233
<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 other similar vacant posts within the Chief Director: Metro Health Services, for a period of 3 months from the date of the advert
<u>CLOSING DATE</u>	:	11 July 2025
<u>POST 22/273</u>	:	<u>FOOD SERVICE AID</u> West Coats District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Citrusdal Hospital,
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy. Experience: The preparation of food and the maintenance of a clean hygienic work environment. Inherent requirements of the job: Willingness to work after hours to meet operational requirements. Ability to work in a team across the service platforms. Competencies (knowledge/skills): Knowledge of hygiene, occupational health, HACCP and safety principles. Verbal and written communication skills.
<u>DUTIES</u>	:	(key result areas/outputs): Rendering of food services. Apply hygiene, occupational health and safety directives. Maintain apparatus and equipment. Support the Human Resource function.
<u>ENQUIRIES</u>	:	Mr R Layman, tel: 022 921 2153
<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 will be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	11 July 2025
<u>POST 22/274</u>	:	<u>CLEANER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	False Bay Hospital
<u>REQUIREMENT</u>	:	Minimum Requirement: Basic numeracy and literacy. Experience: Appropriate experience in a cleaning environment in a health facility. Inherent requirements of the job: The ability to do physical tasks and operate heavy duty cleaning and household equipment. Render a shift service on weekends and public holidays, on day and night duty and over-time when required. Rotate in different departments according to operational needs and requirements. Competencies (knowledge/ skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices.

- DUTIES** : (Key result areas/outputs): Responsible for cleaning duties, including sweeping, dusting, mopping, scrubbing, polishing, refuse handling and maintenance of general neatness and hygiene of the area. Effective and efficient utilisation and storage of cleaning material and equipment. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Optimal support to Supervisor, Housekeeper and colleagues.
- ENQUIRIES** : Ms B Tyutu tel. no. (021) 832 5206
- 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.
- CLOSING DATE** : 11 July 2025