

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 22 OF 2025

DATE ISSUED 26 JUNE 2026

### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 4 SMS pre-entry certificate

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

### AMENDMENTS

: **INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE:** Kindly note that posts of Financial Misconduct Committee Member, Ref. No.: Q9/2026/36, and Financial Misconduct Committee Chairperson, Ref. No: Q9/2026/37, advertised on Public Service Vacancy Circular 20 dated 12 June 2026 with a closing date of 29 June 2026, Please note that the closing date has been extended to 03 July 2026. Apologies for any inconvenience caused.

## PROVINCIAL ADMINISTRATION: EASTERN CAPE

## DEPARTMENT OF COOPERATIVE GOVERNANCE &amp; TRADITIONAL AFFAIRS

The Department of Cooperative Governance & Traditional Affairs 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.

- APPLICANTS** : Applications must be submitted as follows: via the provincial e-recruitment system accessible at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za>. The Provincial e-Recruitment System is available 24/7 and closes at 23: 59 on the Closing Date. To report any e-Recruitment System challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za). Do not send any applications to this email address; should you do so, your applications/ CV 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). Hand-delivered/ E-Mailed/ Faxed/ Posted applications will not be accepted.
- FOR THE ATTENTION** : Ms N. Gemby at (072 657 6518)
- CLOSING DATE** : 10 July 2026. No late applications will be accepted
- NOTE** : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021 e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed 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/or before the interview day. View the list of the positions you applied for on "My Job Applications" and do note that 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 (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required 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). All shortlisted candidates, including the SMS shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the 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. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: <https://www.thensq.gov.za/training-course/sms-pre-entry-programme>. Enquiries: Mr S. Meligana (071 689 6162) e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

## MANEMENT ECHELON

- POST 22/273** : **DEPUTY DIRECTOR-GENERAL: LOCAL GOVERNANCE (REF NO: COGTA: 01/06/2026)**
- SALARY** : R1 885 710 – R2 124 237. per annum (Level 15)
- CENTRE** : Bhisho
- REQUIREMENTS** : National Senior Certificate plus a postgraduate NQF Level 8 in Local Governance, Public Administration, Public Management, Administration as recognized by

SAQA. Minimum of 8 years of experience at a Senior Managerial level. Pre-entry Certificate for the SMS endorsed by NSG. Microsoft Office (Word, Excel, Outlook and PowerPoint). A valid Code 8 driver's license. Previous experience in the local government environment will be an added advantage. Competencies: Understanding of Public Sector legislation and other relevant Prescripts. 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.

**DUTIES** : Provide & drive strategic direction for the branch and ensure the formulation and implementation of strategic policies which will enable the branch administration to successfully fulfil its role in supporting the Municipalities: Ensure promotion of good governance and sound municipal administration. Ensure monitoring and facilitation of effective municipal administration and capacity building. Ensure coordination of the evaluation and assessment of local government capacity. Ensure monitoring and facilitation of municipal finances, supply chain management and valuation services. Ensure provision of information technology, system support and integration services to Municipalities. Ensure coordination and provision of capacity building initiatives. Enhance governance through public participation, Integrated Development Planning, Rapid Response and Stakeholder Management: Enhance governance through public participation and community development Ensure development of policy framework to promote, facilitate and coordinate rapid response and Stakeholder Management and co-ordination of intergovernmental and district operations services within municipal areas. Ensure development of policy framework to promote, facilitate, strengthen and monitor municipal IDP's. Oversee Municipal Operations Management, Employee Relations and Wellness and Human Resource Planning and Development: Oversee and monitor implementation of operations management and Organisational Development in Municipalities. Oversee and monitor implementation of Employee Relations and Wellness in Municipalities Oversee and monitor implementation of Human Resource Planning and Development in Municipalities. Ensure coordination of district operation services: Ensure promotion of intergovernmental relations and coordination of district offices and integration. Manage the allocated resources of the Branch.

**ENQUIRIES** : Ms N. Gemby at (072 657 6518)  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

#### **OTHER POSTS**

**POST 22/274** : **CHIEF TOWN AND REGIONAL PLANNER GRADE A: SPECIAL PLANNING (REF COGTA 02/06/2026)**

**SALARY CENTRE** : R1 143 468. – R1 300 944 per annum (OSD)  
: Bhisho

**REQUIREMENTS** : National Senior Certificate plus an undergraduate qualification in Town and Regional Planning/Urban and Regional Planning/Spatial planning (NQF level 7) as recognised by SAQA. 6 years' post-qualification experience in Town and Regional Planning. Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment. Microsoft Word, Excel & PowerPoint (MSOffice). Driver's License. Three year's middle management experience in Spatial Planning & Land Use Management. Competencies: Knowledge of programme and project management; Knowledge of relevant legislation and policies; Knowledge of research and development. Knowledge of creating a high-performance culture and technical consulting; Professional judgement and accountability; Strategic management and direction skills; Problem-solving and analysis, decision-making, team leadership and analytical skills; Creativity, self-management, customer focus and responsiveness skills; Delegation and development of other skills, Planning, organizing and execution skills; Ability to manage conflict; Language proficiency skills; Knowledge management, negotiation, and change management skills; Knowledge of urban and rural economic development planning.

**DUTIES** : Monitor and support municipalities to ensure effective Spatial planning in line with Spatial Planning and Land Use Management Act 16 of 2013 (SPLUMA) and other relevant land related legislations. Strategic spatial planning at provincial level (inclusive of co-ordination of planning activities between the 3 spheres of government and other stakeholders). Manage allocated resources to ensure that they align and realize the Directorates objectives and Departmental goals. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management in line with financial management prescripts, PFMA. Support the Directorate to identify, analyse and resolve risks.

**ENQUIRIES** : Ms. N. Gemby at 072 657 6518)  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

<b><u>POST 22/275</u></b>	:	<b><u>CHIEF ENGINEER GRADE A: MUNICIPAL INFRASTRUCTURE SERVICES REF NO: COGTA: (03/06/2026)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 317 108 – R1 504 797 per annum (OSD) Bhisho National Senior Certificate plus undergraduate qualification in BSC or B-techdegree (NQF Level 7) in the Engineering field. Six (6) years' experience as a Project Manager in the local government environment. Registered with a professional body i.e. ECSA, etc. etc. Microsoft Word, Excel & PowerPoint (MSOffice). EB-code drivers' licence is compulsory. Advance Programme in Project Management will be an added advantage Competencies: Ability to function both independently and as part of the team. Ability to work under pressure and with minimum supervision. Ability to produce work within the set timeframe, meeting the deadlines. Ability to generate a power-point presentation, present before the audience in an articulate and eloquent manner. Ability to supervise, mentor and train technical subordinates both in the department and in municipalities.
<b><u>DUTIES</u></b>	:	Coordinating the PMST3 (Provincial Infrastructure Support technical task team) district based municipal infrastructure support programmes. Monitoring and evaluating the performance of municipalities in implementing the infrastructure management programmes (Planning, Capex and Opex programme). Coordinate and report quarterly Monitoring and Evaluation (M&E) Portfolio of Evidence (PoE), Operational Plan (OP) Key Performance Indicators. Championing the MIS directorate sector: Provincial Infrastructure Steering Committee (PISC). Assessing the quarterly performance of the Subordinates, identifying capacity gaps, skills deficiencies and recommending training needs in line with PMDS guidelines.
<b><u>ENQUIRIES</u></b>	:	Ms N. Gemby at (072 657 6518) e-Recruitment Technical Enquiries: <a href="mailto:recruitment@eccogta.gov.za">recruitment@eccogta.gov.za</a>
<b><u>POST 22/276</u></b>	:	<b><u>DEPUTY DIRECTOR: MONITORING &amp; EVALUATION SERVICES (REF. NO COGTA:04/06/2025)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R932 292 – R1 098 195.per annum (Level 11) Bhisho National Senior Certificate, plus undergraduate qualification (NQF level 6/7) in Monitoring & Evaluation/Internal Audit/ Public Administration. Three (03) to Five (05) years at an Assistant director /Junior Level relevant experience in a Monitoring and Evaluation/Auditing/Strategic Planning environment. Code 08 (EB) valid Driver's Licence. In-depth knowledge of strategic management, monitoring and evaluation, business planning processes, government planning frameworks, and applicable legislation and standards (including the Public Finance Management Act, Public Service Act and Regulations, NEPF of 2019, Treasury Guidelines, Framework and Guideline for Strategic Plans and Annual Performance Plans and relevant norms in the sector). Computer literacy. Thorough Knowledge of Microsoft Office. Registered member of the South Monitoring and Evaluation Association (SAMEA). competencies: Knowledge and experience of Monitoring and Evaluation Policy and Frameworks. Ability to design, develop and implement Monitoring and Evaluation systems, policies, processes and procedures. Experience in the formulation and implementation of baseline studies; monitoring and performance management and conducting evaluations. Understanding of Knowledge Management principles and learning within organisations. Experience in sector performance information, strategy management and entity oversight. Negotiation skills and report writing required.
<b><u>DUTIES</u></b>	:	Coordinate the effective implementation of Monitoring and Evaluation (M&E) frameworks, guidelines, and policies. Coordinate, develop, and maintain M&E plans for departmental programmes and projects to ensure alignment with the Department's objectives and priorities. Lead and participate in the formulation and execution of project and programme reviews, evaluations, and assessments to measure progress and outcomes. Prepare and present periodic M&E reports to programme managers. Develop and maintain performance monitoring tools, learning frameworks, and reporting instruments in compliance with departmental strategic and annual performance plans.
<b><u>ENQUIRIES</u></b>	:	Ms N. Gemby at (072 657 6518) e-Recruitment Technical Enquiries: <a href="mailto:recruitment@eccogta.gov.za">recruitment@eccogta.gov.za</a>
<b><u>POST 22/277</u></b>	:	<b><u>TOWN &amp; REGIONAL PLANNER: SPATIAL PLANNING (OSD) (REF NO: COGTA: (05/06/2025)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R791 604 – R849 525. per annum Alfred Nzo D.S.C National Senior Certificate plus undergraduate qualification (NQF level 7) in Urban/Town and Regional Planning or relevant qualification. Compulsory registration with South African Council of Planners (SACPLAN) as a professional Town and Regional Planner on appointment. Three (3) years post qualification

		Town and Regional Planning experience required Computer literacy: Microsoft word, Excell and Power Point. Valid driver's license is required. Competencies: Verbal and written communication skills. Computer skills, Negotiation skills, Conflict resolution. Ability to interpret and advise on SPLUMA issues or other developmental issues. Willing to work under pressure. Willing to travel.
<b><u>DUTIES</u></b>	:	Monitor and support municipalities to ensure effective Spatial planning in line with Spatial Planning and Land Use Management Act 16 of 2013 (SPLUMA) and other relevant land related legislations. Manage and motivate allocated resources to ensure that they align and realise the Directorates objectives and Departmental goals. Assist in capacitating municipalities to administer land use management in line with SPLUMA. Assist in managing and controlling budget/ cash flow of the respective District in line with financial management prescripts, PFMA. Support the Directorate to identify, analyse and resolve risks.
<b><u>ENQUIRIES</u></b>	:	Ms N. Gemby at (072 657 6518) e-Recruitment Technical Enquiries: <a href="mailto:recruitment@eccogta.gov.za">recruitment@eccogta.gov.za</a>
<b><u>POST 22/278</u></b>	:	<b><u>ASSISTANT DIRECTOR: STRATEGIC MANAGEMENT AND PLANNING (REF COGTA 06/06/2026)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R487 197 – R573 897 per annum (Level 09) Bhisho National Senior Certificate, plus undergraduate qualification (NQF level 6) in Public Management/ Management/Public Administration/Monitor and Evaluation. Three to Five (3-5) years' experience at supervisory level 7/8 in strategic management/planning. Knowledge of Public Service Act, (Batho Pele Principles), PFMA, and Framework and Guideline for Strategic Plans and Annual Performance Plans. Application of planning methodology. Basic project management. Strategic formulation and implementation. Public sector governance framework. Communication (verbal and written). Problem solving and analysis. Planning and organising. Knowledge management. Diversity management. Budgeting and financial management. Basic research skills. Willingness to drive long Hours. Computer literacy. Thorough Knowledge of Microsoft Office. Valid Code 08 (EB) driving license. Incumbent must have worked in strategic planning or monitoring and evaluation. Competencies: Development and operational effectiveness, good people skill & teamwork, results orientated, self-starter, presentation and communication skills.
<b><u>DUTIES</u></b>	:	Coordinate and prepare inputs/presentations and feedback regarding the strategic, annual performance plan and operational plan for COGTA. Assist with the research or review or development of relevant departmental policies pertaining to COGTA procedures to the relevant role players. Facilitate, coordinate, develop, present and maintain strategic and annual planning processes. Coordinate the development, maintain and submission of strategic, annual performance plan and operational plans. Compile reports.
<b><u>ENQUIRIES</u></b>	:	Ms. N. Gemby at 072 657 6518) e-Recruitment Technical Enquiries: <a href="mailto:recruitment@eccogta.gov.za">recruitment@eccogta.gov.za</a>
<b><u>POST 22/279</u></b>	:	<b><u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION SERVICES (REF COGTA 07/06/2026) (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R487 197 – R573 897 per annum (Level 09) Bhisho A National Senior Certificate, An undergraduate qualification (NQF level 6/7) in Monitoring & Evaluation/Internal Audit/Public Administration. Three (03) to Five (05) years relevant experience in a Monitoring and Evaluation/Auditing/Strategic Planning environment at a junior managerial level (Level 7 & 8 or equivalent). Knowledge of strategic management, monitoring & evaluation, business planning processes, government planning frameworks, & applicable legislation and standards (including the Public Finance Management Act, NEPF of 2019; Public Service Act & Regulations, Treasury Guidelines, Framework and Guideline for Strategic Plans and Annual Performance Plans and relevant norms in the sector). Computer literacy. Thorough Knowledge of Microsoft Office. Code 08 (EB) valid Driver's Licence. Registered member of the South Monitoring and Evaluation Association SAMEA). The candidate must have worked within a strategic planning or M&E environment. Competencies: Knowledge and experience of Monitoring and Evaluation Policy and Frameworks. Ability to design, develop and implement Monitoring and Evaluation systems, policies, processes and procedures. Experience in the formulation and implementation of baseline studies; monitoring and performance management and conducting evaluations. Experience in sector performance information, strategy management and entity oversight. Negotiation skills and report writing required. Good people skills and teamwork, results orientated, self-starter, presentation and communication skills.
<b><u>DUTIES</u></b>	:	Assist in the effective implementation of Monitoring and Evaluation (M&E) frameworks, guidelines, and policies. Assist in coordinating, developing, and maintaining M&E plans for departmental programmes and projects to ensure

alignment with the Department's objectives and priorities. Participate in the formulation and execution of project and programme reviews, evaluations, and assessments to measure progress and outcomes. Assist in the preparation and presentation of periodic M&E reports to programme managers. Assist in developing and maintain performance monitoring tools, learning frameworks, and reporting instruments in compliance with departmental strategic and annual performance plans.

**ENQUIRIES** : Ms. N. Gemby at 072 657 6518)  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 22/280** : **ASSISTANT DIRECTOR: COMMUNICATION MANAGEMENT (REF COGTA 08/06/2026)**

**SALARY CENTRE REQUIREMENTS** : R487 197.00 – R573 897 per annum (Level 09)  
: Bhisho  
: National Senior Certificate, plus undergraduate qualification (NQ level 6) in Communication/ Journalism/ Public Relations. Three to Five (3-5) years' experience at supervisory level (7/8) as a Principal Communication Officer or equivalent ranks within Corporate Communication environment. Experience in Local Government Communication System, photography, media liaison, newsgathering, writing and social media management. Proficient knowledge of Microsoft packages, Ms Word, PowerPoint, Publisher, Excel and Outlook. Code EB driver's license. Must be prepared to work after hours on weekends and public holidays. Video production and editing and graphic designing.

**DUTIES** : Promote the effective implementation of Local Government Communication System in Municipalities and Traditional Leadership Institutions. Gather, write and edit news articles for internal, external newsletter and any other departmental publications. Update Social and Electronic Media platforms. Render translation services as and when required. Advise management on new media and communication trends. Render photographic and online services during departmental and government events. Responsible for efficient management of staff including training, maintenance of discipline, promotion of sound labour relations and proper use of state property.

**ENQUIRIES** : Ms. N. Gemby at 072 657 6518)  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 22/281** : **ASSISTANT DIRECTOR: BUSINESS PROCESSES MANAGEMENT (REF COGTA 09/06/2026)**

**SALARY CENTRE REQUIREMENTS** : R487 197 – R573 897 per annum (Level 09)  
: Bhisho  
: National Senior Certificate, plus undergraduate qualification (NQF level 6) in Industrial Engineering, Management Services, Work-study/Industrial Psychology/Production Management/Operations Management & Public Management. Three (3) to Five (5) years' experience at supervisory level in an Organisational Development, Business Process Management and Change Management and Service Delivery Initiatives environment. A valid driver's license is required. In-depth knowledge of Business Process Management frameworks, 2015 Directive on changes to Organisational Structure and applicable legislation and standards (including the Public Finance Management Act, Public Service Act and Regulations, Treasury guidelines, Change Management Framework and Organisational Design Toolkit and Skills: Able to use Visio (Mapping of Business Processes) Analytical and problem-solving skills, Interpersonal Skills. Communication skills (including advanced report writing and presentation skills) and interpersonal skills and Research skills. Computer literacy (Able to use Visio in mapping business processes). Valid Code 08 (EB) driving license. Incumbent must have worked in Organisational Development field. competencies: Knowledge of the Business Process Management processes, Job Evaluation Principles, Organisational Design Tool Kit, Principles of organization Development, Project management principles, Strategic management principles, Performance management principles, Diversity management principles. Skills- Research Report writing, Interpersonal relations, Analysing and Presentation. Values/Attributes- Interpersonal relations, Integrity, Responsive, Courteous teamwork and Responsible.

**DUTIES** : Provide business efficiency enhancement services. Facilitate and conduct business process improvement initiatives. Conduct organisational functionality assessments of department internal systems and processes. Conduct an assessment department's effectiveness and efficiency in supporting the attainment of service delivery objectives. Facilitate the implementation of productivity measurement framework.

**ENQUIRIES** : Ms. N. Gemby at 072 657 6518)  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

<b><u>POST 22/282</u></b>	:	<b><u>ADMIN CLERKS TRADITIONAL LEADERSHIP INSTUTIONAL SUPPORT COORDINATION (12 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R237 453 - R279 708. per annum (Level 05)
	:	Maluti Region X1: Matandela Traditional Council (REF No: COGTA 10A/06/2026)
	:	Dalindyebo Region X2: Xesibe Traditional Council (REF. NO: COGTA10/06/2026)
	:	Hala Traditional Council (REF. NO: COGTA: 10C/06/2026)
	:	Western Thembuland Region X2: Ncuncuzo Traditional Council (REF.NO COGTA 10D/06/2026)
	:	Qamata Basin Traditional Council (REF. COGTA NO: 10E/06/2026)
	:	Rharhabe Region X 2: Amajingqi Traditional Council (REF. NO COGTA:10F/06/2026)
	:	Amarheledwane Traditional Council (Ref. COGTA: 10G/06/2026)
	:	Qaukeni Region X2: Amatshangase Traditional Council (REF.COGTA NO10H/06/2026)
	:	Amandengane Traditional Council (REF. COGTA: 10i/06/2026)
	:	Nyandeni Region X1: Malungela Traditional Council (REF.NO: COGTA 10J/06/2026)
	:	Sterkspruit Region X1: Hlubi Traditional Council (REF. NO: COGTA 10K/06/2026)
	:	Emboland Region X1 Amampondomise Asentshonalanga Traditional Council (REF. NO: COGTA:10L/06/2026)
<b><u>REQUIREMENTS</u></b>	:	National Higher Certificate/Diploma (NQF Level 5) with no experience or Senior Certificate (NQF level 4). 1 (one) to two (2) years' experience. Computer literacy Microsoft Office (i.e. Word, Excel, PowerPoint, Outlook etc. Valid Code 8 Driver's License. Preference will be given to applicants residing in the area of jurisdiction of the Traditional Councils. Competencies: Communication skills. Understanding of Traditional Leadership Institution. Client orientation and customer focus. Report writing skills, facilitation, and co-ordination.
<b><u>DUTIES</u></b>	:	Coordinate meetings between Traditional Council and other stakeholders. Coordinate Traditional Council meetings. Provide secretarial support in meetings of Traditional Councils. Promote cooperative governance between Traditional Council, Municipalities, and other stakeholders. Facilitate Involvement of Traditional Councils in identification of community needs and involvement of traditional community in development or amendment of integrated development plan of the municipality under the jurisdiction of the Traditional Council. Facilitate participation of Traditional Council in development of policies and by-laws at local level. Facilitate and coordinate meetings of the Traditional Council with Traditional Community. Promote compliance by Traditional Leaders and Traditional Council members with all available pieces of legislation and policies. Manage finances including cash management of Traditional Council the funds, financial statements, monthly returns, vouchers for payment, compilation of estimates of revenue and expenditure. Manage records/documents of Traditional Councils.
<b><u>ENQUIRIES</u></b>	:	Ms N. Gemby at (072 657 6518) e-Recruitment Technical Enquiries: <a href="mailto:recruitment@eccogta.gov.za">recruitment@eccogta.gov.za</a>
<b><u>POST 22/283</u></b>	:	<b><u>DRIVER: SARAH BAARTMAN &amp; NELSON MANDELA BAY METRO (REF COGTA 11/06/2026)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R201 093 – R236 877. per annum (Level 04)
	:	Sarah Baartman DCS
<b><u>REQUIREMENTS</u></b>	:	Grade 10/Standard 8. Two (2) years' experience as a driver. Valid code 14 drivers' license with PDP. Competencies: Knowledge of Road Traffic Management Act. Proven clients focus and Orientation. Sound Interpersonal and communication skills. Extensive travelling is required and willingness to work extended hours in province's municipal areas to deliver water.
<b><u>DUTIES</u></b>	:	Provide driving/messenger services for small vehicles and trucks. Maintain accurate and up to date schedule trip sheets, i.e. log official trips, daily mileage, fuel consumption. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Collect and distribute documents. Ensure proper and secure control over movement of documents. Report incidents and accidents timeously and compile vehicle condition reports and other records required by Management. Report vehicle faults to call centre and ensure vehicle maintenance is carried out.
<b><u>ENQUIRIES</u></b>	:	Ms. N. Gemby at 072 657 6518) e-Recruitment Technical Enquiries: <a href="mailto:recruitment@eccogta.gov.za">recruitment@eccogta.gov.za</a>
<b><u>POST 22/284</u></b>	:	<b><u>GENERAL WORKER: TRADITIONAL LEADERSHIP INSTUTIONAL SUPPORT: AMAMPONDOMISE KINGSHIP (REF. NO COGTA 12/06/2026)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R144 024 – R169 656.per annum (Level 02)
	:	Qumbu
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 (Grade 9) / NQF level 1-3. Computer literacy Microsoft office (i.e. Word, Excel, PowerPoint, Outlook etc. Code 8 valid driver's license.

- Competencies: Communication skills. Understanding of Traditional Leadership Institution. Client orientation and customer focus.
- DUTIES** : Sweeping, mopping, taking out trash and cleaning communal areas like kitchens and rest rooms. Setting up coffee/tea /drink stations and providing refreshments during meetings and workshops. Assist requesting office supplies and cleaning materials. Arrange boardroom layout, moving furniture and cleaning venues before and after gatherings/meetings.
- ENQUIRIES** : Ms N. Gemby at (072 e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za))
- POST 22/285** : **MACHINE OPERATOR: KNOWLEDGE AND RECORDS MANAGEMENT SERVICES (REF COGTA 13/06/2026)**
- SALARY CENTRE REQUIREMENTS** : R144 024 – R169 656 per annum (Level 02)  
: Bhisho  
: ABET Level 4 (NQF1-3). Good Interpersonal Skills. Excellent Communication Skills (Verbal and written). Ability to operate a photocopy machine. Ability to work under pressure. Sound interpersonal relations and good customer care. Ability to maintain confidentiality. Competencies: Understanding of the work in registry. Basic Numeracy and literacy. Ability to operate reprographic machinery. Knowledge of two Official Languages skills (isiXhosa and English). Communication skills. Writing skills. Organising skills Interpersonal skills.
- DUTIES** : Operate the photocopier machines (adhere to the stipulations and safe measures as presented by the Occupational, Health and Safety Act). Make photocopies for staff. Report any malfunctioning of photocopier machines to supervisor. Keep records of photocopier machine activities. Scanning of documents. Binding and laminating of documents. Deliver Photostats etc. to designated destinations. Provide counter service. Receive the request form & documents. Record documents received & delivered in a register. Contact client or deliver when documents are ready. Attend to counter queries. Maintenance on the photocopier machine. Perform minor maintenance the photocopier machine. Identify record and arrange for the repair of defect to the machine. Arrange for the servicing of & repair to the machine. Arrange for installation, moving of reprographic machinery. Undertake the general maintenance & cleaning of the machine. Ensure that photocopying material& equipment are stored securely. Arrange for the re-ordering of copy papers, staples and toners.
- ENQUIRIES** : Ms. N. Gemby at 072 657 6518)  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto: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 or posted applications will be accepted.***

- APPLICATIONS** : Applications must be submitted as follows: via the provincial e-recruitment system accessible at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za>. The Provincial e-Recruitment System is available 24/7 and closes at 23: 59 on the Closing Date. To report any e-Recruitment System challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: [erecruitment@safetynec.gov.za](mailto:erecruitment@safetynec.gov.za). Do not send any applications to this email address; should you do so, your applications/ CV 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). Hand-delivered/ E-Mailed/ Faxed/ Posted applications will not be accepted.
- FOR ATTENTION CLOSING DATE NOTE** : Ms B. Mndindwa or Ms L. Mazwi  
: 10 July 2026. No late applications will be accepted  
: Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed 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/or before the interview day. View the list of the positions you applied for on “My Job Applications” and do note that 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 (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required 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). All shortlisted candidates, including the SMS shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the 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. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: <https://www.thensq.gov.za/training-course/sms-pre-entry-programme>.

#### **OTHER POSTS**

- POST 22/286** : **PERSONAL ASSISTANT: HOD'S OFFICE REF: DOCS: 01/06/2026**
- SALARY** : R388 106 - per annum (Level 7)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate and appropriate national Diploma (NQF Level 6) as recognised by SAQA in Public Admin or Management/ Office Management/ Secretarial Diploma qualification. A minimum of 1-2 years of relevant experience in rendering administrative support to senior management. A valid south African driver's licence. Competence: Excellent proficiency in Microsoft Office suite and computer literacy at advanced level. Good office management skills and knowledge of administrative procedures. Sound organizational skills. Good people skills. High level of reliability. Ability to act with tact and discretion. Ability to analyse documents. Communication: verbal and written, Interpersonal and Conflict resolution.
- DUTIES** : Act as the first point of contact for HOD and maintain the effective working of the office. Provide administrative secretarial/receptionist support service to HOD. Manage diaries by scheduling, prioritizing and managing appointments, travel arrangements and preparations for meetings. Provide the secretariat services in the HOD's Office. Screening phone calls, inquiries and requests, and handling them when appropriate. Manage correspondence, track incoming and outgoing correspondence and ensure replies are produced within the required timeframe. Scrutinise routine submissions / reports and make notes and/or recommendations for the HOD; respond to enquiries received from internal and external stakeholders; draft documents as required. Establish and maintain a document management and tracking system. Ensure the safekeeping of all documentation in the office of HOD. Record minutes/decisions and communicate to relevant role-players, following up on progress made. Monitor the HOD's Office Budget, keeping record of expenditure commitments, monitoring expenditure, and alerting the manager of possible over- and underspending; checking and correlating BAS reports to ensure that expenditure is allocated correctly. Provide support to other members of the Branch as necessary. Maintain systems and procedures to support the efficient running of the office. Maintain the highest level of confidentiality and adherence to policies and procedures.
- ENQUIRIES** : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079 284 6709)  
 For e-Recruitment Technical Enquiries email to: [erecruitment@safetyec.gov.za](mailto:erecruitment@safetyec.gov.za)
- POST 22/287** : **PERSONAL ASSISTANT: CORPORATE SERVICES REF: DOCS: 02/06/2026**
- SALARY** : R388 106 - per annum (Level 7)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate and appropriate national Diploma (NQF Level 6) as recognised by SAQA in Public Admin or Management/ Office Management/ Secretarial Diploma qualification. A minimum of 1-2 years of relevant experience in rendering administrative support to senior management. A valid south African driver's licence. Competence: Excellent proficiency in Microsoft Office suite and computer literacy at advanced level. Good office management skills and knowledge of administrative procedures. Sound organizational skills. Good people skills. High level of reliability. Ability to act with tact and discretion. Ability to analyse

		documents. Communication: verbal and written, Interpersonal and Conflict resolution.
<b><u>DUTIES</u></b>	:	Act as the first point of contact for Chief Director and maintain the effective working of the office. Provide administrative secretarial/receptionist support service to Chief Director. Manage diaries by scheduling, prioritizing and managing appointments, travel arrangements and preparations for meetings. Provide the secretariat services in the Chief Directors' Office. Screening phone calls, inquiries and requests, and handling them when appropriate. Manage correspondence, track incoming and outgoing correspondence and ensure replies are produced within the required timeframe. Scrutinise routine submissions / reports and make notes and/or recommendations for the Chief Director; respond to enquiries received from internal and external stakeholders; draft documents as required. Establish and maintain a document management and tracking system. Ensure the safekeeping of all documentation in the office of the Chief Director. Record minutes/decisions and communicate to relevant role-players, following up on progress made. Monitor the Chief Director's Office Budget, keeping record of expenditure commitments, monitoring expenditure, and alerting the manager of possible over- and underspending; checking and correlating BAS reports to ensure that expenditure is allocated correctly. Provide support to other members of the Branch as necessary. Maintain systems and procedures to support the efficient running of the office. Maintain the highest level of confidentiality and adherence to policies and procedures.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079 284 6709) For e-Recruitment Technical Enquiries email to: <a href="mailto:erecruitment@safetyec.gov.za">erecruitment@safetyec.gov.za</a>
<b><u>POST 22/288</u></b>	:	<b><u>ADMINISTRATION CLERK – SUPERVISOR REF: DOCS: 03/06/2026</u></b>
<b><u>SALARY CENTRE</u></b>	:	R388 106 - per annum (Level 7) Nelson Mandela Metro Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate and appropriate national diploma (NQF Level 6) as recognised by SAQA in Public Admin or Management/ Office Management/ Secretarial Diploma qualification. A minimum of 1-2 years of relevant experience and a valid south African driver's licence. Competence: Knowledge of Microsoft Office suite literacy at intermediate level. Computer Skills, Secretarial skills, administrative skills, Communication: verbal and written, Interpersonal and Conflict resolution.
<b><u>DUTIES</u></b>	:	Provide administrative support to the district. Keep records of all relevant documents and file them accordingly. Facilitate payment of safety patrollers. Exercise control over the expenditure and maintenance of the district expenditure. Support Services on Asset and Fleet Management Services in the district. Arrange travelling and accommodation. Provide support and supervise on Supply Chain Management related matters within the district. Liaise with internal and external stakeholders in relation to procurement of goods and services. Provide Personnel Administration Clerical Support Services within the District. Manage staff performance and other human related issues. Assist with the implementation of policies and procedures to minimize risks of losses and promotion of effective management of district assets. Update registers and statistics. Handle routine enquiries. Maintain and update district asset register. Perform stock counting, verification and evaluation of the district assets. Perform asset reconciliation with accounting systems. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079 284 6709) For e-Recruitment Technical Enquiries email to: <a href="mailto:erecruitment@safetyec.gov.za">erecruitment@safetyec.gov.za</a>
<b><u>POST 22/289</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT CLERK REF: DOCS: 04/06/2026</u></b>
<b><u>SALARY CENTRE</u></b>	:	R237 453 per annum (Level 5) Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate with 0 working experience and a national diploma (NQF Level 6) in Supply Chain Management /Accounting/Finance/Auditing/ Management/ Public Administration or Management. Knowledge of BAS and LOGiS will serve as an added advantage. Competence: supply chain Management processes, Public Finance management Act, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts.
<b><u>DUTIES</u></b>	:	Procurement source documents are verified and captured, once approved, the order is timeously placed with the supplier, in accordance with departmental policies and procedures and compliant with applicable legislative requirements. Procurement is done in accordance with departmental policies and procedures and compliant with applicable legislative requirements. Create and print orders on LOGiS system. Sourcing of quotation to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications on the supply chain system.

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

**POST 22/290** : **FINANCE CLERK REF: DOCS: 05/06/2026**

**SALARY** : R237 453 - per annum (Level 5)  
**CENTRE** : BHISHO  
**REQUIREMENTS** : National Senior Certificate with 0 working experience in and a national diploma (NQF Level 6) in Finance/Financial Accounting / Cost and Management Accounting will be added advantage. Skills: teamwork, communication (verbal and writing) interpersonal relations, flexibility, computer skills, accuracy, aptitude of figures, basic numeracy skills. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge of basic financial operating systems (BAS, LOGIS, PERSAL etc.). Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual)

**DUTIES** : Receive order batch for processing payments. Check and verify invoices for correctness. Prepare and maintain Payment Monitoring Tool. Prepare creditor's reconciliation. Compile payment vouchers. Capture payments on both BAS and LOGIS systems. Distribution of payment stubs to the beneficiaries. Verification of payment vouchers against payment stubs. Affix "PAID" stamp on all paid payment vouchers. Filing and safekeeping of payment vouchers. Retrieve payment vouchers requested by both internal and external auditors. Attend to service provider's queries.

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

**POST 22/291** : **MESSANGER / DRIVER REF: DOCS: 06/06/2026**

**SALARY** : R201 093 per annum (Level 4)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : Grade 12 or Matric Certificate. A minimum of 0 - 1 year driver/messenger working experience and a Valid SA Driver's license (Code 10/C1). Professional Driver's Permit (PDP). National Traffic Regulations. Knowledge of messenger/driver processes and procedures. Experience in handling confidential and classified documents. Knowledge of local routes and Traffic Laws. Ability to assess condition / road worthiness of motor vehicles to ensure safety of self and passengers. Communication (verbal & written skills). Interpersonal, customer orientated and time management. Driving skills.

**DUTIES** : Drive light and medium motor vehicles to transport passengers and deliver other items (e.g. Mail and Documents). Transport passenger/s and other items to the correct destination. Shuttling employees to various destinations for official purposes. Perform pre and post inspection to the vehicle. Deliver, collect and distribute official documents, mail and parcels to the correct destination. Adhere to safety protocols and driving regulations. Check vehicle each time before driving e.g. oil, water etc). Refer vehicle when due for service, report mechanical defects to the supervisor and always keep the vehicle clean. Obtain authorisation for vehicle use, complete the required documentation and always keep all receipts and necessary prescribed records and logbooks. Assist with the checking of logbooks. Collect and deliver documentation and related items in the department. Copy and e mail transport documents. Assist in the registry office, assist with any other duties delegated by the supervisor. Assist with transport filing and signing delivery notes services: Enquiries: Ms. B. Mndindwa / Ms. L. Mazwi at (079 284 6709) For e-Recruitment Enquiries email to: [erecruitment@safetyec.gov.za](mailto:erecruitment@safetyec.gov.za)

#### **INTERNSHIP PROGRAMME 2026/27-2027/8 (24 MONTHS)**

**NOTE** : The Department of Community Safety is offering an internship programme. The programme will be for a non-renewable period of 24 months. Unemployed Graduates are invited to apply and be in possession of the National Diploma / Degree as indicated in the requirements below. Applicants who previously underwent or are currently on an internship programme will not be considered.

#### **OTHER POST**

**POST 22/292** : **INTERN: LABOUR RELATIONS REF NO: DoCS: 07/06/2026**

**SALARY** : R98 097 per annum  
**CENTRE** : Bhisho.  
**REQUIREMENTS** : National Diploma/Degree in Labour Relations / Labour Law / Human Resource Management / Industrial Psychology. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.

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

**DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM**  
**DEDEAT in the Eastern Cape is an equal opportunity, affirmative action employer.**

**APPLICANTS** : Applications must be submitted as follows: via the provincial e-recruitment system accessible at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za>. The Provincial e-Recruitment System is available 24/7 and closes at 23: 59 on the Closing Date. To report any e-Recruitment System challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: [Recruitment@dedea.gov.za](mailto:Recruitment@dedea.gov.za). Do not send any applications to this email address; should you do so, your applications/ CV 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). Hand-delivered/ E-Mailed/ Faxed/ Posted applications will not be accepted.

**CLOSING DATE** : 10 July 2026. No late applications will be accepted

**NOTE** : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed 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/or before the interview day. View the list of the positions you applied for on "My Job Applications" and do note that 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 (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required 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). All shortlisted candidates, including the SMS shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the 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. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: <https://www.thensq.gov.za/training-course/sms-pre-entry-programme>. Enquiries: Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: [recruitment@dedea.gov.za](mailto:recruitment@dedea.gov.za)

**MANAGEMENT ECHELON**

**POST 22/293** : **DIRECTOR: ECONOMIC RESEARCH & PLANNING REF. DEDEAT/2026/06/01**

**SALARY** : R1317 384 – R1 551 807 per annum (Level 13)  
**CENTRE** : Bhisho

**REQUIREMENTS** : National Senior Certificate plus NQF Level 7 (B- Degree/ Advanced Diploma) in Economics / Developmental Sciences/ Statistics or related. 5 years' experience within Economic Development field at middle management or Senior Management level. Post graduate qualifications will be an added advantage. The following skills, knowledge, and attributes are required: Public Service Act, Public Service Regulations, Strategic Planning, Applied Strategic Thinking, Budgeting

		and Financial Management, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems A valid driver's licence is required.
<b><u>DUTIES</u></b>	:	Undertake and facilitate economic research. Profile, coordinate and consolidate the provincial research agenda. Manage key stakeholder relations in conducting and benchmarking economic research. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives
<b><u>ENQUIRIES</u></b>	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: <a href="mailto:recruitment@dedea.gov.za">recruitment@dedea.gov.za</a>
<b><u>NOTE</u></b>	:	Employment Equity target: Coloured Male
<b><u>POST 22/294</u></b>	:	<b><u>DIRECTOR: DISTRICT SERVICES - OR TAMBO DISTRICT REF. DEDEAT/2026/06/02</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 317 384 – R1 551 807 per annum (Level 13) OR Tambo District National Senior Certificate plus NQF Level 7 (B- Degree/ Advanced Diploma) in Economics, Business Management, Public Administration, Environmental Management Sciences or equivalent 5 years relevant experience at middle management or senior management level. Nyukela SMS Pre-Entry Certificate. A valid driver's licence is required. The following skills, knowledge, and attributes are required: Public Service Act, Public Service Regulations, Strategic Planning, Strategic Capabilities, Leadership skills, Analytical skills, Communication, writing skills, Computer Literacy, Interpersonal relation and networking, Problem solving skills, Time Management, Planning and Organizing. A valid driver's licence is required.
<b><u>DUTIES</u></b>	:	Strategically lead inter-governmental relations within the areas of economic development and environmental management in the District. Direct and manage at a strategic level the implementation of regional and local economic; and business, development policies, strategies and instruments within the district, including economic empowerment initiatives. Coordinate the provisioning of integrated environmental management services within the District. Coordinate with Entities at the National Level and the DEDEAT Group for the equitable delivery of economic and business development services to clients in the District. Coordinate processes within the District to source reliable statistical economic and business data; secure environmental management data for inclusion in DEDEAT's information management systems; and develop and maintain a consolidated information database/information hub. Manage the allocated resources of the Office in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives
<b><u>ENQUIRIES</u></b>	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: <a href="mailto:recruitment@dedea.gov.za">recruitment@dedea.gov.za</a>
<b><u>NOTE</u></b>	:	Employment Equity target: African Male
<b><u>POST 22/295</u></b>	:	<b><u>DIRECTOR: HR MANAGEMENT &amp; DEVELOPMENT REF. DEDEAT/2026/06/03</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 317 384 – R 1 551 807 per annum (Level 13) Bhisho National Senior Certificate plus NQF Level 7 (B- Degree/ Advanced Diploma) in Human Resource Management/ Human Resource Development /Industrial Psychology / Labour Relations / Public Management. NQF Level 8 is an added advantage. Registration with a relevant professional board/body will be an added advantage. A valid driver's licence is required. Minimum 5 years of experience at a middle/senior managerial level covering the HRM&D value chain (resourcing & benefits, labour relations, PMDS & skills, EHW & OHS). Exposure to OD/JE interfaces is advantageous. The following skills, knowledge, and attributes are required: Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act etc. Strategic Capabilities, Leadership skills, Analytical skills, Communication, writing skills, Computer Literacy, Interpersonal relation and networking, Problem solving skills, Time Management, Planning and Organizing.
<b><u>DUTIES</u></b>	:	Manage and direct the provisioning of human resource strategy, policy, systems development and planning services. Manage and direct performance management, skills development and talent pipelines that support service delivery needs. Manage and direct human resource provisioning practices and the administration of service benefits. Manage the provisioning of employee relation services. Manage the provisioning of integrated employee wellness services. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives
<b><u>ENQUIRIES</u></b>	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909

<b><u>NOTE</u></b>	:	For e-Recruitment Enquiries: <a href="mailto:recruitment@dedea.gov.za">recruitment@dedea.gov.za</a> Employment Equity target: Indian Male
<b><u>POST 22/296</u></b>	:	<b><u>DIRECTOR: LOCAL &amp; REGIONAL ECONOMIC DEVELOPMENT (LRED) REF. DEDEAT/2026/06/04</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 317 384 – R1 551 807 per annum (Level 13) Bhisho National Senior Certificate plus NQF Level 7 (B- Degree/ Advanced Diploma) in Economics, Development Studies, Regional and Urban Planning, Public Administration or Business Management. Post Graduate qualification in Economic Development, Regional Planning or related field, Membership of Professional Economic/LED bodies will be an added advantage. 5 years relevant experience at middle management or Senior Management level. A valid driver's license required. The following skills, knowledge, and attributes are required: PFMA, Treasury Regulations, PEDS, National LED Framework, BBEEE, SPLUMA, Public Service Act, Strategic Capability & Leadership, Knowledge Management, Problem Solving, Communication skills and corporate governance, Intergovernmental Relations Framework, project management, monitoring and evaluation, stakeholder engagements, negotiation and partnership building, Report Writing skills, Financial Management, Advanced Computer Literacy, Planning and Organizing, Interpersonal skills.
<b><u>DUTIES</u></b>	:	Manage Strategy and Programme development, develop, review and implement Provincial and regional economic development strategies, policies and frameworks. Promote spatial economic growth and competitiveness in alignment with national, provincial and local development priorities. Manage Municipal & Regional Support and Project Packaging, Provide Technical and Capacity support to Municipalities and Regional structures to plan, package and implement Economic Development initiatives. Manage LRED Fund and Programme Oversight, Provide post investment monitoring, evaluation and impact assessment of funded projects. Ensure accountability, transparency and efficient utilisation of financial resources in line with PFMA and Treasury Regulations. Establish and strengthen partnerships and Intergovernmental coordination with Municipalities and Provincial Departments (COGTA), Enterprise Development and BRAG, National Departments, Public entities, Development agencies, private sector, academic institutions, and Business associations. Manage the allocated resources of the Office in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<b><u>ENQUIRIES</u></b>	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: <a href="mailto:recruitment@dedea.gov.za">recruitment@dedea.gov.za</a>
<b><u>NOTE</u></b>	:	Employment Equity target: Indian Male

#### **OTHER POSTS**

<b><u>POST 22/297</u></b>	:	<b><u>DEPUTY DIRECTOR: INTEGRATED ECONOMIC DEVELOPMENT (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R932 292 – R1 098 195 per annum (Level 11) Sarah Baartman District: Ref. DEDEAT/2026/06/05 Alfred Nzo District: DEDEAT/2026/06/06 National Senior Certificate plus NQF Level 7 (Bachelor's Degree/ Advanced Diploma) in Economics/ Business Management / Business Administration/ Business Development Studies / LLB or equivalent 3 years' experience at Assistant Director level or Junior Management level The following skills, knowledge, and attributes are required: Public Service Act, Public Service Regulations, Strategic Planning, Strategic Capabilities, Leadership skills, Analytical skills, Communication, writing skills, Computer Literacy, Interpersonal relation and networking, Problem solving skills, Time Management, Planning and Organizing. A valid driver's licence is required.
<b><u>DUTIES</u></b>	:	Develop policies, guidelines, norms and standards. Manage the promotion and coordination of integrated economic development, and governance. Monitor and evaluate economic development activities, business regulation and governance. Ensure management of capacity building programmes. Facilitate promotion, protection and enforcement of consumer rights. Manage and perform administrative and related functions
<b><u>ENQUIRIES</u></b>	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: <a href="mailto:recruitment@dedea.gov.za">recruitment@dedea.gov.za</a>
<b><u>NOTE</u></b>	:	Employment Equity target: Sarah Baartman District: Coloured Female Alfred Nzo District: African Male

<b><u>POST 22/298</u></b>	:	<b><u>DEPUTY DIRECTOR: LABOUR RELATIONS REF. DEDEAT/2026/06/07</u></b>
<b><u>SALARY</u></b>	:	R932 292 - R1 098 195 per annum (Level 11)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus a B Degree (NQF L7) in Human Resource Management /Labour Relations or equivalent qualifications. A minimum of 3 years' relevant Labour Related experience, of which 3 years should be at Assistant Director level. The following skills, knowledge and attributes are required: Labour Relations Act, Disciplinary Code, Public Service Act, 1994 as amended by Act 30 of 2007, PFMA, Industrial Policy, Communication, Report Writing skills, Computer Literacy, Project Management, Financial management, Management and leadership skills, Planning and Organizing. Valid driver's license is required.
<b><u>DUTIES</u></b>	:	Manage, coordinate the provisioning and development of Labour Relations Policies and implementation of a departmental negotiation framework. Manage and coordinate the provisioning, of managing consultation services. Supervise the provisioning of grievances and disputes resolution processes. Supervise the provisioning of disciplinary processes. Supervise the allocated resources of the Sub-Directorate in line with legislative and departmental policy directives and ensure compliance with corporate governance and planning imperatives. Perform and manage administrative and related functions
<b><u>ENQUIRIES</u></b>	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: <a href="mailto:recruitment@dedea.gov.za">recruitment@dedea.gov.za</a>
<b><u>NOTE</u></b>	:	Employment Equity target: African Male/PWD
<b><u>POST 22/299</u></b>	:	<b><u>DEPUTY DIRECTOR: AGRO PROCESSING REF. DEDEAT/2026/06/08</u></b>
<b><u>SALARY</u></b>	:	R932 292 – R1 098 195 per annum (Level 11)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus a B Degree (NQF L7) in Agriculture and related. 3 years' experience at Assistant Director level/ junior management level. The following skills, knowledge and attributes are required: Public Service Act, 1994 as amended by Act 30 of 2007, PFMA, Special Economic Act, Industrial Policy, Communication, Report Writing skills, Computer Literacy, Project Management Financial management, Management and leadership skills, Planning and Organizing. A valid driver's license is required.
<b><u>DUTIES</u></b>	:	Analyse the Agro-processing sector and identify opportunities for development within the sector for the Eastern Cape. Provide specialised Agro processing industry and sector advisory. Coordinate the provisioning of sector specific development services and projects. Manage and perform administrative and related functions
<b><u>ENQUIRIES</u></b>	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: <a href="mailto:recruitment@dedea.gov.za">recruitment@dedea.gov.za</a>
<b><u>NOTE</u></b>	:	Employment Equity target: Indian Male/PWD
<b><u>POST 22/300</u></b>	:	<b><u>DEPUTY DIRECTOR: MANUFACTURING REF. DEDEAT/2026/06/09</u></b>
<b><u>SALARY</u></b>	:	R932 292 – R1 098 195 per annum (Level 11)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus a B Degree (NQF level 7) in Business Development Studies/ Engineering/ Operations management. A minimum of 3 years relevant experience as Assistant Director in the manufacturing development field or similar. The following skills, knowledge and attributes are required: Public Service Act, 1994 as amended by Act 30 of 2007. PFMA, Special Economic Act, Industrial Policy, Communication, Report Writing skills, Computer Literacy, Project Management, Financial management, Management and leadership skills, Planning and Organizing. A valid driver's license is required.
<b><u>DUTIES</u></b>	:	Provide technical support on manufacturing sector development, Facilitate research in support of manufacturing sector development and coordination, Facilitate and provide technical and institutional support to relevant provincial and local government and agencies and related projects in the field of manufacturing, Facilitate the coordination of the manufacturing sector in the Eastern Cape, Manage and perform administrative and related functions
<b><u>ENQUIRIES</u></b>	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: <a href="mailto:recruitment@dedea.gov.za">recruitment@dedea.gov.za</a>
<b><u>NOTE</u></b>	:	Employment Equity target: Indian Female/PwD
<b><u>POST 22/301</u></b>	:	<b><u>ASSISTANT DIRECTOR WEB DEVELOPMENT REF. DEDEAT/2026/06/10</u></b>
<b><u>SALARY</u></b>	:	R487 197 – R573 897 per annum (Level 9)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus a National Diploma (NQF Level 6) in Computer Science / Information Systems /Information Technology (with Web Development as specialisation) as recognised by SAQA. 3 Years' relevant experience at salary

level 7/8 in the area of Systems Development; Application Development, Software Development and/or Programming. Supervisory experience will be an added advantage. Valid driver's Licence is required.

**DUTIES** : The following skills, knowledge and attributes are required: Deep knowledge of a wide range of work procedures such as: Public Service Act, Public Service Regulations, Visual Studio.NET, ASP, Databases (Ms SQL 2005/2008R2), IIS 6.0 or IIS 7.0, JavaScript and SDLC. Knowledge and experience of Microsoft SharePoint 2007/2010, MySQL, HTML, Security and Cross-browser compatibility, Advanced Technical Aptitude and knowledge of Web Technologies, Knowledge of effective Web authoring practices and presentation techniques. Knowledge of relevant web software as well as Graphics Applications and Techniques, Typographic and Graphic Design Techniques, Photography and illustration

**ENQUIRIES** : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909

**NOTE** : For e-Recruitment Enquiries: [recruitment@dedea.gov.za](mailto:recruitment@dedea.gov.za)  
Employment Equity target: Coloured Male/Person with Disabilities

**POST 22/302** : **ASSISTANT DIRECTOR: CONSUMER PROTECTION REF. DEDEAT/2026/06/11**

**SALARY** : R487 197– R573 897 per annum (Level 9)

**CENTRE** : Bhishe

**REQUIREMENTS** : National Senior Certificate plus a National Diploma NQF level 6 in Consumer Science / Consumer Affairs/ Law /Relevant Qualification. 3 years experience at supervisory level or SL7/8. The following skills, knowledge, and attributes are required: Eastern Cape Consumer Protection Act, Consumer Protection Act etc. Public Finance Management Act, Public Service Act, Treasury Regulation Problem Analysis, Influence, Communication, Interpersonal Relations and Networking, Time Management, Planning and Organising, Report Writing. A valid driver's licence is required.

**DUTIES** : Manage and co-ordinate the development and the implementation of a targeted provincial consumer awareness strategy by districts and stakeholders. Oversee and coordinate the escalation of unresolved or systemic complaints to the Consumer Protector and relevant regulatory bodies and provide guidance to district offices on escalation protocols. Manage and direct the development and maintenance of an effective and efficient administration system to manage consumer protection initiatives and complaints. Supervise administrative and related functions

**ENQUIRIES** : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909

For e-Recruitment Enquiries: [recruitment@dedea.gov.za](mailto:recruitment@dedea.gov.za)

**NOTE** : Employment Equity Target: Coloured Female

**POST 22/303** : **ASSISTANT DIRECTOR: CONSUMER PROTECTION (X2 POSTS)**

**SALARY** : R487 197– R573 897 per annum (Level 9)

**CENTRE** : Chris Hani District: Ref. DEDEAT/2026/06/12

Sarah Baartman District: Ref. DEDEAT/2026/06/13

**REQUIREMENTS** : National Senior Certificate plus a National Diploma NQF level 6 in Consumer Science / Consumer Affairs/ Law /Relevant Qualification. 3 years' experience at supervisory level or SL7/8. The following skills, knowledge, and attributes are required: Eastern Cape Consumer Protection Act, Consumer Protection Act etc. Public Finance Management Act, Public Service Act, Treasury Regulation Problem Analysis, Influence, Communication, Interpersonal Relations and Networking, Time Management, Planning and Organising, Report Writing. A valid driver's licence is required.

**DUTIES** : Manage and direct the development and the implementation of a targeted district consumer awareness strategy, Manage and direct the provisioning of technical assistance to consumers to resolve complaints, Manage and direct the development and maintenance of an effective and efficient administration system for the area of operation to manage consumer protection initiatives and complaints. Supervise the allocated resources of the Division in line with legislative and departmental policy directives and ensure compliance with corporate governance and planning imperatives

**ENQUIRIES** : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909

For e-Recruitment Enquiries: [recruitment@dedea.gov.za](mailto:recruitment@dedea.gov.za)

**NOTE** : Employment Equity Targets  
Chris Hani District: White Male  
Sarah Baartman District: Coloured Male

**POST 22/304** : **INVESTIGATOR: OFFICE OF CONSUMER PROTECTOR REF. DEDEAT/2026/06/14**

**SALARY** : R487 197– R573 897 per annum (Level 9)

**CENTRE** : Bhishe

**REQUIREMENTS** : National Senior Certificate plus a relevant National Diploma (NQF level 6) in

Business Practice, Dispute Resolution / Law / Policing or relevant Consumer Studies, 3 years' relevant experience at salary level 7/8, Supervisory experience will be an added advantage, The following skills, knowledge, and attributes are required Deep knowledge of a wide range of work procedures such as: Eastern Cape Consumer Protection Act, and Consumer Protection Act etc. Problem analysis, Influence, Communication, Interpersonal relations and networking, Time Management, Planning and Organizing, Report writing. A valid driver's licence is required.

**DUTIES** : Investigate "transversal" adverse business practices and cartel formations affecting fair, accessible and sustainable marketplace for consumer products and services within the Province Develop and maintain monitoring and evaluation instruments to identify adverse transversal business practices in the Province Develop and maintain an effective and efficient system for the investigation of priority transgressions, Perform admin related functions.

**ENQUIRIES** : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909

**NOTE** : For e-Recruitment Enquiries: [recruitment@dedea.gov.za](mailto:recruitment@dedea.gov.za)

**POST 22/305** : **ASSISTANT DIRECTOR: LOCAL & REGIONAL DEVELOPMENT (LRED) (X 3 POSTS)**

**SALARY CENTRE** : R487 197 – R573 897 per annum (Level 9)  
: Chris Hani District: Ref. DEDEAT/2026/06/15  
: Joe Gqabi District: Ref. DEDEAT/2026/06/16  
: OR Tambo District: Ref. DEDEAT/2026/06/17

**REQUIREMENTS** : National Senior Certificate plus a National Diploma (NQF level 6) in Economics/ Business Administration/ Development Studies/ Entrepreneurship/ Business Management/LED and/ or relevant qualification, The following skills, knowledge, and attributes are required: Public Service Regulations, Public Service Act, Public Service Regulations etc. Code of Conduct, Basic Condition of Employment, Cooperative Act, Local Economic Development Act. A valid driver's licence is required.

**DUTIES** : Supervise the implementation of economic development policies, programmes and instruments within the District, Provide technical support to the District Municipality and Local Municipalities with the development of IDP strategies and objectives aimed at targeted economic development strategies, programmes and projects, Perform monitoring and evaluation processes to determine the impact of economic development instruments within the District Municipality and Local Municipalities, Provide economic development advocacy and empowerment services for the District Municipality and Local Municipalities, Perform and manage administrative and related functions

**ENQUIRIES** : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909

**NOTE** : For e-Recruitment Enquiries: [recruitment@dedea.gov.za](mailto:recruitment@dedea.gov.za)

Employment Equity Targets  
Chris Hani District: Coloured Female  
Joe Gqabi District: African Male  
OR Tambo District: Coloured Male

**POST 22/306** : **ASSISTANT DIRECTOR: LOSS CONTROL & ANTI CORRUPTION REF. DEDEAT/2026/06/18**

**SALARY CENTRE** : R487 197– R573 897 per annum (Level 9)  
: Bhisho

**REQUIREMENTS** : National Senior Certificate plus a National Diploma (NQF Level 6) or equivalent in law / investigations and /or relevant qualification. Designation and membership as a Certified Fraud Examiner / Ethics Officer / Compliance Officer / Certified Risk Officer. 3 Years' experience at salary level 7/8 in Law / Investigations. Supervisory experience will be an added advantage. The following skills, knowledge, and attributes are required: Deep knowledge of a wide range of work procedures such as: Investigations, policy development, application of the relevant legislative procedures, Fraud and corruption prevention, Problem analysis, Influence, Communication, Interpersonal relation and networking, Time Management, Planning and Organizing, Report writing, knowledge in computer applications. A valid driver's licence is required.

**DUTIES** : Provide technical assistance with the development of- and facilitate processes to ensure the implementation of DEDEAT'S loss control policy instruments by line managers. Provide technical assistance with the development of- and facilitate processes to ensure the implementation of DEDEAT'S Anti- Corruption Strategy by line managers. Investigate instances of loss and corruption in DEDEAT. Supervise administrative and related functions

**ENQUIRIES** : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909

**NOTE** : For e-Recruitment Enquiries: [recruitment@dedea.gov.za](mailto:recruitment@dedea.gov.za)

Employment Equity Target: African Male

<b><u>POST 22/307</u></b>	:	<b><u>INVESTIGATOR: COMPLIANCE &amp; ENFORCEMENT REF. DEDEAT/2026/06/19 (X 2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R487 197– R573 897 per annum (Level 9)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus a National Diploma (NQF L6) in (Policing/ Law/Forensic Investigation/ Criminology and related studies). 3 Years operational experience in the space of criminal investigation. The following skills, knowledge and attributes are required: NEMA - Ciskei Act- Transkei Decree- Cape Ordinance, Problem analysis, Influence, Communication, Interpersonal relation and networking, Time Management, Planning and Organizing, Report writing. Valid driver's license is required.
<b><u>DUTIES</u></b>	:	Organize and Participate in Overt and Covert Investigations and Operations in line with the approved SOPs. Plan, coordinate and render compliance monitoring. Ensure cooperative governance with other Law Enforcement Agencies. Perform administrative and related functions
<b><u>ENQUIRIES</u></b>	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: <a href="mailto:recruitment@dedea.gov.za">recruitment@dedea.gov.za</a>
<b><u>NOTE</u></b>	:	Employment Equity target: White Male, Coloured Male/PWD
<b><u>POST 22/308</u></b>	:	<b><u>SUSTAINABLE ENERGY ANALYST REF. DEDEAT/2026/06/20</u></b>
<b><u>SALARY</u></b>	:	R487 197 – R573 897 per annum (Level 9)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus a National Diploma / B-Degree (NQF 6/7) qualification in the fields of Science /Engineering. 3 Years' experience related to sustainable energy development. Valid Driver's license. Supervisory experience will be an added advantage. Post Graduate Qualifications will be an added advantage. The following skills, knowledge and attributes are required: Deep knowledge of the sustainable energy sector such as: Sustainable Energy Technologies; and Institutional and legislative frameworks related to sustainable energy, Problem analysis, Influence, Communication, Interpersonal relation and networking, Time Management, Planning and Organizing, Report writing. Valid driver's license is required.
<b><u>DUTIES</u></b>	:	Provide technical support on Energy Development. Assist in the coordination and facilitation of sustainable energy programs and processes. Provide support on institutional structures. Perform and manage administrative and related functions
<b><u>ENQUIRIES</u></b>	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: <a href="mailto:recruitment@dedea.gov.za">recruitment@dedea.gov.za</a>
<b><u>NOTE</u></b>	:	Employment Equity target: White Female
<b><u>POST 22/309</u></b>	:	<b><u>CONTROL ENVIRONMENTAL OFFICER GRADE A: ENVIRONMENTAL MANAGEMENT (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R636 978– R728 646 per annum (OSD). An appropriate salary will be determined according to the regulatory framework (based on OSD).
<b><u>CENTRES</u></b>	:	Alfred Nzo District: Ref. DEDEAT/2026/06/21 Amathole District: Ref. DEDEAT/2026/06/22 OR Tambo District: Ref. DEDEAT/2026/06/23
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate Plus a 4-year degree/ NQF Level 8 or equivalent qualification in Natural Sciences/ Environmental Management/ Nature Conservation /Environmental Law and or related. 6 years post- qualification. A valid driver's licence is required. The following skills, knowledge, and attributes are required: Knowledge of Relevant legislation and frameworks, Public Service Act, Public Service Regulations, PFMA, NEMA, NEMBA, Well-developed communication and reporting skills, Strong planning, coordination, and project management skills, Financial and budgeting knowledge, including technical and financial reporting, Good interpersonal relations, ability to work independently and in a team, ability to work under pressure, and Computer literacy.
<b><u>DUTIES</u></b>	:	Manage and coordinate the provisioning of conservation services and ensure the sustainable use of the area of operation's biodiversity and coastline. Manage and coordinate the provisioning of environmental empowerment and projects services. Manage and coordinate the provisioning of environmental impact, waste management and coordinate the implementation of sustainable air quality services. Manage and coordinate the provisioning of environmental compliance and enforcement management services. Perform and manage administrative and related functions
<b><u>ENQUIRIES</u></b>	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: <a href="mailto:recruitment@dedea.gov.za">recruitment@dedea.gov.za</a>
<b><u>NOTE</u></b>	:	Employment Equity Targets: Alfred Nzo District: African Female Amathole District: Indian Male/Person with Disabilities OR Tambo District: African Female

<b><u>POST 22/310</u></b>	:	<b><u>CONTROL ENVIRONMENTAL OFFICER GRADE A: CLIMATE CHANGE REF. DEDEAT/2026/06/24</u></b>
<b><u>SALARY</u></b>	:	R636 978 – R728 646 per annum (OSD). An appropriate salary will be determined according to the regulatory framework (based on OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bhisho A National Senior Certificate Plus a 4-year degree/ NQF Level 8 or equivalent qualification in Natural Sciences, Environmental Management, Nature Conservation, Environmental Law, Climate Change, or Renewable Energy Studies. A minimum of 6 years' post-qualification experience in the climate change environment or related field. A valid driver's licence is required. The following skills, knowledge, and attributes are required: Knowledge of Relevant legislation and frameworks (National Environmental Management Act, Climate Change Act, NEMBA, Public Service Act, Public Service Regulations, PFMA and Treasury Regulations), Policy development processes and implementation, and Climate change mitigation and adaptation issues, including South Africa's Greenhouse Gas (GHG) emission profile, Just Transition policy priorities, and energy transition frameworks. Skills and competencies: Well-developed communication and reporting skills, Strong planning, coordination, and project management skills, Financial and budgeting knowledge, including technical and financial reporting, Good interpersonal relations, ability to work independently and in a team, ability to work under pressure, and Computer literacy. Added advantage: Experience in integrating climate change considerations into municipal planning and development frameworks.
<b><u>DUTIES</u></b>	:	Provide and coordinate integrated climate change management planning and development practices. Develop and maintain integrated climate change management policy, legislation and regulations. Coordinate the implementation of climate change management-related policies and regulations, monitor, evaluate and report on the impact thereof. Develop and maintain an integrated climate change information management system. Perform and manage administrative and related functions.
<b><u>ENQUIRIES</u></b>	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: <a href="mailto:recruitment@dedea.gov.za">recruitment@dedea.gov.za</a>
<b><u>NOTE</u></b>	:	Employment Equity Target: Indian Female
<b><u>POST 22/311</u></b>	:	<b><u>CONTROL ENVIRONMENTAL OFFICER GRADE A: COMPLIANCE &amp; ENFORCEMENT (X 2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R636 978 – R728 646 per annum (OSD). An appropriate salary will be determined according to the regulatory framework (based on OSD).
<b><u>CENTRE</u></b>	:	Bhisho: Ref. DEDEAT/2026/06/25 Joe Gqabi District: Ref: DEDEAT/2026/06/26
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate Plus a 4-year degree or equivalent qualification in Natural Sciences/ Environmental Management/ Nature Conservation/Environmental Law and related. 6 years post-qualification. A valid driver's licence is required. The following skills, knowledge, and attributes are required: Knowledge of Relevant legislation and frameworks (National Environmental Management Act, Climate Change Act, NEMBA, Public Service Act, Public Service Regulations, PFMA and Treasury Regulations), well-developed communication and reporting skills, Strong planning, coordination, and project management skills, Financial and budgeting knowledge, including technical and financial reporting, Good interpersonal relations, ability to work independently and in a team, ability to work under pressure, and Computer literacy.
<b><u>DUTIES</u></b>	:	Manage the development of Compliance Monitoring and Enforcement policies, legislation, protocols, regulations, strategies and guidelines Plan, coordinate and render Compliance Monitoring, Manage Compliance Enforcement operations, Manage compliance promotion / awareness. Perform and manage administrative and related functions
<b><u>ENQUIRIES</u></b>	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: <a href="mailto:recruitment@dedea.gov.za">recruitment@dedea.gov.za</a>
<b><u>NOTE</u></b>	:	Employment Equity Target: Bhisho: White Male/Person with disabilities Joe Gqabi District: African Male
<b><u>POST 22/312</u></b>	:	<b><u>LEGAL ADMIN OFFICER MR5 REF. DEDEAT/2026/06/27 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R483 219 – R685 812 per annum (OSD) Appropriate salary will be determined according to the regulatory framework (based on OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bhisho National Senior Certificate plus an LLB Degree (NQF L7) or equivalent qualification. At least 8 years' appropriate post-qualification legal experience. Admission as an Attorney / Advocate will be an added advantage. The following

skills, knowledge, and attributes are required: National Environmental Management Act, Public Service Regulations, Public Service Act, NEMBA, Computer literacy and skills, good writing, and communication skills. A valid driver's licence is required.

**DUTIES** : Provide legal, legal drafting and compliance advisory services. Coordinate the provisioning of litigation, appeal, contract development and specialised environmental law advisory and support services. Manage allocated resources and ensure compliance with governance and planning frameworks. Perform and manage administrative and related functions.

**ENQUIRIES** : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909

For e-Recruitment Enquiries: [recruitment@dedea.gov.za](mailto:recruitment@dedea.gov.za)

**NOTE** : Employment Equity Target: White Female/PWD

**POST 22/313** : **SPECIALISED ENVIRONMENTAL OFFICER: COMPLIANCE & ENFORCEMENT (X4 POSTS)**

**SALARY** : R518 769 – R717 846 per annum (OSD) Appropriate salary will be determined according to the regulatory framework (based on OSD)

**CENTRE** : O.R Tambo Region X3 Ref. DEDEAT/2026/06/28

Amathole District: Ref. DEDEAT/2026/06/29

**REQUIREMENTS** : A National Senior Certificate Plus a 4-year degree/ NQF Level 8 or equivalent qualification in Natural Sciences/ Environmental Management/ Nature Conservation /Environmental Law and or related. No experience as per OSD requirements; however, 1-2 years' relevant experience will be an added advantage. The following skills, knowledge and attributes are required: NEMA and all its subsidiary acts. Natural Scientific Professions Act, Public Service Act, Computer literacy and skills; Good writing and communication skills; Knowledge of Public Service Regulations. A valid driver's licence is required.

**DUTIES** : Provide environmental enforcement services. Conduct enforcement promotion awareness processes in the district. Perform and manage administrative and related functions

**ENQUIRIES** : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909

For e-Recruitment Enquiries: [recruitment@dedea.gov.za](mailto:recruitment@dedea.gov.za)

**NOTE** : Employment Equity target: OR Tambo Region: Coloured Male/ Coloured Female/African Female

Employment Equity target: Amathole District: White Male/Person with Disabilities

**POST 22/314** : **SPECIALISED ENVIRONMENTAL OFFICER: ENVIRONMENTAL IMPACT MANAGEMENT REF. DEDEAT/2026/06/30**

**SALARY** : R518 769– R717 846 per annum (OSD) Appropriate salary will be determined according to the regulatory framework (based on OSD)

**CENTRE** : Bhisho

**REQUIREMENTS** : A National Senior Certificate Plus a 4-year degree/ NQF Level 8 or equivalent qualification in Natural Sciences/ Environmental Management/ Nature Conservation /Environmental Law and or related. No Experience as per OSD requirements however 1-2 years' experience will be an added advantage. The following skills, knowledge and attributes are required: National Environmental Management Act, Public Service Regulations, Public Service Act, NEMBA, Computer literacy and skills; Good writing and communication skills.

**DUTIES** : Provide specialised production environmental impact management services. Provide technical support with the assessment of environmental impact application in instances where DEDEAT is not the competent authority. Provide technical support to analyse, evaluate and monitor the status of the environmental impact management practices within the province. Perform and manage administrative and related functions

**ENQUIRIES** : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909

For e-Recruitment Enquiries: [recruitment@dedea.gov.za](mailto:recruitment@dedea.gov.za)

**NOTE** : Employment Equity Target: African Male

**POSTS 22/315** : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: BIODIVERSITY (X2 POSTS)**

**SALARY** : R518 769– R717 846 per annum Appropriate salary will be determined according to the regulatory framework (based on OSD)

**CENTRE** : Amathole District: Ref. DEDEAT/2026/06/31

Sarah Baartman District: Ref. DEDEAT/2026/06/32

**REQUIREMENTS** : A National Senior Certificate Plus a 4-year degree/ NQF Level 8 or equivalent qualification in Natural Sciences/ Environmental Management/ Nature Conservation /Environmental Law and or related. No experience as per OSD requirements; however, 1-2 years' experience will be an added advantage. A valid driver's licence is required. The following skills, knowledge and attributes are required: National Environmental Management Act, Public Service Regulations, Public Service Act, NEMBA, Computer literacy and skills; Good

<b><u>DUTIES</u></b>	:	writing and communication skills. Provide specialised technical support and input with the development, maintenance and implementation of the district's biodiversity management plan. Provide specialised technical advisory services to ensure institutional and development compliance with coastal management legislation. Evaluate complex biodiversity and Coastal Zone authorisation applications and supervise compliance adjudication processes. Provide specialised technical and procedural biodiversity and Coastal Zone advisory services within the area of operation. Perform administrative and related functions.
<b><u>ENQUIRIES</u></b>	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: <a href="mailto:recruitment@dedea.gov.za">recruitment@dedea.gov.za</a>
<b><u>NOTE</u></b>	:	Employment Equity Target: Amathole District: Coloured Male Sarah Baartman District: Indian Male/Person with Disabilities
<b><u>POST 22/316</u></b>	:	<b><u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: COASTAL ZONE MANAGEMENT REF. DEDEAT/2026/06/33</u></b>
<b><u>SALARY</u></b>	:	R518 769– R717 846 per annum Appropriate salary will be determined according to the regulatory framework (based on OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bhisho A National Senior Certificate Plus a 4-year degree/ NQF Level 8 or equivalent qualification in Natural Sciences/ Environmental Management/ Nature Conservation /Environmental Law and or related. No Experience as per OSD requirements, however 1-2 years' experience will be an added advantage A valid driver's licence is required. The following skills, knowledge and attributes are required: National Environmental Management Act, Public Service Regulations, Public Service Act, NEMBA, Computer literacy and skills; Good writing and communication skills.
<b><u>DUTIES</u></b>	:	Provide specialised technical support and input with the development, maintenance and implementation of the district's biodiversity management plan. Provide specialised technical advisory services to ensure institutional and development compliance with coastal management legislation. Evaluate complex biodiversity and Coastal Zone authorisation applications and supervise compliance adjudication processes. Provide specialised technical and procedural biodiversity and Coastal Zone advisory services within the area of operation. Perform administrative and related functions.
<b><u>ENQUIRIES</u></b>	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: <a href="mailto:recruitment@dedea.gov.za">recruitment@dedea.gov.za</a>
<b><u>NOTE</u></b>	:	Employment Equity Target: Coloured Female
<b><u>POST 22/317</u></b>	:	<b><u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A: BIODIVERSITY (X7 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R357 597– R395 352 per annum (OSD) Appropriate salary will be determined according to the regulatory framework (based on OSD)
<b><u>CENTRE</u></b>	:	Amathole District Ref. DEDEAT/2026/06/34 (2 Posts) Sarah Baartman District Ref. DEDEAT/2026/06/35 (2 Posts) Joe Gqabi District: Ref. DEDEAT/2026/06/36 (2 Posts) Chris Hani District: Ref. DEDEAT/2026/06/37
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus a National Diploma (NQF level 6) in Environmental Management/Natural Sciences/ Nature Conservation / Environmental Law and / related. No experience as per OSD requirements; however, 1-2 years' relevant experience will be an added advantage. Extensive knowledge and understanding of applicable related policies and regulations pertaining to Environmental Management. Knowledge and experience in Community-Based Natural Resource and Biological Diversity Management. The following skills, knowledge and attributes are required: Computer literacy, good writing and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act, NEM Biodiversity Act). Valid driver's licence is required.
<b><u>DUTIES</u></b>	:	Provide technical assistance with the development and implementation of the district's biodiversity management plan in line with provincial policy, norms, and standard imperatives. Evaluate biodiversity authorisation applications and conduct compliance adjudication processes. Provide technical and procedural biodiversity advisory services within the area of operation. Perform and manage administrative and related functions.
<b><u>ENQUIRIES</u></b>	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: <a href="mailto:recruitment@dedea.gov.za">recruitment@dedea.gov.za</a>
<b><u>NOTE</u></b>	:	Employment Equity Targets: Amathole District: Coloured Male/African Male Sarah Baartman District: White Male/Coloured Male Joe Gqabi District: African Males Chris Hani District: Coloured Male

<b><u>POST 22/318</u></b>	:	<b><u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A: COASTAL ZONE MANAGEMENT REF. DEDEAT/2026/06/38</u></b>
<b><u>SALARY</u></b>	:	R357 597 – R395 352 per annum (OSD) Appropriate salary will be determined according to the regulatory framework (based on OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Amathole District National Senior Certificate plus a National Diploma (NQF level 6) in Environmental Management/Natural Sciences/ Nature Conservation / Environmental Law and / related. No experience as per OSD requirements; however, 1-2 years' relevant experience will be an added advantage. Extensive knowledge and understanding of applicable related policies and regulations pertaining to Environmental Management. Knowledge and experience in Community-Based Natural Resource and Biological Diversity Management. The following skills, knowledge and attributes are required: Computer literacy, good writing and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act, NEM Biodiversity Act). A valid driver's licence is required.
<b><u>DUTIES</u></b>	:	Provide technical support and advisory services to ensure institutional and development compliance with coastal management legislation, norms and standards. Evaluate coastal authorisation applications and perform compliance adjudication processes. Provide technical and procedural coastal management and utilisation advisory services within the area of operation. Implement Special Programs. Perform and manage administrative and related functions.
<b><u>ENQUIRIES</u></b>	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: <a href="mailto:recruitment@dedea.gov.za">recruitment@dedea.gov.za</a>
<b><u>NOTE</u></b>	:	Employment Equity target: African Male
<b><u>POST 22/319</u></b>	:	<b><u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A: ENVIRONMENTAL EMPOWERMENT SERVICES (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R357 597 – R395 352 per annum (OSD) Appropriate salary will be determined according to the regulatory framework (based on OSD)
<b><u>CENTRE</u></b>	:	Sarah Baartman District Ref. DEDEAT/2026/06/39 Joe Gqabi District X2 Ref. DEDEAT/2026/06/40
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus a National Diploma (NQF level 6) in Environmental Management/Natural Sciences/ Nature Conservation / Environmental Law and / related. No experience as per OSD requirements; however, 1-2 years' relevant experience will be an added advantage. The following skills, knowledge and attributes are required: Knowledge of and experience in Community-based Natural Resource and Biological Diversity Management; Computer literacy and skills; Good writing and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act). A valid driver's licence is required.
<b><u>DUTIES</u></b>	:	Implement environmental empowerment programmes to facilitate the integration of environmental education into formal education structures (schools, institutions of higher learning, etc.). Identify and implement environmental capacity-building programs for the general public and relevant stakeholders. Promote and implement environmental awareness programmes. Perform and manage administrative and related functions
<b><u>ENQUIRIES</u></b>	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: <a href="mailto:recruitment@dedea.gov.za">recruitment@dedea.gov.za</a>
<b><u>NOTE</u></b>	:	Employment Equity target: Sarah Baartman District: African Male Employment Equity target: Joe Gqabi African Male/Coloured Male
<b><u>POST 22/320</u></b>	:	<b><u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A: ENVIRONMENTAL IMPACT MANAGEMENT (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R357 597– R395 352 per annum (OSD) Appropriate salary will be determined according to the regulatory framework (based on OSD)
<b><u>CENTRE</u></b>	:	Chris Hani District Ref. DEDEAT/2026/06/41 Joe Gqabi District Ref. DEDEAT/2026/06/42 (1 Post) OR Tambo District Ref. DEDEAT/2026/06/43 (2 Posts) Employment Equity targets: Chris Hani District: African Male Joe Gqabi District: African Male OR Tambo District: Coloured Male/African Male
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus a National Diploma (NQF level 6) in Environmental Management/Natural Sciences/ Nature Conservation / Environmental Law and / related. No experience as per OSD requirements; however, 1-2 years' relevant experience will be an added advantage. The following skills, knowledge and attributes are required: Knowledge of and experience in Community-based Natural Resource and Biological Diversity Management; Computer literacy and skills; Good writing and communication

		skills; Knowledge of applicable environmental legislation, National Environmental Management Act, NEMBA. A valid driver's licence is required.
<b><u>DUTIES</u></b>	:	Conduct specialised environmental impact management processes, including the development of Record of Decisions (RODs), conditions of authorisations and / or exemptions. Provide technical / procedural advice. Provide technical assistance with the implementation of other IEM tools. Perform and manage administrative and related functions
<b><u>ENQUIRIES</u></b>	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: <a href="mailto:recruitment@dedea.gov.za">recruitment@dedea.gov.za</a>
<b><u>POST 22/321</u></b>	:	<b><u>SENIOR CONSUMER ADVISOR REF. DEDEAT/2026/06/44</u></b>
<b><u>SALARY</u></b>	:	R413 001– R486 501 per annum (Level 8)
<b><u>CENTRE</u></b>	:	Alfred Nzo District
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus a National Diploma (NQF 6) in Law / Business Practice and/ or relevant qualification 1- 2 years' relevant experience. The following skills, knowledge and attributes are required: Deep knowledge of a wide range of work procedures such as: Eastern Cape Consumer Protection Act, and Consumer Protection Act etc. Applied Strategic Thinking, Problem analysis, Influence, Communication, Decision making Interpersonal relation and networking, Time Management, Planning and Organizing, Negotiation skills A valid driver's licence is required.
<b><u>DUTIES</u></b>	:	Provide technical assistance with the development of and implement the targeted district consumer awareness strategy. Provide technical assistance to consumers to resolve complaints. Provide support with the maintenance of an effective and efficient administration system to manage Consumer Protection initiatives and Complaints. Perform and manage administrative and related functions
<b><u>ENQUIRIES</u></b>	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: <a href="mailto:recruitment@dedea.gov.za">recruitment@dedea.gov.za</a>
<b><u>NOTE</u></b>	:	Employment Equity Target: African Male
<b><u>POST 22/322</u></b>	:	<b><u>NETWORK CONTROLLER X2 POST)</u></b>
<b><u>SALARY</u></b>	:	R338 106 – R398 277 per annum (Level 7)
<b><u>CENTRES</u></b>	:	Chris Hani District: Ref. DEDEAT/2026/06/45 Sarah Baartman District: Ref. DEDEAT/2026/06/46
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus a National Diploma (NQF level 6) in Information Technology/ Computer Science/ Network Engineering / Information Systems and /or relevant qualification. 1-2 Years' experience in the field of Information Technology. The following skills, knowledge and attributes are required: Public Service Act, Constitution of South Africa, PFMA, Public Service Regulations etc. Code of Conduct, Basic Condition of Employment, Corporate Governance of ICT Policy Framework, Minimum Information Security Standards, Promotion of Access to Information Act, SITA Act, Applied Strategic Thinking, Problem analysis, Influence, Communication, Decision-making, Interpersonal relations and networking, Time Management, Planning and Organizing. Valid Driver's license is required.
<b><u>DUTIES</u></b>	:	Provide technical support to users on the LAN. Troubleshoot windows and perform software installation. Provide help desk and technical support. Render technical user support services. Perform administrative and related functions
<b><u>ENQUIRIES</u></b>	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: <a href="mailto:recruitment@dedea.gov.za">recruitment@dedea.gov.za</a>
<b><u>NOTE</u></b>	:	Employment Equity targets: Chris Hani District: Coloured Male Sarah Baartman District: White Male
<b><u>POST 22/323</u></b>	:	<b><u>LOCAL &amp; REGIONAL DEVELOPMENT (LRED) ADVISOR (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R338 106 - R398 277 per annum (Level 7)
<b><u>CENTRES</u></b>	:	Amathole District: Ref. DEDEAT/2026/06/47 (2 Posts) Joe Gqabi District: Ref. DEDEAT/2026/06/48 OR Tambo District: Ref. DEDEAT/2026/06/49 Sarah Baartman District: Ref. DEDEAT/2026/06/50 Employment Equity targets: Amathole District: Coloured Male, African Male Joe Gqabi District: Indian Male/PWD OR Tambo District: White Male Sarah Baartman District: White Male
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus a National Diploma (NQF Level 6) in Economics/ Business Administration/ Development Studies/ Entrepreneurship and/or relevant qualification. 1-2 years relevant experience. The following skills, knowledge and attributes are required: Public Service Act, Constitution of South Africa, PFMA, Public Service Regulations etc. Code of Conduct, Basic Condition

of Employment, Cooperative Act, LRED Fund Policy, National LED Framework, Local Economic Development Act, PEDS (Provincial Economic Development Strategy, MSME Strategy, White Paper on LED, NISED (National Integrated Small Enterprise Development Strategy, Public Service Act. Applied Strategic Thinking, Problem analysis, Influence, Communication, Decision-making, Interpersonal relations and networking, Time Management, Planning and Organizing. A valid driver's license is required.

**DUTIES** : Coordinate inputs for the development of policies, guidelines, norms and standards. Promote the coordination of Local & Regional Economic Development initiatives. Monitor implementation of Local & Regional Economic Development activities. Coordinate implementation of capacity building programmes. Perform administrative and related functions.

**ENQUIRIES** : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909  
For e-Recruitment Enquiries: [recruitment@dedea.gov.za](mailto:recruitment@dedea.gov.za)

**POST 22/324** : **CONSUMER ADVISOR (X3 POSTS)**

**SALARY CENTRE** : R338 106 - R398 277 per annum (Level 7)  
Amathole District: Ref. DEDEAT/2026/06/51  
Chris Hani District: Ref. DEDEAT/2026/06/52  
Joe Gqabi District: Ref. DEDEAT/2026/06/53  
Employment Equity targets:  
Amathole District: Coloured Female  
Joe Gqabi District: Indian Female  
Chris Hani District: White Female

**REQUIREMENTS** : National Senior Certificate plus a National Diploma (NQF 6) in Law and/or relevant (Law) qualification. 1-2 years' relevant experience. The following skills, knowledge and attributes are required: Deep knowledge of a wide range of work procedures such as: Eastern Cape Consumer Protection Act, and Consumer Protection Act etc. Public Service Act, Constitution of South Africa, PFMA, Public Service Regulations etc. Code of Conduct, Basic Condition of Employment, Applied Strategic Thinking, Problem analysis, Influence, Communication, Decision making Interpersonal relation and networking, Time Management, Planning and Organizing, Negotiation skills. A valid driver's license is required.

**DUTIES** : Assist in addressing and correcting the imbalances in negotiating power between consumers and service providers. Implement promotion and protection of consumer rights and business regulations. Implement investigation processes. Perform administrative and related functions

**ENQUIRIES** : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909  
For e-Recruitment Enquiries: [recruitment@dedea.gov.za](mailto:recruitment@dedea.gov.za)

**POST 22/325** : **PERSONAL ASSISTANT: CORPORATE MANAGEMENT REF. DEDEAT/2026/06/54**

**SALARY CENTRE** : R338 106 – R398 277 per annum (Level 7)  
Head Office

**REQUIREMENTS** : A National Senior Certificate (Grade 12)/ National Diploma (NQF Level 6) in Administration / Public Management and/ or relevant qualifications. 1-2 years relevant experience. Valid driver's license. The following skills, knowledge and attributes are required: Public Service Act, Public Service regulations, Provincial Legislation, Exposure to POPIA and PAIA, Basic financial management principles, Communication, Report Writing skills, Computer Literacy (proficiency in MS Office Suite, government systems, and emerging digital tools).

**DUTIES** : Render secretariat support service to the Chief Director/ Director(s). Renders administrative support services to the Chief Director/ Director(s). Provide support in the coordination of logistical arrangements for the Chief Directorate/ Directorate. Provide administrative and related support.

**ENQUIRIES** : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909  
For e-Recruitment Enquiries: [recruitment@dedea.gov.za](mailto:recruitment@dedea.gov.za)

**NOTE** : Employment Equity Target: Coloured Female

**POST 22/326** : **PERSONAL ASSISTANT (X2 POSTS)**

**SALARY CENTRE** : R338 106 – R 398 277 per annum (Level 7)  
Chris Hani District: Ref. DEDEAT/2026/06/55  
Sarah Baartman District: Ref. DEDEAT/2026/06/56  
Employment Equity Targets  
Chris Hani District: African Male  
Sarah Baartman District: White Female

**REQUIREMENTS** : A National Senior Certificate (Grade 12 plus a National Diploma (NQF Level 6) in Administration / Public Management and/ or relevant qualifications. 1-2 years relevant experience. A valid driver's license. The following skills, knowledge and attributes are required: Public Service Act, Public Service regulations, Provincial Legislation, Exposure to POPIA and PAIA, Basic financial management

**DUTIES** : principles, Communication, Report Writing skills, Computer Literacy (proficiency in MS Office Suite, government systems, and emerging digital tools).  
: Render secretariat support service to the Directorate. Renders administrative support services to the Directorate. Provide support in the coordination of logistical arrangements for the Directorate. Provide administrative and related support.

**ENQUIRIES** : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909  
For e-Recruitment Enquiries: [recruitment@dedea.gov.za](mailto:recruitment@dedea.gov.za)

**POST 22/327** : **TRANSPORT OFFICER REF. DEDEAT/2026/06/57**

**SALARY** : R338 106 – R 398 277 per annum (Level 7)

**CENTRE** : Sarah Baartman District

**REQUIREMENTS** : A National Senior Certificate (Grade 12) plus National Diploma (NQF level 6) in Fleet Management/ Supply Chain Management / Logistics Management /or equivalent qualification. 1-2 years relevant experience. A valid driver's license. The following skills, knowledge and attributes are required: Public Service Act, Treasury Regulations, PFMA, Public Service Regulation Communication, Computer Literacy, Financial management, Interpersonal skills

**DUTIES** : Implementation of transport legislations and policies. Ensure/manage proper completion and regular scrutiny of all transport and fleet management records. Monitor and evaluate compliance of transport and fleet management Legislation. Perform and manage administrative and related functions.

**ENQUIRIES** : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909  
For e-Recruitment Enquiries: [recruitment@dedea.gov.za](mailto:recruitment@dedea.gov.za)

**NOTE** : Employment Equity Target: Coloured Male

**POST 22/328** : **ACCOUNTING CLERK (X2 POSTS)**

**SALARY** : R237 453 – R279 708 per annum (Level 5)

**CENTRES** : Amathole: Ref. DEDEAT/2026/06/58

Joe Gqabi District: Ref. DEDEAT/2026/06/59

Employment Equity Targets:

Sarah Baartman District: Coloured Female

Joe Gqabi District: Indian Male/Person with Disabilities

**REQUIREMENTS** : A National Senior Certificate/ Grade 12 (NQF level 4). 1-2 years relevant experience will be an added advantage. A valid driver's license. The following skills, knowledge and attributes are required: Public Service Act, Treasury Regulations, PFMA, Public Service Regulation Communication, Computer Literacy, Financial management, Interpersonal skills

**DUTIES** : Implementation of transport legislations and policies. Ensure/manage proper completion and regular scrutiny of all transport and fleet management records. Monitor and evaluate compliance of transport and fleet management Legislation. Perform and manage administrative and related functions

**ENQUIRIES** : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909  
For e-Recruitment Enquiries: [recruitment@dedea.gov.za](mailto:recruitment@dedea.gov.za)

#### **INTERNSHIP PROGRAMMES 2026/27-2027/28 (24 MONTHS)**

**NOTE** : This advertisement is issued to all unemployed applicants from the in the EC Province, who are in possession of a 3- year qualification Degree or National Diploma from an accredited Tertiary Institution. Persons with disability and people from previously disadvantaged groups are encouraged to apply. Applicants who have already participated in any Government Internship Programme will not be considered and if it is found that this was the case after verification, the application will not be considered. The primary purpose of internship program in government is acquisition of skill, knowledge and experience to compete in the open market and Public Service. A proof of legitimate proof of residential address (Not older than 3 months) will be required on or before the interview date. Targets of the department will be adhered to. Applicants must apply online using <https://erecruitment.ecotp.gov.za> through the E-recruitment system N.B. The Department Of Economic Development, Environmental Affairs And Tourism (DEDEAT) is the affirmative action employer, therefore, people from the designated groups are encouraged to apply. Preference will be given to PWD.Mr. M. Ntebe at 066 486 8268 E-Recruitment Enquiries: [Olwethu.Desi@dedea.gov.za](mailto:Olwethu.Desi@dedea.gov.za)

#### **OTHER POSTS**

**POST 22/329** : **INTERNSHIP PROGRAMME REF NO: DEDEAT/2026/06/60**  
Directorate: Communications

**STIPEND** : R8 174.75 per month

**CENTRE** : Head Office

**REQUIREMENTS** : National Diploma/ Degree/Honours/Masters: in Communication or Journalism with a focus on digital communication /Creative Writing and social media/ Content creation, film/TV/ stills production, digital marketing  
**APPLICATIONS** : via e-Recruitment at <https://erecruitment.ecotp.gov.za>  
**ENQUIRIES** : Mr M. Ntebe 066 486 8268  
e-Recruitment Enquiries: [recruitment@dedea.gov.za](mailto:recruitment@dedea.gov.za)

**POST 22/330** : **INTERNSHIP PROGRAMME REF NO: DEDEAT/2026/06/61**  
Directorate: Employee Health & Wellness

**STIPEND** : R8 174.75 per month  
**CENTRE** : Head Office  
**REQUIREMENTS** : BA Social Work Degree qualification and valid registration with the South African Council of Social Service Professions (SACSSP)  
**APPLICATIONS** : via e-Recruitment at <https://erecruitment.ecotp.gov.za>  
**ENQUIRIES** : Mr M. Ntebe 066 486 8268  
e-Recruitment Enquiries: [recruitment@dedea.gov.za](mailto:recruitment@dedea.gov.za)

**POST 22/331** : **INTERNSHIP PROGRAMME REF NO: DEDEAT/2026/06/62**  
Directorate: Legal Services

**STIPEND** : R8 174.75 per month  
**CENTRE** : Head Office  
**REQUIREMENTS** : National Diploma/Degree/Honours/Masters qualification in Bachelor of Laws/LLB  
**APPLICATIONS** : via e-Recruitment at <https://erecruitment.ecotp.gov.za>  
**ENQUIRIES** : Mr M. Ntebe 066 486 8268  
e-Recruitment Enquiries: [recruitment@dedea.gov.za](mailto:recruitment@dedea.gov.za)

**POST 22/332** : **INTERNSHIP PROGRAMME REF NO: DEDEAT/2026/06/63**  
Directorate: Risk Management

**STIPEND** : R8 174.75 per month  
**CENTRE** : Head Office  
**REQUIREMENTS** : NQF level 6 in Risk Management / Auditing / equivalent qualification / Law/LLB  
**APPLICATIONS** : via e-Recruitment at <https://erecruitment.ecotp.gov.za>  
**ENQUIRIES** : Mr M. Ntebe Tel No: 066 486 8268  
e-Recruitment Enquiries: [recruitment@dedea.gov.za](mailto:recruitment@dedea.gov.za)

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

**APPLICANTS** : Applications must be submitted as follows: via the provincial e-recruitment system accessible at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za>. The Provincial e-Recruitment System is available 24/7 and closes at 23: 59 on the Closing Date. To report any e-Recruitment System challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: [recruitment@ecdsd.gov.za](mailto:recruitment@ecdsd.gov.za). Do not send any applications to this email address; should you do so, your applications/ CV 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). Hand-delivered/ E-Mailed/ Faxed/ Posted applications will not be accepted.

**CLOSING DATE** : 10 July 2026. No late applications will be accepted  
**NOTE** : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed 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/or before the interview day. View the list of the positions you applied for on "My Job Applications" and do note that 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 (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required 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). All shortlisted candidates, including the SMS shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic

requirements, and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the 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. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. White or Coloured males and People with disabilities are encouraged to apply Enquiries Mr Y Singqandu at Tel No: 043 5042. [recruitment@ecdsc.gov.za](mailto:recruitment@ecdsc.gov.za)

#### **MANEGEMENT ECHELON**

<b><u>POST 22/333</u></b>	<b><u>DISTRICT DIRECTOR (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	R1 317 384 – R1 551 807.per annum (Level 13) all-inclusive remuneration package
<b><u>CENTRE</u></b>	Amathole (Ref No DSD 01/06/2026) BCM (Ref No DSD 02/06/2026) Joe Gqabi (Ref No DSD 03/06/2026) OR Tambo (Ref No DSD 04/06/2026)
<b><u>REQUIREMENTS</u></b>	National Senior Certificate, B. Degree (NQF Level 7 as recognized by SAQA) in Social Science or Social Work or Community Development or Public Administration with 5 years of experience at a middle/senior managerial level. Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite. Sound Knowledge of Public Management Framework will serve as a recommendation. A valid driver's license is a prerequisite. Competencies: Strategic capacity and leadership. People Management and Empowerment. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written).
<b><u>DUTIES</u></b>	Coordinate and manage activities within the district office. Design strategies and mechanisms for service delivery that are area-specific, operations and management of Programme and project delivery at the service Centre in the area. Co-ordinate administrative support to service centres within the metro district. Conduct district profiling and analyses emerging trends. Develop business plans that are area-specific and aligned with the municipal IDPS. Evaluate outcomes of service at community level. Manage the communication office. Facilitate the development of District plans that are aligned with a departmental strategic plan. Manage administrative support services for capacitating service centre. Develop a strategy for partnership, collaboration and management of such a network. Oversee the implementation of the Departmental Transformation plan within the district. Provide strategic direction, operation and leadership to ensure implementation of key policies and programmes in alignment with Provincial Policy directives. Manage District and Area Offices as focus points of service delivery. To provide strategic leadership to ensure that services are delivered in a coherent and integrated manner to communities. Monitor and ensure full operations at all levels in the OR Tambo District. A clear understanding of both the provincial and departmental priorities as espoused in the NDP, PGDP, SOPA, and the MEC's Policy Speech. To ensure the institutionalization and establishment of an operational organizational performance information management system and practices in the department.
<b><u>ENQUIRIES</u></b>	Mr. Y Singqandu at Tel No: (043) 605 5042 or Ms Q Blayi Tel No: (043) 605 5048 e-Recruitment Technical Support: <a href="mailto:Recruitment@ecdsc.gov.za">Recruitment@ecdsc.gov.za</a>
<b><u>NOTE</u></b>	EE Target: African /Coloured Male/ female & PWD

#### **OTHER POSTS**

<b><u>POST 22/334</u></b>	<b><u>COMMUNITY DEVELOPMENT MANAGER: YOUTH DEVELOPMENT GRADE 1</u></b> <b><u>REF NO: DSD 05/06/2026</u></b> (Re-advertisement, applicants who previously applied are encouraged to re-apply)
<b><u>SALARY</u></b>	R1 009 512 – R1 154 271 per annum (OSD) all-inclusive remuneration package

<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office, Bisho
	:	An appropriate relevant three-year qualification at NQF level 6/7 (Bachelor's degree / three-year National diploma) in Community Development/Social Science/ Developmental Studies/Youth Development/Public Administration/ Education. Minimum of 10 years recognisable, practical experience in community development after obtaining the required qualification, ideally with a minimum of three (3) years' experience at Assistant Manager Community Development level. A valid driver's license and willingness to conduct site visits in urban and rural communities. Core Competencies: Emotional intelligence and cultural competencies. strong advocacy, negotiation and problem-solving skills. High political sensitivity and commitment to public service/ corporate social responsibility. Ability to work independently and under pressure. Knowledge and Skills: Deep understanding of social dynamics and human behaviour. Proficiency in project management, conflict resolution and budget administration. Excellent written / verbal communication skills in English / preferably isiXhosa or another local language.
<b><u>DUTIES</u></b>	:	Manage the identification, facilitation, and implementation of integrated development interventions in partnership with the community and other relevant stakeholders through the efficient, effective, economical utilisation of resources by the sub directorate. Monitor, interpret, review legislation and policies to determine whether these prescripts are still relevant and comply with current requirements. Develop proposals to amend / maintain the relevant acts and policies and develop new policies where required. The incumbent will promote youth entrepreneurship and cooperative initiatives, skills development programmes, linking youth with socio-economic opportunities and ensure programmes align with national and provincial policies. Manage the sub directorate to ensure that an efficient and effective community development service is delivered through the proper utilisation of human, financial and physical resources. Keep up to date with new developments in the community development and management field to enhance service delivery. Plan and ensure that research on youth community development is undertaken. Undertake / facilitate complex youth development research to meet the community needs.
<b><u>ENQUIRIES</u></b>	:	Mr. Y Singqandu at Tel No: (043) 605 5042 or Ms Q Blayi Tel No: (043) 605 5048 e-Recruitment Technical Support: <a href="mailto:Recruitment@ecdsd.gov.za">Recruitment@ecdsd.gov.za</a>
<b><u>NOTE</u></b>	:	EE Target: African/Coloured Male
<b><u>POST 22/335</u></b>	:	<b><u>COMMUNITY DEVELOPMENT MANAGER GRADE 1 REF NO DSD 06/06/2026</u></b> (Re-advertisement, applicants who previously applied are encouraged to re-apply)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 009 512 – R1 154 271 per annum (OSD) all-inclusive remuneration package
	:	Chris Hani: District Office, Queenstown
	:	An appropriate relevant three-year qualification at NQF level 6/7 (Bachelor's degree / three-year National diploma) in in Community Development/ Developmental Studies/ Social Science/Public Administration/ Education. Minimum of 10 years recognisable, practical experience in community development after obtaining the required qualification, ideally with a minimum of three (3) years' experience at Assistant Manager Community Development level. A valid driver's license and willingness to conduct site visits in urban and rural communities. Core Competencies: Emotional intelligence and cultural competencies. strong advocacy, negotiation and problem-solving skills. High political sensitivity and commitment to public service/ corporate social responsibility. Ability to work independently and under pressure. Knowledge and Skills: Deep understanding of social dynamics and human behaviour. Proficiency in project management, conflict resolution and budget administration. Excellent written / verbal communication skills in English / preferably isixhosa or another local language.
<b><u>DUTIES</u></b>	:	Design, execute and monitor integrated development programs e.g. youth, women, poverty alleviation etc. to address localised community needs. Facilitate partnerships between local communities, municipalities donors and civil society. Represent the Department on community forums. Financial management and ensure compliance with public regulations (PFMA or specific grant rules) and draft fundraising proposals if necessary. Supervise, mentor and evaluate community development practitioners. Ensure staff are equipped with skills to run participatory, evidence -based programs.
<b><u>ENQUIRIES</u></b>	:	Chris Hani enquiries may be directed to Ms N Mzinjana, Tel No: 045 808 3709 e-Recruitment Technical Support: <a href="mailto:Recruitment@ecdsd.gov.za">Recruitment@ecdsd.gov.za</a>
<b><u>NOTE</u></b>	:	EE Target: African, Male
<b><u>POST 22/336</u></b>	:	<b><u>SOCIAL WORK MANAGER: SOCIAL WELFARE SERVICES GRADE 1 REF NO: DSD 07/06/2026</u></b>
<b><u>SALARY CENTRE</u></b>	:	R1 009 512 – R1 154 271 per annum (OSD) all-inclusive remuneration package
	:	Amathole: District Office, KuGompo

<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, B Degree in Social Work plus a minimum of 10 years appropriate/recognizable experience in social work after registration as Social Worker with the SACSSP (latest copy of registration/current year), of which 3-5 years must be at Social Work Supervisory level in the Developmental Welfare Services' dealing with Services to Older Persons, Persons with Disabilities, HIV & AIDS and Social Relief. A valid South African drivers' license is a prerequisite. Competencies: Strategic Capacity and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client Orientation and Customer Focus, Communication and Computer Literacy. Knowledge and Skills: Expert skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Expert knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments to promote social well-being. The ability and competence to assist and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively in cases where expert knowledge is required. The understanding and ability to provide complex social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves. The ability to compile complex reports
<b><u>DUTIES</u></b>	:	Provide a social work service of the highest, most advanced and specialized nature within (a) defined area(s) of specialization regarding to care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Management and Support to Developmental Social Welfare Services Programmes in line with the legislation, policies, regulatory framework, norms and standards focusing on the following: Services to Older Persons, Persons with disabilities, HIV& AIDS and Social Relief. Attend to any other matters that could result in, or stem from, social instability in any form. Facilitate the development and planning of programmes and interventions to render social work service through the efficient, economical and effective utilization of financial resources. Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilization of human resources. Keep up to date with new developments in the Social Work and Management fields. Plan and ensure that Social Work Research and Development are undertaken. Undertake complex social work research. Perform and/or ensure that all the administrative functions required in the programme are performed.
<b><u>ENQUIRIES</u></b>	:	Ms Z Habe at Tel No: (043) 711 6626 e-Recruitment Technical Support: <a href="mailto:Recruitment@ecd.gov.za">Recruitment@ecd.gov.za</a>
<b><u>NOTE</u></b>	:	EE Target: African, Male
<b><u>POST 22/337</u></b>	:	<b><u>SOCIAL WORK MANAGER GRADE 1 REF NO: DSD 08/06/2026</u></b>
<b><u>SALARY</u></b>	:	R1 009 512 – R1 154 271 per annum (OSD) all-inclusive remuneration package
<b><u>CENTRE</u></b>	:	BCM: District Office, KuGompo
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, B Degree in Social Work plus a minimum of 10 years' appropriate/recognizable experience in social work after registration as Social Worker with the SACSSP (latest copy of registration/current year), of which 3-5 years should be at a Social Work Supervisory level in the Developmental Social Welfare Services' space dealing with Services to Older Persons, Persons with Disabilities, HIV & AIDS and Social Relief. A valid South African drivers' license is a prerequisite. Competencies: Strategic Capacity and Leadership, Programme and Project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication and Advanced Computer Literacy. Knowledge and Skills: Expert skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Expert knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments to promote social well-being. The ability and competence to assist and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively in cases where expert knowledge is required. The understanding and ability to provide complex social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves. The ability to compile complex reports
<b><u>DUTIES</u></b>	:	Provide a social work service of the highest, most advanced and specialised nature within (a) defined area(s) of specialisation regarding the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Management and support to Developmental Social Welfare Services Programmes in line with the legislation, policies, regulatory framework, norms and standards focusing on the following: Services to Older Persons, Persons with Disabilities, HIV & AIDS and

Social Relief. Attend to any other matters that could result in, or stem from, social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilisation of financial resources. Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilisation of human resources. Keep up to date with new developments in the social work and management fields. Plan and ensure that social work research and development are undertaken. Undertake complex social work research. Perform and/or ensure that all the administrative functions required in the unit are performed.

**ENQUIRIES** : BCM Enquiries may be directed to Ms P. Gqabantshi Tel No: 043 705-5675/73  
e-Recruitment Technical Support: [Recruitment@ecdsc.gov.za](mailto:Recruitment@ecdsc.gov.za)

**NOTE** : EE Target: African, Female & PWD

**POST 22/338** : **SOCIAL WORK MANAGER GRADE 1 - RESTORATIVE SERVICES REF NO DSD 09/06/2026**

**SALARY** : R1 009 512 – R1 154 271 per annum (OSD) all-inclusive remuneration package  
**CENTRE** : OR Tambo: District Office, Mthatha  
**REQUIREMENTS** : National Senior Certificate, B Degree in Social Work plus a minimum of 10 years' appropriate/recognizable experience in social work after registration as Social Worker with the SACSSP (latest copy of registration/current year), of which 3-5 years must be at Social Work Supervisory level. A valid South African drivers' license is a prerequisite. Competencies: Expert knowledge of the Children's Act, 2005 with specific reference to Chapter 13, Prevention of and Treatment for Substance Abuse Act, 2008, Child Justice Act, 2008 and Restorative Justice Process. An understanding of Child and Youth Care Systems including expert knowledge of the Minimum Standards of Child and Youth Care. Inherent enthusiasm for work with children in conflict with the law. Experience in working with children in trouble with the law in a secure care environment. Strategic planning skills. Sound knowledge of the Labour Relations Act of 1995 as well as the grievance procedure. Financial management skills. Stakeholder relations skills. Project management skills. Leadership and good interpersonal relations skills. Policy analysis. Computer literacy. Good communication and writing skills. Facilitation, monitoring and evaluation skills.

**DUTIES** : Provide strategic leadership to the district through planning, budgeting and development of monitoring and evaluation systems. Develop and strengthen relationships with the NGO and Government sectors within the Criminal Justice System. Manage, develop and strengthen relationships with the NPO sector and other Government Departments and agencies within the Criminal Justice System. Analyse policies and develop programmes for the management of children in conflict with the law. Coordinate other departments and civil society for integrated services and programmes for children in conflict with law, woman affected by crime and violence. Management support to the Specialist Social Service programmes in line with the legislation, policies, regulatory framework, norms and standards focusing on the following: Crime Prevention and Support Programmes, Victim Empowerment and Substance Abuse, Prevention, Treatment and Rehabilitation Services. Provide a social work service of the highest, most advanced and specialised nature within defined area(s) of specialization with regard to the care, support, protection and development of children through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources. Willingness to travel.

**ENQUIRIES** : OR Tambo Enquiries may be directed to Ms Z Dlanjwa Tel No: 064 607 1200  
e-Recruitment Technical Support: [Recruitment@ecdsc.gov.za](mailto:Recruitment@ecdsc.gov.za)

**NOTE** : EE Target: African, Female & PWD

**POST 22/339** : **SOCIAL WORK SUPERVISOR GRADE 1 (8 POSTS)**

**SALARY** : R496 668 – R583 833 per annum  
**CENTRE** : BCM: Mdantsane 2, KuGompo (Ref No DSD 10/06/2026)  
Chris Hani: Indwe Service Office (Ref No DSD 11/06/2026)  
Hofmeyer Service Office (Ref No DSD 12/06/2026)  
Cala Service Office (Ref No DSD 13/06/2026)  
Joe Gqabi: Ugie SDP (Ref No DSD 14/06/2026)  
Burgersdorp (Ref No DSD 15/06/2026)  
OR Tambo: Nyandeni LSO (Ref No DSD 16/06/2026)  
Tsolo SDP (Ref No DSD 17/06/2026)

**REQUIREMENTS** : National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 7 (seven) years appropriate experience in Social Work after registration and practiced as a Social Worker. Computer literacy. A valid South

African driver's license. Appropriate/recognisable Social Work experience after registration with the SACSSP as Social Worker will be considered for appointment. Competencies: Leadership and understanding of new Social Welfare paradigm, policies, legislation and regulations that underpins the delivery of Social Development service in the NPOs, CBOs, and FBOs. Understanding of Service Level Agreement and ability to communicate this to appropriate stakeholders. Project management, Research and analytical skills. Ability to monitor and evaluate the impact of service delivery. Planning and organizing skills. Ability to work under pressure and display initiative. Understanding of public sector transformation and equity issues. Presentation and facilitation skills including sound report writing abilities. Financial, Supply Experience in community involvement. Communication skills (both verbal and written).

**DUTIES** : Be responsible for crime prevention Programmes to young persons at risk in and out of school. Assist the Probation Officers in the implementation of diversion Programmes by gathering information for report writing, and like skills Programmes. Provide home-based supervision of young persons who are awaiting trial in the community rather than in prisons or residential care facilities. Provide supervision services to those young people's placed by the court under community service and probation supervision orders. Be responsible for family finding or tracing where it is necessary.

**ENQUIRIES** : BCM Enquiries may be directed to Ms P. Gqabantshi Tel No: 043 705-5675/73  
Chris Hani enquiries may be directed to Ms N Mzinjana, Tel No: 045 808 3709  
Joe Gqabi Enquiries may be directed to Ms P. Tsuputse Tel No: (051) 6339715  
OR Tambo Enquiries may be directed to Ms Z Dlanjwa Tel No: 064 607 1200  
e-Recruitment Technical Support: [Recruitment@ecdsc.gov.za](mailto:Recruitment@ecdsc.gov.za)

**NOTE** : EE Target: African/Coloured Male & PWD

**POST 22/340** : **SOCIAL WORKER GRADE 1 (X17 POSTS)**

**SALARY** : R338 208 – R397 668 per annum (OSD)  
**CENTRE** : Alfred Nzo: Matatiele Local Service Office (Ref No DSD 18/06/2026) X2  
Ntabankulu Local Service Office (Ref No DSD 19/06/2026)  
Umzimvubu Local Service Office (Ref No DSD 20/06/2026)  
Amathole: Middledrift Service Delivery Point (Ref No DSD 21/06/2026)  
BCM: East London Service Office (Ref No DSD 22/06/2026)  
Chris Hani: Cofimvaba (Ref No DSD 23/06/2026)  
Joe Gqabi: Barkley East (Ref No DSD 24/06/2026)  
NMM: Protea Place of Safety (Ref No DSD 25/06/2026)  
Stepping Stone YJC (Ref No DSD 26/06/2026)  
Walmer Service Office (Ref No DSD 27/06/2026)  
Ibhayi Service Office (Ref No DSD 28/06/2026)  
Motherwell Service Office (Ref No DSD 29/06/2026)  
Sarah Baartman: Jansenville SDP (Ref No DSD 30/06/2026)  
Joubertina Service Office (Ref No DSD 31/06/2026)  
Ndlambe Local Service Office (Ref No DSD 32/06/2026)  
Koukamma Local Service Office (Ref No DSD 33/06/2026)

**REQUIREMENTS** : Standard 10/ Grade 12 plus a Degree in Social Work, registration with the South African Council for Social Service Profession as a Social Worker. A valid South African driver's license is a prerequisite. Computer literacy. Appropriate/recognisable Social Work experience after registration with the SACSSP as Social Worker will be considered for appointment. 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. Ability and competence to assist, develop, advocate for, and empower individuals, familiar, groups, organizations and communities to enhance their social functioning and their problem – solving capabilities. Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers.

**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. Support Social Auxiliary Workers and Volunteers. Keep up to date with new developments in the Social Work and Social Welfare fields. Perform all the administrative functions required.

**ENQUIRIES** : Alfred Nzo Enquiries may be directed to Mr S Shweni Tel No: (064) 606 9465  
Amathole Enquiries may be directed to Ms Z Habe at Tel No: (043) 711 6626  
BCM Enquiries may be directed to Ms P. Gqabantshi Tel No: 043 705 5675/73

Chris Hani enquiries may be directed to Ms N Mzinjana, Tel No: 045 808 3709  
Joe Gqabi Enquiries may be directed to Ms P. Tsuputse Tel No: (051) 633 9715  
NMM Enquiries may be directed to Ms L Lukwe Tel No: (041) 406 5811  
Sarah Baartman Enquiries may be directed to Mr M Rwexana Tel No: (046) 602 1408/ 1407  
e-Recruitment Technical Support: [Recruitment@ecdsd.gov.za](mailto:Recruitment@ecdsd.gov.za)  
EE TARGET: African/Coloured Male/Female & PWD

**NOTE**

**POST 22/341**

**COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 (X 5 POSTS)**

**SALARY CENTRE**

R289 296 – R337 959 per annum (OSD)  
Alfred Nzo: Winnie Madikizela Mandela LSO (Ref No DSD 34/06/2026)  
Amathole: Willowvale SDP (Ref No DSD 35/06/2026)  
BCM: Mdantsane 2 (Ref No DSD 36/06/2026)  
Joe Gqabi: Burgersdorp (Ref No DSD 37/06/2026)  
Sarah Baartman: Steytlerville SDP (Ref No DSD 38/06/2026)

**REQUIREMENTS**

National Senior Certificate plus a B Degree/ National Diploma in Social Sciences /Developmental Economics/ Development Studies/Community Development. Computer literacy will be an added advantage. A valid South African driver's license is a prerequisite. Appropriate/recognizable experience after complying with the required educational qualification will be considered for appointment. Competencies: Theoretical understanding and practical experience/exposure to community Development issues. Demonstrate a facilitative approach to motivate constructive participation in Programme development and implementation. Ability to document and report on programmes and projects according to required format. Communication and interpersonal skills, organizing and planning skills.

**DUTIES**

Facilitate awareness campaigns on community development programmes. Mobilise local community into Integrated Development Structures. Facilitate community Development initiatives in each local Municipality. Facilitate the development of community profiles utilizing contextualized Participatory Development Methodologies. Facilitate the development and alignment and utilization of resources from various Departments towards the implementation of Integrated Development Plans in each local Municipality. Assess application for funding to the Department by community organizations. Monitor, evaluate and render support service funded programmes/ Projects.

**ENQUIRIES**

Alfred Nzo Enquiries may be directed to Mr S Shweni Tel No: (064) 606 9465  
Amathole Enquiries may be directed to Ms Z Habe at Tel No: (043) 711 6626  
BCM Enquiries may be directed to Ms P. Gqabantshi Tel No: 043 705 5675/73  
Joe Gqabi Enquiries may be directed to Ms P. Tsuputse Tel No: (051) 633 9715  
Sarah Baartman Enquiries may be directed to Mr M Rwexana Tel No: (046) 602 1408/ 1407  
e-Recruitment Technical Support: [Recruitment@ecdsd.gov.za](mailto:Recruitment@ecdsd.gov.za)  
EE TARGET: African/Coloured Male & PWD

**NOTE**

**POST 22/342**

**SOCIAL AUXILIARY WORKER GRADE 1 (2 POSTS)**

**SALARY CENTRE**

R200 691 – R227 145 per annum (OSD)  
Amathole: Great Kei LSO, Komga (Ref No DSD 39/06/2026)  
Joe Gqabi: Venterstad, Aliwal North (Ref No DSD 40/06/2026)

**REQUIREMENTS**

Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as an Auxiliary Social Worker with the South African Council for (latest copy/current year. Computer literacy. A valid South African driver's license will be an added advantage. Appropriate/recognisable Social Auxiliary Work experience after registration with the SACSSP as Social Auxiliary Worker will be considered for appointment. Competencies: Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).

**DUTIES**

Provide administrative support to Social Workers. Conduct awareness campaigns on child abuse, abuse of older persons, abuse of substances, abuse of women and persons living with disability. Monitor Home Based Community Care Centres. Maintain an efficient and effective system to ensure a smooth flow of information to Social Workers and Clients.

**ENQUIRIES**

Amathole Enquiries may be directed to Ms Z Habe at Tel No: (043) 711 6626  
Joe Gqabi Enquiries may be directed to Ms P. Tsuputse Tel No: (051) 633 9715  
e-Recruitment Technical Support: [Recruitment@ecdsd.gov.za](mailto:Recruitment@ecdsd.gov.za)

**NOTE**

EE TARGET: African/Coloured Male

**POST 22/343**

**CHILD & YOUTH CARE WORKER GRADE 1 REF NO DSD 41/06/2026 (X 2 POSTS)**

**SALARY CENTRE**

R191 694 – R215 073 per annum (OSD)  
Alfred Nzo: Maluti CYCC

- REQUIREMENTS** : National senior certificate. Appropriate/recognisable Child and Youth Care experience after obtaining the required qualification will be considered for appointment. 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, incidents 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 on the basis of 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 centre.
- ENQUIRIES** : Alfred Nzo Enquiries may be directed to Mr S Shweni Tel No: (064) 606 9465  
e-Recruitment Technical Support: [Recruitment@ecdsd.gov.za](mailto:Recruitment@ecdsd.gov.za)
- NOTE** : EE TARGET: African/Coloured Male/ Female & PWD

**POST 22/344** : **ASSISTANT COMMUNITY DEVELOPMENT PRACTITIONER GR 1 (X3 POSTS)**

- SALARY CENTRE** : R191 694 – R215 073 per annum (OSD)  
Amathole: Middledrift SDP (Ref No DSD 42/06/2026)  
Sarah Baartman: Koukamma Local Service Office (Ref No DSD 43/06/2026)  
OR Tambo: District Office (Ref No DSD 44/06/2026)

- REQUIREMENTS** : A Senior Certificate or equivalent certificate. Appropriate/recognizable experience after complying with the required educational qualification will be considered for appointment. A Valid Driver's License in essential. Competencies: Interpersonal Skills or the ability to interact with people and community structures. Compassion for those in need and vulnerable. Understanding of Social dynamics and basic knowledge of community development. Passion in Community Development. Willingness to learn. Communication Skills. Knowledge of local language and culture. Competency in computer and inventories would be an added advantage.
- DUTIES** : Perform community and household profiling. Assist communities in accessing services offered by Government Departments. Attend community meetings and Imbizos to collect information on community needs and provide the required support in integrated planning. Assist in maintenance and support to funded community projects.
- ENQUIRIES** : Amathole Enquiries may be directed to Ms Z Habe at Tel No: (043) 711 6626  
Sarah Baartman Enquiries may be directed to Mr M Rwexana Tel No: (046) 602 1408/ 1407  
OR Tambo Enquiries may be directed to Ms Z Dlanjwa Tel No: 064 607 1200  
e-Recruitment Technical Support: [Recruitment@ecdsd.gov.za](mailto:Recruitment@ecdsd.gov.za)
- NOTE** : EE TARGET: African/Coloured Male & PWD

**DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE**

- APPLICANTS** : Applications must be submitted as follows: via the provincial e-recruitment system accessible at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za>. The Provincial e-Recruitment System is available 24/7 and closes at 23: 59 on the Closing Date. To report any e-Recruitment System challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: [erecruitment@ecsrac.gov.za](mailto:erecruitment@ecsrac.gov.za) .Do not send any applications to this email address; should you do so, your applications/ CV 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). Hand-delivered/ E-Mailed/ Faxed/ Posted applications will not be accepted.
- CLOSING DATE** : 10 July 2026. No late applications will be accepted
- NOTE** : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021) e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed 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/or before the interview day. View the list

of the positions you applied for on “My Job Applications” and do note that 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 (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required 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). All shortlisted candidates, including the SMS shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate’s suitability based on the post’s technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the 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. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: <https://www.thensq.gov.za/training-course/sms-pre-entry-programme>.

#### **OTHER POSTS**

- POST 22/345** : **SCIENTIST PRODUCTION ORNITHOLOGIST REF: DSRAC 01/06/2026**
- SALARY** : R791 604 – R849 525per annum (OSD) (An all-inclusive remuneration)
- CENTRE** : EL Museum (EL)
- REQUIREMENTS** : National Senior Certificate and currently registered for a M. Sc. Degree in Natural Science with a minimum of three (3) years relevant experience in a natural science environment. An M. Sc. or PhD will be considered an added advantage. Registration with the South African Council of Natural Scientific Professionals (SACNASP) as a professional Natural Scientist, or proof of intention to register with SACNASP. Knowledge of public service regulations, legislations/ policies/ prescripts and procedures, and of National Environmental Management: Biodiversity Act. Knowledge of collection management standards for natural science museums. Knowledge of natural science, Ornithology, in particular. Understanding of the scientific method. Computer knowledge including database and MSOffice packages. Programme and project management. Communication skills. Report writing skills. People management skills. Customer and client-orientated approach. A valid driving licence.
- DUTIES** : Develop and implement methodologies, policies, systems and procedures for the Ornithology Collection. Identify gaps and develop appropriate interventions. Monitor and evaluate programme performance. Develop working relations with a diverse client base. Create public awareness of the science system. Provide scientific data, information and advice as requested. Review scientific publications. Gather and interpret data, perform scientific analyses, evaluate results and disseminate information. Apply appropriate scientific models to generate information and knowledge. Formulate proposals and compile reports. Continuous professional development to keep up with new technologies and procedures. Literature studies to improve expertise. Present research findings through exhibitions, educational programmes and publications. Liaise with relevant bodies/councils on science-related matters. Mentor, train and develop candidate scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice.
- ENQUIRIES** : MS. G. Morcom Tel No: 043 743 0686 – East London Museum (EL)  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)
- NOTE** : Persons with disabilities are encouraged to apply. This post has been re-advertised. Those who have already applied, need not reapply.

## DEPARTMENT OF HEALTH

### **APPLICATIONS**

- : can be submitted via hand delivery/courier or email to the:  
**Frere Tertiary Hospital** - Hand deliver/courier to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms N Mthitshana Tel no: 043 709 2487/2532  
**Livingstone Tertiary Hospital** - Post to: Recruitment & Selection Section, Private Bag x, Korsten, Gqeberha, 6014 or Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten, Gqeberha, 6001. Enquiries: Ms L Mabanga Tel no 041 405 2348  
**Nelson Mandela Academic Hospital** - Hand deliver/courier to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel no: 047 502 4469.  
**Frontier Regional Hospital** – Hand deliver/courier to: Human Resource Office, Corner Kingsway & Livingstone Road, Frontier Regional Hospital, Queenstown, 5320. Enquiries: Ms P Marongo Tel No. 045 808 4272.  
**Lilitha College of Nursing** - Hand deliver/courier to: Human Resource Office, Room 43, 2nd floor, Human Resource Office, Lilitha College of Nursing, East London 5200. Enquiries: Ms P Mene 043 700 9717/26.  
**Mthatha Pharmaceutical Depot** – Hand deliver/courier to: HR Office, Mthatha Pharmaceutical Depot (Next to Nelson Mandela Academic Hospital), Mthatha 5099. Enquiries: Mr M Diko Tel no 047 531 1076/047 532 2779.  
**Cecilia Makhiwane Regional Hospital** - Hand deliver/courier to: Human Resource Office, Cecilia Makiwane Hospital 4 Billie Road, Mdantsane, East London, 5219. Enquiries: Ms N. Matshaya Tel no 043 708 2121  
**Komani Psychiatric Hospital** - Hand deliver/courier to: Human Resource Office, 1833 National Road, Komani Psychiatric Hospital, Queenstown 5320: Enquiries: Mrs N Mzola Tel no 045 858 8400.  
**Fort England Psychiatric Hospital** – Hand delivery/courier to: Human Resource Office, Fort England Psychiatric Hospital, York Street, Grahamstown, 6140. Enquiries: Ms X Nazo Tel no 046 602 2300.

### **CLOSING DATE**

: 10 July 2026

### **NOTE**

: Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants must note that further Personnel Suitability checks will be conducted on short-listed 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). If you have not been contacted by the Department of Health 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. People with disabilities are encouraged to apply for these posts.

## OTHER POSTS

### **POST 22/346**

: **HEAD CLINICAL DEPARTMENT (SURGERY) REF NO: ECHEALTH/HCD-SUR/ARP/FTH/NTSG/01/06/2026**

### **SALARY**

: R2 704 842 – R2 870 823 per annum (OSD) – (All-inclusive remuneration package) - basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

### **CENTRE REQUIREMENTS**

: Buffalo City Metro, Frere Tertiary Hospital  
: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Specialist. A minimum of 3 years' appropriate experience after registration experience with HPCSA as a Medical Specialist in Surgery. Outstanding clinical skills in the field preferably in the public service environment. Ability and practical experience to set up and provide training program for undergraduate and postgraduates. Candidates with published research will be an added advantage. Ability to work as a team. Knowledge of relevant health & labour legislation. Proven leadership skills.

### **DUTIES**

: The Head of Department (HOD) is responsible for leading and managing teaching and learning, research, community engagement and administrative duties. Serve in various faculty and campus committees and chair the Departmental Board. Promotion of quality education, research and community engagement and the

provision of academic and administrative leadership within the department. Responsibilities also include the departmental PQM, quality assurance, risk management, change management, human resources management and financial and budgeting responsibilities. Service delivery, teaching and training of under and post graduate students. Reduce the backlog in drainage areas. Develop outreaches and in reach programs to the whole service platform. Develop and conduct daily academic programs. Provide strategic leadership in the respective clinical department. Oversee and manage quality improvement activities including clinical audit, data management, monitoring and evaluation, and regular reporting on key indicators related; manage and support staff and participate in departmental Functional Business Unit activities. Leadership of research activities in the Department. Participate in outreach activities and/ or support of District Hospitals. Participate in the on-going provision of undergraduate and post graduate training/teaching. Manage staff in the department. Manage Performance and Development (PMDS) and perform quarterly reviews of sub-ordinates. Participate in the ongoing provision of under-graduate and post-graduate teaching.

**ENQUIRIES** : Ms N Mthitshana Tel no: 043 709 2487/2532.  
**APPLICATIONS** : can be submitted electronically via email to: [Noluthando.Mthitshana@echealth.gov.za](mailto:Noluthando.Mthitshana@echealth.gov.za)

**POST 22/347** : **SENIOR MANAGER: MEDICAL SERVICES REF NO. ECHEALTH/SMMS/LVH/NTSG/01/06/2026**

**SALARY** : R1 899 186 – R2 301 186 per annum (OSD) – (All-inclusive remuneration package) - basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

**CENTRE** : Nelson Mandela Metro, Livingstone Tertiary Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years of appropriate experience as a Medical Practitioner. Competencies: Appropriate and proven managerial experience in a Health Care environment, including leadership, strategic and operational skills, to enable the practical implementation of the departmental vision. Specific Knowledge and proven managerial experience regarding management of Clinical Services; Human Resource Management, Financial Resource Management and Infrastructure which will enable the effective planning of clinical services according to available corporate resources. Extensive knowledge of National, Provincial, and institutional health delivery systems, policies and laws which govern resource allocations, as well as Medico-Legal matters. Proven skills in quality improvement strategies and implementation thereof. Excellent communication (written and verbal) and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint) with the ability to understand and analyse statistical and financial information in order to plan clinical services. A valid driver's licence,

**DUTIES** : Overall strategic and operational management of clinical services within the given clinical and corporate governance frameworks. Participate in strategies to strengthen relationships in the regional and district health care system to ensure equity of access to specialized care within the drainage system. Ensure that the highest standards of patient care are maintained and determine policies and practices regarding admission, treatment, and discharge of patients with available resources. Effective, efficient, and sustainable human resource management and planning within relevant general specialist and highly specialized clinical departments. Continuous improvement of technical quality, internal efficiency, effectiveness and appropriateness of relevant FBUs, i.e. ensuring a well-functioning clinical Centre within available human and financial resources. Special portfolios/projects, as delegated by the CEO. Ensure the effective, sufficient and sustainable functioning within the National and Provincial Health policies. Support HEIs to provide, facilitate and promote training, teaching and research, members of the hospital management and the Faculty of Health Sciences of the Universities of Walter Sisulu and Nelson Mandela. Ensure and provide a platform for teaching, training, development, and research.

**ENQUIRIES** : Ms L Mabanga Tel no 041 405 2348  
**APPLICATIONS** : can be submitted electronically via email to: [Noms.Tsotsobe@echealth.gov.za](mailto:Noms.Tsotsobe@echealth.gov.za)

**POST 22/348** : **HEAD CLINICAL UNIT (PSYCHIATRY) REF NO: ECHEALTH/HCD-PSY/ARP/FEPH/NTSG/01/06/2026**

**SALARY** : R2 168 145 – R2 301 186 per annum (OSD) – (All-inclusive remuneration package) - basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

**CENTRE** : Sarah Baartman District, Fort England Psychiatric Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Specialist. A minimum of 3 years' appropriate experience after registration experience with HPCSA as a Medical Specialist in

psychiatry. Knowledge, skills and competencies: Clinical, administration and management's abilities. Experience and knowledge of mental health services. Knowledge of teaching and training health care professionals in mental health leadership communication and organizational skills, program planning, implementing and evaluation, knowledge and ability to develop programs focused on psychosocial rehabilitation and management of substance abuse commodity with mental illness. Management of resources. Experience in providing expert opinion in Psychiatry. Clinical research skills and computer literacy. Outstanding clinical skills in the field preferably in the public service environment. Ability and practical experience to set up and provide training program for undergraduate and postgraduates. Candidates with published research will be an added advantage. Ability to work as a team. Knowledge of relevant health & labour legislation. Proven leadership skills. A valid driver's licence.

**DUTIES**

: Provide specialist psychiatric care, assessment and evaluations of mental healthcare users (MHCU's) both in institution and community where indicated. Provide academic teaching and clinical training to the students and trainees. Provide specialist advice guidance and training to the clinical paramedical and management staff both within the tertiary services and as part of outreach areas. Participate in development guidelines, protocols and referral pathways for the management of MHCU's. Ensure the effective, efficient and economical use of allocated resources inclusive of human resources stimulate, participate in and supervise research. Ensure all relevant policies and clinical protocols are in place. Participate in all hospital committees. Ensure that clinical audits are performed. Administration: Perform administrative tasks related to patient management and student training. Address patient complaints. Attend scheduled meetings with hospital management. Contribute to electronic databases for research purposes. Coordinate duty lists and staff allocations in the department. Ensure recruitment and retention of staff in the department. Liaise with other departments and with other hospitals, district mental health services where required. Academic: Provision of teaching and learning to ensure that both under- and post graduate students are taught the required skills and are provided with opportunities to learn in a safe environment. Assist in coordination of academic programs. Conduct appropriate research: Develop own interest and publish appropriately. Support post-graduate students with research projects. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, reviews and final assessment).

**ENQUIRIES  
APPLICATIONS**

: Ms X Nazo Tel no 046 602 2300.  
: can be submitted electronically via email to: [Xolelwa.Nazo@echealth.gov.za](mailto:Xolelwa.Nazo@echealth.gov.za)

**POST 22/349**

: **MEDICAL SPECIALIST (PSYCHIARTY) REF NO: ECHEALTH/MS-PSY/FEPH/ARP/NTSG/01/06/2026**

**SALARY**

: R1 395 528 – R 2 301 186 per annum (OSD)  
Grade 1: R1 395 528 - R1 479 723 per annum (OSD)  
Grade 2: R1 592 274 - R1 688 553 per annum (OSD)  
Grade 3: R1 844 151 - R2 301 186 per annum (OSD) All-inclusive remuneration package) - basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

**CENTRE  
REQUIREMENTS**

: Sarah Baartman District, Fort England Psychiatric Hospital  
: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in psychiatry. Registration with a professional council: Registration with the HPCSA as Medical Specialist in psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in psychiatry. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professions Council in respect of a foreign qualified employee) as a Medical Specialist in psychiatry. Sound knowledge of clinical concept within the department of Psychiatry. Knowledge, skills and competencies: Good clinical skills to carry out advance clinical services, Research and organizational ability, Supervisory and teaching skills. Ability to work in a team. Ability to diagnose and manage most common psychiatry conditions, including emergencies. Leadership, managerial and supervisory skills. Sound knowledge of the legislative framework and protocols that govern Mental Health. The ability to teach, train, do research and supervise research for academic degree purposes. Willingness to teach and train undergraduate and postgraduate students and other health care workers. A valid driver's licence.

**DUTIES**

: Management of psychiatry at the hospital in the provision of clinical care to mental health care users, teaching of under- and post-graduate students. Manage own service delivery. Clinical service delivery: evaluation, management, care, treatment and rehabilitation of mental health care users in an acute psychiatric unit in a

general hospital setting as well as outreach services where appropriate. Ensure patient care is promoted to meet the National Core Standards for health, Batho Pele Principles and the Mental Health Care Act, 17 of 2002, and other relevant medico-legal regulations, aligning the needs of the population served with facilities in the hospital. Supervision of a multi-disciplinary group of mental health care providers and other relevant staff members. Manage and run the Specialist Psychiatry Outpatients Clinic. Lead the multi-disciplinary ward rounds for in-patients. Consultations for patients outside the psychiatry unit. Review and audit patients' medical records. Administration: Perform administrative tasks related to patient management and student training. Address patient complaints. Attend scheduled meetings with hospital management. Contribute to electronic databases for research purposes. Coordinate duty lists and staff allocations in the department. Ensure recruitment and retention of staff in the department. Liaise with other departments and with other hospitals, district mental health services where required. Academic: Provision of teaching and learning to ensure that both under- and post graduate students are taught the required skills and are provided with opportunities to learn in a safe environment. Assist in coordination of academic programs. Conduct appropriate research: Develop own interest and publish appropriately. Support post-graduate students with research projects. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, reviews and final assessment).

**ENQUIRIES  
APPLICATIONS**

: Ms X Nazo Tel no 046 602 2300.  
: can be submitted electronically via email to: [Xolelwa.Nazo@echealth.gov.za](mailto:Xolelwa.Nazo@echealth.gov.za)

**POST 22/350**

: **DEPUTY MANAGER: PHARMACEUTICAL SERVICES REF NO:  
ECHEALTH/DPM/MTD/APL/01/06/2026**

**SALARY**

: R1 297 089 – R1395 528 per annum (OSD) All-inclusive remuneration package) - basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

**CENTRE  
REQUIREMENTS**

: OR Tambo District, Mthatha Pharmaceutical Depot  
: B.Pharm or equivalent qualification that allows registration with the South African Pharmacy Council (SAPC) as a pharmacist. A minimum of 7 years appropriate experience after registration as a Pharmacist with the SAPC of which three (3) years of experience as a Pharmacist Supervisor/Assistant Manager (or performing the functions) in the pharmaceutical environment. Registration with the SAPC as a Pharmacist A good understanding of relevant legislation. National Drug Policy, the essential Drugs programme, Public finance Management Act (PFMA), Medicines and related Substances Act and Pharmacy Act. Sound leadership, analytic and computer proficiency Good warehousing practice and pharmacy practice. Extensive knowledge of pharmaceutical services' approaches. Sound knowledge and understanding of the mandate of the Medical supplies Depot. Knowledge and understanding of the legislative prescripts governing the public service. Knowledge and skilled in managing quality improvement programmes. Must be achievement-driven and self-motivated. Be available to be a responsible pharmacist when required. Good verbal, written communication and presentation skills. Good in team building and problem solving. A valid driver's licence.

**DUTIES**

: to perform the duties of the warehouse manager in accordance with the Pharmacy Act, GPP and GWP. Ensure compliance of the warehouse to pharmacy and other relevant legislation. Ensure proper storage of medicines at the depot and distribution to healthcare institutions and facilities. Strengthen stakeholder and warehouse staff engagement to improve performance and service delivery. Facilitate the development and maintenance of internal control procedures to mitigate identified risks in the warehouse. Ensure the effective and efficient use of warehouse resources. Represent pharmaceutical services at relevant meetings and serve on various committees and participate in relevant forums in forums in depot. Coordinate training programmes for pharmacy assistants. Pharmacist interns and other support personnel. Develop protocols, standard operating procedures and guidelines for efficient and cost-effective pharmaceutical service. Supervise pharmacists and pharmacist assistants. Maintain discipline and deal with grievances and labour relations systems. Compiling report for submission to warehouse management on monthly and quarterly basis.

**ENQUIRIES  
APPLICATIONS**

: Mr M Diko Tel no 047 532 5536  
: can be submitted electronically via email to: [Mzimasi.Diko@echealth.gov.za](mailto:Mzimasi.Diko@echealth.gov.za)

**POST 22/351**

: **MANAGER NURSING LEVEL 3 REF NO:  
ECHEALTH/MAN NL3/FTH/APL/01/06/2026**

**SALARY**

: R1 201 302 – R1 353 267 per annum, (OSD) – (All-inclusive remuneration package) - basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

**CENTRE**

: Buffalo City Metro, Frere Tertiary Hospital

- REQUIREMENTS** : Basic R425 qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post graduate qualification in Nursing Education and/or Nursing Management will be added advantage. Current paid-up registration with SANC. A minimum of 10 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 at management level. Valid Code B/EB driver's license. Must be computer literate and may be required to demonstrate computer skills. Complex report writing skills essential.
- DUTIES** : To lead, manage and provide strategic Nursing leadership and direction to Nursing Services in the institution. Provide professional, technical and management support for the provision of quality patient care through management of nursing care programs. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, protocol/ procedures and standards pertaining to nursing care. Establish, maintain and participate in interprofessional multi-disciplinary team for effective and efficient health care. Manage and monitor the utilization of Human Resources and Finances in accordance with relevant directives and prescripts. Maintain and manage PMDS of subordinates. Collaborate with other team members in the hospital to identify actual and potential risks. Support nursing and health care research to improve the quality of care. Monitor compliance to Quality Assurance, Infection Prevention and Control, Occupational health and Safety programs within the institution. Participate in Hospital Executive decision-making body.
- ENQUIRIES** : Ms N Mthitshana Tel no: 043 709 2487/2532.
- APPLICATIONS** : must be submitted electronically via email to: [Noluthando.Mthitshana@echealth.gov.za](mailto:Noluthando.Mthitshana@echealth.gov.za)
- POST 22/352** : **ASSISTANT MANAGER: MEDICAL PHYSICS REF NO. ECHEALTH/ASM-MP/ARP/NMAH/NTSG-ON/01/06/2026**
- SALARY** : R1 169 499 – R1 333 824 per annum (OSD) – (All-inclusive remuneration package) - basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
- CENTRE** : OR Tambo District, Nelson Mandela Academic Hospital
- REQUIREMENTS** : An appropriate qualification (Diploma/Degree in Medical Physics) that allows for registration with HPCSA as a Medical Physicist. Registration with HPCSA as a Medical Physicist. Experience: A minimum of 3 years' appropriate supervisory experience after registration as Medical Physicist. Candidate must be able to manage and supervise a subsection of the department with thorough knowledge of radiographic techniques, radiation protection, quality assurance PACS and equipment safety. Ensure strategic planning and possess organizational skills. Knowledge of Patient Archiving and Communication Systems. Good administrative, supervisory and managerial skills. Knowledge, skills, and Competencies required: In-depth knowledge and skills related to medical physics, Quality assurance processes, tests and regulations associated with radiation emitting devices primarily in radiology. Sound knowledge of radiotherapy physics and radiotherapy equipment, dosimetry, treatment planning, and HDR Brachytherapy. Computer skills and knowledge of software used in radiology (imaging and dose assessment) and Radiotherapy (Morden RT techniques). Good technical, administrative, leadership, management, communication, and interpersonal skills pertaining to profession of Medical Physicist and in relation to service delivery as well as teaching platform. Research, development and teaching /training skills. Sound knowledge of regulations pertaining to the Hazardous Substances Act of 1973 in accordance with the South African Health Products Regulatory Authority. Experience in radiation medicine equipment management processes; including needs assessments, procurement processes, specifications, installation and maintenance. A valid driver's licence
- DUTIES** : To coordinate, supervise and manage provision of a comprehensive clinical medical physics service. commissioning of radiation emitting machinery/devices in the hospital. Knowledge of general management and administrative skills, including budgeting, good planning, organisational and presentation skills. Excellent communication skills (verbal, written, conflict management) and interpersonal skills. Quality Assurance Programme and Management of ionising and non-ionising radiation equipment at Nelson Mandela Academic Hospital. Participate in the teaching, training and research programs within NMAH. Oversee the development and implementation of policies, protocols and Standard Operating Procedures. Oversee compliance of equipment contracts, service level agreements and terms of references with vendors and participating in middle management and delegated management tasks i.e. Record keeping, reporting, statistics collation, budget controls, asset management, staff supervision and management, performance management and development system etc. Participate in the Radiation protection programme and training at NMAH. Work closely with

Medical Physicists, Radiologists and Medicine Physicians and Radiographers. Provide support in all aspects of safe and effective radiology and nuclear medicine clinical procedures, with the consideration of ethical aspects. Responsible for QA including dosimetry in radiology and nuclear medicine. Ensure all radiation protection requirements are met and good practices are followed. Maintain own Continuing Professional Development (CPD) in accordance with professional standards. ensure compliance with relevant professional bodies and Office of the Health standard, HPCSA, SAHPRA and Hospital realization quality assurance programmes.

**ENQUIRIES** : Ms Calaza Tel no: 047 502 4469.  
**APPLICATIONS** : must be submitted electronically via email to: [Nozidumo.Calaza@echealth.gov.za](mailto:Nozidumo.Calaza@echealth.gov.za)

**POST 22/353** : **DEPUTY MANAGER NURSING REF NO: ECHEALTH/DMN/FROH/APL/01/06/2026**

**SALARY** : R1 069 215 - R 1 219 323 per annum (OSD) (An all-inclusive package)- basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

**CENTRE** : Chris Hani District, Frontier Regional Hospital  
**REQUIREMENTS** : Basic R425 qualification Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse General. Minimum of 9 years after registration as a Professional Nurse, at least 4 years' appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision-making skills. Good verbal and written communication skills are essential requirements. A valid driver's license.

**DUTIES** : To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stakeholders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.

**ENQUIRIES** : Ms P Marongo Tel No. 045 808 4272.  
**APPLICATIONS** : must be submitted electronically via email to: [Patricia.Marongo@echealth.gov.za](mailto:Patricia.Marongo@echealth.gov.za)

**POST 22/354** : **VICE PRINCIPAL OF NURSING COLLEGE PN-D5 : NURSING EDUCATION REF NO: ECHEALTH/VCP NEDU/LCN/ES/01/06/2026**

**SALARY** : R1 069 215 - R1 1 219 323 per annum (OSD) – (All-inclusive remuneration package) (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines)

**CENTRE** : Lilitha College of Nursing, Central Office  
**REQUIREMENTS** : National Senior Certificate, NQF Level 7 as recognised by SAQA in Nursing, NQF Level 8 as recognised by SAQA in Education and Management and NQF Level 9 as recognised by SAQA in Health Sciences with 5 years as a Middle Management. A candidate who possesses a PhD qualification will have an added advantage. A minimum of 11 years appropriate/ recognizable nursing experience after registration as a Professional nurse with the SANC in General Nursing. At least 7 years of the period referred to above must be appropriate/ recognizable experience in Nursing Education after obtaining the 1 year Post Basic Qualification. Good understanding and experience of both classroom and clinical teaching including the current National Health priorities (RPHC) and community Based Education. Ability to identify gaps in curriculum implementation, research, patient-centred approaches and collaboration with health sector partner. Excellent communication, interpersonal and leadership skill. Proficient in Microsoft Office Applications. A valid driver's licence.

**DUTIES** : To assist the principal in providing strategic direction and development of the college curriculum and all academic operations of the college ensuring that the institution has the current and future capacity and capability to deliver the approved academic programmes. Leading and managing academic personnel in the college ensuring effective teaching and learning platform in the college. Accounting to the efficiency and effectiveness of college academic performance including assessment processes. Attendance of full governance activities and meetings, teaching, learning and the development of appropriate methodologies for inclusive and personalised learning. Ensure that strategies for student retention and

achievement are in place and implemented consistently and effectively, achieving higher standards year on year. Facilitate effective and efficient implementation of College Policies in all disciplines. Ensure compliance to policies and procedures Monitor compliance to set standard as laid down by SANC, CHE and SAQA. Ensure continuous staff capacity building to promote academic excellence. Exercise supervision and support to academic staff. Manage various submission in relation to student academic matters, including recruitment, registration and SANC records. Facilitate a research culture for both academics and students to promote evidence-based teaching and learning. Collaboration with other academic institutions to enhance academic business operation. Monitoring and evaluation of the academic programs.

**ENQUIRIES APPLICATIONS** : Ms P Mene Tel No: 043 700 9717/26.  
: must be submitted electronically via email to: [Patricia.Mene@ehealth.gov.za](mailto:Patricia.Mene@ehealth.gov.za)

**POST 22/355** : **MEDICAL PHYSICIST GRADE 1-3 REF NO. ECHEALTH/MEDP/NMAH/ARP/NTSG/01/06/2026**

**SALARY** : Grade 1: R844 128 – R935 049 per annum (OSD)  
Grade 2: R953 094 - R1 055 292 per annum (OSD)  
Grade 3: R1 087 263 - R1 22 843 per annum (OSD) (All-inclusive remuneration package) - basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

**CENTRE REQUIREMENTS** : OR Tambo District, Nelson Mandela Academic Hospital  
: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with the HPCSA as a Medical Physicist. Registration with HPCSA as a Medical Physicist. Experience: **Grade 1:** None after registration with HPCSA as a Medical Physicist. **Grade 2:** 8 years appropriate experience after registration with the HPCSA as a Medical Physicist. **Grade 3:** 16 years appropriate after registration with the HPCSA as a Medical Physicist. Ability to work under pressure and meet deadlines. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy. Capable of using initiative for problem solving, recognizing the need for action, considering possible risks and taking responsibility for results. Good communication, interpersonal relationships, research, development and teaching skills. Knowledge of statutory regulations regarding the medical use of ionizing radiation, particularly concerning diagnostic radiology. Potential to develop management skills. Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic X-ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of diagnostic radiology physics.

**DUTIES** : Routine Medical Physics service delivery activities in Radiotherapy, Nuclear Medicine and Diagnostic Radiology Assisting with departmental administration. Assistance with equipment tender preparation, evaluation and commissioning. Responsibility for the management of the dosimetry, quality assurance and radiation protection functions of Medical Physics in the Department of Diagnostic Radiology, with support to Radiation Oncology. External Coordination with other institutions in the province or national on Medical Physics activities. Attending and presenting at meetings, workshops and CPD activities. Operation, monitoring of maintenance, record keeping and care of all equipment and accessories. Design and implementation of new protocols. Teaching and training skills, radiation protection and handling, transporting and disposal of radioactive materials. Ability to solve radiotherapy physics problems. Performance of quality control procedures in radiotherapy. Provide medical physics support for radiation oncology treatment unit including Sound knowledge of radiotherapy dosimetry equipment, treatment planning acceptance testing, commissioning, calibration and quality assurance. Provide medical physics support in radiation oncology treatment planning. Participating in the implementation of new treatment techniques. Provide radiation protection services and ensure regulatory compliance for the institution.

**ENQUIRIES APPLICATIONS** : Ms Calaza Tel no: 047 502 4469  
: must be submitted electronically via email to: [Nozidumo.Calaza@ehealth.gov.za](mailto:Nozidumo.Calaza@ehealth.gov.za)

**POST 22/356** : **ASSISTANT MANAGER NURSING SPECIALITY (ONCOLOGY) REF NO: ECHEALTH/AMN-ONC/APL/01/06/2026**

**SALARY** : R785 568 – R884 940 per annum (OSD)  
**CENTRE** : Buffalo City Metro, Frere Tertiary Hospital  
**REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Oncology Nursing Science. Registration with SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience 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. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal framework, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem-solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer Literacy.

**DUTIES**

: Demonstrate in in-depth knowledge of relevant prescripts as well as understanding of the legislative's framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered 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 professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.

**ENQUIRIES**

: Ms N Mthitshana Tel no: 043 709 2487/2532.

**APPLICATIONS**

: must be submitted electronically via email to:  
[Noluthando.Mthitshana@echealth.gov.za](mailto:Noluthando.Mthitshana@echealth.gov.za)

**POST 22/357**

: **ASSISTANT MANAGER NURSING SPECIALITY (INTENSIVE CARE UNIT) REF NO: ECHEALTH/AMN-ICU/FRH/APL/01/06/2026**

**SALARY**

: R785 568 – R884 940 per annum (OSD)

**CENTRE**

: Buffalo City Metro, Frere Tertiary Hospital

**REQUIREMENTS**

: Basic R425 qualification (i.e. Diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Intensive Nursing Science. Registration with SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience 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. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal framework, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem-solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer Literacy.

**DUTIES**

: Demonstrate in in-depth knowledge of relevant prescripts as well as understanding of the legislative's framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered 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 professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.

**ENQUIRIES**

: Ms N Mthitshana Tel no: 043 709 2487/2532.

**APPLICATIONS**

: must be submitted electronically via email to:  
[Noluthando.Mthitshana@echealth.gov.za](mailto:Noluthando.Mthitshana@echealth.gov.za)

**POST 22/358**

: **ASSISTANT MANAGER NURSING SPECIALITY (PSYCHIATRY) REF NO: ECHEALTH/AMN-ICU/KPH/APL/01/06/2026**

**SALARY**

: R785 568 – R884 940 per annum (OSD)

**CENTRE**

: Chris Hani District, Komani Psychiatric Hospital

**REQUIREMENTS**

: Basic R425 qualification (i.e. Diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience 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. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal framework, Labour Relations and

		Public Service Acts. Managerial and communication (both written and verbal), report writing and problem-solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer Literacy.
<b><u>DUTIES</u></b>	:	Demonstrate in-depth knowledge of relevant prescripts as well as understanding of the legislative's framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered 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 professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs N Mzola Tel no 045 858 8400.
	:	must be submitted electronically via email to: <a href="mailto:Nombulelo.Mzola@ehealth.gov.za">Nombulelo.Mzola@ehealth.gov.za</a>
<b><u>POST 22/359</u></b>	:	<b><u>REGISTERED COUNSELLOR REF NO: ECHEALTH/RC/NMAH/ARP/NHI/01/06/2026</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R741 102 – R821 070 per annum (OSD) Grade 2: R844 128 – R935 049 per annum (OSD) Grade 3: R953 094 – R1 055 292 per annum (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
	:	Honours Degree in Psychology/4 years Bachelor's degree in Psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. Registration with HPCSA as a Registered Counsellor. <b>Grade 1:</b> none after registration with HPCSA. <b>Grade 2:</b> A minimum of 8-years appropriate experience after registration with HPCSA as a Registered Counsellor. <b>Grade 3:</b> A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. A valid driver's license.
<b><u>DUTIES</u></b>	:	Providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Calaza Tel no: 047 502 4469
	:	must be submitted electronically via email to: <a href="mailto:Nozidumo.Calaza@ehealth.gov.za">Nozidumo.Calaza@ehealth.gov.za</a>
<b><u>POST 22/360</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (NURSING DEVELOPMENT) REF NO: REF NO: ECHEALTH/AMN-ND/FRONTH/ARP/SHRTD/01/06/2026</u></b>
<b><u>SALARY</u></b>	:	R720 819 - R846 282 per annum (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Chris Hani District, Frontier Regional Hospital
	:	Basic R425 Qualification (Diploma/Degree) in Nursing or equivalent that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse. A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. Post Basic/Graduate qualification in Nursing Education with a duration of at least one (1) year. Current registration SANC receipt. Diploma in Health Services Management and Computer literacy will be an added advantage. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resources prescripts. Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Labour Relations Act. Knowledge of PFMA, National and Provincial Treasury Regulations, Supply Chain Management processes and other financial Policies and prescripts. Budgeting and financial management. Knowledge of Departmental policies, processes and procedures, Skills Development Act, Skills Development Levies Act, Workplace Based Learning Regulations, National Qualification Framework, Batho Pele Principles. Good communication skills with information management and the ability to work well under pressure. Applied strategic leadership and capability. Customer orientation and client satisfaction. Programme and project management knowledge. Facilitation and presentation skills. Report writing skills. Interpersonal skills including conflict management and counselling. A valid driver's licence. Computer Literacy.
<b><u>DUTIES</u></b>	:	Execute all duties and functions with proficiency, in support of the aims and strategic objectives of the department. Provide strategic leadership for clinical

teaching and learning programmes. Participate in an integrated, multidisciplinary approach to strategic planning together with other members of the health care team. Champion CPD and in-service training programmes. Provide advice and guidance to nursing staff and health professionals so that service delivery meets provincial and national standards and norms. Represent the training and development unit at provincial and national level as and when required. Support and monitor health science trainees in the platform to achieve expected learning outcomes for production of safe practitioners. Liaise with Institutions of Higher learning for alignment of academic programmes with clinical skills and maintain accreditation status of the facility. Monitor and evaluate nursing care education programmes including clinical skills to ensure the achievement of competent nurse practitioners. Initiate, promote and support appropriate human resource and career development programmes for staff. Collaborate proactively with relevant statutory bodies and professional organisations on nurse education and training. Maintain the proper use and control of training equipment. Plan the budget and manage the expenditure in area of responsibility, through responsible implementation of policies, practices and decisions to achieve objectives. Engage in effective communication and interactions between departments, and various disciplines in the sector. Assist with collection of information and data to submit monthly reports.

**ENQUIRIES**  
**APPLICATIONS**

: Ms P Marongo Tel No. 045 808 4272.  
: must be submitted electronically via email to: [Patricia.Marongo@ehealth.gov.za](mailto:Patricia.Marongo@ehealth.gov.za)

**POST 22/361**

: **ASSISTANT MANAGER NURSING (NURSING DEVELOPMENT) REF NO: REF NO: ECHEALTH/AMN-ND/NMAH/ARP/SHRTD/01/06/2026**

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

: R720 819 - R846 282 per annum (OSD)  
: OR Tambo District, Nelson Mandela Academic Hospital  
: Basic R425 Qualification (Diploma/Degree) in Nursing or equivalent that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse. A minimum of 8 years appropriate/reognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. Post Basic/Graduate qualification in Nursing Education with a duration of at least one (1) year. Current registration SANC receipt. Diploma in Health Services Management and Computer literacy will be an added advantage. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resources prescripts. Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Labour Relations Act. Knowledge of PFMA, National and Provincial Treasury Regulations, Supply Chain Management processes and other financial Policies and prescripts. Budgeting and financial management. Knowledge of Departmental policies, processes and procedures, Skills Development Act, Skills Development Levies Act, Workplace Based Learning Regulations, National Qualification Framework, Batho Pele Principles. Good communication skills with information management and the ability to work well under pressure. Applied strategic leadership and capability. Customer orientation and client satisfaction. Programme and project management knowledge. Facilitation and presentation skills. Report writing skills. Interpersonal skills including conflict management and counselling. A valid driver's licence. Computer Literacy.

**DUTIES**

: Execute all duties and functions with proficiency, in support of the aims and strategic objectives of the department. Provide strategic leadership for clinical teaching and learning programmes. Participate in an integrated, multidisciplinary approach to strategic planning together with other members of the health care team. Champion CPD and in-service training programmes. Provide advice and guidance to nursing staff and health professionals so that service delivery meets provincial and national standards and norms. Represent the training and development unit at provincial and national level as and when required. Support and monitor health science trainees in the platform to achieve expected learning outcomes for production of safe practitioners. Liaise with Institutions of Higher learning for alignment of academic programmes with clinical skills and maintain accreditation status of the facility. Monitor and evaluate nursing care education programmes including clinical skills to ensure the achievement of competent nurse practitioners. Initiate, promote and support appropriate human resource and career development programmes for staff. Collaborate proactively with relevant statutory bodies and professional organisations on nurse education and training. Maintain the proper use and control of training equipment. Plan the budget and manage the expenditure in area of responsibility, through responsible implementation of policies, practices and decisions to achieve objectives. Engage in effective communication and interactions between departments, and various disciplines in the sector. Assist with collection of information and data to submit monthly reports.

**ENQUIRIES**  
**APPLICATIONS**

: Ms Calaza Tel no: 047 502 4469.  
: must be submitted electronically via email to: [Nozidumo.Calaza@ehealth.gov.za](mailto:Nozidumo.Calaza@ehealth.gov.za)

**POST 22/362** : **LECTURER - PND1 REF NO. ECHEALTH/LEC/LSK/ES/01/06/2026 (4 POSTS)**

**SALARY** : Grade 1: R495 423 – R581 931 per annum (OSD)  
Grade 2: R607 350 – R797 352 per annum (OSD)

**CENTRE REQUIREMENTS** : Lilitha Nursing College, Lusikisiki Campus  
R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. Post Basic qualification in Nursing Education is a prerequisite. Registration with SANC. A minimum of four (4) years of appropriate/recognizable experience after registration with SANC in General Nursing. Ability to teach and function in a multi-discipline team.

**DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Develop, plan and implement academic programs. Develop/design, review and evaluate the curriculum. Develop and review training documents and guidelines. Prepare and present lessons and mentor and supervise students' research projects. Participate in the development of college policy by giving inputs and adhere to prescribed policies and procedures related to student training. Apply various teaching and learning strategies to reach the required outcomes. Plan and implement remedial and quality assurance programs. Draw a schedule for clinical placement and accompaniment and accompany students in clinical areas. Create clinical learning opportunities and assess students according to unit/ward procedures. Monitor students' movement within the clinical setting and keep records. Serve as a member of various committees (research and policy-making committee). Attend meetings and workshops. Participate in career guidance exhibitions (marketing the college to the community). Conduct and participate in nursing research. Monitor class and clinical attendance and control and monitor students leave. Supervise students' research projects. Counsel students and maintain student's discipline. Demonstrate effective communication with students, supervisors and other lecturers, including report rating and presentation skills when required. Work as part of the education team to ensure good nurse training. Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility. Able to apply computer technology and programmes to enhance the level of educational programmes.

**ENQUIRIES APPLICATIONS** : Ms P Hosolo Tel No: 043 700 9728  
must be submitted electronically via email to: [Patricia.Mene@echealth.gov.za](mailto:Patricia.Mene@echealth.gov.za)

**POST 22/363** : **LECTURER - PND1 REF NO. ECHEALTH/LEC/QTNC/ES/01/06/2026 (2 POSTS)**

**SALARY** : Grade 1: R495 423 – R581 931 per annum (OSD)  
Grade 2: R607 350 – R797 352 per annum (OSD)

**CENTRE REQUIREMENTS** : Lilitha Nursing College, Queenstown Campus  
R425 qualification (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. Post Basic qualification in Nursing Education is a prerequisite. Registration with SANC. A minimum of four (4) years of appropriate/recognizable experience after registration with SANC in General Nursing. Ability to teach and function in a multi-discipline team.

**DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Develop, plan and implement academic programs. Develop/design, review and evaluate the curriculum. Develop and review training documents and guidelines. Prepare and present lessons and mentor and supervise students' research projects. Participate in the development of college policy by giving inputs and adhere to prescribed policies and procedures related to student training. Apply various teaching and learning strategies to reach the required outcomes. Plan and implement remedial and quality assurance programs. Draw a schedule for clinical placement and accompaniment and accompany students in clinical areas. Create clinical learning opportunities and assess students according to unit/ward procedures. Monitor students' movement within the clinical setting and keep records. Serve as a member of various committees (research and policy-making committee). Attend meetings and workshops. Participate in career guidance exhibitions (marketing the college to the community). Conduct and participate in nursing research. Monitor class and clinical attendance and control and monitor students leave. Supervise students' research projects. Counsel students and maintain student's discipline. Demonstrate effective communication with students, supervisors and other lecturers, including report writing and presentation skills when required. Work as part of the education team to ensure good nurse training. Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility. Able to apply computer technology and programmes to enhance the level of

	:	educational programmes.
<b><u>ENQUIRIES</u></b>	:	Ms P Hosolo Tel No: 043 700 9728
<b><u>APPLICATIONS</u></b>	:	must be submitted electronically via email to: <a href="mailto:Patricia.Mene@ehealth.gov.za">Patricia.Mene@ehealth.gov.za</a>
<b><u>POST 22/364</u></b>	:	<b><u>LECTURER - PND1 REF NO. ECHEALTH/LEC/PEC/ES/01/06/2026</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R495 423 – R581 931 per annum (OSD) Grade 2: R607 350 – R797 352 per annum (OSD)
<b><u>CENTRE</u></b>	:	Lilitha Nursing College, Port Elizabeth Campus
<b><u>REQUIREMENTS</u></b>	:	R425 qualification (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. Post Basic qualification in Nursing Education is a prerequisite. Registration with SANC. A minimum of four (4) years of appropriate/recognizable experience after registration with SANC in General Nursing. Ability to teach and function in a multi-discipline team.
<b><u>DUTIES</u></b>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Develop, plan and implement academic programs. Develop/design, review and evaluate the curriculum. Develop and review training documents and guidelines. Prepare and present lessons and mentor and supervise students' research projects. Participate in the development of college policy by giving inputs and adhere to prescribed policies and procedures related to student training. Apply various teaching and learning strategies to reach the required outcomes. Plan and implement remedial and quality assurance programs. Draw a schedule for clinical placement and accompaniment and accompany students in clinical areas. Create clinical learning opportunities and assess students according to unit/ward procedures. Monitor students' movement within the clinical setting and keep records. Serve as a member of various committees (research and policy-making committee). Attend meetings and workshops. Participate in career guidance exhibitions (marketing the college to the community). Conduct and participate in nursing research. Monitor class and clinical attendance and control and monitor students leave. Supervise students' research projects. Counsel students and maintain student's discipline. Demonstrate effective communication with students, supervisors and other lecturers, including report writing and presentation skills when required. Work as part of the education team to ensure good nurse training. Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility. Able to apply computer technology and programmes to enhance the level of educational programmes.
<b><u>ENQUIRIES</u></b>	:	Ms P Hosolo Tel No: 043 700 9728
<b><u>APPLICATIONS</u></b>	:	must be submitted electronically via email to: <a href="mailto:Patricia.Mene@ehealth.gov.za">Patricia.Mene@ehealth.gov.za</a>
<b><u>POST 22/365</u></b>	:	<b><u>MEDICAL BIOLOGICAL SCIENTIST GRADE 1-3 REF NO. ECHEALTH/MEDBS/NMAH/ARP/NTSG/01/06/2026</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R413 121 – R472 359 per annum (OSD) Grade 2: R482 499 – R550 389 per annum (OSD) Grade 3: R564 822 – R683 808 per annum (OSD)
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Biological Scientist (Reproductive Biology/Clinical Embryology). Registration with HPCSA as a Medical Biological Scientist (Reproductive Biology/Clinical Embryology). <b>Grade 1:</b> None after registration with HPCSA as Medical Biological Scientist (Reproductive Biology/Clinical Embryology) in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as Medical Biological Scientist (Reproductive Biology/Clinical Embryology) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> A minimum of 10 years' relevant experience after registration with the HPCSA as Medical Biological Scientist (Reproductive Biology/Clinical Embryology) in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as Medical Biological Scientist (Reproductive Biology/Clinical Embryology) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 3:</b> A minimum of 20 years' relevant experience after registration with the HPCSA as Medical Biological Scientist (Reproductive Biology/Clinical Embryology) in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Medical Biological Scientist (Reproductive Biology/Clinical Embryology) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. The ideal candidate must have clinical experience in embryology and andrology, with proficiency in advanced laboratory techniques used in assisted reproductive technology (ART). Strong

proficiency in ICSI, micromanipulation, and vitrification techniques. Experience with sperm preparation techniques for ART procedures (IUI, IVF, ICSI). Thorough knowledge of quality control and laboratory accreditation standards. Excellent problem-solving skills and attention to detail. Ability to work effectively in a high-pressure clinical environment. Commitment to continuous professional development and research in reproductive biology.

**DUTIES** : Perform comprehensive andrology and embryology procedures in a clinical ART setting. Conduct intracytoplasmic sperm injections (ICSI) and other micromanipulation techniques with precision. Assess and process semen samples, including routine semen analysis and advanced sperm function tests. Perform oocyte retrieval preparation, fertilization assessment, and embryo culture following laboratory protocols. Conduct cryopreservation of gametes and embryos using vitrification techniques, ensuring high survival rates post-thaw. Perform embryo biopsy for preimplantation genetic testing (PGT) when required. Maintain quality control and laboratory compliance with national and international ART regulations. Collaborate with clinicians and other ART specialists to optimize patient outcomes. Contribute to training, research, and development initiatives in reproductive biology.

**ENQUIRIES** : Ms Calaza Tel no: 047 502 4469.  
**APPLICATIONS** : must be submitted electronically via email to: [Nozidumo.Calaza@ehealth.gov.za](mailto:Nozidumo.Calaza@ehealth.gov.za)

**POST 22/366** : **CHIEF SPEECH AND AUDIOLOGIST (COORDINATOR) GRADE 1-3 REF NO: ECHEALTH/CSPT-C/ARP/SHRTD/01/06/2026**

**SALARY** : Grade 1: R413 121 - R472 389 per annum (OSD)  
Grade 2: R482 499 - R550 389 per annum (OSD)  
Grade 3: R564 822 - R683 808 per annum (OSD)

**CENTRE** : Buffalo City Metro, Cecilia Makiwane Regional Hospital  
**REQUIREMENTS** : Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist or Speech Therapist and Audiologist. Registration with a professional council: registration with the health professions council of South Africa (HPCSA) as a speech therapist or speech therapist and audiologist an independent practitioner. Proof of current renewal of practice license with HPCSA as a speech therapist or speech therapist and audiologist (dual registration) independent practice. Minimum 3 years' experience working as a Speech Therapist or Speech Therapist & Audiologist after registering with HPCSA. Valid (Code B/EB) driver's license. Supervisory experience and additional qualifications in the relevant field will be an added advantage. Computer literate, good communication skills, interpersonal skills. Knowledge in relevant policies, protocols and guidelines. Must be Proactive, innovative and a team player. Team leadership skills.

**DUTIES** : Provision of effective and comprehensive assessment and treatment to all patients referred to speech therapy and audiology. Assess, plan and implement treatment methods within the management of all speech therapy and audiology disorders. Sound knowledge of assessment and management of patients with varied medical diagnoses e.g. cerebral palsy/neurological conditions and hearing impairment. Confidential and ethical multidisciplinary approach to treatment of patients. Manage human resources and provide clinical support to junior staff. Provide supervision, clinical support and training to students. Provide supervision and training of university students. Implement and contribute to the proper utilization of allocated financial and physical resources. Safeguard and evaluate status of equipment and infrastructure with a repair and maintenance programme. Perform administrative tasks such as accurate compilation of monthly statistics, clinical audits, report writing, attend and participate in meetings and assist in development and implementation of protocols and policies. Participate in continuous professional development activities. Implement quality assurance policies and develop appropriate quality improvement plans. Attend management meetings and forums. Perform all other allocated duties as delegated by Supervisor/Manager.

**ENQUIRIES** : Ms N. Matshaya Tel no 043 708 2121  
**APPLICATIONS** : must be submitted electronically via email to: [Ntombizini.Matshaya@ehealth.gov.za](mailto:Ntombizini.Matshaya@ehealth.gov.za)

**POST 22/367** : **CHIEF DIETETICS (CLINICAL TUTOR) GRADE 1-3 REF NO: ECHEALTH/CD-CT/ARP/SHRTD/01/06/2026**

**SALARY** : Grade 1: R413 121 - R472 389 per annum (OSD)  
Grade 2: R482 499 - R550 389 per annum (OSD)  
Grade 3: R564 822 - R683 808 per annum (OSD)

**CENTRE** : Nelson Mandela Metro, Livingstone Tertiary Hospital  
**REQUIREMENTS** : Appropriate qualification (National Diploma/Degree in Dietetics) that allows for registration with HPCSA as a Dietician. A Masters qualification will be an added advantage. Registration with HPCSA as a Dietitian. Additional requirements: sound knowledge in food services and community nutrition. Knowledge, skills and Competencies required: Knowledge of relevant Acts, regulations, policies,

strategies, guidelines, and protocols within the department of health that impact on nutrition outcomes. Comprehensive knowledge of current dietetics practice, professional ethics, and healthcare delivery systems. Thorough understanding of HPCSA accreditation standards, specifically those related to supervised experiential learning and core competencies. Exceptional written and verbal communication skills, including the ability to negotiate and maintain professional relationships with diverse stakeholders (students, faculty, preceptors, and administrators). Excellent organizational, time management, and problem-solving skills, with a proven ability to manage complex scheduling and administrative tasks. Proficiency in standard office software and experience utilizing learning management systems (LMS) and student tracking software. Ability to work in multi-disciplinary environment

**DUTIES**

: Identify, negotiate, and maintain affiliation agreements (Memoranda of Understanding) with a variety of appropriate clinical, community, food service, and research settings to provide comprehensive supervised practice experiences. Recruit, train, orient, and evaluate clinical supervisors. Conduct regular site visits and evaluations of rotation sites and clinical supervisors to ensure the quality and consistency of student learning experiences and adherence to programme objectives. Coordinate the placement of students in training sites ensuring all students complete the required number of hours in diverse settings. Develop and conduct comprehensive orientation sessions for students prior to the start of their supervised practice rotations. Serve as the primary departmental contact for students during their clinical placements, providing guidance, addressing concerns, and mediating issues between the student and the site supervisors. Implement, monitor, and manage the student evaluation process, including mid-point and final evaluations completed by supervisors and reflective assignments completed by students. Collaborate with relevant staff members to integrate clinical learning objectives with coursework, ensuring a seamless transition from classroom to practice. Maintain meticulous records of student placements, supervised practice hours, supervisor training, and student performance data, fulfilling accreditation requirements. Participate actively in program review, assessment, and accreditation activities, specifically providing data and narrative related to the supervised experiential learning component. Participate in staff training program in the unit. Provide optimal nutritional care to patients. May teach one or more courses related to clinical skills, professional practice, or preparation, as assigned by the Head of Department. Market and promote Dietetic services and contribute towards research.

**ENQUIRIES**

: Ms L Mabanga Tel no 041 405 2348

**APPLICATIONS**

: must be submitted electronically via email to: [Noms.Tsotsobe@ehealth.gov.za](mailto:Noms.Tsotsobe@ehealth.gov.za)

**PROVINCIAL ADMINISTRATION: GAUTENG PROVINCE  
SOUTH AFRICAN POLICE SERVICE**

- APPLICATIONS** : Due to the large volume of applications anticipated, it would be preferable to hand-deliver as follows:  
**Ekurhuleni** 2 Ampere Road, Chloorkop, Kempton Park);  
**Soweto** 1 Ndaba Drive, Protea North;  
**Sedibeng:** 42 c/o Voortrekker and Stanley str, 3rd floor Vereeniging SAPS  
**Tshwane:** Pretoria Moot SAPS, 586 Ben Swart and 17th Avenue, Pretoria Moot;  
**Krugersdorp:** Krugersdorp SAPS, 118 Commissioner Street Krugersdorp  
**Johannesburg:** Arthur Block, 7 Dolphin Street, Mayfair  
 Alternatively, forward to one of the following e email addresses:  
**Motaum2@saps.gov.za** **MotekaMK@saps.gov.za**
- CLOSING DATE** : 10 July 2026 at 16:00
- NOTE** : Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

**OTHER POSTS**

- POST 22/368** : **ADMINISTRATION CLERK SUPERVISOR (X 4 POSTS)**
- SALARY** : R338 106. per annum (level 7)
- CENTRE** : Supply Chain Management MISAP, Parktown (Ref No: GP 20/6/26)  
 OD & Strategic Management (Monitoring) Parktown (Ref No: GP 21/6/26)  
 PHO Crime Prevention (JHB Central) (Ref No: GP 22/6/26)

- REQUIREMENTS** : Provincial Commissioner's Office, Parktown (Ref No: GP 23/6/26)  
 Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills & Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills Be
- DUTIES** : Ensure Administrative functions relevant to the core functions of the Component. Ensure proper control over e-mails and files. Ensure accurate record keeping at the Component. Compilation of minutes at meetings. Coordinate travel arrangements and manage diary appointments. Compile and monitor data bases relevant to the core functions of the Component.
- ENQUIRIES** : Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560
- POST 22/369** : **DATA TYPIST SUPERVISOR (X 5 POSTS)**
- SALARY CENTRE** : R338 106.per annum (Level 7)  
 Ivory Park (Ref No: GP 24/6/26)  
 Diepsloot (Ref No: GP 25/6/26)  
 Vanderbijlpark (Ref No: GP 26/6/26)  
 Mamelodi East (Ref No: GP 27/6/26)  
 Temba (Ref No: GP 28/6/26)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills & Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills Be willing to work under pressure and extended hours.
- DUTIES** : Capture all information from dockets onto SAPS Systems. Capture information on stolen and recovered property. Capture information on Station priority crimes. Provide information from SAPS Systems to Investigating Officers. General administration duties and record keeping.
- ENQUIRIES** : Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560
- POST 22/370** : **FINANCIAL CLERK SUPERVISOR (X 2 POSTS)**
- SALARY CENTRE** : R338 106.per annum (Level 7)  
 PC Gauteng: Financial Management, Budget Parktown (Ref No: GP 29/6/26)  
 Tembisa (Ref No: GP 30/6/26)
- REQUIREMENTS** : Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills & Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning,

		Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills Be willing to work under pressure and extended hours.
<b><u>DUTIES</u></b>	:	Administer a needs analysis and compile Station/ Provincial Budget. Monitor financial expenditure and salary administration and losses. Advise and assist employees with financial related queries. Monitor Expenditure. Administer and inspect financial registers. Verify granted financial authority.
<b><u>ENQUIRIES</u></b>	:	Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560
<b><u>POST 22/371</u></b>	:	<b><u>HUMAN RESOURCES CLERK SUPERVISOR (X 9 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R338 106.per annum (Level 7)
	:	Tembisa (Ref No: GP 31/6/26)
	:	Moroka (Ref No: GP 32/6/26)
	:	Honeydew (Ref No: GP 33/6/26)
	:	Sebokeng (Ref No: GP 34/6/26)
	:	Pretoria Central (Ref No: GP 35/6/26)
	:	Randfontein (Ref No: GP 36/6/26)
	:	Carletonville (Ref No: GP 37/6/26)
	:	PC Gauteng: Human Resource Management, Recruitment, Parktown (Ref No: GP 38/6/26)
	:	PC Gauteng: Human Resource Management, Discipline, Parktown (Ref No: GP 39/6/26)
<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle, will serve as an added advantage. Knowledge, Skills & Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills Be willing to work under pressure and extended hours.
<b><u>DUTIES</u></b>	:	Implementation of HR Policies. Administer Employee Relations / Life Cycle functions (leave administration, Service terminations, injuries on duty). Deal with labour relations. Ensure compliance in terms of Performance Enhancement Processes and Job Descriptions. Administration of transfers, promotions and awards. Nominate employees for Employee health and wellness programmes. Administration of Recruitment processes (entry level Trainees, External appointments, issuing of appointment certificates, re-enlistments and reinstatements). Ensure administration regarding disciplinary cases – updating of SAPS Disciplinary systems according to SAPS Disciplinary Regulations. Maintaining of Disciplinary cases data base.
<b><u>ENQUIRIES</u></b>	:	Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560
<b><u>POST 22/372</u></b>	:	<b><u>SECRETARY (X 26 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R237 453.per annum (Level 5)
	:	Springs (Ref No: GP 40/6/26)
	:	Brakpan (Ref No: GP 41/6/26)
	:	Kempton Park (Ref No: GP 42/6/26)
	:	Diepsloot (Ref No: GP 43/6/26)
	:	Honeydew (Ref No: GP 44/6/26)
	:	Sophia Tow (Ref No: GP 45/6/26)
	:	Orlando (Ref No: GP 46/6/26)
	:	Lenasia (Ref No: GP 47/6/26)
	:	Midrand (Ref No: GP 48/6/26)
	:	Vereeniging (Ref No: GP 49/6/26)
	:	Sedibeng District Commissioner (Ref No: GP 50/6/26)
	:	Sunnyside (Ref No: GP 51/6/26)
	:	Mamelodi (Ref No: GP 52/6/26)
	:	Kagiso (Ref No: GP 53/6/26)
	:	PC Gauteng: DPC Crime Detection, Parktown (Ref No: GP 54/6/26)
	:	PC Gauteng: FCS, Parktown (Ref No: GP 55/6/26)
	:	PC Gauteng: Legal Services (Ref No: GP 56/6/26)
	:	PC Gauteng: Legal Support Parktown (Ref No: GP 57/6/26)
	:	PC Gauteng: Policing, Parktown (Ref No: GP 58/6/26)
	:	Police Emergency, Midrand (Ref No: GP 59/6/26)

		Operational Coordination, Brixton (Ref No: GP 60/6/26)
		PC Gauteng: Corporate Services, Parktown (Ref No: GP 61/6/26)
		PC Gauteng: Financial Management, Parktown (Ref No: GP 62/6/26)
		PC Gauteng: Supply Chain Management, Parktown (Ref No: GP 63/6/26)
		PC Gauteng: Human Resource Mgt, Parktown (Ref No: GP 64/6/26)
		PC Gauteng: Corporate Communication, Parktown (Ref No: GP 65/6/26)
<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills & Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<b><u>DUTIES</u></b>	:	Render administrative functions. Maintain and manage diary appointments and coordinate travel arrangements. Ensure proper control over e-mails and files received. compilation of minutes at meetings. Professional liaison with relevant stakeholders. General administration related to the core functions of the Component / Station.
<b><u>ENQUIRIES</u></b>	:	Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560
<b><u>POST 22/373</u></b>	:	<b><u>ADMINISTRATION CLERK (X 29 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R237 453.per annum (Level 5)
	:	Ivory Park (Ref No: GP 66/6/26)
	:	Daveyton (Ref No: GP 67/6/26)
	:	Diepsloot (Ref No: GP 68/6/26)
	:	Jeppe (Ref No: GP 69/6/26)
	:	Yeoville (Ref No: GP 70/6/26)
	:	Parkview (Ref No: GP 71/6/26)
	:	Dobsonville (Ref No: GP 72/6/26)
	:	PC Gauteng: FCS, Parktown (Ref No: GP 73/6/26)
	:	Commercial Crime, Aeroton (Ref No: GP 74/6/26)
	:	Organised Crime, Diepkloof (Ref No: GP 75/6/26)
	:	PC Gauteng: Crime Investigation, Parktown (Ref No: GP 76/6/26)
	:	Booyens VCIU (Ref No: GP 77/6/26)
	:	Brixton Flying Squad (Ref No: GP 78/6/26)
	:	Bronkhorstspuit K9 (Ref No: GP 79/6/26)
	:	Brixton Accident Unit (Ref No: GP 80/6/26)
	:	Operational Response Service, Jhb Central (Ref No: GP 81/6/26)
	:	HRM, Library (Ref No: GP 82/6/26)
	:	PC Gauteng: Corporate Communication, Parktown (Ref No: GP 83/6/26)
	:	Pretoria Central Garage (Ref No: GP 84/6/26) (2 posts)
	:	Benoni Garage (Ref No: GP 85/6/26) (2 posts)
	:	JHB Central Garage (GP 86/6/26) (2 posts)
	:	PC Gauteng: Civil Claims, Parktown (Ref No: GP 87/6/26) (2 posts)
	:	Legal Services, Pretoria Central (Ref No: GP 88/6/26)
	:	Legal Services, Vereeniging (Ref No: GP 89/6/26)
	:	Legal Services, Benoni (Ref No: GP 90/6/26)
<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills & Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<b><u>DUTIES</u></b>	:	Ensure Administrative functions relevant to the core functions of the Component / Station / Unit. Ensure proper control over e-mails and files. Ensure accurate record keeping at the Component. Compilation of minutes at meetings. Compile and monitor data bases relevant to the core functions of the Component.
<b><u>ENQUIRIES</u></b>	:	Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560
<b><u>POST 22/374</u></b>	:	<b><u>ADMINISTRATION CLERK (X 2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R237 453.per annum (Level 5)

<b><u>CENTRE</u></b>	:	Heidelberg (Ref No: GP 91/6/26) De Deur (Ref No: GP 92/6/26)
<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills & Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<b><u>DUTIES</u></b>	:	Render administrative functions within the Detective Service at Station. Capture information on SAPS Crime Administration Systems. Create / type e-mails and documents for the Detective Section. Filing of dockets.
<b><u>ENQUIRIES</u></b>	:	Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560
<b><u>POST 22/375</u></b>	:	<b><u>DATA TYPIST (X 4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R237 453.per annum (Level 5)
<b><u>CENTRE</u></b>	:	Wierdabrug (Ref No: GP 93/6/26) Reigerpark (Ref No: GP 94/6/26) Rosebank (Ref No: GP 95/6/26) Fochville (Ref No: GP 96/6/26)
<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills & Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<b><u>DUTIES</u></b>	:	Render administrative functions within the Detective Service at Station. Capturing data from dockets on SAPS Crime Administration Systems. Create / type e-mails and documents for the Detective Section. Filing of dockets.
<b><u>ENQUIRIES</u></b>	:	Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560
<b><u>POST 22/376</u></b>	:	<b><u>FINANCIAL CLERK (X 5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R237 453 per annum (Level 5)
<b><u>CENTRE</u></b>	:	Sandton (Ref No: GP 97/6/26) Jabulani (Ref No: GP 98/6/26) De Deur (Ref No: GP 99/6/26) Mamelodi East (Ref No: GP 100/6/26) Ivory Park (Ref No: GP 101/6/26)
<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills & Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<b><u>DUTIES</u></b>	:	Administer the registering and processing of claims and standing advances. Process and administer salary matters. Process and administer matters related to the Budget of Station. Administration of Financial registers.
<b><u>ENQUIRIES</u></b>	:	Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560
<b><u>POST 22/377</u></b>	:	<b><u>HUMAN RESOURCE CLERK (X 5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R237 453.per annum (Level 5)
<b><u>CENTRE</u></b>	:	Meyerton (Ref No: GP 102/6/26) Sinoville (Ref No: GP 103/6/26)

<b><u>REQUIREMENTS</u></b>	:	PC Gauteng: Human Resource Management (Discipline), Parktown (Ref No: GP 104/6/26) (3 posts) Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills & Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<b><u>DUTIES</u></b>	:	Implementation of HR Policies. Administer Employee Relations / Life Cycle functions (leave administration, Service terminations, injuries on duty). Deal with labour relations. Ensure compliance in terms of Performance Enhancement Processes and Job Descriptions. Administration of transfers, promotions and awards. Nominate employees for Employee health and wellness programmes. Ensure administration regarding disciplinary
<b><u>ENQUIRIES</u></b>	:	Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423 / 7560
<b><u>POST 22/378</u></b>	:	<b><u>SUPPLY CHAIN CLERK (X 6 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R237 453.per annum (Level 5) Randburg (Ref No: GP 105/6/26) Brixton (Ref No: GP 106/6/26) Garsfontein (Ref No: GP 107/6/26) Randfontein (Ref No: GP 108/6/26) Hekpoort (Ref No: GP 109/6/26)
<b><u>REQUIREMENTS</u></b>	:	PC Gauteng: Supply Chain Management (MGP), Parktown (Ref No: GP 110/6/26) Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills & Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<b><u>DUTIES</u></b>	:	Administration of processes related to Supply Chain Management at the Station/ Component. Administration of vehicle fleet, assets and moveable property.
<b><u>ENQUIRIES</u></b>	:	Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560
<b><u>POST 22/379</u></b>	:	<b><u>ADMINISTRATION CLERK (X 2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R237 453 per annum (Level 5) Boipatong (Ref No: GP 111/6/26) Brooklyn (Ref No: GP 112/6/26)
<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills & Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<b><u>DUTIES</u></b>	:	Render administrative functions within the Visible Policing environment at Station. Capture information on SAPS Crime Administration Systems. Create / type e-mails and documents for the Visible Policing Section. Filing and record keeping.
<b><u>ENQUIRIES</u></b>	:	Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560
<b><u>POST 22/380</u></b>	:	<b><u>DATA TYPIST (X 3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R237 453.per annum (Level 5) Devon (Ref No: GP 113/6/26) Tarlton (Ref No: GP 114/6/26)

<b><u>REQUIREMENTS</u></b>	:	Magaliesburg (GP 115/6/26) Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills & Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<b><u>DUTIES</u></b>	:	Capture information on the SAPS Crime Administration Systems as indicated in crime dockets. Effective data capturing of arrested suspects, exhibits, operational plans, stolen and recovered property. General and specific administration duties and record keeping in the Visible Policing environment.
<b><u>ENQUIRIES</u></b>	:	Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560
<b><u>POST 22/381</u></b>	:	<b><u>SECURITY GUARD (X 30 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R170 226.per annum (Level 3) Benoni VSS (Ref No: GP 116/6/26) (2 posts) Booyens VSS (Ref No: GP 117/6/26) (1 post) Protea VSS (Ref No: GP 118/6/26) (1 post) HRDC JHB (Ref No: GP 119/6/26) (2 posts) HRDC Krugersdorp (Ref No: GP 120/6/26) (4 posts) Chamdor (Ref No: GP 121/6/26) (5 posts) SVCi Wynberg (Ref No: GP 122/6/26) (2 posts) Vereeniging Garage (Ref No: GP 123/6/26) (5 posts) Jhb Garage (Ref No: GP 124/6/26) (6 posts) PC Gauteng: Parktown (Ref No: GP 125/6/26) (2 posts)
<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Valid Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate or higher. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training and to maintain firearm competency. Relevant courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will also serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, Skills & Competencies: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.
<b><u>DUTIES</u></b>	:	Execute control admission by positive identification of officers / employees, visitors and maintenance personnel before they are allowed to enter the premises. Issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check supplies, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Control the admission of vehicles in fenced-off areas. Patrol buildings and fenced-off areas. Guard vehicles, workshops and equipment in the field Supervise cleaners and maintenance personnel – ONLY from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel. Render assistance to security offices in the performance of duties.
<b><u>ENQUIRIES</u></b>	:	Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560
<b><u>POST 22/382</u></b>	:	<b><u>CLEANER (X 17 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R144 024 per annum (Level 2) PC Gauteng: Parktown (4posts) (Ref No: GP 126/6/26) Benoni (Ref No: GP 127/6/26) Crystalpark (Ref No: GP 128/6/26) Rabie Ridge (Ref No: GP 129/6/26) Alexandra (Ref No: GP 130/6/26) Linden (Ref No: GP 131/6/26) Norwood (Ref No: GP 132/6/26) Vaal Marina (Ref No: GP 133/6/26)

Ratanda (Ref No: GP 134/6/26)  
Ga-Rankuwa (Ref No: GP 135/6/26)  
Hercules (Ref No: GP 136/6/26)  
Bronkhorstspuit (Ref No: GP 137/6/26)  
Krugersdorp (Ref No: GP 138/6/26)  
Bekkersdal (Ref No: GP 139/6/26)

**REQUIREMENTS**

: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ certificate/ report (NQF Level 1 as recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills & Competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner; The ability to operate elementary machines and equipment. Willing to work extended hours when necessary.

**DUTIES**

: Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters. Performing tasks of a routine nature, such as dusting. Polish furniture and floors. Vacuum carpets and mopping of tile floors. Remove refuse. Perform maintenance tasks in and around the assigned premises. Clean bathrooms and kitchens. Safekeeping and handling of a variety of Aids in the cleaning of the premises. Loading and unloading of goods. Garden maintenance services. Washing and cleaning of state vehicles, kitchenware and utensils.

**ENQUIRIES**

: Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL  
SOUTH AFRICAN POLICE SERVICE**

- APPLICATIONS** : Applications may be hand-delivered, as follows: The Provincial Commissioner: Provincial Recruitment, 15 Bramficher Road, Durban 4000 (Servamus Building) Or can be posted in the following address: The Provincial Commissioner: Provincial Recruitment, P.O. Box 1965, Durban 4000 (For attention: Lt Colonel S.N Zondo)  
Via Email: KZN:Prov:HRPA:Zondo SN - Lt Col [ZondoSN@saps.gov.za](mailto:ZondoSN@saps.gov.za)  
KZN:Prov:HRPA:Machaie PL - Capt [MachaieP@saps.gov.za](mailto:MachaieP@saps.gov.za)  
KZN:Prov:HRPA:Recruitment:Nkosi SV - [PPO NkosiS2@saps.gov.za](mailto:PPO NkosiS2@saps.gov.za)  
KZN:Prov:HRPA:Petersen HD - SAC [PetersenH@saps.gov.za](mailto:PetersenH@saps.gov.za)  
Mbokazi Sby- [MbokaziSS@saps.gov.za](mailto:MbokaziSS@saps.gov.za)  
Moodley Shaun [MoodleyS3@saps.gov.za](mailto:MoodleyS3@saps.gov.za)
- CLOSING DATE** : 10 July 2026 at 16:00
- NOTE** : Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

**OTHER POSTS**

- POST 22/383** : **ADMINISTRATION CLERK SUPERVISOR**
- SALARY** : R338 106 per annum (level 7)
- CENTRE** : PHO: Operational Command Centre (OCC) Ref No: KZN ACS 01/06/2026 (x1post)  
PHO: Police Emergency Services (PES) Ref No : KZN ACS 02/06/2026 (x1post)  
PHO : Proactive Policing (OCC) Ref No : KZN ACS 03/06/2026 (x1post)

**REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills Knowledge of relevant prescripts applicable to the Public Service and Competencies: Good verbal and written communication skills. General Computer Literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

**DUTIES** : Administration and evaluation performance of the component. Consolidate quarterly AOP monitoring tools. Prepare presentation for Provincial Vispol Forum and Provincial joints. Consolidate feedback for the Medium-Term Development Plan. Co-ordinate Questions in Parliament and post audit action plan Administer risk compliance, consolidation of quarterly risk assessment register and compliant received against the Police

**ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

**POST 22/384** : **ADMINISTRATION CLERK SUPERVISOR**

**SALARY** : R338 106.per annum (level 7)

**CENTRE** : PHO: Personnel Management: MISP Ref No: KZN ACS 04/06/2026(x1post)

PHO: Corporate Communication: MISP Ref No: KZN ACS 05/06/2026(x1post)

**REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills Knowledge of relevant prescripts applicable to the Public Service and Competencies Good verbal and written communication skills. General Computer Literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

**DUTIES** : Manage the compilation of Performance Agreement once per year and two assessments for Provincial Head. Consolidate monthly reports on monthly performance on feedback and planning co-ordination within the Component in Terms of Provincial Directives. Verify data monthly to ensure accuracy to analyse and compile management reports. Identify generic reports to be generated by the MI. Consolidate management information to generate both generic and specific reports upon request monthly. Prepare (01) professional, accurate management reports / presentations on a quarterly basis in terms of and Promotion of Administrative Justice Act (PAJA) 3 of 2000. Manage and coordinate all administration relating to vehicle fleet monthly, and inspections. Ensure Petrol on POLFIN monthly reports are verified from petrol slips against FNB reports are received from SCM for vehicles. Conduct provisioning and logistical needs assessment to identify needs and shortages on moveable and immovable government property/stock. Manage budget weekly, monitor financial expenditure weekly and salary administration and losses at the monthly. Manager and monitor compliance with the instructions related to Job Descriptions Performance Enhancement Process (PEP) and Performance Management. Manager and facilitate the training needs for personnel within the component and act as a skills development facilitator for the component. Manage the leave of personnel within the Component. Monitor and update Z8 register (attendance register), Leave register, Absence register to office instructions, Time due register in terms National Instruction2/2004. Manage cellular phone accounts for officers and telephone accounts for employees monthly within the component. Manage the chief User for the Component by ensuring that office inventories are maintained in. Control the utilisation of equipment as per office inventory. Manage two (02) photocopy machine daily (on the usage) and ensure report to Minolta if not working.

- ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
- POST 22/385** : **ADMINISTRATION CLERK SUPERVISOR REF NO: KZN ACS 06/06/2026(X1POST)**
- SALARY** : R338 106.per annum (level 7)  
**CENTRE** : PHO: Crime Detection: MISP  
**REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills Knowledge of relevant prescripts applicable to the Public Service And Competencies: Good verbal and written communication skills. General Computer Literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Facilitate the development implementation and management of the operational plan. and Performance Chart at the province. Maintain and coordinate Information systems at the province. Ensure data Integrity of all mainframe systems at the province. Maintain and direct Provincial Efficiency Performance profile and targets /Compile reports. Monitoring of Performance Chart System within the Province. Consolidating of Information co-ordination for the DPC Crime Detection: Detective Service: KZN.
- ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
- POST 22/386** : **ADMINISTRATION CLERK SUPERVISOR REF NO: KZN ACS 07/06/2026(X1POST)**
- SALARY** : R338 106.per annum (level 7)  
**CENTRE** : PHO: Organisational Development: Fixed Establishment  
**REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills Knowledge of relevant prescripts applicable to the Public Service and Competencies: Good verbal and written communication skills. General Computer Literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Receive and verify information on leave application forms (SAP 26) and capture on the system on daily basis. Maintain attendance Register (Z8 register) by co-ordinating inspection on daily and monthly, and submitting to component Head. Co-ordinate monthly return on leave audit for members within OD & Strategic Management. Maintain register for hourly absence and submit weekly to Provincial Head for inspection. Co-ordinate weekly return on opening registry files, circulating files to other role players, closing of files. Compile monthly status report on request for posts particulars. Co-ordinate and compile procurement needs for M & E Section (obtaining quotations, rotation of suppliers etc) and submit status, report weekly in accordance with PFMA prescripts. Co-ordinate registry files per week regarding: - Opening registry files, circulating files to other role players, Closing of files in terms of NI on archives. Assist in co-ordinating administration files for losses in terms of loss management prescripts and compile monthly status report.Co-ordinate and compile weekly and monthly performance report on: Station SPR sheets facilitated, Station audit conducted, Fixed establishment posts distributed according to schedule, Requests received for post confirmation, sent to Head Office, sent to Personnel Services. List of structures/components verified on

System. No of files SAP495 were completed and submitted. Transfer committee meetings attended. attended HRC meetings. HRC action log status.

**ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

**POST 22/387** : **ADMINISTRATION CLERK SUPERVISOR REF NO: KZN ACS 08/06/2026(X1POST)**

**SALARY CENTRE REQUIREMENTS** : R338 106.per annum (level 7)  
: PHO: Organisational Development: Work-Study  
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills Knowledge of relevant prescripts applicable to the Public Service and Competencies Good verbal and written communication skills. General Computer Literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

**DUTIES** : Co-ordinate concept budget yearly. Co-ordinate cell phone and telephone accounts monthly. Co-ordinate one (1) weekly return on status of itinerary submitted, requests for advances made and Submission of claims. Certify telephone lines, data lines and cellular accounts annually. Certifying pay rolls for OD & Strategic Management monthly. Co-ordinating one (01) monthly return on Provision training of members. Check and ensure that claim forms are completed accurately before submission to accounting office or financial authority on Polfin. Co-ordinate registry files regarding opening registry files, circulating files to other role player, close files. Co-ordinate and compile administration files for losses status reports. Compile a weekly database of work study investigations. Compile a database of implementation of approve work study investigations. Compile schedule of database for implementation committee meeting and update status report. Compile and Co-ordinate database of request for Management reports.

**ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

**POST 22/388** : **ADMINISTRATION CLERK SUPERVISOR REF NO: KZN ACS 09/06/2026(X1POST)**

**SALARY CENTRE REQUIREMENTS** : R338 106.per annum (level 7)  
: PHO: Human Resource Development: Support Services  
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills Knowledge of relevant prescripts applicable to the Public Service And Competencies Good verbal and written communication skills. General Computer Literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

**DUTIES** : Supervise and co-ordinate performance management system related matters. Supervise and administer behaviour management. Supervise the management of an effective and efficient absenteeism management system. Supervise the efficient service termination process. Supervise the submission of monthly return. Facilitate the compilation of the concept budget. Monitor proper state income management. Inspect financial registers and verify granted financial authorities. Supervise the allocation of overtime budget and application per budget allocation. Supervise the prescript relating to submitting financial disclosures (SMS, MMS and identified categories) and submit application for remuneration work. Conduct weekly

systematic monitoring of POLFIN of HRD Centres and submit report to commanders. Supervise the submission of pay-sheet-related matters. Supervise the approving and submission of all itineraries and claims received. Supervise the gift & Hospitality register for Human Resource Development PH. Supervise an effective and efficient state asset and inventory control management. Monitor distribution and utilization of physical resources. Supervise the management of SHE management matters.

**ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

**POST 22/389** : **ADMINISTRATION CLERK SUPERVISOR REF NO: KZN ACS 10/06/2026(X1POST)**

**SALARY** : R338 106.per annum (level 7)  
**CENTRE** : PHO: Supply Chain Management: MISP  
**REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills Knowledge of relevant prescripts applicable to the Public Service And Competencies Good verbal and written communication skills. General Computer Literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. \*Be willing to work under pressure and extended hours.

**DUTIES** : Render administrative duties pertaining to logistics regarding Supply Chain Management related functions. Maintain the budget and control and monitor Financial Administration. Maintain the organizational & operational profile Gather and evaluate management information. Prepare graphics and other management presentations. Initiate and manage the provincial participation and performance on government initiated and empowerment projects. Render administrative services i.r.o SCM, HRM and Finance & Administration.

**ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

**POST 22/390** : **ADMINISTRATION CLERK SUPERVISOR REF NO: KZN ACS 11/06/2026(X1POST)**

**SALARY** : R338 106.per annum (level 7)  
**CENTRE** : PHO: Auxiliary Services: Support  
**REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills Knowledge of relevant prescripts applicable to the Public Service and Competencies Good verbal and written communication skills. General Computer Literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

**DUTIES** : Attend to all Administrative matters for the component which includes: Compiling and circulating the Provincial duty list weekly. Human Resource Duties which include all Absenteeism matters, Transfers, Disciplinary matters, Grievances, Compiling returns for the Component. All Supply Chain duties for the component which includes asset certification and maintaining the Stock Register (SAPS 24); Compiling applications for stock and equipment. Attending to all Financial related matters including the concept Budget of the component, monitoring of expenditure, certification of paysheet, overtime applications, completing and handling of all claims. Assist to Conduct inspections at Districts and Stations.

- ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
- POST 22/391** : **HUMAN RESOURCE CLERK SUPERVISOR REF NO: KZN HRS 01/06/2026(X1POST)**
- SALARY** : R338 106 per annum (level 7)  
**CENTRE** : PHO: Personnel Management: Service Termination  
**REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills Knowledge of relevant prescripts applicable to the Public Service and Competencies Good verbal and written communication skills. general Computer Literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Manage and monitoring service termination of the station documents. Capturing and uploading service termination. Ensure the finalization of service termination with timeframes. Manage the PERSAP function 2.21.57 drawn daily. Ensure the acknowledgement of receipt, capturing and sending of exit interview forms for the employees. Supervise the submission of death grant application of good quality to Head Office. Manage and handle rejections from the Administration agencies. Ensure the Station Service Termination are trained. Ensure the Service Termination documents received are submitted at Head Office.
- ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
- POST 22/392** : **HUMAN RESOURCE CLERK SUPERVISOR REF NO: KZN HRS 02/06/2026(X1POST)**
- SALARY** : R338 106.per annum (level 7)  
**CENTRE** : PHO: HR Planning and Utilisation  
**REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills Knowledge of relevant prescripts applicable to the Public Service and Competencies Good verbal and written communication skills. General Computer Literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Assisting in the co-ordination of HR Planning Utilisation within the Province. Assisting in the training of Human Resources Utilisation personnel at station level in respect of HRU within the province. Co-ordinate administration processes pertaining to Human Resources Utilization.
- ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
- POST 22/393** : **HUMAN RESOURCE CLERK SUPERVISOR REF NO: KZN HRS 03/06/2026(X1POST)**
- SALARY** : R338 106.per annum (level 7)  
**CENTRE** : PHO: HRU: Performance management  
**REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or

equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills Knowledge of relevant prescripts applicable to the Public Service and Competencies Good verbal and written communication skills. General Computer Literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

**DUTIES** : Facilitate the capturing of PEP documents PERSAP system for all employees from salary level 1 to salary level 12 within the province. Facilitate that PEP & Audit. Inspect and verify PEP Information captured for PEP plans and assessment on employees from salary level 1 to 12 within the province. Facilitate and conduct PEP Audit for the plan and written assessment of PEP information on employees from salary level to 12. Facilitate and assist in conducting PEP Practical training to employees within the province. Consolidate terminated employees return on salary level 1-12 within the province. Administer incoming & outgoing correspondence within the section, file documents and correspondence Take minutes when meetings for the section are held and type them. Prepare the itineraries for the section.

**ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

**POST 22/394** : **HUMAN RESOURCE CLERK SUPERVISOR Ref No: KZN HRS 04/06/2026(x1post)**

**SALARY CENTRE REQUIREMENTS** : R338 106.per annum (level 7)  
 : PHO: Human Resource Utilisation: Labour Relations  
 : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills Knowledge of relevant prescripts applicable to the Public Service And Competencies Good verbal and written communication skills. General Computer Literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

**DUTIES** : \*Render typing services, office administration and documentation in relation to the sections functional activities and rendering of filling system. Render secretarial and administrative support functions for the section. Assist with management of conflict and improving labour relations in the province. Assist with management of grievances in the province.

**ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

**POST 22/395** : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: KZN SCS 01/06/2026(X1POST)**

**SALARY CENTRE REQUIREMENTS** : R338 106.per annum (level 7)  
 : PHO: Crime Detection: Support Services  
 : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills Knowledge of relevant prescripts applicable to the Public Service And Competencies Good verbal and written communication skills. General Computer Literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook).

- Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Administrate effective and efficient asset management and inventory control. Ensure distribution and utilisation of physical resources Administration of losses and damages to state property. Ensure procurement of resources as per prescript.
- ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
- POST 22/396** : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: KZN SCS 2/06/2026(X1POST)**
- SALARY** : R338 106 per annum (level 7)  
**CENTRE** : PHO: SCM: Asset Management: Support Services  
**REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills Knowledge of relevant prescripts applicable to the Public Service And Competencies Good verbal and written communication skills. General Computer Literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : To manage all aspects regarding the maintenance of VAS asset registration for state owned leased accommodation within the SAPS. Management of official accommodation in the province. To ensure the provision of an effective property information management function in the SAPS. Conduct of inspections in respect of fixed assets.
- ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
- POST 22/397** : **FINANCIAL CLERK SUPERVISOR REF NO : KZN FCS 01/06/2026(X1POST)**
- SALARY** : R338 106 per annum (level 7)  
**CENTRE** : PHO: Financial Services: Salary Administration  
**REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills Knowledge of relevant prescripts applicable to the Public Service and Competencies Good verbal and written communication skills. General Computer Literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Process changes to banking details. Manage and administer stoppage of salaries and payrolls. Administer and deposit payments for private telephone calls. Administration of tax numbers in the province. Processing overtime and Province. Claims. Address aspects relating to housing.
- ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
- POST 22/398** : **LIBRARY CLERK SUPERVISOR REF NO : KZN LCS 01/06/2026(X1POST)**
- SALARY** : R338 106 per annum (level 7)  
**CENTRE** : PHO: Human Resource Development  
**REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of

South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills Knowledge of relevant prescripts applicable to the Public Service and Competencies Good verbal and written communication skills. General Computer Literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

**DUTIES** : Provide Library services which include distribution and collection of library material. Provide information service to patrons on immediate demand. Market the Provincial Library and Orientate Users. Develop and render selective dissemination of information (SD 1) and actuality services. Organise the library material according to the standard of the Organisation.

**ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

**POST 22/399** : **SECURITY GUARD SUPERVISOR REF NO. KZN SGS 01/06/2026 (1X POST)**

**SALARY** : R237 453 per annum (level 5)

**CENTRE** : PHO: Auxiliary Services (Durban)

**REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Applicants must display competency in the post-specific core functions of the post. Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. NQF level 5 qualification in Security (risk) Management, Policing, criminology or related field of study or higher will serve as an advantage. Registration with the Private Security Industry Regulatory Authority (PSIRA) with a minimum of at least Grade B security certificate. Minimum of 3 years' experience in security. Not declared unfit to possess a firearm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English. Be a South African Citizen. Must have no previous criminal/ departmental convictions or criminal/ departmental cases pending. Degree / Diploma in the field of security will be an added advantage. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills Knowledge of access control procedures. Knowledge of measures for the and Competencies control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures. Client service skills. Be able to operate security related technology and devices (handheld metal detectors, handheld radio communication, etc). Telephone etiquettes. Be able to take initiative steps to address issues of discipline. Be computer literate. Have an understanding and be able to apply rules, regulations and legislation relevant to the security environment. Be willing to work a 12-hour shift and extended hours as and when required. Sound knowledge and application of the Minimum Information Security Standards, Minimum Physical Security Standards, Control Public Premises and Vehicles Act, 53 of 1985. Be familiar with emergency evacuation procedures.

**DUTIES** : Supervise the guarding of the Provincial Headquarters, personnel, vehicles and equipment. Supervise the legal and safe entry and exit of employees, visitors and motor vehicles. Inspection of and updating of all relevant security registers. Supervise the patrol of the premises to prevent and detect signs of intrusion and ensure security of all entry and exit points. Enforce security access measures and reporting of all security breaches. Handling of all administrative matters for all security reliefs. Managing all control rooms duties, including monitoring of CCTV cameras, registration and maintaining the Facial Recognition ANPR System.

**ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

**POST 22/400** : **ADMINISTRATION CLERKS**

**SALARY** : R237 453 per annum (level 5)

<b><u>CENTRE</u></b>	:	PHO: Legal Services (Umgungundlovu District,) Ref No: KZN AC 01/06/2026(x1 post) PHO: Legal services (Umkhanyakude District) Ref No : KZN AC 02/06/2026(x1 post) PHO: Legal Services (King Cetshwayo District) Ref No : KZN AC 03/06/2026(x1 post)
<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<b><u>DUTIES</u></b>	:	Provide General administration duties relating to Legal Services. Administer processes relating to the investigation/determination of liability of losses/civil claims. Administer processes relating to the reporting/recording of losses/civil claims in accordance with the national norms and standards.
<b><u>ENQUIRIES</u></b>	:	Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
<b><u>POST 22/401</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: KZN AC 04/06/2026(X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R237 453.per annum (level 5)
<b><u>CENTRE</u></b>	:	PHO: Legal Services: Arbitration
<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). *Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<b><u>DUTIES</u></b>	:	Provide General administration duties relating to Legal Services. Assist with arbitration case flow management including liaising with SSSBC/CCMAA/National Office arbitration Nodal Point /Legal Officials relating to arbitration matters.
<b><u>ENQUIRIES</u></b>	:	Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
<b><u>POST 22/402</u></b>	:	<b><u>ADMINISTRATION CLERK</u></b>
<b><u>SALARY</u></b>	:	R237 453. per annum (level 5)
<b><u>CENTRE</u></b>	:	SAPS Kokstad garage Ref No: KZN AC 05/06/2026(1xpost) SAPS Jacobs garage Ref No: KZN AC 06/06/2026(1 post) SAPS Marianhill garage Ref No: KZN AC 07/06/2026(x1 post) SAPS Jozini garage Ref No: KZN AC 08/06/2026(x1 post) PHO: SCM Ref No: KZN AC 09/06/2026(x2 posts)
<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. *Be willing to work under pressure and extended hours.
<b><u>DUTIES</u></b>	:	Render duties of administrative nature which will include general administration duties as well as specific administrative duties Process application for acquisition of goods and services Supply maintenance on SAPS DATA and CSD inspection Rotation of suppliers according to the CSD Administration of returns Perform requisition and Acquisition Monitor procurement applications and update procurement systems/ Database Maintain suppliers and procurement database.

		Communicate and update Chief User on order expected delivery note follow up invoice payment and address suppliers' payment enquiries.
<b><u>ENQUIRIES</u></b>	:	Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
<b><u>POST 22/403</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: KZN AC 10/06/2026(X1POST)</u></b>
<b><u>SALARY</u></b>	:	R237 453. per annum level 5)
<b><u>CENTRE</u></b>	:	PHO: Human Resource Development: Band
<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant experience Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<b><u>DUTIES</u></b>	:	Set up microphone and Sound system throughout the province or where required. Check sound levels and equipment functionality, run sound checks, and other task using MIDI (Musical Instrument Digital interface) production instrument. Service sound equipment of the component*Render duties of administrative nature which will include general administration duties as well as specific administrative duties.
<b><u>ENQUIRIES</u></b>	:	Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
<b><u>POST 22/404</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: KZN AC 11/06/2026(1XPOST)</u></b>
<b><u>SALARY</u></b>	:	R237 453 per annum (level 5)
<b><u>CENTRE</u></b>	:	PHO: HRU: MISP/MIC
<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<b><u>DUTIES</u></b>	:	Render administrative duties pertaining to Supply Chain Management. To maintain the section telephone accounts and cell phone accounts. To render administrative duties pertaining to HR regarding Personnel Services related functions*Health and Safety representation.
<b><u>ENQUIRIES</u></b>	:	Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
<b><u>POST 22/405</u></b>	:	<b><u>ADMINISTRATION CLERK (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R237 453.per annum (level 5)
<b><u>CENTRE</u></b>	:	PHO: Provincial Police Emergency Services (PES) Ref No: KZN AC 12/06/2026(x1post)
<b><u>REQUIREMENTS</u></b>	:	PHO: Proactive Policing Ref No : KZN AC 13/06/2026(x1post) Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills general computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<b><u>DUTIES</u></b>	:	Render duties of administrative nature which will include general administration duties as well as specific administrative duties. Typing of official documents as well as presentations. Consolidate weekly/monthly/Quarterly returns. Co-ordinate cell

- phone / telephone accounts. Processing of itineraries claims and booking off accommodation and flights. Manage a brought forward system.
- ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
- POST 22/406** : **ADMINISTRATION CLERK REF NO : KZN AC 14/06/2026(X1POST)**
- SALARY** : R237 453. per annum (level 5)
- CENTRE** : PHO: Operational Command Centre (POCC)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Render duties of administrative nature which will include general administration duties as well as specific administrative duties. Typing of official documents as well as presentations. Consolidate weekly/monthly/Quarterly returns. Co-ordinate cellphone / telephone accounts. Processing of itineraries claims and booking of accommodation and flights. Registration of operational on OPAM. Consolidate of operational plan Manage a brought forward system. Compilation and dissemination of provincial Instruction
- ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
- POST 22/407** : **HUMAN RESOURCES CLERK REF NO : KZN HRC 01/06/2026(X1POST)**
- SALARY** : R237 453 per annum (Level 5)
- CENTRE** : PHO: PM: Transfer & Records
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Co-ordinate the processing of transfer in and between Clusters. Processing of transfers to and from Provincial Components /specialized unit. Process of transfers out of and into the province. Administer and update the establishment.
- ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
- POST 22/408** : **HUMAN RESOURCES CLERK REF NO : KZN HRC 02/06/2026(X1POST)**
- SALARY** : R237 453. per annum (level 5)
- CENTRE** : PHO: PM: Medicals
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Process new reporting of injury on duty. Maintain database for processing injury on duty. Request new injury on duty documents from the station and Provincial office. Provide training and guidance to station and provincial office. Process injury on duty documents to Head Office. Process injury on duty documents from backlog as backlog on outstanding list received from Head Office. Provide advice and

guidance from station and Provincial office. Compile letters/emails to provincial components, station and units for outstanding injury on duty documents. Conduct inspection in all the districts for injury on duty files. Prepare Head Office inspection for injury on duty.

**ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

**POST 22/409** : **HUMAN RESOURCES CLERK REF NO: KZN HRC 03/06/2026(X1POST)**

**SALARY** : R237 453.per annum (level 5)

**CENTRE** : PHO: PM: Discipline

**REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. \*Be willing to work under pressure and extended hours.

**DUTIES** : Monitor all Disciplinary investigations. Monitor all arrested members (Police /PSA members). Render administrative duties pertaining to disciplinary management.

**ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

**POST 22/410** : **HUMAN RESOURCES CLERK (X9 POSTS)**

**SALARY** : R237 453 per annum (level 5)

**CENTRE** : SAPS Durban Central: Ref No: KZN HRC 04/06/2026(x1post)

SAPS Empangeni: Ref No: KZN HRC 05/06/2026(x1post)

SAPS Inanda: Ref No: KZN HRC 06/06/2026(x1post)

SAPS Umlazi: Ref No: KZN HRC 07/06/2026(x1post)

SAPS KwaDukuza:Ref No: KZN HRC 08/06/2026(x1post)

SAPS Plessislaer: Ref No: KZN HRC 09/06/2026(x1post)

SAPS Phoenix: Ref No: KZN HRC 10/06/2026(x1post)

SAPS Pietermaritzburg: Ref No: KZN HRC 11/06/2026(x1post)

PHO: Crime Detection: support Ref No: KZN HRC 12/06/2026(x1post)

**REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

**DUTIES** : Verify information on leave application forms (SAPS 26). Process and finalise leave applications. Receive, administer and process applications for medical boards, death boards, alcohol boards, stress and depression related boards. Receive, administer and process applications for service terminations, discharges and pensions. Maintain statistical data and submit medical reports, Performance Enhancement Process (PEP) progress reports, service termination reports, HR reports (Personnel database), EE Reports and personnel reports to provinces. Receive and process transfers. Submit applications for transfers to the Head: HRM for consideration. Receive and process promotions. Verify information (SAPS 172) and capture it on the PERSAP System on personnel (employees) records. Forward copies of SAPS 172 to provincial office. Receive and register disciplinary/grievance enquiries. Forward grievance/disciplinary enquiries to the Head: HRM for further instruction. Process and finalise grievance/disciplinary enquiries. Capture PEP information for the purpose of compliance with employees. Process the incentives and rewards of employees annually. Consolidate and submit PEP progress report on compliance to province.

**ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

**POST 22/411** : **FINANCIAL CLERK (X2 POST)**

**SALARY** : R237 453 per annum (level 5)

- CENTRE** : SAPS Empangeni: Ref No: KZN FC 01/16/2026(x1post)  
SAPS Inanda: Ref No: KZN FC 02/06/2026(x1post)  
SAPS Umlazi: Ref No: KZN FC 03/06/2026(x1post)  
SAPS KwaDukuza: Ref No: KZN FC 04/06/2026(x1post)  
SAPS Plessislaer: Ref No: KZN FC 05/06/2026(x1post)  
SAPS Phoenix: Ref No KZN FC 06/06/2026(x1post)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Process claims and standing advances. Check and ensure that claim forms are completed accurately before submission to accounting office or financial authority on Polfin. Check and ensure processing of financial payments, standing advances, and administrative processes on Polfin, claims, and debts. Administer overtime remuneration and allowances. Check/monitor telephone accounts and payments thereof. Administer and control losses of state money, face value forms. Administer payments to suppliers. Administer cash received and issue receipts for money received. Deposit money at accounting station/area office/financial institution. Process claims and standing advances.
- ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403/6403
- POST 22/412** : **FINANCIAL CLERK REF NO: KZN FC 07/06/2026(X1POST)**
- SALARY** : R237 453.per annum (level 5)  
**CENTRE** : PHO: Financial Services:  
**REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added Knowledge, Skills General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Administration of the Telephone Management System. Administration of cellular phone accounts. Administration of Semi-Official Institutions Render duties of administrative nature which will include general administration duties as well as specific administrative duties
- ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
- POST 22/413** : **SUPPLY CHAIN CLERK (X7 POSTS)**
- SALARY** : R237 453 per annum (level 5)  
**CENTRE** : SAPS Durban Central: Ref No: KZN SCC 01/06/2026(x1post)  
SAPS Empangeni: Ref No: KZN SCC 02/06/2026(x1post)  
SAPS Inandac: Ref No: KZN SCC 03/06/2026(x1post)  
SAPS Umlazi: Ref No: KZN SCC 04/06/2026(x1post)  
SAPS KwaDukuza: Ref No: KZN SCC 05/1062026(x1post)  
SAPS Plessislaer: Ref No: KZN SCC 06/06/2026(x1post)  
SAPS Phoenix: Ref No: KZN SCC 07/06/2026(x1post)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-

		solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<b><u>DUTIES</u></b>	:	Perform requisition and acquisition and distribution of stock/service orders from provisioning stores. Receive equipment/stock/service and process invoice administration. Issue and exercise consumable equipment/stock control. Maintain supplier and procurement database. Render duties of administrative nature which will include general administration duties as well as specific administrative duties.
<b><u>ENQUIRIES</u></b>	:	Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
<b><u>POST 22/414</u></b>	:	<b><u>SECRETARY (x4 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R237 453. per annum (level 5) SAPS KwaDukuza: Ref No: KZN SEC 01/06/2026(x1post) PHO: Crime Detection: OC: Ref No KZN SEC 02/06/2026 (x1post) PHO: Crime Detection: SVC: Ref No KZN SEC 03/06/2026(x1post) eThekweni District: DDC: Ref No KZN SEC 04/06/2026(x1post)
<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<b><u>DUTIES</u></b>	:	To provide secretarial support functions in the relevant office. Type reports, letters, memoranda and monitor flow of documents to and from the relevant office. Manage the diary of the Head of the office for internal and external engagements. Co-ordinate travel arrangements, including accommodation and subsistence allowances as well as claims. Maintain an updated filing system in the relevant office. Distribute correspondence and circulars to the relevant stakeholders and keep a register of all incoming and outgoing post up to date. Handle routine correspondence, send and receive e-mails and faxes immediately. Answer and make telephone calls on behalf of the Head of the office and take messages professionally. Provide support during meetings and workshops involving the relevant office. Handle confidential documents. Be able to operate standard equipment (fax, photocopy machine, telephone, computers, etc.). Host and serving of refreshments to visitors during meetings. Manage the inventory of the relevant office. Be willing to work extended hours.
<b><u>ENQUIRIES</u></b>	:	Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
<b><u>POST 22/415</u></b>	:	<b><u>SECURITY GUARD</u></b>
<b><u>SALARY CENTRE</u></b>	:	R170 226. per annum (level 3) SAPS Isipingo VSS Ref No: KZN SG 01/06/2026 (8x posts) SAPS Jozini Garage: Ref No: KZN SG 02/06/2026 (4x posts) SAPS Wentworth garage Ref.No KZN SG 03/06/2026(2x posts) SAPS Portshepstone VSS Ref No. KZN SG 04/06/2026(2x posts) SAPS Kokstad VSS: Ref No: KZN SG 05/06/2026(2x posts) PHO: Auxiliary Services: Ref.No: KZN SG 06/06/2026(1xpost)
<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Valid Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate or higher. Not declared unfit to possess a firearm. Be willing to undergo firearm competency training and to maintain firearm competency. Relevant courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle, will also serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, Skills Knowledge of access control procedures. Knowledge of measures for the And Competencie Control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.
<b><u>DUTIES</u></b>	:	Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and

contactors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry into the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – ONLY from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

**ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

**POST 22/416** : **CLEANER**

**SALARY CENTRE** : R144 024 per annum (level 2)  
 : PHO: KZN KZN: GW 01/06/2026(x2posts)  
 SAPS Ntuzma CCTV: KZN GW 02/06/2026 (x1post)  
 SAPS Kokstad Garage: KZN GW 03/06/2026(x1post)  
 SAPS Isipingo VSS: KZN GW 04/06/2026(x1post)  
 SAPS Isipingo VCIU: KZN GW 05/06/2026(x1post)  
 SAPS Vryheid STES: KZNGW 06/06/2026(x1post)  
 SAPS Empangeni FCS: KZN GW 07/06/2026(x1post)  
 SAPS Umlazi FCS: KZN GW 08/06/2026(x1post)  
 SAPS Amajuba District: KZN GW 09/06/2026(x1post)  
 SAPS Umgungundlovu District: KZN GW 10/06/2026(x1post)  
 SAPS Ethekwini District: KZN GW 11/06/2026(x1post)  
 SAPS Harry Gwala District: KZN GW 12/06/2026(x1post)  
 SAPS Ilembe District: KZN GW 13/06/2026(x1post)  
 SAPS Ugu District: KZN GW 14/06/2026(x1post)  
 SAPS Umzinyathi District: KZN GW 15/06/2022(x1post)  
 SAPS King Cetshwayo District KZN GW 16/06/2022(x1post)  
 SAPS Uthukela District: KZN GW 17/06/2022(x1post)  
 SAPS Zululand District: KZN GW 18/06/2022(x1post)

**REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7 certificate/ report (NQF level 1 as recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills Understanding of how to handle cleaning detergents; Occupational And Competencies Health and Safety protocol; Basic literacy, numeracy and communication skills; Be able to read and write; Ability to interact with other officials in a professional manner; The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.

**DUTIES** : Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters; Performing tasks of a routine nature, such as dusting; Polish furniture and floors. Vacuum carpets and mopping of tile floor; Remove refuse; Perform maintenance tasks in and around the assigned premises; Clean bathrooms and kitchens; Safekeeping and handling of a variety of Aids in the cleaning of the premise; Loading and unloading of goods. Garden maintenance services; Washing and cleaning of state vehicles, kitchenware and utensils.

**ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

**PROVINCIAL ADMINISTRATION: LIMPOPO PROVINCE  
SOUTH AFRICAN POLICE SERVICE**

We welcome applications from persons with disAbilities 

- APPLICATIONS** : Direct your application to the following addresses: Hand delivery address: No. 44 Schoeman Street, Polokwane, Landbank Building, 3rd Floor Office No.316. Posted applications: The Provincial Head: Human Resource Management, Recruitment Office (Attention: Lt Col Kobe), South African Police Service, Limpopo Province, Private Bag X9428, Polokwane, 0700. Email: [ManokoTJ@saps.gov.za](mailto:ManokoTJ@saps.gov.za)
- CLOSING DATE** : 10 July 2026 at 16:00
- NOTE** : Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

**OTHER POSTS**

- POST 22/417** : **FINANCIAL CLERK SUPERVISOR: EXPENDITURE AND SALARY MAINTENANCE REF NO: LIM 01/06/2026 (1 POST)**
- SALARY** : R338 106 per annum (Level 7)
- CENTRE** : Provincial Finance Services: Polokwane.
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or

equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's licence, for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

**DUTIES** : Administer telephone and cellphone accounts. Monitor schedules for payment of invoices. Monitor of expenditure in relation to expenses on telephone and cellphone accounts and complete letters / information notes. Coordinates upgrades on cellphones. Maintain and update Polfin master for telephones and cellphones. Monitor SAPS 70 (Medical payments for detainees)

**ENQUIRIES** : Enquiries can be directed to Lt Col Kobe at 015 290 6026, PPO Manoko at 015 290 6131, PO Mphela at 015 290 6024 and PO Kola at 015 290 6015

**POST 22/418** : **FINANCIAL CLERK SUPERVISOR: FINANCIAL MANAGEMENT SERVICES (5 POSTS)**

**SALARY CENTRE** : R338 106 per annum (Level 7)  
 : Lebowakgomo SAPS: LIM 02/06/2026 (1 Post)  
 : Tubatse SAPS: LIM 03/06/2026 (1 Post)  
 : Modimolle SAPS: LIM 04/06/2026 (1 Post)  
 : Bela-Bela SAPS: LIM 05/06/2026 (1 Post)  
 : Groblersdal SAPS: LIM 06/06/2026 (1 Post)

**REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's licence, for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

**DUTIES** : Render financial administrative support. Manage effective and efficient telephone services. Administer Allowances and Overtime Remuneration. Maintain the District revenue fund (cash) and administer advances and claims. Administer the miscellaneous financial accounting aspects within the accounting. Budget management. Administer salary related matters within the accounting. Manage and control physical and financial resources in the immediate post environment.

**ENQUIRIES** : Enquiries can be directed to Lt Col Kobe at 015 290 6026, PPO Manoko at 015 290 6131, PO Mphela at 015 290 6024 and PO Kola at 015 290 6015

**POST 22/419** : **FINANCIAL CLERK SUPERVISOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: LIM 07/06/2026 (1 POST)**

**SALARY CENTRE** : R338 106 per annum (Level 7)  
 : Provincial SCM: Polokwane.

**REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's licence, for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable

- and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Keep budget register and spreadsheet up to date, maintain the budget and Co-ordinate the expenditure of the Provincial SCM. Management, monitoring, evaluation, reporting process and control process of the budget. Ensure that contracts are up to date and all documents are in contract file. Keeping records and monitor global financial authority. Registering of suppliers.
- ENQUIRIES** : Enquiries can be directed to Lt Col Kobe at 015 290 6026, PPO Manoko at 015 290 6131, PO Mphela at 015 290 6024 and PO Kola at 015 290 6015
- POST 22/420** : **FINANCIAL CLERK SUPERVISOR: FINANCIAL MANAGEMENT SERVICES REF NO: LIM 08/06/2026 (1 POST)**
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum (Level 7)  
: Provincial HRD: Polokwane.  
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's licence, for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Management, Monitoring, Evaluation, Reporting Process and Control Process of the Budget. Administer and Control National Training Budget for Provincial HRD Limpopo. Administer and control all claims submitted regarding coursed conducted within Limpopo Province. Administer and control all overtime applications within the training environment in Limpopo Province. Administer and control all telephone accounts for members / Officers at Provincial Human Resource Development.
- ENQUIRIES** : Enquiries can be directed to Lt Col Kobe at 015 290 6026, PPO Manoko at 015 290 6131, PO Mphela at 015 290 6024 and PO Kola at 015 290 6015
- POST 22/421** : **HUMAN RESOURCE CLERK SUPERVISOR: PLACEMENT AND RECORDS REF NO: LIM 09/06/2026 (1 POST)**
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum (Level 7)  
: Provincial HRM: Polokwane.  
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's licence, for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Assess the certified payroll and duty list information. Administer the enquiries and amend the biographical information on the PERSAL / PERSAP system. Administer records of personnel placement on the PERSAL system. Coordinate and facilitate of acting allowance within the province. Coordinate and facilitate WP1002 applications.
- ENQUIRIES** : Enquiries can be directed to Lt Col Kobe at 015 290 6026, PPO Manoko at 015 290 6131, PO Mphela at 015 290 6024 and PO Kola at 015 290 6015

- POST 22/422** : **HUMAN RESOURCE CLERK SUPERVISOR: RECRUITMENT & STAFFING (2 POSTS)**
- SALARY CENTRE** : R338 106.00 per annum (Level 7)  
: Capricorn District (Lebowakgomo): LIM 10/06/2026 (1 Post)  
: Mopani District (Giyani): LIM 11/06/2026 (1 Post)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's licence for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Recruit employees into the SAPS within the province. Co-ordinate the appointment of Public Service Act, Police Act (Trainees) and Professionals. Maintain probation report. Maintain code of conduct for new appointees.
- ENQUIRIES** : Enquiries can be directed to Lt Col Kobe at 015 290 6026, PPO Manoko at 015 290 6131, PO Mphela at 015 290 6024 and PO Kola at 015 290 6015
- POST 22/423** : **ADMINISTRATION CLERK SUPERVISOR: MIC SUPPORT REF NO: LIM 12/06/2026 (1 POST)**
- SALARY CENTRE** : R338 106. per annum  
: Provincial Corporate Communication and Liaison: Polokwane.
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's licence for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Co-ordinate human physical and financial resources for the provincial corporate communication section. Coordinate financial administration support functions. Coordinate logistical support functions. Coordinate & manage development & promotion of corporate identity of the saps.
- ENQUIRIES** : Enquiries can be directed to Lt Col Kobe at 015 290 6026, PPO Manoko at 015 290 6131, PO Mphela at 015 290 6024 and PO Kola at 015 290 6015
- POST 22/424** : **SECRETARY (6 POSTS)**
- SALARY CENTRE** : R237 453.per annum (Level 5)  
: Office of the Provincial Head: Financial Services: LIM 13/06/2026 (1 Post)  
: Office of the Provincial Head: Pro-Active Policing: LIM 14/06/2026 (1 Post)  
: Office of the DPC: Crime Detection: LIM 15/06/2026 (1 Post)  
: Office of the Provincial Head: Firearm, liquor, gambling & second hand goods. LIM 16/06/2026 (1 Post)  
: Office of the Provincial Head: Corporate Communication and Liaison: LIM 17/06/2026 (1 post)  
: Office of the Station Commander: Burgersfort SAPS: LIM 18/06/2026 (1 Post)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses

in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

**DUTIES**

: To provide secretarial support functions in the relevant office. Type reports, letters, memoranda and monitor flow of documents to and from the relevant office. Manage the diary of the Head of the office for internal and external engagements. Coordinate travel arrangements, including accommodation and subsistence allowances as well as claims. Maintain an updated filing system in the relevant office. Distribute correspondence and circulars to the relevant stakeholders and keep a register of all incoming and outgoing post up to date. Handle routine correspondence, send and receive e-mails and faxes immediately. Answer and make telephone calls on behalf of the Head of the office and take messages professionally. Provide support during meetings and workshops involving the relevant office. Handle confidential documents.

**ENQUIRIES**

: Enquiries can be directed to Lt Col Kobe at 015 290 6026, PPO Manoko at 015 290 6131, PO Mphela at 015 290 6024 and PO Kola at 015 290 6015

**POST 22/425**

**ADMINISTRATION CLERK (12 POSTS)**

**SALARY CENTRE**

: R237 453.per annum (Level 5)  
: Provincial Corporate Communication & Liaison. LIM 19/06/2026 (1 Post)  
DPC; Crime Detection: LIM 20/06/2026 (1 Post)  
Villa Nora SAPS: LIM 21/06/2026 (1 Post)  
Leboeng SAPS: LIM 22/06/2026 (1 Post)  
Saselamani SAPS: LIM 23/06/2026 (1 Post)  
Provincial SCM – Armourers: LIM 24/06/2026 (1 Post)  
Tinmyne SAPS: LIM 25/06/2026 (1 Post)  
Matlelerekeng SAPS: LIM 26/06/2026 (1 Post)  
Masisi SAPS: LIM 27/06/2026 (1 Post)  
Driekop SAPS: LIM 28/06/2026 (1 Post)  
Apel SAPS: LIM 29/06/2026 (1 Post)  
Lebowakgomo SAPS Garage: LIM 30/06/2026 (1 Post)

**REQUIREMENTS**

: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

**DUTIES**

: Render administrative support functions to the section. Deal with general component administrative duties and record keeping. Administer logistical matters in the component Monitor human and physical resources of the section.

**ENQUIRIES**

: Enquiries can be directed to Lt Col Kobe at 015 290 6026, PPO Manoko at 015 290 6131, PO Mphela at 015 290 6024 and PO Kola at 015 290 6015

**POST 22/426**

**SUPPLY CHAIN CLERK REF NO: LIM 31/06/2026 (1 POST)**

**SALARY CENTRE**

: R237 453.per annum (Level 5)  
: Polokwane SAPS Garage

**REQUIREMENTS**

: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

**DUTIES**

: Manage and control of the PAS system and SAPS 73 parts store. Responsible for the procurement and management of all expendable and consumable items. Compile production reports. Stocktaking. Capturing of invoices and job cards. Filing.

- ENQUIRIES** : Enquiries can be directed to Lt Col Kobe at 015 290 6026, PPO Manoko at 015 290 6131, PO Mphela at 015 290 6024 and PO Kola at 015 290 6015
- POST 22/427** : **ADMINISTRATION CLERK REF NO: LIM 32/06/2026 (2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R237 453. per annum (Level 5)  
 Provincial Legal Services: Polokwane.  
 Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Administer civil claims against the state with prescribed directives. Draft memorandum in respect of compensation payment.
- ENQUIRIES** : Enquiries can be directed to Lt Col Kobe at 015 290 6026, PPO Manoko at 015 290 6131, PO Mphela at 015 290 6024 and PO Kola at 015 290 6015
- POST 22/428** : **SECURITY OFFICER (26 POSTS)**
- SALARY CENTRE** : R170 226. per annum (Level 3)  
 Seshego VSS: LIM 33/06/2026 (6 Posts)  
 Sibasa VSS: LIM 34/06/2026 (2 Posts)  
 Modimolle VSS: LIM 35/06/2026 (4 Posts)  
 Musina VSS: LIM 36/06/2026 (2 Posts)  
 Provincial SCM – Armoures: LIM 37/06/2026 (2 Posts)  
 Provincial SCM: LIM 38/06/2026 (2 Posts)  
 Provincial Detective Services: LIM 39/06/2026 (6 Posts)  
 Capricorn District: LIM 40/06/2026 (2 Posts)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Valid Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security firearm competency training and to maintain firearm competency. Relevant courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will also serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, Skills and Competencies: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.
- DUTIES** : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contactors at the security access point. Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back. Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Patrol buildings and fenced-off areas. Guard vehicles and equipment in the field – ONLY from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.
- ENQUIRIES** : Enquiries can be directed to Lt Col Kobe at 015 290 6026, PPO Manoko at 015 290 6131, PO Mphela at 015 290 6024 and PO Kola at 015 290 6015
- POST 22/429** : **CLEANER (16 POSTS)**
- SALARY CENTRE** : R144 024 per annum (Level)  
 Seshego VSS: LIM 41/06/2026 (2 Posts)  
 Ritavi SAPS: LIM 42/06/2026 (1 Post)

Provincial Detective Services: LIM 43/06/2026 (2 Posts)  
 Rankin's Pass SAPS: LIM 44/06/2026 (1 Post)  
 Mokopane SAPS: LIM 45/06/2026 (1 Post)  
 Mphephu SAPS: LIM 46/06/2026 (1 Post)  
 Masisi SAPS: LIM 47/06/2026 (1 Post)  
 Phaudi SAPS: LIM 48/06/2026 (1 Post)  
 Rooiberg SAPS: LIM 49/06/2026 (1 Post)  
 Bulgerivier SAPS: LIM 50/06/2026 (1 Post)  
 Dennilton SAPS: LIM 51/06/2026 (1 Post)  
 Matlelerekeng SAPS: LIM 52/06/2026 (1 Post)  
 Vulaudzi SAPS: LIM 53/06/2026 (1 Post)  
 Muyexe SAPS: LIM 54/06/2026 (1 Post)

- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
- DUTIES** : Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters; Performing tasks of a routine nature, such as dusting; Polish furniture and floors. Vacuum carpets and mopping of tile floor; Remove refuse; Perform maintenance tasks in and around the assigned premises; Clean bathrooms and kitchens; Safekeeping and handling of a variety of Aids in the cleaning of the premise; Loading and unloading of goods. Garden maintenance services; Washing and cleaning of state vehicles, kitchenware and utensils.
- ENQUIRIES** : Enquiries can be directed to Lt Col Kobe at 015 290 6026, PPO Manoko at 015 290 6131, PO Mphela at 015 290 6024 and PO Kola at 015 290 6015

**PROVINCIAL ADMINISTRATION  
 LIMPOPO PROVINCIAL TREASURY**

***The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer and is committed to the promotion of equity in terms of the race, gender, and disability through filling of post(s) with candidates whose transfer / promotion / appointment will promote representativity in line with numerical targets as contained in the Employment Equity Plan.***

- APPLICATIONS** : Applicants may apply through the following website: <https://erecruitment.limpopo.gov.za> or Applicants should be submitted to: Director: Human Resource Management, Private Bag X 9486, POLOKWANE, 0700 OR Hand delivered to: ISMINI Towers Building, Office No. GOO2 (Ground Floor) Registry, 46 Hans van Ransburg Street, POLOKWANE, 0700. All General enquiries should be directed to Mesdames, Kotze Elizba, Chaka Pearl, Kgadima Conny, Moremi Hilda & Mr. Nduli J.S. @ (015) 298 7000.
- CLOSING DATE** : Friday 24th July 2026 @ 16H00. Late applications will not be considered.
- NOTE** : Failure to comply with the above requirements will result in the disqualification of the application. The advert will be posted on the following websites [www.limptreasury.gov.za](http://www.limptreasury.gov.za) / [www.limpopo.gov.za](http://www.limpopo.gov.za) and [www.dpsa.gov.za](http://www.dpsa.gov.za) and Provincial Departments social media Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.gov.za](http://www.gov.za). The new Z83 form must be completed in manner that provides sufficient information about the candidate and the post he or she applies for by completing all relevant fields. The following must be considered in relation to the completion of the Z83 by applicants. All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service, you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "If your profession or occupation requires official registration, provide date and particulars of registration"; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. Applicants currently employed by the public service do not need to complete Part F as the section is intended for those seeking re-

employment, as their prior employment can be verified through their CV. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. It must be noted that the CV is an extension of an application of an employment Z83 and applicants are accountable for the information that is provided therein. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will require shortlisted candidates to provide certified copies of their qualifications and any other relevant document, which must be submitted to HR on or before the interview date. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interview for verification purposes. The recommended candidate for appointment will be subjected to Personnel Suitability Checks, such as Disclosure her/his financial interests, social media checks, verification checks and certification of claimed qualifications. All shortlisted candidate for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Assessment of SMS Members shall be conducted using three competency assessment methods: technical, psychometric, and leadership. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Programme (Nyukela) as endorsed by the National School of Government with effect from 1st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link for the completion of the pre-entry certificate is as follows: [www.thensg.gov.za/training-course/sms-pre-entry-programme](http://www.thensg.gov.za/training-course/sms-pre-entry-programme). Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such. However, all short-listed candidates will be required to have completed the certificate and submit such upon appointment. All shortlisted candidates for other posts shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. The Department reserves the right not to make any appointment to the post advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. NBI Candidates who previously applied for the re-advertised vacant posts are encouraged to re-apply.

#### **MANAGEMENT ECHELON**

- POST 22/430** : **DIRECTOR: FINANCIAL SYSTEMS IMPLEMENTATION REF NO LPT/441**  
Branch Financial Governance  
(Re-advertisement)
- SALARY** : R1 317 384 per annum All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts) (Level 13)
- CENTRE REQUIREMENTS** : Head Office - Polokwane  
: NQF Level 7 qualification in Computer Science / Systems Development / Information Technology / Financial Information Systems / Business Informatics / Business Analysis / Information Systems or related field as recognized by the SAQA. 5 years' working experience at a middle / senior managerial level in Information Communication Technology (ICT) Systems Development field. Valid vehicle driver's license (with exception of persons with disabilities). Core & Processes Competencies: - Strategic Capability and Leadership. People

Management and Empowerment. Programme and Project Management. Financial Management. Planning & Organising. Policy Analysis and Development. Time Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem-solving and Analysis. Client orientation and Customer focus. Communication. Honesty and Integrity. Ability to Manage and oversee project implementation processes and activities. Sound and in-depth knowledge of ICT Operations, Systems Development, ICT Governance & Programme / Project Management & related ICT Regulations. Ability to convert business requirements into ICT technical requirements using relevant technology. Understanding of Promotion of Access of Information Act (PAIA) and Protection of Personal Information Act (POPIA). Systems Development. Business Analyst. Project Management. ICT software solutions. Negotiation skills.

**DUTIES**

: Manage the development and implementation of financial systems in Limpopo Provincial Department's. Manage continuous systems improvement and innovation in the financial \ management environment. Manage the data and business analysis requirements documents. Develop business case, scope, and requirements documents. Review new system requests assessments and advice. Conduct research on implementation approaches strategies. Develop assessment reports. System Development Projects Management. Review Develop project implementation plans. Conduct benchmark exercise on financial systems. Render advisory services and ensure effective planning and implementation of financial systems. Identify gaps in the current transversal systems and propose solutions or enhancements to the supervisor. Compile and submit monthly, quarterly, and annual system development reports to the supervisor. Ensure adherence to ICT practices for systems. Analyse request on the new financial systems and enhancements in the departments. Develop a business case to substantiate the recommendation for acquiring new financial systems. Develop quarterly reports. Ensure provision of secretarial services for the financial systems development projects. Coordinate the implementation of financial systems in the province. Collaborate in the planning, design, development as well as deployment of new applications and enhancements to existing applications. Manage financial systems service delivery to the department and reengineering of existing business processes. Conduct post-implementation analysis and support on newly implemented systems. Draft / review a post-implementation and support reports. Review and improve on current business processes. Analyse the current environment and identify areas for business process improvements. Map current business processes that incorporate financial systems according to the Toolkit on Public Service Business Process Mapping. Prepare quarterly cluster audit reports. Ensure the provision of management information and Business intelligence (Data Analytics). Manage the provision and analysis of financial systems audit reports. Provision of data and information upon request within standards. Ensuring the production and timely distribution of various required business information analyses and reports. Ensure improvement on Business process mapping. Manage external service providers. Develop operational leadership / management of Human Resources. Manage leave as per leave plans. Orientate subordinates on the Performance Agreement. Complete Performance Agreement with subordinates. Conduct bi-annual reviews. Promotes transformation within the directorate and implements performance improvement suggestions scheme. Provide corrective measures in terms of deviation. Operationalize and communicate the vision and mission for the directorate. Final annual reviews of subordinates signed on time at the end of the financial year.

**ENQUIRIES**

: Ms Elizba Kotze Contact No. 015 298 7000

**POST 22/431**

: **DIRECTOR: SCM GOVERNANCE & COMPLIANCE REF NO LPT/339**  
Branch Asset Liabilities and Supply Chain Management

**SALARY**

: R1 317 384 per annum All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)( Level 13)

**CENTRE REQUIREMENTS**

: Head Office - Polokwane  
: NQF Level 7 Qualification in Supply Chain Management / Financial Management / Accounting or related field as recognized by the SAQA. 5 years' working experience at a middle / senior managerial level in broader Supply Chain Environment. Certification in Supply Chain Management will be an added advantage. Valid vehicle driver's license (with exception of persons with disabilities). Core & Processes Competencies: - Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Planning & Organising. Policy Analysis and Development. Time Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem-solving and Analysis. Client orientation and Customer focus. Communication. Honesty and Integrity. Ability to Manage and oversee project implementation processes and activities. Extensive knowledge of the PFMA, PPPFA, Treasury Regulations, National and Provincial SCM policies, and relevant case law. Knowledge of public sector fraud

and corruption prevention frameworks (e.g., PRECCA, Protected Disclosures Act). Strategic Leadership: Ability to translate legislative requirements into practical, risk-based compliance strategies. Analytical. Thinking: High proficiency in data analysis, identifying red flags, and interpreting complex procurement scenarios. Legal Drafting: Skill in drafting policies, circulars, and legal opinions on Supply Chain Management matters. Governance and Risk Management. Stakeholder Management: Excellent ability to engage and influence senior officials, auditors, and law enforcement. Consequence Management: Ability to apply impartial and firm decision-making regarding transgressions.

**DUTIES**

: Manage the Strategic SCM Governance and Capacity building. Manage the development, implementation, and review, of the provincial SCM governance framework, policies, standard operating procedures (SOP's). Provide input into the development of SCM related governance policy, norms, standards, frameworks, and guidelines. Roll out all SCM related policies and procedures to provincial departments and public entities. Facilitate the design and delivery of a provincial training and capacity - building program for SCM practitioners and bid committee members on governance, and compliance requirements for the provincial department and public Entities. Provide advisory services to provincial department and public entities. Responding to request for advice / complaints on SCM matters. Manage SCM Compliance Monitoring, Analysis & Assurance. Establish and manage a provincial SCM Compliance monitoring plan; conduct proactive and reactive compliance reviews, SCM Audits action plans, and investigations into SCM processes (bid Committees & contract). Ensure SCM Monitoring and Reporting. Manage the development and implementation of a system for the monitoring and evaluation of the performance of the SCM monitoring framework. Manage the monitoring of, and reporting on, the implementation and progress of the SCM monitoring framework through quarterly SCM compliance assessments of provincial departments and public entities. Prepare comprehensive SCM governance and compliance reports for the Head of Department, Provincial Technical Committee on Finance (PTCF), Provincial HOD's Forum, Audit Committees and their clusters, and Provincial Legislature Committees. SCM Compliance Risk Assessment and Monitoring (SCM CRAM). Risk Management & Mitigation. Identify systemic SCM risk, fraud vulnerabilities, and non-compliance trends in collaboration with provincial departments and public entities. Provide expert advice and develop intervention strategies in consultation with relevant organs of state to strengthen internal controls and prevent irregular, fruitless, wasteful, and unauthorized expenditure. Identify areas for improvement and assist organs of state to develop improvement plans. Monitoring the implementation of improvement plans. Manage Human, Physical and Financial Resources in accordance with relevant directives and legislation. Formulate and manage the directorate's budget in line with its strategic objectives. Monitor and report on the utilization of equipment. Evaluate and monitor performance of employees. Ensure capacity and development of the directorate's personnel.

**ENQUIRIES**

: Ms Elizba Kotze Contact No. 015 298 7000.

**OTHER POSTS**

**POST 22/432**

: **DEPUTY DIRECTOR: PROVINCIAL INFRASTRUCTURE PERFORMANCE & PUBLIC PRIVATE PARTNERSHIP (PPP) REF NO LPT/261**  
Directorate Provincial Infrastructure Performance & Public Private Partnership (PPP)

**SALARY**

: R932 292 per annum (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts) (Level 11)

**CENTRE REQUIREMENTS**

: Head Office - Polokwane  
: NQF Level 7 qualification in the Built Environment (Engineering, Quantity Surveying, Architecture etc), or related field as recognized by SAQA. 5 years' experience within the field of which 3 years' experience at junior managerial level in Infrastructure Management. Experience in existing guidelines such as IDMS, FIDPM, CIDB Regulations, etc. Experience in Budget processes for infrastructure will be an added advantage. Valid vehicle driver's license (with the exception of persons with disabilities). Knowledge & Skills: - Extensive knowledge and understanding of the legislative framework governing the public service policies and procedures such as, Public Finance Management Act (PFMA). Division of Revenue Act and Treasury Regulations. Public Service Act. Knowledge of Financial Management and Project Management. Working knowledge of the functioning of National / Provincial as well as Local Government. Basic knowledge of Microsoft Office Applications. Managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Technical/standards/procedures. Communicate at all levels. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitation. Ability to operate computer. Strategic Capability and Leadership. Organizing. Programme and Project Management.

<b><u>DUTIES</u></b>	: Conflict Management. People Management. Financial Management. Change Management. Policy formulation. Adaptability during changes to meet the goals. Change/ diversity management.
<b><u>DUTIES</u></b>	: Coordinate the implementation of infrastructure funding frameworks such as the Budget Facility for Infrastructure (BFI) and Public-Private Partnerships (PPPs) across Provincial Departments (PDs) and Provincial Public Entities. Prepare and manage infrastructure budgets in line with work in progress, contractual commitments, cost norms, and Medium-Term Expenditure Framework (MTEF) guidelines. Support Provincial Departments in preparing, submitting, and verifying infrastructure reports by issuing reminders, providing technical guidance, and ensuring adherence to reporting requirements. Facilitate the rollout and implementation of the Infrastructure Delivery Management System (IDMS) and provide ongoing technical support to PDs and IAs. Assist PDs in capturing infrastructure budgets, expenditure, and performance information on the Infrastructure Reporting Model (IRM), ensuring alignment with In-Year Monitoring (IYM) and Basic Accounting System (BAS) data. Analyse infrastructure projects, budgets, and expenditure trends, and compile reports with recommendations to improve performance and address implementation challenges. Provide technical support and inputs to Departmental Infrastructure Coordinating Committees (DICC), Infrastructure, Technical Management Committee (ITMC), and Infrastructure Technical Committees (ITC) meetings, including preparation of reports and follow-up on action items. Support PDs in the compilation and review of infrastructure plans (UAMPs, IPMPs, IPSs), ensuring compliance with guidelines and alignment to budget allocations. Assist with the preparation and submission of MTEF infrastructure budgets, including completion of budget databases and contributions to MTEC reports. Monitor and analyse infrastructure procurement plans, track progress, identify delays, and recommend corrective measures to support timely delivery of projects. Validate physical and financial project performance through expenditure reviews, site visits, and reporting on progress and variances. Support the assessment of departmental acceleration plans and monitor compliance with the Framework for Infrastructure Delivery and Procurement Management (FIDPM). Assist in promoting effective management, utilization, and maintenance of infrastructure assets, including support in developing maintenance plans and budgets for immovable assets. Provide technical input on funding sources, procurement strategies, and delivery mechanisms, including support on PPP initiatives and alternative funding opportunities. Participate in research, benchmarking, and analysis to improve infrastructure delivery and provide inputs to relevant forums, committees, and reporting platforms. Compile monthly and quarterly infrastructure performance reports for submission to Provincial and National Treasury, highlighting key issues and recommendations.
<b><u>ENQUIRIES</u></b>	: Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.
<b><u>POST 22/433</u></b>	: <b><u>DEPUTY DIRECTOR: LABOUR RELATIONS REF NO LPT/44</u></b> Directorate Human Resource Management
<b><u>SALARY</u></b>	: R932 292 per annum (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts) (Level 11)
<b><u>CENTRE</u></b>	: Head Office - Polokwane
<b><u>REQUIREMENTS</u></b>	: NQF level 6 qualification in Labour Relations or related field as recognised by SAQA. 5 years' experience within the field of which 3 years' experience at junior managerial level in Labour Relations Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: - Knowledge of the legislative framework governing the Public Service such as, Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Public Service Regulations, Public Finance Management Act, Employment Equity Act, Promotion of Administrative Justice Act, Promotion of Access of Information Act. Knowledge and understanding of collective agreements, CCMA rules and labour court processes. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitation. Ability to operate Computer. Negotiation skills. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change / diversity management. Planning, Staffing needs.
<b><u>DUTIES</u></b>	: Coordinate, advise, monitor, support and evaluate implementation of grievance rules, Disciplinary Code and Procedure, Dispute Resolution Procedure Councils and Chambers Resolutions in the Department. Conduct a survey on the status of grievance rules, Disciplinary Code and Procedure, Dispute Procedure Councils and Chambers Resolutions in the department. Advise the HOD on grievance rules, misconduct, disputes, and resolutions. Collect statistics on grievances, misconduct and disputes and analyse the trend. Compile a consolidated report on grievances, misconduct, and disputes for submission to Management and other relevant

stakeholders. Make recommendations to the HOD on intervention Strategies. Develop intervention strategies to address the challenges. Coordinate the flow of information on grievances, misconduct, disputes, and resolutions to the key stakeholders. Manage and facilitate grievances, misconduct cases, dispute resolution and capacity building in the department. Facilitate allegations of misconduct from supervisors and or managers. Secure attendance of witnesses to be present at the hearings. Advise the HOD on all matters related to labour remedial service / misconduct cases. Recommend the appointments of employer representative and chairperson of the disciplinary hearing. Represent the employer during disciplinary hearings. Draft allegations in terms of clauses 6 and 7 of the disciplinary code and procedure, PSCBS Resolution 1 of 2003, and inform the alleged offender about his / her rights. Communicate the outcome of the disciplinary hearing with the alleged offender. Preside over disciplinary hearings in terms of clause 7.3 of code. Liaise with the offending employee to submit an appeal. Refer the appeal to the Executive Authority. Receive complaints and grievances lodged including referrals of disputes declared. Analyse issues in disputes surrounding grievances and disputes. Advise and seek mandate from HOD for resolution of disputes. Advise management on the validity of the complaints and or grievances. Investigate the grievance and seek a fair resolution thereof. Advise the aggrieved and management on the status of the grievance. Advise the aggrieved employee on the outcome thereof if finalized. Conduct research on the subject for capacity development. Conduct capacity development and compile a report to the HOD thereof. Coordinate, monitor and evaluate the implementation of collective agreements in the department. Facilitate and monitor implementation of collective agreements concluded in bargaining councils. Coordinate, monitor and participate in the activities of task teams established in bargaining councils. Conduct capacity building on collective agreements. Report to the HOD and Management on the implementation of collective agreement. Coordinate, manage and monitor public service industrial action in the department. Manage and monitor strike action in the department. Develop a strike management plan. Establish a departmental task team to manage the strike action. Develop a contingency plan to minimize the harmful effects of strike action on service delivery. Collect statistics on employees affected by the strike action. Compile a report to OTP and other relevant stakeholders on the management of strikes. Coordinate, monitor, facilitate and evaluate capacity building on grievance rules and disciplinary code and procedure in the department. Coordinate capacity building sessions for the department. Organise capacity building documents or manuals on Grievance Rules, Disciplinary Code and Procedure and other relevant resolutions/collective agreements. Develop capacity building programmes. Advise and recommend to the HOD on Labour Relations capacity building needs.

- ENQUIRIES** : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.
- POST 22/434** : **DEPUTY DIRECTOR: INTEGRATED PLANNING, RESEARCH & POLICY COORDINATION REF NO LPT/24**  
Directorate Strategic Management
- SALARY** : R932 292 per annum (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts) (Level 11)
- CENTRE** : Head Office - Polokwane
- REQUIREMENTS** : NQF level 6 qualification in Public Management / Strategic Management or related field as recognised by SAQA. 5 years' experience within the field of which 3 years' experience at junior managerial level in Integrated Planning and Research. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: - Knowledge of legislative framework governing the public service PSR, PFMA, Treasury regulations. Deep knowledge and understanding of the framework for Strategic Plans and Annual Performance Plans (APP) and Monitoring & Evaluation (M&E) framework. Knowledge and experience of Theory of Change and Situational Analysis. Strategic thinking and capability. Customer and client focus. Service delivery innovation. Good communication skill. Stakeholder engagement. Networking. Interpersonal skill. Analytical skills. Planning, and Organising Skill. Change and Knowledge Management.
- DUTIES** : Coordinate and integrate all Department planning activities. Support the development of planning frameworks within the department. Facilitate the process to develop the medium- and long-term provincial plans and monitor the implementation process. Ensure alignment of sectoral strategies plans, policies and service delivery programs in the Department. Manage an internal engagement process with different stakeholders on the planning process and outputs to ensure alignment and maximise buy in into the provincial plans. Support collaboration with national development and other spheres of government on the development of provincial and local plans. Manage the development of all Departmental strategic planning documents in line with DPME guidelines and relevant prescripts. Manage logistical arrangements for departmental and branch strategic planning sessions.

Ensure development, implementation of strategic and operational planning schedule in line with mandated government timeframes. Analyse strategic plans and annual performance plans from branches for consistency and alignment to government priorities and planning frameworks. Coordinate the compilation and consolidation of strategic plans and annual performance plans from various branches into unified departments plans. Perform secretariat services during strategic planning sessions. Manage the development and review of Departmental policies. Conduct policy research on new policy proposal of the department. Monitor the status of departmental policies and ensure timely review of outdated policies. Ensure alignment of departmental policies with national policies and public service standards and norms. Facilitate policy consultation and engagement with Policy owners to ensure an aligned policy development process. Support all branches regarding policy review processes within the department. Manage the entire administration process related to policy development / review. Manage Human and Physical Resources in the sub-directorate. Manage the performance and development of employees within the sub-directorate. Develop and review operational plans for the sub-directorate. Evaluate, monitor performance and appraisal of employees. Develop and ensure adherence to policies and service delivery standards. Provide inputs to the budget process and ensure expenditure in accordance with applicable prescripts. Ensure proper management of asset within the sub-directorate.

**ENQUIRIES** : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

**POST 22/435** : **DEPUTY DIRECTOR: RECORDS & KNOWLEDGE MANAGEMENT REF NO LPT/99**  
Directorate Records Management & Auxiliary Services

**SALARY** : R932 292 per annum (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts) (Level 11)

**CENTRE REQUIREMENTS** : Head Office - Polokwane  
: NQF level 6 qualification in Public Administration / HR Records / Archival Studies or related field as recognised by SAQA. 5 years' experience within the field of which 3 years' experience at junior managerial level in paper-based records management / electronic records management field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: - Sound and in-depth knowledge of relevant prescripts, application of human records resources as well as understanding of the legislative framework governing the Public Service such as Managerial functions. Finance. Human Resource matters. Planning & organising. Compilation of reports. Analysing. Computer. Standards / Procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Project Management. Conflict Management. Financial Management. Strategic Management. Policy Formulation. Adapting during changes to meet the goals. Change / diversity Management.

**DUTIES** : Ensure the development, implementation, and maintenance of records management systems. Develop, implement, and maintain records management procedure manual. Develop, implement, and maintain records management policy. Develop, implement, maintain and manage General File plan. Manage, facilitate record inspection and audit to determine if records are filed correctly and has been classified to provide quick and efficient retrieval. Manage the implementation of authorized disposal and retention of records. Manage and facilitate the purchasing of necessary resources to enable records management to fulfil its functions. Ensure that the movement and location of the records standards is being adhered to so that records can be easily retrieved. Manage access controls in the records storage areas. Develop, implement, maintain, and manage disaster recovery plan for the protection of vital records and monitor the implementation thereof. Ensure that the development, implementation of records management capacity building programmes are in place and safekeeping of general files. Establish competency framework to identify the skills and knowledge required by all records management staff. Conduct audit of all records management practices against the legal requirements and the records management policy. Manage records management responsibilities of all records management staff are set out in performance agreements. Develop and manage the implementation of training Programme for records management staff. Manage all induction training in the allocation of file reference numbers according to the file both paper-based and electronic records. Ensure that a registry procedure manual is updated regularly. Manage the provision of registry procedure manual and file plans are available for information purpose to all staff members. Ensure that all worn out files covers has been redressed. Manage the provision of folio numbers to all records. Manage the development and implementation of General Records movement file register. Ensure that information security on general records is promoted. Develop training manuals and presentations. Conduct training sessions on records management.

Conduct records management awareness sessions. Training Registry Staff on records management systems i.e., File Plans, Procedure Manual and Records Management Policy. Ensure that information can be identified and retrieved when required by providing well-structured record classification and record keeping systems. Manage the retrieval of information required for all requested in accordance with Promotional of Access to Information Act. Ensure that PAIA committee meetings are arranged, and minutes taken. Develop compliance reports and submit them to the Director records Management for finalization that need to be submitted to the Office of the Premier (Transversal Unit), Minister of Justice and Constitutional Development and Human Rights Commission. Develop compliance reports and submit them to the Director Records Management for finalization that need to be submitted to the Minister of Justice and Constitutional Development for publicizing on the Government Gazette. Manage the implementation of general file plan and registry procure manual to all districts is being adhered to Conduct regular inspections of all records storage area to ensure that proper access control are in place. Design staff file plan in accordance with National Archive and Provincial Archivist requirements. Ensure that implementation of files opened are stored according to the file plan, procedure manual and classification system. Ensure that the general file plan and record are storage system is maintained regularly. Develop and implement schedule for records other than the correspondence system. Provide inputs to the system administrator on how the file plan should be implemented electronically. Ensure that schedules pf all applicants for the advertised by the department are in place. Identification of records management systems needs. Collection and soliciting of inputs from record practitioners on the development of records management system. Submit inputs for the ratification of records management systems to the Director Records Management. Ensure that users comply with the requirement of the record management system. Manage the receiving, transfer of general files and facilitate the programme of systematics disposal. Ensure that records are only disposed of in terms of a written disposal authority issued by the Head of Department and Provincial Archivist. Apply the general disposal authority on all records not common to all offices. Apply for disposal authority on all records not covered by the general disposal authority in the custody of the Office by submitting the file plan to the provincial Archivist and Schedule for records other than correspondence system. Review the retention periods of all records before distraction. Ensure the retention periods for the non-archival records are in line with legislative framework. Review the retention periods of all records before destruction. Ensure that non-archival records due for destruction are destroyed at least one year. Ensure that records are only destroyed in terms of the applicable disposal authorities. Ensure that no archival records are destroyed. Ensure that no transfer of records made without the prior consent of the Head of the Department. Liaison with the office of CFO with regard to records keeping of financial records and tender documents. Ensure that all files of all newly appointed tender contracts are opened. Attending to all files ready to be transferred. Develop and maintain transfer-in and transfer-out general records registry. Making follow-ups of all files to be transferred into our department. Apply the general disposal authorities on records common to all offices. Ensure that a register of all disposal authorities issued on the records of the office is kept and updated. Ensure that disposal authority on all records not covered by general disposal authority are listed and considered for disposal. Ensure that destruction certificate is maintained. Facilitate transfer of records to the Archival Repository. Ensure that national minimum information requirements are complied with and monitor the safekeeping of records thereof. Conduct regular inspections to ensure that the storage of all records in all formats and media conforms to the legal requirements and to the storage standards for that specific media type. Conduct regular inspections of all records storage areas to ensure that proper access controls are in place. Submit copies all inspection reports to the Head of Department and Provincial Archivist. Ensure that correct procedures according to security classification policy are applied. Supervise Registry Staff on proper filing of records according to classification policy are applied. Listing of records ready for disposal and retention. Implement and supervise the movement and location of the records so that records can be easily retrieved. Implement access controls in the records storage arears. Ensure that correct procedures according to security classification policy are applied. Develop, maintain and updating of control registry. Provide knowledge management and library management services. Manage the current knowledge management practices as well as design new knowledge distribution policies and encourage use of the new practices. Analysing the effectiveness of the new knowledge management programs by observing its usage and evaluate its impact in terms of the organisational benefits. Interact with staff members, unit managers and the clients. Act as a mediator to answer the queries of the clients and staff about the knowledge management products and practices. Utilize the knowledge base resources and design a training module for the staff and clients to help them access the knowledge management tools. Being responsible for the analysis of social networks and formation of communities of practice within the organization. Encourage the staff and workers to share

knowledge effectively and efficiently. Develop compliance reports and submit them to the Director Records Management for finalization that need to be submitted to Office of the Premier (Transversal Unit). Mainstreaming Knowledge Management Process. Answer routine inquiries and refer customers in need of professional assistance to librarian / Director Records Management & Auxiliary Services. Maintain records of items received, stored, issued, returned and file catalogue cards according to system used. Perform clerical activities such as filing, typing, word processing, photocopying, and mailing out material and mail sorting.

**ENQUIRIES** : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

**POST 22/436** : **DEPUTY DIRECTOR: TRANSVERSAL CONTRACT MANAGEMENT REF NO: LPT/353**  
Directorate: Transversal Contract Management

**SALARY** : R932 292 per annum (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts) (Level 11)

**CENTRE REQUIREMENTS** : Head Office – Polokwane  
: NQF level 7 qualification in Supply Chain Management / Financial Management or related field as recognized by SAQA. 5 years' experience within the field of which 3 years' functional experience at junior managerial level / Assistant Director level in Transversal Contract Management or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges; procedures and legislative frameworks such as: Sound and in-depth knowledge of relevant prescripts, application of Supply Chain Management as well as understanding of the legislative framework governing the Public Service such as: Guide to Accounting Officer in Supply Chain Management, Treasury Instruction and Practice Notes, Preferential Procurement Act, B-BBEE Act, Administrative Justice Act, Promotion of Access of Information Act. Good communication skills. Service delivery innovation. Client orientation and customer focus. Computer literacy. Analytical and interpretative skills. Change and knowledge management.

**DUTIES** : Administration of commodity analysis. Coordination of spend analysis. Coordination of need analysis. Coordination of benchmarking exercise and market research. Management of arrangement of new Transversal Contract (s). Coordination of nomination and appointment of bid committee members. Coordination of development of Bid Specification. Coordination of Bid advertisement. Coordination of bid evaluation report. Coordination of Bid Adjudication report and awards. Coordination of contracting and rollouts. Management of existing transversal contracts. Coordination of stakeholder reports. Administration of existing contracts. Coordination of provincial SCM assessments in provincial departments and participating public entities. Coordination of supplier's performance report. Management of resources within the directorate. Compilation and signing of performance agreements. Compilation and signing of performance review. Submission of the signed performance agreements to the PMDS unit. Submission of the signed performance reviews to the PMDS unit. Compilation of activity-based costing. Complication of cash flow projections. Compilation of procurement plans. Analysis of monthly expenditure reports.

**ENQUIRIES** : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

**POST 22/437** : **ASSISTANT DIRECTOR: TRANSVERSAL RISK MANAGEMENT REF NO LPT/385 / LPT/388 & LPT/389 (X 3 POSTS)**  
Directorate Transversal Risk Management

**SALARY** : R487 197 per annum (Level 9)  
**CENTRE** : Head Office – Polokwane

**REQUIREMENTS** : NQF level 7 qualification in Risk Management or related field as recognized by SAQA. 3 years' functional experience in Risk Management or related Field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Planning, Coordinating & Organizing. Managerial functions. Secretarial Functions. Projects Coordination. Finance. Compilation of reports. Research \ analysing. Computer. Ability to interpret Treasury directives/PFMA and Treasury Regulations. Decision Taking skills. Conflict Management. Analytical and Innovative. Report writing skills. MS Word. Leadership skills. Project Management. Financial Management. Strategic Management. Policy formulation and Implementation. Adaptability to Changes. Diversity management. Minutes taking. Meeting Coordination. Communication Skills.

**DUTIES** : Assess compliance with public sector risk management framework within votes and public entities. Send reminders to CROs for updating progress in the Risk Management software. Draw the quarterly reports from the system and analyse. Compile the draft analysis reports and provide the recommendations with respect to gaps identified. Prepare the analysis report for editing by immediate supervisor.

Monitor and assess risk profiles from votes and public entities. Send reminders to CROS for updating progress in the Risk Management software. Draw the report from the system and analyse progress with respect to implementation of the action plans by institutions. Compile the risk profile progress report and provide recommendations with respect to gaps identified and prepare the analysis report for editing by immediate supervisor. Assist with the monitoring of a provincial risk profile. Send reminders to CROs for updating progress in the system. Draw the progress report from the system and analyse. Compile the progress analysis report and provide recommendations with respect to gap identified. Compile and prepare the analysis report for editing by immediate supervisor. Provide support on the utilization of risk management software. Assist in organizing system trainings in line with the identified training needs. Assist in arranging risk management software (Barn Owl) meetings to provide support to all system end-users especially Barn Owl champions and RMC members. Assist in conducting quarterly Barn Owl utilization analysis reports. Assist in providing administrative support to centralized independent RMC chairpersons within the province. Assist in organizing RMC chairperson's induction course. Assist in facilitating RMC meetings scheduled of the province. Assist in requesting BAS from financial accounting and prepare payments for independent Chairpersons. Assist in facilitating the submissions of chairperson's quarterly reports to LPT and AC. Assist in providing secretariat functions for the centralized RMC chairperson structure. Assist with the coordination of the activities of provincial risk management forum and Barn OWL Meetings. Send invites to the votes and public entities (institutions)as well as external members of the forum e.g., National Treasury, Professional bodies etc. Prepare and circulate forum packages (presentations, agendas, and attendance registers). Secure venues and catering for Forum meetings. Send reminders to the external / internal stakeholders' presenters. Take and compile the Forum minutes and circulate the draft minutes to Forum members for further inputs after the meetings.

**ENQUIRIES** : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

**POST 22/438** : **ASSISTANT DIRECTOR: HR PLANNING & ESTABLISHMENT REF NO LPT/32**  
Directorate Human Resource Management

**SALARY** : R487 197 per annum (Level 9)  
**CENTRE** : Head Office - Polokwane  
**REQUIREMENTS** : NQF level 6 qualification in Human Resource Management or related field as recognised by SAQA. 3 years functional working experience in Human Resource Management or related field. PERSAL Training Results or Certificate. Knowledge & Skills: Sound and in-depth Knowledge of HR prescripts. Public Service Regulations. Public Service Act. PFMA. Treasury regulations as well as the legislative framework governing the public service. Knowledge of Change Control system (SCC). Knowledge of variety of work ranges and procedures such. as: Managerial functions, Finance. Human Resource matters. Planning and organizing. Compilation of reports. Research \ analysing. Knowledge of PERSAL System. Ability to interpret and apply policy. Analytical and innovative thinking. Basic Research. Report writing. Workshop presentation and Facilitation. Ability to operate Computer such as (Excel, PowerPoint & MS Word). Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goal.

**DUTIES** : Coordinate establishment and post control. Monitor the capturing and maintenance of approved posts on PERSAL Coordinate accurate placement into approved posts both on PERSAL and in the staff establishment (placement). Monitor the creation of approved vacancies on PERSAL. Ensure maintenance establishment into. posts/ responsibility linkages/ objective linkages. Coordinate engagement with Management Accounting on SCOA-related matters. Compile, analyse, and submit establishment control reports for management. Coordinate placement of staff in line with organisational changes. Monitor the correct placement of employees in line with approved organisational structures and changes. Monitor terminations, transfers, and movements through registers and verification on PERSAL. .Ensure that an updated placement report is readily available. Provide statistical information on current staff availability, staff turnover, equality, from PERSAL and Vulindlela to Excel and other report to the unit and management within department. Monitoring and reporting on vacancies. Facilitate PERSAL cleanup strategy and maintain posts on PERSAL Verify and validate funded vacant posts. Identify funded vacant posts for filling after approval by management. Monthly, quarterly, annual reporting of staff turnover. Prepare statistics as and when requested. Analysis on post establishment as and when needed on restructuring. Coordinate hr planning and statistical reporting. Coordinate the collection, analysis, and reporting of HR statistics for HR Plans, HR Implementation Reports, and Annual Adjusted HR Plans. Consolidate HR Plans and HR Plan Implementation reports for submission to the Office of the Premier (OTP) and DPSA. Design, analyse, and present HR

oversight, compliance, and management reports. Provide secretariat and technical support to the departmental HR Planning committees. Liaise with internal and external stakeholders and represent the department at provincial forums. Assist with statistical information to consolidate comprehensive reports such Quarterly Review, Compliance Report, Monthly HR Implementation report. Render personal user services. Approve and authorise PERSAL transactions. Ensure loading and maintenance of establishment data. Create and maintain objective tables, responsibility tables, and component tables. Maintain pay point allocations in terms of Payroll instructions. Link objectives and responsibilities in terms of SCOA. Implement linkage change.

**ENQUIRIES** : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

**POST 22/439** : **SYSTEM SUPPORT ADMINISTRATORS: REF NO'S LPT/453 & LPT457 (X 2 POSTS)**  
Directorate Systems Administration

**SALARY CENTRE REQUIREMENTS** : R413 001 per annum (Level 8)  
: Head Office - Polokwane  
: NQF level 6 qualification in Financial Management or related field as recognised by SAQA. 2 years functional working experience in Financial Management or related field. Knowledge & Skills: Knowledge of variety of work ranges and procedures such as, Finance. Planning and organizing. Needs and priorities of stakeholders. Public Administration. Compilation of management reports. Ability to interpret and apply policy. Financial Management. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Project Management. Conflict Management. Financial Management. Strategic Management. Policy Formulation. Adaptability during changes to meet the goals. Change / diversity management.

**DUTIES** : Provide support on Transversal financial systems. Provide functional support to Transversal Financial Systems users. Register System Change requests from departments with National Treasury. Making follow ups with National Treasury on systems issues. Support departments to process opening journals, reconciliation of under / overspending and revenue accrual. Support with clearance of controls / suspense accounts and effective closure of books. Facilitate user account management. Provide support on effective utilization of financial systems. Provide assistance to users in the interpretation of reports. Implement disbursement of payments to suppliers according to the financial year schedule and requested special disbursements. Request reports pertaining to disbursement. Provide ad hoc reports as when requested. Facilitate and monitor implementation of system and enhancement. Monitor user access activities. Assist in the implementation of RACF reports. Implement calls life cycle. Administer logged calls via emails, telephone and walk in on ITSM. Assist with the investigation of the logged calls using other mechanisms to derive to the solutions. Update calls with possible solutions. Forward solutions to clients. Close the calls once the client has confirmed success of the solutions. Provide support to management. Facilitate forum meetings for Systems Controllers. Request specific reports on monthly basis that requires ongoing attention by the Departments. Request Auditors download reports for all Departments. Liaise with National Treasury about systems related matters. Provide on job training for new functionalities.

**ENQUIRIES** : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

**POST 22/440** : **SENIOR ADMINISTRATION OFFICER: SCM CAPRICORN SERVICES REF NO LPT/365**  
Directorate SCM Client Services

**SALARY CENTRE REQUIREMENTS** : R413 001 per annum (Level 8)  
: Head Office - Polokwane  
: NQF level 6 qualification in Financial Management / Supply Chain Management or related field as recognised by SAQA. 2 years functional working experience in Supply Chain Management or related field. Knowledge & Skills: Knowledge of variety of work ranges and procedures such as, Knowledge of Public Sector SCM Policies and procedures. Technical / Standards / Procedures. Finance. Planning and organizing. Needs and priorities of the Departments. Legal background. Ability to interpret and apply policy. Analytical and Communication. Ability to operate computer. Adaptability during changes to meet the goals. Financial Management Change / diversity management. Policy Formulation. Leadership. Research. Strategic Management.

**DUTIES** : Provide tendering advisory support services to SMME's. Provision of information, advise, training and assistance to all suppliers on CSD during Provincial events. Facilitation of business information access to suppliers with other Government institutions for supplier's empowerment purposes in the districts. Assist walk-ins with completion of tender documents on daily basis. Mobilize stakeholders for

community outreach documents on daily basis. Mobilize stakeholders for community outreach tendering workshops and roadshows. Assist with logistics during tendering workshop. Record keeping. Provide support on -line registration of suppliers on the NCSD. Assist walk-in suppliers with new online registration into the National Central Supplier Database (NCSD). Assist walk -in suppliers with the update of their profile on NCSD. Handling of CSD registration queries from suppliers through the District NCSD Call Centre. Keep and maintain internal controls registers. Keep and maintain stores control registers. Keep and maintain equipment's usage control registers. Maintain Registry control filling system. Keep and maintain transport control registry. Implement the Departmental PMDS. Signing of MOU with supervisor. Quarterly and annual performance reviews with supervisor.

**ENQUIRIES** : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

**POST 22/441** : **SENIOR STATE ACCOUNTANT: REVENUE, DEBT & BANK RECONCILIATION REF NO LPT/180**  
Directorate Financial Accounting

**SALARY CENTRE REQUIREMENTS** : R413 001 per annum (Level 8)  
: Head Office – Polokwane  
: NQF level 6 qualification in Financial Accounting / Management Accounting / Cost and Management Accounting / Financial Information Systems as recognized by SAQA. 2 years functional experience in Financial Management. knowledge & skills: - Knowledge of variety of work ranges and procedure such as PFMA. SCOA. Government Financial Systems. Economic reporting. Transversal Revenue Policy. Managerial functions. Finance. Human Resource matters; Planning and organizing. Compilation of reports. Technical / standards. Ability to interpret policy. Financial Management. Analytic and innovative thinking. Report writing. Ability to operate Computer. Leadership. Conflict Management

**DUTIES** : Provide support in administration of departmental revenue. Prepare payment vouchers. Transfer Revenue collected to Provincial Revenue Fund. Compile monthly and quarterly reports. Compile proposal revenue tariffs revision. Compile and revise revenue budget estimate as well as MTEF. Capture original and revise revenue budget estimates into BAS. Compile and revise monthly revenue projections. Ensure that bank exceptions are cleared. Implement applicable policies and procedures. Provide support in clearing suspense account. Compile and capture BAS journals. Analysis of daily bank statements. Reconcile the bank account. Reconcile and clear suspense accounts. Analysis of trial balance on a daily basis. Prepare monthly and quarterly suspense control account reports. Perform monthly and year and closures. Communicate with bankers, other departments, and directorate on provision of information. Prepare monthly compliance certificate. Retrieve and submit information requested by Auditor General. Balance general ledger by preparing a trial balance, reconciling entries. Prepare financial reports by collecting, analysing and summarising account information. Conduct periodic reconciliations of all accounts to ensure their accuracy. Provide support in collection of debts. Monitor the capturing of debts. Maintain debt register. Authorise the process of creating entities. Submit debt age analysis, monthly and quarterly reports. Submit quarterly monitoring tool. Monitor irrecoverable debts. Ensure the allocation of direct deposits, pensions and PERSAL deductions to the respective debts. Monitor the reconciliation of debts on PERSAL and BAS. Compile / complete journal on the prescribed journal form. Ensure filling and safekeeping of reports. Provide support in compilation of interim and annual financial statements. Download the template. Run all the macro updates as they are made available. Request information for notes from different directorate. Calculate other amounts for disclosures. Request current year trial balance to upload on the template. Download the trial balance into excel. Run macro for the previous year trial balance into the financials template. Map all the trial balance items as per SCOA into financials template. Record all the necessary secondary information into the notes. Correct all exceptions. Ensuring that all balances recorded are correct. Provide all relevant narrations to the notes. Prepare audit file.

**ENQUIRIES** : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

**POST 22/442** : **SENIOR PERSONNEL PRACTITIONER: SERVICE BENEFITS REF NO LPT/33**  
Directorate Human Resource Management

**SALARY CENTRE REQUIREMENTS** : R413 001 per annum (Level 8)  
: Head Office - Polokwane  
: NQF level 6 qualification in Human Resource Management / Public Administration / Public Management or related field as recognised by SAQA. 2 years functional working experience in Human Resource Management or related field. PERSAL Training, Results or Certificate and PILIR Certificate. Knowledge & Skills: - Sound

and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as, Employment Equity Act, Skills Development Act, Basic Conditions Act, labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations, and various Bargaining Council Resolutions. Skills of Negotiation and People Management. Financial Management, Planning & Organising skills. Time management. Strategic Planning, Policy Analysis and development skill. Good communication skills. Group dynamics. Diversity Management. Facilitation & Co-ordination skills. Leadership, Change and Knowledge Management skills.

**DUTIES**

: Administer leave of absence. Review leaves applications for completeness and compliance to prescripts. Process and approve applications for leave of absence on PERSAL. Ensure accurate leave records on PERSAL and in the physical register. Use the PERSAL System to manage leave transactions and related data. Monitor attendance register. Administer termination of service. Request PERSAL report for possible retirees at the beginning of the year. Process all service-termination related cases in line with the prescripts. Generate submissions to the HOD/MEC/delegate for approval and prepare letters to communicate the outcomes of the applications to applicants. Process service termination transactions on PERSAL. Audit capped leave and conduct leave reconciliation. Administer payment of leave gratuity. Receive applications for early retirement/normal retirement and resignations. Facilitate the implementation of policy and procedure on incapacity leave and ill health retirement. Verify all submitted PILIR applications and secure the necessary conditional approvals from the relevant authorities. Ensure timeous submission of applications to the Health Risk Manager for assessment. Receive the outcome for the assessment. Generate submission and letters to the HOD for approval, based on the health risk manager's recommendations. Ensure communication of the outcomes of assessment to the affected employees. Generate headcount report, receive invoice, prepare BAS payment advice and submit to Expenditure for payment. Ensure all PILLIR transactions are captured / approved on PERSAL. Provide pension administration services. Co-ordinate completion of GPAA withdrawal forms. Capture information on (PCM) Pension Case Management. Register documents for filing. Administer government employee housing scheme allowances and long service recognition. government employee housing scheme allowances. Coordinate completion of Homeowner's allowance applications. Coordinate completion of withdrawal of individual links savings facility application. Submit to the Deputy Director for approval. Ensure homeowners allowances are accurately captured / approved on PERSAL. Housing Stop Order. Process requests related to the initiation and termination of housing stop orders. Ensure stop orders are accurately captured / approved on PERSAL. Terminate housing stop orders. Administer Long Service Recognition. Request report for long service qualifiers at the beginning of the year. Generate letters to inform employees. Process Advice for payment of long service recognition awards. Administer overtime. Process requests for overtime in line with the relevant prescriptions. Generate submission for approval of the HOD. Verify overtime claims and payment advice for accuracy and compliance with the prescripts. Ensure creation of authority number.

**ENQUIRIES**

: Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

**POST 22/443**

: **PERSONNEL PRACTITIONER: RECRUITMENT, APPOINTMENTS & SELECTION REF NO LPT/38**  
Directorate Human Resource Management

**SALARY CENTRE REQUIREMENTS**

: R338 106 per annum (Level 7)  
: Head Office - Polokwane  
: NQF level 6 qualification in Human Resource Management / Public Administration / Public Management or related field as recognised by SAQA. 2 years functional working experience in Recruitment, Selection & Appointments within Human Resource Management. PERSAL Training / Results or Certificate. Knowledge & Skills: - Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as, Employment Equity Act, Basic Conditions of Employment Act, Public Service Regulations, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, and various Bargaining Council Resolutions. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing Skill. Financial Management. Negotiation skills. Ability to prioritize matters. People management. Planning & organizing. Time management. Good communication skills.

**DUTIES**

: Administer recruitment and selection records. Assist with drafting of advertisement of vacant posts. Facilitate the shortlisting and interview processes. Render secretarial services in the shortlisting interviews. Request Personnel Suitability Check. Prepare formal appointment memo to Executing authority for approval. Capturing of appointments on PERSAL. Update the registers (appointments,

commitments). Update the appointment register. Administration and processing of personnel records. Create SP files for new employees. Capturing of personnel information on PERSAL such as qualifications. Dependents, Marital status, residential addresses etc. Submitting all documents to HR Records for filling. Administration of remunerative policies. Facilitate the process of acting appointments. Capturing of Acting allowance on PERSAL. Facilitate the requests for Resettlement expenditure. Facilitate and assist the candidates with the completion of S&T claims for candidates who attended the interviews. Issuing of advice payments to Payroll Management. Administration and processing of personnel utilization. Facilitate the issuing of probation reviews and confirmation of probationary period for employees who were appointed on probation. Facilitate the transfers. process (Internal or external), secondments, relocations and movements of staff. Capturing of transfers, relocations, movements, secondments on PERSAL. Update the transfers and secondment registers.

**ENQUIRIES** : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

**POST 22/444** : **PERSONNEL PRACTITIONER: YOUTH DEVELOPMENT & TALENT MANAGEMENT REF NO LPT/54**  
Directorate Human Resource Management

**SALARY CENTRE REQUIREMENTS** : R338 106 per annum (Level 7)  
: Head Office - Polokwane  
: NQF level 6 qualification in Human Resource Management or related field as recognised by SAQA. 2 years functional working experience in Human Resource Development or related field. Knowledge & Skills: - Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as, Employment Equity Act, Skills Development Act, Basic Conditions Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations, and various Bargaining Council Resolutions. Skills of Negotiation and People Management. Financial Management, Planning & Organising skills. Time management. Strategic Planning, Policy Analysis and development skill. Good communication skills. Group dynamics. Diversity Management. Facilitation & Co-ordination skills. Leadership, Change and Knowledge Management skills.

**DUTIES** : Facilitate Internship Programme. Conduct internship needs analysis. Compile internship advert. Place / enrol interns on internship programme. Facilitate rotation of learners. Facilitate quarterly meetings with interns and mentors. Arrange induction and training of interns (generic and technical training). Arrange training of mentors. Monitor training and learning of interns through monthly reports. Analyse interns monthly reports and compile presentation for quarterly meetings with interns and mentors. Arrange certification/ graduation ceremony. Facilitate Internal Audit Training (IAT) Learning Programme. Conduct IAT needs analysis. Compile IAT advert. Place/ enrol learners on IAT learning programme. Facilitate rotation of learners. Facilitate quarterly meetings with learners and mentors. Arrange induction and training of learners (generic and technical training). Arrange training of mentors. Monitor training and learning of learners monthly through logbooks. Analyse interns monthly reports and compile presentation for quarterly meetings. Facilitate Work Integrated Learning (WIL) programme. Conduct WIL needs analysis. Communicate and liaise OTP and TVET Colleges on WIL Programme. Facilitate placement of learners. Facilitate induction and training of learners. Monitor training and learning of learners monthly through logbooks and timesheets. Facilitate rotation of learners. Arrange learners meetings with the Colleges. Assist learners in compiling testimonial letters. Arrange certification / graduation ceremony. Facilitate CAA programme. Facilitate advertisement of CA Programme. Facilitate enrolment of CA Trainees on CAA. Coordinate induction of CA Trainees. Coordinate learning and training work sessions of Trainees. Facilitate payments for membership, SAICA Board Courses, Board Exams and other training. Identify and train mentors. Financial Management. Constant monitoring of budget and expenditure for youth development programmes. Prepare Memorandum for Goods and Services in respect of youth development programmes.

**ENQUIRIES** : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

**POST 22/445** : **DEMAND & ACQUISITION PRACTITIONER REF NO LPT/195**  
Directorate Supply Chain Management

**SALARY CENTRE REQUIREMENTS** : R338 106 per annum (Level 7)  
: Head Office – Polokwane  
: An NQF level 6 qualification as recognized by SAQA in Supply Chain Management or related field. 1-year functional experience in Supply Chain Management. J45knowledge & Skills: Sound and in-depth knowledge of relevant prescripts.

Application of Supply Chain Management as well as understanding of the legislative framework governing the Public Service such as; Knowledge of variety of work ranges and procedures such as; SCM matters. Planning and organizing. Needs and priorities of the Department. Good communication skills. Service delivery innovation. Client orientation and customer focus. Computer literacy. Analytical and interpretative skills. Change and knowledge management. Competencies: Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

**DUTIES**

: Receive request from end users. Process invitation of all price quotations. Capture requests on the Departmental Procurement System. Invite quotations from the suppliers. Receive quotations from suppliers. Prepare dispatch memo for approval by Director SCM or his/her delegated official. Open individual bid files according to filling index. Compile bid documents as per to Preferential Procurement Policy Framework Act and other relevant SCM prescripts. Advertise bids on Provincial tender bulletin, e-portal, departmental website and any other media. Send bid documents to supplier's / service providers. Opening of bid box during bid closing dates. Recording, numbering, and date stamp all received bid documents. Serve as secretariat during bid specification, bid evaluation and bid adjudication sittings. Prepare evaluation spreadsheets and scoring forms. Conduct site inspection on the short-listed suppliers. Process invitation of bids greater than R1 000 000.00. Conduct need analysis. Check the specification from Demand Manager to confirm if it has been approved, check availability of budget before proceeding with procurement of goods or services. Compile the register for the advertised bids. Write down list of all bids advertised with their details such as date of advertisement, closing date of the bid and progress report for the bids on whether they are awarded or still under evaluation or adjudication process. Update the reports on monthly basis. Maintenance of demand and acquisitions supplier database. Prepare bid evaluation and bid adjudication reports. Prepare bid award letters.

**ENQUIRIES**

: Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

**POST 22/446**

: **PERSONAL ASSISTANTS: REF NO LPT/PA/2026/1 (X 10 POSTS)**  
 Chief Directors: Information Management / Corporate Services / Budget & Public Finance Management / Municipal Finance & Governance / Assets & Liabilities Management / Provincial SCM Management / Financial Management Information Systems / Accounting Services / Risk Based Auditing & Specialized Audit Services / Risk Based Auditing / Performance & Consulting Services

**SALARY CENTRE REQUIREMENTS**

: R338 106 per annum (Level 7)  
 : Head Office - Polokwane  
 : NQF level 6 qualification in Office Management / Office Administration / Management Assistant as recognised by SAQA. 1 year working experience in Office Management / Office Administration / Management Assistance / Secretariat. Knowledge & Skills: Professional presentation and communication skills. Basic knowledge on financial administration. Good telephone etiquette. Good interpersonal relations. Excellent communication. Report writing skills. Ms Office Packages (Ms Word, Ms Excel; Ms Power-point; Ms Outlook). Time Management: Ability to work under pressure; Ability to maintain confidentiality. PFMA and Treasury Regulations. Batho Pele principles. Competencies: Planning and organising. Networking and Customer service orientation. Organizational communication effectiveness. Self-management.

**DUTIES**

: Provide a secretarial support to the Chief Director. Receives telephone calls. Operates and ensures that the Office equipment, e.g., fax machine and photocopier are in good order. Records the engagement of the Chief Director Utilizes discretion to decide whether to accept/decline or refer to other employees request for meetings. Coordinates with and sensitized/advises the Chief Director regarding engagements. Compile realistic schedules of appointments. Renders administration support services. Ensure the effective flow of information and documents to and from the office. Ensure the safekeeping of all documentation in the office in line with relevant legislation and policies. Obtains inputs, collates and compiles reports e.g. progress, Monthly reports, Management reports. Scrutinizes routine submission/ reports and make notes and/or recommendations. Responds to enquire received from internal and external stakeholders. Drafts documents as required. Filing of documents. Collects, analyses, and collates information requested. Clarifies instructions and notes on notes behalf of the Chief Director. Ensures that travel arrangements are well coordinated. Prioritises issues in the office of the Chief Director. Manages the leave register and telephone accounts for the units. Handles the procurement of standards items like stationary, refreshment etc. for the activities of the manager and the unit. Obtain the necessary signatures on documents like procurement advises and monthly salary reports. Provides support to Chief Director regarding meetings. Scrutinizes documents to determine

actions/ information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him/ her on the contents. Records minutes/ decisions and communications to relevant role players, follow-up on progress made. Prepare briefing notes for the Chief Director as required. Coordinates logistical arrangements for meetings when required. Support the Chief Director with the administration of budget. Collects and coordinates all the documents that relate to the budget of Chief Director. Assists Chief Director in determining funding requirements for purpose of MTEF submissions. Keeps records of expenditure commitment, monitors expenditure and alerts Chief Director of possible over-and under spending. Check and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consult with the manager and compiles draft memos for this purpose. (N.B) Successful candidates may be appointed to any of the advertised Personal Assistant posts.

**ENQUIRIES** : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

**POST 22/447** : **REGISTRY CLERK: RECORDS & KNOWLEDGE MANAGEMENT REF NO'S LPT/105, LPT/108 & LPT/109 (3 X POSTS)**  
Directorate Records Management & Auxiliary Services

**SALARY CENTRE REQUIREMENTS** : R237 453 per annum (Level 5)  
: Head Office - Polokwane  
: Grade 12 / Matric / An NQF level 4 as recognised by SAQA. Knowledge & Skills: Knowledge of Registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in Registry.

**DUTIES** : Provide clerical support to Human Records Management. Opening and closing of files. Giving folio numbers to all documents / correspondence received in the registry. Listing all Human Resource Records which are ready for disposal. Implementation of minimum information required in all Human resource records. Redressing of all worn out files and replacement of new jackets. Filing of personnel and other related documents. Maintenance of registers. Ensure safekeeping of personal records. Render Archive services. Maintenance of the staff filling / records classification systems. Quarterly audit of all active documents and files. Provide any other administrative support to the office. Provide support on facilitation of compliance of information and security. Ensure compliance to management of information and security and promotion of access to information. Ensure compliance to management of National Minimum Information Requirements are complied. Ensure compliance to records classification requirement. Provide support on coordination of personal files. Safekeeping of personal files. Maintenance of stall file plan. Maintenance of schedule of records management manuals. Process documents for archiving and disposal. Listing of records that are due for disposal. Listing of records that need to be transferred both to the Provincial Archives and mini departmental archives. Compile list of documents to be archived and submit to the supervisor. Listing of all applications for employment that need to be disposed. Provide reproduction services on Human Resource Records. Attend to clients. Handle telephonic and other enquiries received. Electronic scanning of files. Sort and package files for archived and distribution. Keep records for archived documents. Complete index cards for all files.

**ENQUIRIES** : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

**POST 22/448** : **TELECOM OPERATOR REF NO LPT/125**  
Directorate Records Management & Auxiliary Services

**SALARY CENTRE REQUIREMENTS** : R201 093 per annum (Level 4)  
: Head Office - Polokwane  
: Grade 12 / Matric / An NQF level 4 as recognised by SAQA. knowledge & skills: Sound and in-depth knowledge of providing switchboard operation. Ability to operate switchboard machines. Teamwork. Good interpersonal relations. Able to work under pressure.

**DUTIES** : Rendering an efficient and effective telecom or switchboard services. Attend incoming and outgoing calls. Transfer call to the relevant extension. Providing clients with relevant information. Prompt answering of calls, friendly and helpful. Take message and convey them to other relevant staff. Record keeping of all outgoing calls. Identify and report telephone faults to the supervisor. Manage and handle extremely high volume of incoming calls. Transmit outgoing calls and handle transfer of calls. Test switchboard lines and assist technician. Compile procurement requisition relating to the switchboard section and submit invoice to the supervisor for payment to the switchboard service provider. Arrange telephone instruments for new employees and replacement of faulty telephone instruments

for service. Provider. Perform administrative duties that relate to the switchboard as requested by the supervisor. Send itemized bills of switchboard extension to all staff to identify private and official calls. Assist and help the supervisor with maintenance of the telephone register. Assist with quarterly audit of telephones, fax and ISDN lines. Make sure compliance in accordance with National Treasury prescripts and GCIS financial policies Act as back-up for other colleagues in the section and attend to enquires. Provide any other administrative support to the department.

**ENQUIRIES** : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

**POST 22/449** : **CLEANERS REF NO LPT/134 / LPT/136 & LPT/150 (X 3 POSTS)**  
Directorate Records Management & Auxiliary Services

**SALARY** : R144 024 per annum (Level 2)  
**CENTRE** : Head Office - Polokwane  
**REQUIREMENTS** : ABET / AET/ Grade 10 as recognised by SAQA. Knowledge & Skills: Sound and in-depth knowledge of providing housekeeping. Ability to operate cleaning equipment. Teamwork. Good interpersonal relations. Able to work under pressure.

**DUTIES** : Cleaning of offices daily. Dusting and waxing office furniture. Sweeping scrubbing and waxing floors. Vacuuming and shampooing floors. Cleaning walls, windows, and doors. Emptying and cleaning of dirt bin. Cleaning of restrooms daily. Cleaning toilets. Replacing toilet paper. Emptying and washing waste bins. cleaning of corridors, elevators, and passages. Cleaning elevators. Clean corridors. Clean the passages. Keep and maintain cleaning materials and equipment's. Report broken cleaning materials and equipment's. Cleaning of machines (Microwaves, vacuum cleaners) and equipment's after use.

**ENQUIRIES** : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF EDUCATION**

*The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference.*

- APPLICATIONS** : The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions, as set out below: Should be uploaded via the following link uploaded on the following link <https://erecruitment.mpg.gov.za>
- ENQUIRIES** : should be directed to 013 766 5524/5175/5267/5458/5350: Ms. NP Magagula / Ms. SL Mkhathshwa / Ms. SR Ndzinisa / Mr. X Sifunda, YT Mthethwa - HR Recruitment.
- CLOSING DATE** : 16 July 2026
- NOTE** : Applications should be submitted on the latest Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV only. Only shortlisted candidates for a post will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview following communication from the relevant HR section of the Department. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they complete part A, B AND C as well as the declaration and sign form Z83, even if they are attaching a CV. and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

**MANAGEMENT ECHELON**

- POST 22/450** : **CHIEF DIRECTOR: FURTHER EDUCATION AND TRAINING A4/075**
- SALARY** : R1 554 696 per.annum. (An all-inclusive remuneration package) The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment.
- CENTRE REQUIREMENTS** : Head Office, Mbombela
- : An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. A relevant postgraduate qualification will be an added advantage. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of education policies and legislation, in particular the policy frameworks governing the provision of further education and training, Public Examinations, as well as the PFMA and Financial Regulations. Extensive knowledge of and credible experience in the area of further education and training. Proven communication and interpersonal skills at all levels. Sound analytical and problem-solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules and to work under pressure. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. Ability to provide strategic leadership and to deliver excellent results under pressure. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed

a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

**DUTIES** : Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for further education and training and Public Examinations. Ensure the effective delivery of policy, programmes and systems for diverse educational support services. Manage independent Institution compliance as well as examination question papers and marking, examination policy support and examination administration support. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management, including the human resources, finance, equipment and systems of the component. Contribute to the strategic direction of the Department. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Empower staff within the component through coaching, development and skills transfer. The appointee will be a member of the management echelon of the Department of Education and will be expected to contribute at that level. Promote a culture of efficiency and quality.

**ENQUIRIES** : Mr. ER Nkosi, Tel (013) 766 0918

**POST 22/451** : **DIRECTOR: INTERNAL AUDIT A4/078**

**SALARY** : R1 317 384 per.annum. (An all-inclusive remuneration package) The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment.

**CENTRE** : Head Office, Mbombela

**REQUIREMENTS** : An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years' experience at a middle/senior managerial level. Membership of the Institute of Internal Auditors. Appropriate experience in electronic data processing systems, project management and internal auditing. Knowledge of GAAP and Internal Auditing Standards. Exposure to Public Finance. Extensive knowledge of the Public Finance Management Act. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules and to work under pressure. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Valid drivers license. Willingness to travel and work beyond normal working hours. Ability to provide strategic leadership and to deliver excellent results under pressure. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

**DUTIES** : High level risk assessment of business units. Determine the scope of audit testing. Prepare medium and long term audit plans. Manage the planning and execution of audits in accordance with the IIA Standards. Monitor compliance of policies and procedures. Report audit findings to the Accounting Officer and make recommendations for correcting deficiencies to improve operations and reduce costs. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Analyse losses and manage the departmental database for loss control. Promote a culture of efficiency and quality. Contribute to the strategic direction of the Department. The appointee will be a member of the management echelon of the Department of Education and will be expected to contribute at that level.

**ENQUIRIES** : Ms. LH Moyane, Tel (013) 766 5520

#### **OTHER POSTS**

**POST 22/452** : **DEPUTY DIRECTOR: COLLECTIVE BARGAINING A4/084**

<b><u>SALARY</u></b>	:	R932 292 per.annum. The package can be structured according to the individual's personal needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office, Mbombela An undergraduate qualification (NQF 7/6) as recognised by SAQA in Labour Relations /Labour Law or equivalent qualifications. Minimum of 3 years' relevant experience in Labour Relations environment. Competencies: Extensive knowledge of Labour laws, dispute resolution mechanisms, education legislation and policies and public service legislation and policies. In depth knowledge of and experience in procedures for dealing with incapacity/inefficiency and employee behaviour. Credible experience in conflict resolution and crisis intervention. Strong interpersonal-, written and verbal communication skills. Proven ability to communicate effectively with a broad spectrum of role players. Excellent report writing skills. Sound analytical and problem-solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. Ability to provide strategic leadership and to deliver excellent results under pressure. Valid driver's license.
<b><u>DUTIES</u></b>	:	Manage the Collective Bargaining Unit. Co-ordinate, manage and monitor collective bargaining activities. Prepare and obtain mandates for collective bargaining. Prepare documents for collective bargaining. To represent the employer in collective bargaining structures. To Liaise with disputing parties with the aim of resolving disputes emanating from collective bargaining. To handle Industrial actions according to legislation, policy and procedure. Give direction to, co-ordinate, monitor and advise on all Labour relations related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on Labour relations matters where applicable. Manage the development and implementation of appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive Labour relations service. Identify the needs for improved Labour relations services and formulate programmes and projects for the implementation thereof. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Maintain discipline of staff members. Promote a culture of efficiency and quality. Execute HR Performance Management. The appointee will be a member of the middle management echelon of the Department of Education and will be expected to chair disciplinary enquiries when required to do so.
<b><u>ENQUIRIES</u></b>	:	Mr. H Ngwenya, Tel (013) 766 5429
<b><u>POST 22/453</u></b>	:	<b><u>DEPUTY DIRECTOR: FINANCIAL &amp; SUPPORT SERVICES A4/085</u></b>
<b><u>SALARY</u></b>	:	R932 292 per.annum. (An all-inclusive remuneration package) The package can be structured according to the individual's personal needs
<b><u>CENTRE REQUIREMENTS</u></b>	:	Nkangala District Office, KwaMhlanga An undergraduate qualification (NQF 7/6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce/Financial Management or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. In depth knowledge of the Public Finance Management Act, 1999, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and the specified work field. Sound knowledge and experience of all financial related matters, budget procedures, the Basic Accounting System (BAS), the PERSAL System as well as the computerised LOGIS System. Well-developed written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/customer focus. Analytical, problem solving and decision-making skills. Good computer user knowledge and experience. Valid driver's license.
<b><u>DUTIES</u></b>	:	Overall management of district Financial Services (including Budget and revenue management, expenditure services & Salary services, Supply Chain services and Asset Management). Ensure the efficient management of the district budget, the co-ordination of budgetary inputs and financial reporting. Manage and co-ordinate the efficient and accountable administration of salaries and salary accounts. Ensure the effective acquisition of goods and services. Co-ordinate and administer matters in respect of asset management in accordance with policies and delegations. Give direction to, co-ordinate, monitor and advise on all finance related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on financial matters where applicable. Develop and implement appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive district Financial Service. Identify the needs for improved financial services and formulate

		programmes and projects for the implementation thereof. Maintain discipline of staff members. Execute HR Performance Management.
<b><u>ENQUIRIES</u></b>	:	Ms M Masilela, Tel (013) 947 1816 / Ms LS Malatjie, Tel (013) 947 1725
<b><u>POST 22/454</u></b>	:	<b><u>DEPUTY DIRECTOR: HR SERVICES A4/086</u></b>
<b><u>SALARY</u></b>	:	R932 292 per.annum. (An all-inclusive remuneration package) The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Ehlanzeni District Office, Kanyamazane
	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: Knowledge of Human Resource concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating all HR administration of educators and officials and related HR policies and practices, as well as employee wellness. Excellent written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/ customer focus. Analytical, problem solving and decision-making skills. Advanced planning and project management skills. Proven supervisory and people management skills. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint - with special emphasis on Access). Valid driver's license.
<b><u>DUTIES</u></b>	:	Overall management of district HR Services, including specialised HR support-, research and advisory services, establishment services, employment, career matters, housing and leave, pensions and compensation benefits, PERSAL registry services, the maintenance of the PERSAL Personnel subsystem, and the co-ordination of all HR Projects. Overall management of matters in respect of HIV/AIDS prevention and -care programmes and employee assistance programmes. Give direction to, co-ordinate, monitor and advise on all HR related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on HR matters where applicable. Develop and implement appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive district HR Service. Identify the needs for improved HR services and formulate programmes and projects for the implementation thereof. Maintain discipline of staff members. Execute HR Performance Management.
<b><u>ENQUIRIES</u></b>	:	Ms JT Dlamini, Tel (013) 766 0508
<b><u>POST 22/455</u></b>	:	<b><u>DEPUTY DIRECTOR: HR SERVICES A4/087</u></b>
<b><u>SALARY</u></b>	:	R932 292 per.annum. (An all-inclusive remuneration package) The package can be structured according to the individual's personal needs
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bohlabela District Office, Bushbuckridge
	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: Knowledge of Human Resource concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating all HR administration of educators and officials and related HR policies and practices, as well as employee wellness. Excellent written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/ customer focus. Analytical, problem solving and decision-making skills. Advanced planning and project management skills. Proven supervisory and people management skills. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint - with special emphasis on Access). Valid driver's license.
<b><u>DUTIES</u></b>	:	Overall management of district HR Services, including specialised HR support-, research and advisory services, establishment services, employment, career matters, housing and leave, pensions and compensation benefits, PERSAL registry services, the maintenance of the PERSAL Personnel subsystem, and the co-ordination of all HR Projects. Overall management of matters in respect of HIV/AIDS prevention and -care programmes and employee assistance programmes. Give direction to, co-ordinate, monitor and advise on all HR related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on HR matters where applicable. Develop and implement appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive district HR

		Service. Identify the needs for improved HR services and formulate programmes and projects for the implementation thereof. Maintain discipline of staff members. Execute HR Performance Management.
<b><u>ENQUIRIES</u></b>	:	Ms A Mashile, Tel (013) 766 7441
<b><u>POST 22/456</u></b>	:	<b><u>DEPUTY DIRECTOR: INFRASTRUCTURE AND INFORMATION SYSTEMS A4/088</u></b>
<b><u>SALARY</u></b>	:	R932 292 per annum. (An all-inclusive remuneration package) The package can be structured according to the individual's personal needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bohlabela District Office, Bushbuckridge
	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. In depth knowledge of the Public Finance Management Act, 1999, Treasury Regulations and the specific work field. Sound knowledge and experience of all building project matters, education and training management information systems as well as computer-based system services. Well-developed written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/customer focus. Analytical, problem solving and decision-making skills. Extensive computer user knowledge and experience. Valid driver's license.
<b><u>DUTIES</u></b>	:	Manage and co-ordinate the rendering of integrated education resource planning- and resource management services within the MTEF. Oversee the performing of works inspections. Manage the strategic development and operation of education and training management information systems, collecting and provisioning of education data at District level. Manage the establishment, support and maintenance of effective and efficient information communication technology systems throughout the district.
<b><u>ENQUIRIES</u></b>	:	Ms A Mashile, Tel (013) 766 7441
<b><u>POST 22/457</u></b>	:	<b><u>DEPUTY DIRECTOR: LABOUR RELATIONS A4/089</u></b>
<b><u>SALARY</u></b>	:	R932 292 per annum. (An all-inclusive remuneration package) The package can be structured according to the individual's personal needs
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bohlabela District Office, Bushbuckridge
	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Labour Relations /Labour Law or equivalent qualifications. Minimum of 3 years' relevant experience in Labour Relations environment. Competencies: Extensive knowledge of Labour laws, dispute resolution mechanisms, education legislation and policies and public service legislation and policies. In depth knowledge of and experience in procedures for dealing with incapacity/inefficiency and employee behaviour. Credible experience in conflict resolution and crisis intervention. Strong interpersonal-, written and verbal communication skills. Proven ability to communicate effectively with a broad spectrum of role players. Excellent report writing skills. Sound analytical and problem-solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. Ability to provide strategic leadership and to deliver excellent results under pressure. Valid driver's license.
<b><u>DUTIES</u></b>	:	Manage all district labour relations matters. Co-ordinate, manage and monitor collective bargaining activities, address grievances and regulate, promote and administer sound dispute resolution and -prevention mechanisms. Manage all matters pertaining to incapacity/ inefficiency and employee behaviour. Give direction to, co-ordinate, monitor and advise on all labour relations matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on collective bargaining, grievances as well as dispute resolution and -prevention mechanisms. Manage the monitoring of time off and secondment for teacher union or employee organisation activities. Liaise with Head Office and trade unions on all labour relations matters. Develop and implement appropriate policy, systems, management- and administrative structures for the provision of effective and efficient district labour relations. Maintain discipline of staff members. Execute HR Performance Management.
<b><u>ENQUIRIES</u></b>	:	Ms A Mashile, Tel (013) 766 7441
<b><u>POST 22/458</u></b>	:	<b><u>DEPUTY DIRECTOR: TRANSFORMATION A4/090</u></b>
<b><u>SALARY</u></b>	:	R932 292 per annum. (An all-inclusive remuneration package) The package can be structured according to the individual's personal needs
<b><u>CENTRE</u></b>	:	Head Office, Mbombela

<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Public Management/Human Resource Management or equivalent qualifications. Minimum of 3 years' relevant management experience in HR- and transformation management issues. Competencies: Extensive knowledge of the legislation regulating the transformation of the public service and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Good presentation and report writing skills. Proven managerial skills and the ability to liaise at a high level. Good computer user knowledge and experience. Condition: Appointment will be subject to competency assessment. Valid driver's license
<b><u>DUTIES</u></b>	:	This role is responsible for managing staff performance and executing management function regarding the transformation of civil society in order to achieve organisational objectives. Develop and manage transformation processes. Render support services. Manage and develop democratization of the workplace. Develop policies and procedures. Perform management functions. Execute HR Performance Management. Ensure the development, monitoring and implement Employment Equity Plan and the reporting, therefore. Co-ordinate the Employment Equity Committee meetings. Facilitate Diversity Management programmes.
<b><u>ENQUIRIES</u></b>	:	Ms. LH Moyane, Tel (013) 766 5520
<b><u>POST 22/459</u></b>	:	<b><u>GIS SPECIALIST: WEB SERVICES A4/091</u></b>
<b><u>SALARY</u></b>	:	R932 292 per annum. (An all-inclusive remuneration package) The package can be structured according to the individual's personal needs.
<b><u>CENTRE</u></b>	:	Head Office, Mbombela
<b><u>REQUIREMENTS</u></b>	:	University degree in Information Technology / Computer Science / BSc plus an appropriate Honours- and / or Masters degree. An additional tertiary GIS qualification in Geographical Information Systems. At least three to five years experience in management of Geographic Information Systems. Experience in GIS database administration, GIS web application development and/or spatial analysis and data extraction will be considered. Experience in working with Arc Gis or Arc IMS. Project management. Knowledge of Government legislation regarding spatial information. Experience in the educational sector will be an advantage. Analytical thinking and problem-solving abilities. Excellent client liaison skills. Sound teamwork and human relation capabilities. Ability to work under pressure and expended working hours. Valid driver's license.
<b><u>DUTIES</u></b>	:	Manage, maintain and support the departmental GIS services. Identify and acquire spatial and non-spatial data from various sources. Prepare data for use in the GIS environment. Use static information and non-spatial information to create spatial data. Compile and print reports and maps based on the spatial analysis. Responsible for business report writing and spatial data presentations. Promote the use of GIS and spatial analysis in the planning and monitoring of in-house development. Represent the department on departmental, provincial and national level.
<b><u>ENQUIRIES</u></b>	:	Ms. M Tebeila, Tel (013) 766 5566
<b><u>POST 22/460</u></b>	:	<b><u>SENIOR STATISTICIAN: EDUCATION MANAGEMENT INFORMATION SYSTEMS A4/092</u></b>
<b><u>SALARY</u></b>	:	R932 292 per annum. (An all-inclusive remuneration package) The package can be structured according to the individual's personal needs
<b><u>CENTRE</u></b>	:	Head Office, Mbombela
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year qualification (NQF6) as recognised by SAQA in Statistics, plus extensive appropriate experience in statistics analyses or in a mathematics - related environment. Computer literate in Microsoft developments. Excellent statistical analysing skills. Good verbal and written communication skills. Good report writing skills. Sound human relations and the ability to work under pressure and within a team. Valid driver's license.
<b><u>DUTIES</u></b>	:	Execute statistical analyses of education data and Stats-SA data. Incorporate external data into useful analytical data. Forecast trends on data to support management decisions. Liaise with other departments / directorates / sectors in assisting with data analyses. Work closely with the Chief Information Officer in regard of the above. Assist management in analyses and understanding of statistical data. Prepare statistical reports for publishing on web-sites, newsletters and media. Liaise within the matrix function on statistical reporting
<b><u>ENQUIRIES</u></b>	:	Mr. D Mtembu, Tel (013) 766 5124
<b><u>POST 22/461</u></b>	:	<b><u>WEB SPECIALIST: WEB SERVICES A4/093</u></b>
<b><u>SALARY</u></b>	:	R932 292 per annum. (An all-inclusive remuneration package) The package can be structured according to the individual's personal needs
<b><u>CENTRE</u></b>	:	Head Office, Mbombela
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized Bachelors degree or equivalent qualification. Relevant technical qualifications. At least 5 years relevant experience. Analytical thinking

and problem-solving abilities. Excellent client liaison skills. Sound teamwork and human relation capabilities. Ability to work under pressure and extended working hours. Experience in the Educational sector, project management experience, sound knowledge of HTML/ASP.NET/PHP languages and familiar with SQL databases will be considered. Short listed candidates may be required to complete a technical/practical competency test. Valid driver's license.

**DUTIES**

: Develop policies in support of the Departmental strategy. Represent the department on departmental, provincial and national level. Manage technical aspects of the departmental web site. Liaise with other departmental stakeholders regarding departmental website content. Maintain, manage and support the departmental website. Liaise with the EMIS and Information Officer regarding publishing educational data.

**ENQUIRIES**

: Ms. M Tebeila, Tel (013) 766 5566

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

- APPLICATIONS** : Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Office of the Premier, Kimberley, 8300, hand deliver at T & I Building, 69 Monument Heights, Office of the Premier, Ground Floor (Security) and or email addresses provided for each individual post.
- FOR ATTENTION** : Ms. K. Moremi
- CLOSING DATE** : 10 July 2026
- NOTE** : The Northern Cape Office of the Premier is committed to providing equal opportunities and practicing affirmative action employment. We intent to promote equity through the fulfilment 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. Preference will be given to females as per the Northern Cape Office of the Premier Employment Equity Targets. Women and people with disabilities are encouraged to apply. Compliance: Applications must be submitted on the approved New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated, however, the initial on the second page of the form is not mandatory. The form is obtainable any Public Service Department or on the DPSA website, [www.dpsa.gov.za](http://www.dpsa.gov.za). Applicants must indicate the post and the correct reference number on the Z83 application Form. The New Z83 Form must be accompanied by detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). DPSA Circular 03 of 2025 states that the form must be completed in manner that provides sufficient information about the candidate and the post applied for by completing all relevant fields. Please note that Part A must be fully completed. Part B, C and D questions of the Z83 may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for. Part E, F and G do not need to be completed if the CV has been attached and provides the required information. However, the question related to conditions that prevent re appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants currently employed by the public service do not need to complete the section as it is intended for those seeking re employment. Failure to provide information on CV as requested the applicant may be disqualified. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification, verification of any dismissal for misconduct and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if he/she is not a Director/Shareholder of a company or conducting 162 any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointments. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

## MANAGEMENT ECHELON

<b><u>POST 22/462</u></b>	:	<b><u>CHIEF DIRECTOR: PROVINCIAL GOVERNMENT INFORMATION TECHNOLOGY SERVICES - REF NO: CD/PGITO/2026</u></b> Re-Advertisement
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 554 696.per annum (Level 14), (all-inclusive salary package) Kimberley Applicants must be in possession of a recognised Bachelor's Degree in Information Technology/ Computer Science/Information Systems (NQF Level 7), coupled with a minimum of five (5) years relevant experience, at Senior Management (SMS) level, within an Information Technology environment, with a proven track record in project and contract management. The Nyukela Public Service SMS Pre-entry Programme is required and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela Certificate). A valid driver's licence is essential. Competencies: The following key competencies and skills are required for the position: Knowledge of the latest advances in public management theory and practice, Public Service regulatory framework; Knowledge of Government-wide Enterprise Architecture framework (GWEA), ITIL, COBIT; Knowledge of policy and strategy development and planning, for implementation within a government environment, Knowledge of Information Technology Service Management (ITSM); Understanding of Corporate Governance of ICT; Know-how on digital transformation and Strategic ICT leadership; Understanding of digital governance, data analytics and Cyber security; Programme and Project Management, Contract Management, Change and Knowledge Management, Financial Management; Excellent management communication and interpersonal skills; Strong leadership and organisational skills; Negotiation, influencing, collaboration and partnership building; Problem solving and analytical skills Ability to leverage information and technology in business model design, business process re-engineering, products and services development; Logical and creative thinker, able to create synergies across the Province, to enable cost-effective and innovative shared solutions, geared towards achievement of organisational goals and improve government performance.
<b><u>DUTIES</u></b>	:	Key Responsibilities: Manage ICT Infrastructure and operation within the Northern Cape Provincial Government; Develop and implement the provincial ICT infrastructure strategy to ensure reliable, secure and scalable ICT services; Lead the planning and rollout of infrastructure renewal, upgrades, and lifecycle management in alignment with GWEA and ITSM best practices; Develop disaster recovery and ICT continuity plans for provincial systems and ensure regular testing; Manage and coordinate Information Security services; Develop and implement the Provincial Information Security Framework aligned to national cyber security standards and DPSA prescripts; Oversee information security risk assessments and ensure mitigation plans across provincial departments; Establish policies and guidelines governing data governance, access control, information classification, and privacy compliance; Manage and coordinate the transversal GITO and Governance Services; Coordinate implementation of the Government wide Enterprise Architecture (GWEA) across provincial departments; Provide governance leadership on ICT planning, policy development and ICT alignment to departmental APPs and Ops; Oversee monitoring and reporting on transversal ICT projects and ensuring alignment to government priorities; Manage, coordinate and facilitate the provisioning of government information and services to communities; Lead the development of digital government platforms and e services for public access; Oversee the rollout and support of community ICT access points (Thusong Centres, community Wi-Fi, mobile service technologies); Facilitate partnerships with municipalities, private sector and academic institutions to expand digital inclusion; Drive digital transformation programmes to improve citizen centric service delivery; Implement communication and outreach strategies to improve public awareness and uptake of digital government services; The overall management of the Chief Directorate; Manage the Chief Directorate's budget, ensuring expenditure aligns with PFMA and strategic priorities; Provide strategic leadership, oversight and coordination across all components; Foster stakeholder relations with other departments, DPSA, academic institutions and private sector partners
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. M. Tlaetsi Tel No: 053 030 0625 Email applications to: <a href="mailto:PGITS2026@ncpg.gov.za">PGITS2026@ncpg.gov.za</a>

**PROVINCIAL ADMINISTRATION: NORTH WEST PROVINCE  
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

- APPLICATIONS** : Completed applications should be forwarded to the Director: Human Resource Management, Department of Cooperative Governance and Traditional Affairs, Private Bag x 2145 Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Bessemer Street , Industrial Site, Mafikeng (Behind the Crossing Shopping Complex) for attention: Ms Ethelia Masibi, tel. (018) 388 3933 or Ms Katlego Sebaetse, tel. (018) 388 3935, email: [nwcoqtarecruit@nwpg.gov.za](mailto:nwcoqtarecruit@nwpg.gov.za)
- CLOSING DATE** : 10 July, Time (15H30)
- NOTE** : Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience, and with full names, addresses, and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications; however, shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. OSD posts will be remunerated in accordance with relevant directives. Please note: It is the responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. NB: Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Appointment of the successful candidate(s) will be strictly subject to the Personnel Suitability Checks results/outcome before appointment. Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their conditions enquiries to the relevant person indicated on enquiries. Directions On How To Fill In The New Z83 Form NB: Candidate should note the following information on the new Z83 application form: All fields of the Z83 are compulsory, and the applicant's signature is mandatory. The Z83 must be completed in full and signed for an applicant to be considered. The form must be completed in manner that provides sufficient information about the candidate, and the post applies for by completing all relevant fields. The questions related to conditions that prevent re-appointment under part F must be answered, it requires an applicant to specify if any may prevent re-employment in the public service. Applicants currently employed by the public service do not need to complete the section intended for those seeking re-employment. The Z83 form must be completed in full and signed in order for an applicant to be considered. Part A, B, C and D applicants may leave questions blank, mark them as not relevant, and uses dashes or N/A if they do not apply to them or the position they are applying for. The initials on the second page, where the signature is situated, are not mandatory. NB: The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

**MANAGEMENT ECHELON**

- POST 22/463** : **DIRECTOR: MUNICIPAL DEVELOPMENT PLANNING REF NO: 01/26-27**  
Chief Directorate: Development and Planning  
Directorate: Municipal Development Planning  
Job Purpose: To administer implementation of municipal Development planning services.
- SALARY** : R1 317 384 per annum. (all-inclusive remuneration package) (Level13)
- CENTRE** : Head Office
- REQUIREMENTS** : Matric/Grade 12/Degree(NQF7) in Local Government/Development Studies/Public Administration/Public Management/Governance/Town Planning/Urban and Regional Planning/Spatial Planning/Environmental Science/Social Science/Economics/Surveying/Geographic Information Systems/ as recognised by SAQA. Minimum of 5 years relevant experience in Local Government and

Municipal environment at Middle/senior Management Level. Nyukela SMS Pre-Entry Certificate submitted prior to appointment, A valid driver's license. Competencies/Knowledge/Skills: In-depth knowledge of Municipal Structure Act, Municipal Finance Management Act, Municipal Systems Act, Municipal By-Laws, Spatial Planning and Land Use Management Act, Development Facilitation Act, Inter-governmental Relations Framework Act, Public Finance Management Act, Public Service Act and Regulations, National Development Plan, Municipal Planning Processes, systems and timeframes, Integrated Development Planning alignment Processes, Integrated Urban Development Framework, Rural and Urban Development Policies, Land Tenure systems and Property Law, Leadership and People Management, Strategic Planning and Coordination, Analytical and Research, Conflict Management and Resolution, Communication and Stakeholder Engagement, Project and Programme Management, Policy Interpretation and development, Report Writing and Presentation, Computer Literacy, Facilitation, Financial Management.

- DUTIES** : Coordinate development, review and alignment of municipal five-year Strategic Integrated Development plan. Coordinate implementation of Local Economic Development Planning. Coordinate the Provincial Spatial Development Framework and ensure alignment with Municipal Spatial Development Frameworks. Coordinate administration of Spatial Planning and Land Use Management (SPLUMA). Coordinate implementation of District Development Model, One Plans and Catalytic projects. Facilitate development and review of Land Use Schemes.
- ENQUIRIES** : Mr S Ramagaga, tel. (018) 388 5890

**DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT, CONSERVATION, AND TOURISM**

*It is the Department 's intention to promote Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. White males and females are encouraged to apply.*

- APPLICATIONS** : Completed application forms and the Comprehensive CV quoting the relevant reference number, may either be hand-delivered to Department of Economic Development, Environment, Conservation and Tourism, NWDC Building, Cnr University Drive and Provident Street, Mmabatho, 2745. or E-mail: [dedectapplications@nwpg.gov.za](mailto:dedectapplications@nwpg.gov.za)

**CLOSING DATE** : 10 July 2026

- NOTES** : Application must be submitted on a newly subscribed Z83 Form, obtainable from any Public Service Department, which must be signed and dated (and unsigned and not dated Z83 form will disqualify an application) and must be accompanied by a recently up-dated, comprehensive CV, including the details of at least three contactable referees (should be people who recently worked with the applicant). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not being contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (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. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed and late applications will be considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Successful completion of the Nyukela Public Service (SMS Pre Entry Certificate) is required prior to finalization of an appointment into any SMS post. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful applicants will be required to enter into an employment contract and a performance agreement. Disclosure of financial interests is the requirement.

**MANAGEMENT ECHELON**

**POST 22/464** : **CHIEF DIRECTOR: ECONOMIC PLANNING REF NO: 01/DEDECT/2026/NW**

**SALARY** : R1 554 696 per annum (level 14) All-Inclusive Remuneration Package): 60% or 70% of the inclusive salary package must go into the basic salary.

<b><u>CENTRE REQUIREMENTS</u></b>	:	Mahikeng
	:	An appropriate Bachelor's Degree (NQF Level 7) in the field of Business Economics / Economic Planning or equivalent qualification as recognised by SAQA Postgraduate qualification(s) in the Economics field of study will be an added advantage Extensive experience in the field of economic development, export and investment promotion Knowledge and understanding of the economic development sector, as well as, industry development Experience of conducting economic development research A minimum of 5 years' experience at a senior management level or equivalent to SMS level from other sectors A valid driver's license. Competencies: Financial management Strategic capability and leadership Programme and Project management Change management Knowledge Management Service Delivery Innovation problem solving and Analysis People management and Empowerment Client orientation and customer focus Communication Honesty and Integrity Computer literacy.
<b><u>DUTIES</u></b>	:	Perform functions as a Chief Economist Develop and implement interventions and strategies to stimulate economic growth and development through industry development, trade and investment promotion Facilitate and co-ordinate the development of the major Provincial economic sectors (agro processing, manufacturing, mining beneficiation, tourism and green economy) Facilitate the support of industries in order to contribute to the acceleration of economic growth rate Address the millennium development goals, national and provincial goals of job creation and the constitutional mandate Facilitate and undertake research that will inform the development and review of economic development plans, policies and strategies in alignment with national and provincial priorities Conduct research and feasibility studies on prospective projects in terms of, inter alia, technical, socio-economic, environmental and financial management and market processes to aid decision-making about the type of project support and links to sector development Manage the implementation of broad economic strategies and other imperative initiatives to transform the provincial economy e.g. Special Economic Zones (SEZ), Black industrialists and Industrial parks Develop and implement key economic sectors strategies that influence provincial economy growth and development Facilitate and manage creation of an enabling environment for key Provincial industries that have the potential to significantly contribute to job creation, skills development, establishment and growth of small medium and large business and support BBBEE through rural and township economy within the four districts of the Province To enhance the competitiveness of the province's priority economic sectors and ensure that they can compete within a global, continental and international scale Manage strategic projects and partnership/ service level agreements with key stakeholders in provincial prioritised economic sectors and ensure that are successful completed within budgetary timelines and performance requirements Manage the performance of the Chief Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr. R. E. Mofokane - Tel: (018) 388 5823
<b><u>POST 22/465</u></b>	:	<b><u>CHIEF DIRECTOR – CORPORATE SERVICES REF NO: 02/ DEDECT/2026/NW</u></b>
<b><u>SALARY</u></b>	:	R1 554 696 per annum (level 14) All-Inclusive Remuneration Package): 60% or 70% of the inclusive salary package must go into the basic salary.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office – Mahikeng
	:	An appropriate Bachelor's degree (NQF Level 7) as recognised by SAQA. A minimum of 5 years' experience at a senior management level or equivalent to SMS level from other sectors. A valid driver's license. In-depth knowledge and understanding of corporate services management in public service. Competencies: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Change management skills. Knowledge management skills. Service delivery innovation skills. Problem-solving and analysis skills. People management and empowerment skills. Client orientation and customer focus. Communication skills. Honesty and integrity. Networking and presentation skills. Computer skills. Excellent, in-depth knowledge of and insight into all applicable policy frameworks governing the public sector.
<b><u>DUTIES</u></b>	:	Oversee the rendering of Human Resource Management & Development Services within the Department. Manage the provision of strategic support and administration services. Oversee the legal support services of the Department. Oversee security compliance and transformation within the Department. Oversee the management of ICT Corporate communication and Knowledge management within the Department. Ensure departmental compliance to the PAIA and POPIA. Monitor Communications Services within the Department. Coordinate strategic planning cycle, strategic and business plans. Collate organizational performance reports quarterly and annually. Manage and provide support services to the entire department. Manage information by ensuring that all information in the department is secure/accessible/reliable and properly recorded. Minimize risk to the department by ensuring that controls for all internal processes are in place. Develop and implement efficient reporting systems to ensure optimal internal decision-making for management. Manage the departmental PMDS for Senior Management Services in line with the Annual Performance Plan and

implementation plan as well as annual report. Provide financial and personnel leadership and ensure overall management and control of the Chief Directorate Corporate Services.

**ENQUIRIES** : Mr. R. E. Mofokane - Tel. (018) 388 5823

**POST 22/466** : **CHIEF DIRECTOR – INTEGRATED ECONOMIC DEVELOPMENT SERVICES (IEDS)**

**SALARY** : R1 554 696 per annum (level 14) All-inclusive Remuneration Package): 60% or 70% of the inclusive salary package must go into the basic salary.

**CENTRE REQUIREMENTS** : Head Office – Mahikeng  
: An appropriate Bachelor's degree (NQF Level 7) in Economics / Economic Development / Economic Management and Analysis / Business Entrepreneurship or equivalent qualification as recognised by SAQA. Postgraduate qualification (s) in the afore-mentioned fields of study will be an added advantage. A minimum of 5 years' experience at a senior management level or equivalent to SMS level from other sectors. A valid driver's license. Competencies: Financial management, Strategic Capability and Leadership, Programme and Project management, Change management, Knowledge management, Service delivery innovation, Problem solving and Analysis, People management and Empowerment, Client orientation and customer focus, Communication, Honesty and Integrity. Computer literacy.

**DUTIES** : Manage the contribution by the Department to the local economic growth and development. Identify regulatory burdens that negatively affect business development. Manage strategic projects and partnership / service delivery level agreements with key stakeholders in the sector and ensure that they are successfully completed within the budgetary timelines and performance requirements. Manage the empowerment of enterprises of the designated groups with the aim of addressing economic disparities. Manage the implementation of broad economic strategies and other imperative initiatives to transform the provincial economy. Conduct viability and financial management and market processes to aid decision-making about the type of project support and links to support programmes. Assess the impact on increased coordination and partnership regarding funding of enterprises (SMMEs and Cooperatives). Facilitate the alignment of all procurement policies to empower Cooperatives and SMMEs at provincial and local levels. Ensure proper implementation of incubation and skills development programme to sustain small business in the province. Manage the implementation of Departmental Risk Management policy. Collaborate with municipalities through their integrated development plans to develop and implement enterprise development programmes towards improved Local Economic Development. Manage the provision of technical support to the Province and municipalities during the implementation of Small Business Portfolio programmes within the districts / municipalities (DDM). Manage and ensure effective and efficient utilisation of the financial, human and physical resources of the Chief Directorate in line with the applicable legislation. Communication (verbal, written and formal presentations, etc) with stakeholders from diverse backgrounds and deliver relevant information.

**ENQUIRIES** : Mr. R. E. Mofokane - Tel: (018) 388 5823

**POST 22/467** : **CHIEF DIRECTOR – BUSINESS REGULATORY AND CONSUMER PROTECTION (BUSREG)**

**SALARY** : R1 554 696 per annum (Salary level 14) All-inclusive Remuneration Package): 60% or 70% of the inclusive salary package must go into the basic salary.

**CENTRE REQUIREMENTS** : Head Office – Mahikeng  
: An appropriate Bachelor's degree (NQF Level 7) in Business Administration / Business Management / LLB or equivalent qualification as recognised by SAQA. Postgraduate qualification(s) in the afore-mentioned field of study will be an added advantage. A minimum of 5 years' relevant experience at a senior management level or equivalent to SMS level from other sectors. Valid driver's license. Competencies: Financial management. Strategic capability and leadership. Programme and project management. Change management. Knowledge management. Service delivery innovation. Problem-solving and analysis. People management People management and empowerment. Client orientation and customer focus. Honesty and integrity.

**DUTIES** : Oversee an enabling regulatory environment that supports economic growth. Oversee compliance level on liquor licensing. Oversee compliance on business licensing. Oversee the programme adherence to the maintenance of effective and efficient transparent systems of financial management and effective management of risks. Oversee the contribution by the Business Regulations sector to job creation and regulation of informal businesses. Oversee implementation of economic programmes. Manage and implement consumer protection and regulatory strategies, administration of liquor and business regulation.

<b><u>ENQUIRIES</u></b>	:	Mr. R. E. Mofokane - Tel: (018) 388 5823
<b><u>POST 22/468</u></b>	:	<b><u>DIRECTOR – HUMAN CAPITAL MANAGEMENT</u></b>
<b><u>SALARY</u></b>	:	R1 317 384 per annum (level 13) All-inclusive Remuneration Package): 60% or 70% of the inclusive salary package must go into the basic salary.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office – Mahikeng An appropriate Bachelor’s degree (NQF Level 7) in Human Resource Management / Public Administration / Public Management / Industrial Psychology or equivalent qualification as recognised by SAQA. A minimum of 5 years’ relevant experience at a middle/senior management level or equivalent to SMS level from other sectors. Client focussed HR strategist. A thorough understanding of policy formulation and coordination. Proven experience in or through understanding Human Capital Management and broader talent management strategies. A good background in turnaround and change management strategies. Experience and insight into legislation that impacts on human resource practices and administration. A valid driver’s license. Competencies: A result-driven, customer-focused approach, with excellent planning, organisational communication (written and verbal) and presentation skills. Analytical and innovative thinking. Knowledge of human and financial resource management. Good computer literacy in the Microsoft Office suite (Word, Excel and PowerPoint). The ability to work in highly pressured environment and driven by a sense of urgency to meet deadlines. Leadership skills. Research and policy formulation. Presentation and facilitation skills. Executive report-writing skills. People management. Financial management. Strategic planning. Project management. Change and knowledge management. Negotiation skills. Knowledge of Government systems (PERSAL).
<b><u>DUTIES</u></b>	:	Provide leadership and strategic direction in the Directorate. Ensure the provision of comprehensive organisational development support. Co-ordinate and integrate the service delivery programmes of the department. Manage and utilise resource practice and administration. Manage overall employee relations. Develop and manage employee health and wellness. Manage and co-ordinate human capital planning, salaries and information systems services that support the departmental strategy. Design and manage strategic human resource training and development services. Manage and utilise resources in accordance with relevant directives and legislation.
<b><u>ENQUIRIES</u></b>	:	Mr. M. J. Matebesi - Tel: (018) 388 1335
<b><u>POST 22/469</u></b>	:	<b><u>DIRECTOR – CONSUMER PROTECTION</u></b>
<b><u>SALARY</u></b>	:	R1 317 384 per annum (level 13) All-inclusive Remuneration Package): 60% or 70% of the inclusive salary package must go into the basic salary.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office - Mahikeng An appropriate Bachelor’s degree (NQF Level 7) in the related field as recognised by SAQA. A minimum of 5 years relevant experience at a middle/senior management level or equivalent to SMS level from other sectors. A valid driver’s license. Competencies: Strategic capability and leadership. Programme and project management. Financial management. Change management. Knowledge management and empowerment. Client orientation and customer focus. Communication skills. Honesty and integrity. Computer literacy.
<b><u>DUTIES</u></b>	:	Develop, implement and promote measures that ensure the rights and interests of consumers. Render consumer education and service delivery services. Provide for prohibition and control of unfair business practices in the interests and protection of consumers. Investigate consumer complaints. Render consumer affairs court services. Render consumer education and advisory services. Ensure compliance and enforcement of legislation related to commence.
<b><u>ENQUIRIES</u></b>	:	Ms. K. C. Taoana - Tel: (018) 388 5959
<b><u>POST 22/470</u></b>	:	<b><u>DIRECTOR: SUPPLY CHAIN AND FLEET MANAGEMENT</u></b>
<b><u>SALARY</u></b>	:	R1 317 384 per annum (level 13) All-inclusive Remuneration Package): 60% or 70% of the inclusive salary package must go into the basic salary.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office - Mahikeng An appropriate Bachelor’s degree (NQF Level 7) in Supply Chain Management / Financial Management / Economic / Auditing or equivalent qualification as recognised by SAQA. A minimum of 5 years relevant experience at a middle/senior management level or equivalent to SMS level from other sectors. Knowledge and experience in Supply Chain, Assets and Fleet management. Must be computer literate and must have worked on an enterprise resource planning (ERP) system. A valid driver’s license. Competencies: Strategic capability and leadership. Programme and project management. An in-depth knowledge of applicable financial legislations and regulations, including exposure to Preferential Procurement Policy Framework Act (PPPFA), Broad-based black empowerment Act, Standards of Generally Recognised accounting Practice and the Public Finance Management Act. Knowledge and understanding of Government

imperatives and priorities. Knowledge and understanding of the white paper on the transformation of public service delivery (Batho Pele). Proven leadership, management, project management, communication, interpersonal, conflict resolution, analytical and financial management skills. Must be able to work under pressure.

**DUTIES** : Provide strategic direction, leadership and management regarding Supply Chain, Asset and Fleet Management functions. Develop, manage and execute the key strategic objectives and business plans of the Supply Chain, Asset and Fleet Management. Ensure the necessary organizational capacity is created and managed for delivery on core operational requirements. Manage the performance of the unit to ensure quality service delivery and achievement of key strategic objectives. Ensure effective financial and human resources management. Interpret, understand and implement Supply Chain Management and asset management as contained in relevant legislation, regulations and GRAP standards. Develop and implement relevant policies and procedures with respect to Supply Chain, Asset and Fleet Management. Develop and implement internal control procedures to ensure the effective functioning of the unit and management of risk. Ensure sound contract management systems.

**ENQUIRIES** : Ms. K. C. Molosiwa -Tel: (018) 388 5922

#### **PROVINCIAL TREASURY**

***The North West Provincial Treasury is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. Women, People with Disabilities and Youth are encouraged to apply as the targeted groups as per our employment equity plan. The Employment Equity Plan for the Department will be considered when filling vacant positions. It is our intention to promote representivity.***

**APPLICATIONS** : Applications should be forwarded to: The Director: Human Resource Management, North West Provincial Treasury, Private Bag X2060, Mmabatho 2735, marked for attention: N Marengwa, K Chuma, L Rapodile, or S Nage, 2nd Floor, Garona Building. You can also email your application to [ptvacancies@nwpg.gov.za](mailto:ptvacancies@nwpg.gov.za). The maximum limit is 35MB for applications to be transmitted successfully, otherwise you will have to send more than one email. When you submit by email, please put the reference number and post job title in the subject line. The reference number should be indicated on the application. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Applications should be submitted on time. Applications received after the closing date will not be accepted and considered.

**CLOSING DATE** : 10th July 2026

**NOTES** : Applications must quote the relevant reference number and be submitted on the NEW Z83 form, obtainable from any Public Service Department or the DPSA website at <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using the incorrect application for employment (old Z83), it will not be considered. The Z83 must be fully completed and signed and accompanied by a comprehensive/ detailed recent Curriculum Vitae (including full particulars of training, qualifications, certificates, skills, competencies, and knowledge, specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service). At least three contactable referees should be provided. (Telephone numbers and email addresses must be indicated). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, and training certificates as well as a driver's license where necessary. This must be submitted on or before the day of the interviews. Non-SA citizens who are shortlisted must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by a SAQA evaluation report on the qualification. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such an evaluation report (only when shortlisted). It will be expected of candidates to be available for interviews and assessments on the date and time and at a place as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. The Department will conduct reference checks which may include social media profiles of the shortlisted candidates. All shortlisted candidates, including SMS, shall undertake to pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and Directorships that they may be associated

with and declare any business they had or are conducting with an Organ of State. It will be required by employees who fall within the designated groups to do financial disclosures to submit such within three months of their appointment. Failure to comply with the above requirements will result in the disqualification of the application. Due to the large number of applications, we envisage receiving applications will not be acknowledged. Should you not be contacted within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right to cancel the recruitment process and not fill a position or re-advertise the posts at any time in the future. Correspondence will be limited to short-listed candidates only.

#### **OTHER POSTS**

- POST 22/471** : **HUMAN RESOURCE PRACTITIONER REF NO: NWFIN/2026/01 (2 POSTS)**  
 Programme: Administration  
 Sub Programme: Corporate Services  
 Directorate: Human Resource Management and Development  
 Sub Directorate: HR Administration and Practices
- SALARY CENTRE REQUIREMENTS** : R413 001 – R486 501.per annum (Level 8)  
 : Mmabatho  
 : As a minimum a National Diploma or Advanced Certificate in HR/ Public Administration/ Social Sciences or equivalent NQF 6 qualification. Two (2) years' relevant experience in a recruitment environment as well as practical working PERSAL experience. PERSAL Introduction Certificate is compulsory. Application of resources as well as understanding of relevant legislative framework and variety of work changes and procedures governing Public Service such as, but not limited to Public Service Act, Public Service Regulations, Labour Relations Act, Employee Equity Act and any other relevant prescripts and policies guiding HR practices in Government. Analytical thinking, creative and innovative. Good communication and presentation skills. Computer and report writing skills. Ability to work under pressure. The ability to interpret and apply policies. Ability to conduct research. The ability to function independently and work as part of the team. Good interpersonal relations.
- DUTIES** : Implement Recruitment and Selection processes in the Department by advertising of vacant posts, selection and interviews. Implement and do personnel suitability checks and verification of qualifications. Implement personnel utilization and mobilization processes on PERSAL by implementing appointments, promotions, transfers, movements and relocations. Assist MMS and SMS with structuring of salary packages and implementation on PERSAL. Update basic information of employees on PERSAL. Request exit interview questionnaires and do exit interviews. Assist with the appointment of employees on development programmes. Address HR enquiries related to HR Practices.
- ENQUIRIES** : Ms N Marengwa Tel: (018) 388 3490
- POST 22/472** : **COMMUNICATION OFFICER REF NO: NWFIN/2026/02**  
 Programme: Administration  
 Sub-Programme: Corporate Services  
 Sub Directorate: Communication Services
- SALARY CENTRE REQUIREMENTS** : R413 001 – R486 501.per annum (Level 8)  
 : Mmabatho  
 : As a minimum a National Diploma or a Bachelor's Degree in Communications/ Public Relations/ Journalism or equivalent NQF 6 qualification. A minimum of two (2) years' practical experience in a communication environment. Candidates must demonstrate strong media liaison skills and have a solid understanding of government legislative frameworks. Experience in website content management, digital publishing, content management systems and the distribution of government information through digital platforms. Ability to work independently but also be a team player. Good interpersonal, communication, analytical ability, research, report writing, people, facilitation, and presentation skills. Computer literacy in MS Office packages. A valid Driver's license. The incumbent must be willing to travel extensively and work irregular hours.
- DUTIES** : Assist with management of public relations and promote departmental programs to the public. Handle media inquiries, Media Monitoring, write media advisories and media statements, plan for press conferences and management of media databases. Track daily news coverage and analyse public perceptions of the department. Manage official social media accounts, website content, and digital campaigns and articles for external newsletters. Capture high-quality photographs and coordinate video recordings during official events.
- ENQUIRIES** : Ms K Gill Tel: (018) 388 3584/ 1363

<b><u>POST 22/473</u></b>	:	<b><u>HARDWARE TECHNICIAN REF NO: NWFIN/2026/03 (2 POSTS)</u></b> Programme: Administration Sub-Programme: Corporate Services Directorate: Information Communication Technology
<b><u>SALARY</u></b>	:	R413 001 – R486 501.per annum (Level 8)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or advanced certificate in IT or equivalent NQF 6 qualification. A bachelor's degree in IT (NQF7) will be an added advantage as well as the following certificates: A+, N+ CISCO & CCNA. A minimum of two (2) years' relevant practical experience in an IT environment. A valid driver's license. It will be expected that the official will travel. Infrastructure technology and software configuration requirements. Network operating systems. Knowledge of methods, tools and equipment used in computer testing, repairs and maintenance. Troubleshooting skills and experience in Microsoft platforms. Knowledge of Entra-ID and Windows/Linux Platform. Good telephone etiquette. Report Writing skills, problem solving skills, project management skills, and team player.
<b><u>DUTIES</u></b>	:	Attend and Resolve Information Technology related action requests. Attend and resolve network related calls immediately. Initiate and participate in ICT projects and implementation of projects within timelines i.e. M365 or any 4IR technology. Render information security, back-up, and recovery. Conduct user awareness workshops. Perform hardware and software audits. Ensure efficient and timeously communication with officials regarding Incidents and logged calls.
<b><u>ENQUIRIES</u></b>	:	Ms K. Gill Tel: (018) 388 3584/1363
<b><u>POST 22/474</u></b>	:	<b><u>SENIOR MANAGEMENT ACCOUNTANT REF NO: NWFIN/2026/04</u></b> Programme: Administration Sub-Programme: Financial Management Sub Directorate: Management Accounting Services
<b><u>SALARY</u></b>	:	R413 001 – R486 501.per annum (Level 8)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advanced Certificate in Finance/ Cost and Management Accounting/ Accounting or equivalent NQF 6 qualification. A minimum of two (2) years' relevant experience in a budget management environment. Sound analytical thinking and problem-solving skills. Good communication (verbal and written) and interpersonal skills. Creative and innovative skills. Ability to work independently and in a team. Sound Report writing. Compliance with deadlines. Ability to work under pressure with minimum errors. Extensive knowledge of Budget Process, Budget Management, Revenue management, Expenditure Management, Financial prescripts, Public Finance Management Act (PFMA), Treasury regulations. Computer literacy – MS Power Point, Word and Excel. In-debt knowledge of Government systems (BAS, Walker and Vulindlela) will be an added advantage.
<b><u>DUTIES</u></b>	:	Consolidate, check, collect and prepare financial supporting information for completion of the budgeting process (MTEF). Coordinate the process of management and monitoring of cashflow, budget, revenue and expenditure (departmental spending) and report on budget deviations (variances) and report to the Manager on a regular basis. Facilitate the process of loading of Departmental budget (MTEF), adjustment budget estimates (AEPRE), prepare requests of budget shifts/virement, and any roll-over in the BAS System. Monitor any underspending/ overspending of budget and expenditure and report to the Manager on a regular basis. Compile and verify the accuracy of In- Year Monitoring (IYM) monthly and quarterly reports and submit them to the Manager for checking. Supervise and assess performance of sub-ordinates and the departmental budget queries.
<b><u>ENQUIRIES</u></b>	:	Ms. A Makgopa Tel: (018) 388 1066
<b><u>POST 22/475</u></b>	:	<b><u>SENIOR ASSET MANAGEMENT OFFICER REF NO: NWFIN/2026/05</u></b> Programme: Administration Sub-Programme: Financial Management Sub Directorate: Asset Management
<b><u>SALARY</u></b>	:	R413 001 – R486 501.per annum (Level 8)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advance Certificate in SCM/ Logistics Management/ Asset Management/ Finance or equivalent NQF 6 qualification with two (2) years' experience. A Degree (NQF 7) will be an added advantage. Ability to interpret and apply policies. Analytical and innovative thinking. Research, Report writing, Workshop presentation and facilitation. Adaptability during changes to meet the goals. Sound and in-depth knowledge of relevant prescripts, application of resources as well as understanding of legislative framework and variety of work ranges and procedures governing the public service such as: Public Service Act, Public Service Regulations, Employment Equity Act, Skills Development Act, Basic

		Conditions of Employment Act, Labour Relations Act, Promotion of Access of Information Act, Medium Term Strategic Framework, Government Financial Systems. Valid drivers' license. It will be expected of the official to travel
<b><u>DUTIES</u></b>	:	Update and maintain the assets and database register. Conduct and control the movements of assets. Identify surplus, obsolete, and underperforming assets. Maintain a disposal plan, supervision and staff management, Loss Control and Risk management. Perform general supervision.
<b><u>ENQUIRIES</u></b>	:	Mr KO Molamu Tel: (018) 388 3240
<b><u>POST 22/476</u></b>	:	<b><u>SENIOR SCM OFFICER REF NO: NWFIN/2026/06 (2 POSTS)</u></b> Programme: Administration Sub-Programme: Financial Management Services Sub Directorate: Logistics Management
<b><u>SALARY</u></b>	:	R413 001 – R486 501.per annum (Level 8)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advanced Certificate in SCM or Logistics Environment/ Advanced Procurement Management or equivalent NQF 6 qualification. As a minimum two (2) years relevant experience in a SCM environment. Knowledge of Walker System. Knowledge of prescripts governing Supply Chain Management (PFMA, PPPFA and its Regulations, Treasury Regulations as well the Public Service Regulations). Computer Literacy. Ability to work under pressure. Ability to work independently and as part of the team. Good communication skills (verbal and written). Problem solving and analysis skills. Report writing. Ability to interpret and apply policies. Financial management, conflict management, flexibility, change/diversity management and supervision skills.
<b><u>DUTIES</u></b>	:	Sending purchase orders to suppliers. Manage the 0 - 9 files and follow-up with suppliers on outstanding stock. Manage the delivery of goods and services (quality, quantity and correctness). Prepare order batches for payments. Filing and record keeping of receipts and vouchers. Ensure that all purchases are made according to existing delegations. Liaise with suppliers to track and expedite open orders and address discrepancies, ensuring effective resolution of any procurement issues. Compile and submit monthly and quarterly reports. Ensure processing of invoices within 30 days. Supervise the receive and dispatch section. Personnel supervision and performance assessment.
<b><u>ENQUIRIES</u></b>	:	Mr T Tsoetsi Tel: (018) 388 2589
<b><u>POST 22/477</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT – CREDITORS PAYMENT REF NO: NWFIN/2026/07</u></b> Programme: Administration Sub-Programme: Financial Management Services Sub Directorate: Logistics Management
<b><u>SALARY</u></b>	:	R413 001 – R486 501 per annum (Level 8)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advanced Certificate in SCM or Logistics Environment/ Advanced Procurement Management or equivalent NQF 6 qualification. As a minimum two (2) years' relevant experience in a SCM/ Creditors Payment environment. Knowledge of Walker System. Knowledge of prescripts governing Supply Chain Management (PFMA, PPPFA and its Regulations, Treasury Regulations as well the Public Service Regulations). Computer Literacy. Ability to work under pressure, independently and as part of the team. Good communication skills (verbal and written). Problem solving and analysis skills. Report writing. Ability to interpret and apply policies. Financial management, conflict management, change/diversity management and supervision skills.
<b><u>DUTIES</u></b>	:	Implement effective supply chain management procedures and policies. Verify compliance of payment vouchers before processing. Authorize creditors' payments on the system. Facilitate processing of creditors payments within 30 days. Respond to queries arising from creditors reconciliation. Authorize submitted claims on the procurement system. Administration of Petty Cash. Reconciliation of contract payments. Register and keep record of all incoming and outgoing payment vouchers. Preparation and submission of monthly and quarterly reports. Personnel supervision and their performance assessment.
<b><u>ENQUIRIES</u></b>	:	Mr T Tsoetsi Tel: (018) 388 2589
<b><u>POST 22/478</u></b>	:	<b><u>SENIOR SCM OFFICER REF NO: NWFIN/2026/08</u></b> Programme: Administration Sub-Programme: Financial Management Sub Directorate: Demand and Acquisition Management
<b><u>SALARY</u></b>	:	R413 001 – R486 501.per annum (Level 8)
<b><u>CENTRE</u></b>	:	Mmabatho

<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or advanced certificate in SCM/ Logistics Management/ Finance/ Accounting or equivalent NQF 6 qualification. As a minimum two (2) years relevant experience in a SCM/ Demand/ Acquisition environment. Knowledge of RT contracts (transversal contracts). Knowledge of prescripts governing Supply Chain Management (PFMA, PPPFA and its Regulations, Treasury Regulations as well the Public Service Regulations). Computer Literacy. Ability to work under pressure, independently and as part of the team. Good communication skills (verbal and written). Problem solving and analysis skills. Report writing. Ability to interpret and apply policies. Financial management, conflict management, change/diversity management and supervision skills.
<b><u>DUTIES</u></b>	:	Conducting of total needs assessment. Ensure compliance of requisition in line with departmental policies. Facilitate the secretariat services to the departmental SCM bid committees. Determination of procurement methods and specifications for procurement goods or service and IT related procurement. Facilitate payments of all invoices for RT contracts and related procedures. Compilation of the procurement and demand plans. Monitor implementation and reporting of procurement and demand plans. Facilitate reporting of SCM information at relevant reporting dates. Review sourcing strategies and recommend ways to improve implementation of section 217 of the RSA constitution. Supervise the unit.
<b><u>ENQUIRIES</u></b>	:	Mr T Mkhize Tel: (018) 388 4060
<b><u>POST 22/479</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT REF NO: NWFIN/2026/09</u></b> Programme: Administration Sub-Programme: Financial Management Services Sub Directorate: Salary Management (Claims Payments and Reconciliation)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R413 001 – R486 501.per annum (Level 8) Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advanced Certificate in Finance/ Accounting or equivalent NQF 6 qualification. Minimum of two (2) years relevant experience in a salary management or Claims, Payments and Reconciliation environment. An NQF 7 qualification will be an added advantage. A PERSAL Certificate for PERSAL Introduction is compulsory. Knowledge of Public Finance Management Act (PFMA), Treasury regulations. Financial Manual, Basic Conditions of Employment Act and Guide on Managing Departmental Debt. Computer literacy – Word, Excel and PowerPoint are important. Working knowledge of government systems (BAS, Walker, PERSAI) will be an added advantage. Job Knowledge, Communication, Interpersonal relations. Flexibility and Teamwork. Computer skills, planning and organization and communication (written and verbal) skills. Conflict management skills. Self-driven and results orientated, should be able to deliver under pressure.
<b><u>DUTIES</u></b>	:	Supervise and undertake more complex implementation of relevant legislation, policies, procedures and regulations related to Debtors and Expenditure. Reconcile all Salary Control accounts appearing on the Department's Suspense account. Check remunerated leave gratuities and leave discounting payments and check leave gratuity calculations before they are captured on PERSAL for payments. Check and assist with all salary recons. Check that all Accounts are cleared with journals on a monthly basis. Ensure all Take-On-Debts are done and make follow-up on all long outstanding debts. Compile interdepartmental claims. Make sure that all salaries are recalled and reversed. Provide regular reports regarding work progress within the unit. Provide input and recommendations to the supervisor on work-related matters. Participate in policy development and maintenance as well as unit wide projects. Supervision of subordinates.
<b><u>ENQUIRIES</u></b>	:	Ms G Molamu Tel: (018) 388 3260
<b><u>POST 22/480</u></b>	:	<b><u>ETHICS OFFICER REF NO: NWFIN/2026/10</u></b> Programme: Administration Sub-Programme: Management Support Sub Directorate: Enterprise Risk and Integrity Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R413 001 – R486 501.per annum (Level 8) Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advanced Certificate in Risk Management / Ethics or Integrity Management / Internal Audit / Finance or Accounting, or equivalent NQF 6 qualification. A minimum of two (2) years' relevant experience in an Ethics / Integrity Management environment. Certified Ethics Officer Certification will be an added advantage. Conversant with the Public Service Act and Public Service Regulations. Conversant with the Public Administration Management Act. Conversant with the Protected Disclosure Act and Regulations Relating to Protected Disclosures. Conversant with the Prevention and Combating of Corrupt Activities Act. Conversant with the Public Service Code of Conduct. Conversant with Directives on Other Remunerative Work Outside the Public Service, Financial Disclosures and Conducting Business with an Organ of State. Excellent

		interpersonal skills and stakeholder relations management. Good coordination and facilitation skills.
<b><u>DUTIES</u></b>	:	Process applications to conduct other remunerative work as prescribed. Manage declaration of gifts. Support designated officials on financial disclosures, conduct verification and prepare verification reports. Arrange and facilitate training and awareness workshops on the Public Service Code of Conduct, gifts, financial disclosures, lifestyle audits, other remunerative work outside public service and conducting business with an organ of state. Perform administrator functions on the financial disclosure system, gifts register, other remunerative work register, and case management register. Perform administrative support services to the Ethics Committee including being the secretariat of the committee. Confidential data handling and record keeping. Advise staff on ethical matters. Perform administrative functions as delegated.
<b><u>ENQUIRIES</u></b>	:	Mr O.I Thwane Tel: (018) 388 1307
<b><u>POST 22/481</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT (NGA) REF NO: NWFIN/2026/11</u></b> Programme: Financial Governance Sub-Programme: Accounting Services Directorate: Transversal Accounting & Support
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R413 001 –R486 501.per annum (Level 8) Mmabatho As a minimum a National Diploma or Advanced Certificate in Finance/ Accounting, or equivalent NQF level 6 qualification. A Degree Qualification or NQF level 7 will be an added advantage. Minimum of two (2) years' relevant experience in Public Finance. Sound knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Walker Financial Management System, Public Service Act and Public Service Regulations. Problem-solving, conflict and change management, Client orientation and customer focus. The successful candidate should have ability to work independently and within a dynamic team. Ability to facilitate workshops / training. ability to interpret and apply policies and other prescripts. Must be computer literate, have good inter – personal relations, excellent communications (verbal and written). Honesty and integrity are important.
<b><u>DUTIES</u></b>	:	Facilitate the implementation of systems and processes to ensure integrity of financial data. Assess and report on compliance with accounting related legislative requirements. Facilitate the provision of all financial information on all operational aspects of Traditional Councils. Perform reconciliation between the cash book and the bank statement. Clear unreconciling items and the suspense account. Prepare relevant journals. Perform manual reconciliation of investments and prepare relevant investment journals. Maintain proper document control over all bank reconciliations and bank related supporting documentation. Review statement of receipt and payments from Traditional Authorities against information in the Walker system.
<b><u>ENQUIRIES</u></b>	:	Mr. R Soofie / Mr. M Legodi Tel: (018) 388 3266/4312
<b><u>POST 22/482</u></b>	:	<b><u>INTERNAL AUDITOR REF NO: NWFIN/2026/12 (7 POSTS)</u></b> Programme: Financial Governance Services Sub-Programme: Internal Audit Directorate: Risk Based Audits
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R413 001 – R486 501.per annum (Level 8) Mmabatho As a minimum a National Diploma or Advanced Certificate in Accounting/ Auditing or equivalent NQF 6 qualification. As a minimum two (2) years' relevant experience in risk-based auditing. A postgraduate degree or a professional qualification/ designation such as Internal Audit Technician or Professional Internal Auditor or General Internal Auditor or Certified Internal Auditor or Chartered Accountant will be an added advantage. Knowledge of the Global Internal Audit Standards (GIAS), PFMA, Treasury Regulations and Internal Audit Methodology. A valid driver/s license is a necessity. Will be required to travel. A good understanding of Government processes and the role and function of internal audit in the public sector. Report writing and communication skills. The ability to work in a team. Computer literacy. Time Management. Identification of appropriate and value adding audit criteria and root causes.
<b><u>DUTIES</u></b>	:	Identify and collect information relevant to the activity under review, the audit objectives and audit scope, document the system description and assist with the identification of risk and related controls that address risk. Provide input into the drafting of auditing programs. Execute approved audit programs. Manage the performance of assigned work within the required timeframe and budget. Document audit findings, including appropriate root cause identification and recommendations and assist/support with the discussions of the findings. Ensure that work performed fully complies with the GIAS and Quality Assurance Improvement Program of the unit. Respond to coaching notes. Keep time records. Give guidance to junior team members. Perform PMDS requirements.

- ENQUIRIES** : Mr A Nel Tel: (018) 388 1616
- POST 22/483** : **SENIOR NORMS AND STANDARDS PRACTITIONER REF NO: NWFIN/2026/13 (3 POSTS)**  
 Programme: Financial Governance  
 Sub-Programme: Norms and Standards  
 Sub Directorate: Monitoring and Compliance
- SALARY CENTRE REQUIREMENTS** : R413 001 – R486 501.per annum (Level 8)  
 : Mmabatho  
 : As a minimum a National Diploma or Advanced Certificate in Finance/Accounting, or equivalent NQF 6 qualification. NQF 7 will be an added advantage. Minimum of two (2) years' relevant experience in an accounting or auditing environment. Must have a valid driver's license as it will be required to travel. Having completed articles will serve as an advantage. A thorough knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, General Recognised Accounting Practise Standards, Modified Cash Standards and International Financial Reporting Standards. Sound analytical and problem-solving skills. Good communication and interpersonal skills. Client orientation and customer focus. Creative and innovative. Ability to work independently and in a team. Sound Report writing and computer skills. Implement effective actions and processes to ensure that deadlines are met. Ability to work under pressure. Proven leadership qualities with strong strategic and operational thinking. High level of integrity.
- DUTIES** : Rendering the following support to the North West Provincial Departments, Legislature and State-Owned Entities: financial accounting functions, audit related functions, compliance related functions within the finance divisions, assisting with strengthening internal controls, providing support on all audit related issues, evaluating and reviewing Post Audit Action Plans. Provide advice and reviews on the preparation and submission of interim and annual financial statements. Advise Departments and Public Entities on compliance matters, including unauthorised, irregular and fruitless and wasteful expenditure, and conduct technical reviews on Irregular Expenditure condonation submissions to the Provincial Treasury. To perform any other duties that might be expected from time to time.
- ENQUIRIES** : Mr R Soofie Tel: (018) 388 3266
- POST 22/484** : **BUDGET ANALYST REF NO: NWFIN/2026/14 (2 POSTS)**  
 Programme: Sustainable Resource Management  
 Sub-Programme: budget Management  
 Directorate: Budget Management
- SALARY CENTRE REQUIREMENTS** : R413 001 – R486 501.per annum (Level 8)  
 : Mmabatho  
 : As a minimum a National Diploma or Advanced Certificate in Commerce/ Financial Management / Accounting or equivalent NQF 6 qualifications. A minimum of two (2) years' relevant experience in financial management/accounting, budget and expenditure management, compilation, monitoring, analysis and reporting environments. NQF 7 will be an added advantage. Must have a valid driver's license as travelling will be required. Conversant with the Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act (DoRA). Acquainted with Budget and Expenditure Management, Accounting and Reporting. Knowledge on Government systems (BAS, Walker, PERSAL, Vulindlela) would be an added advantage. Computer Literacy in Excel, Word, PowerPoint. Sound analytical, problem solving, effective oral and writing skills.
- DUTIES** : Assist with the evaluation of the MTEF budget submissions of the Provincial Departments and Public Entities. Assist with the Provincial Main and Adjustment Appropriation processes, prior to final provincial allocations and its alignment with the Provincial Fiscal Framework. Receive and check the Departmental Budget submissions to ensure that they are numerically accurate as per Financial System (BAS), Budget Allocations. Appropriation Statements, DoRA, etc. Draw monthly budget and expenditure reports from the Financial System (BAS), PERSAL and Vulindlela and update the required Budget and Expenditure Tables and Models. Analyse and prepare reports on the monthly and quarterly In-Year Monitoring (IYM), Section (40) submissions received on budgets and expenditure trends of Provincial Departments and Public Entities. Monitor and report on all national Conditional Grants received and their corresponding expenditure. Check and verify that the budget and expenditure items are correctly categorized according to their economic classifications. Provide financial management support to the departments with respect to planning, budgeting, reporting, relevant legislation, policies and other financial processes. Perform generic administrative functions.
- ENQUIRIES** : Mr. N. Sidumo/ Mr. E. Abrahams Tel: (018) 388 2227/ 388 3709
- POST 22/485** : **BUDGET ANALYSTS REF NO: NWFIN/2026/15 (3 POSTS)**  
 Programme: Sustainable Resource Management

Sub-Programme: Public Finance  
Directorate: Public Finance

- SALARY CENTRE REQUIREMENTS** : R413 001 – R486 501.per annum (Level 8)  
: Mmabatho  
: As a minimum a National Diploma or Advanced Certificate in Commerce/ Financial Management / Accounting or equivalent NQF 6 qualifications. A minimum of two (2) years' relevant experience in financial management/accounting, budget and expenditure management, compilation, monitoring, analysis and reporting environments. NQF 7 will be an added advantage. Must have a valid driver's license as travelling will be required. Conversant with the Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act (DoRA). Acquainted with Budget and Expenditure Management, Accounting and Reporting. Knowledge on Government systems (BAS, Walker, PERSAL, Vulindlela) would be an added advantage. Computer Literacy in Excel, Word, PowerPoint. Sound analytical, problem solving, effective oral and writing skills.
- DUTIES** : Draw monthly budget and expenditure reports from the Financial System (BAS), PERSAL and Vulindlela and upload, update the required Budget and Expenditure Tables and Models. Assist to consolidate the Provincial Main and Adjustment Appropriation processes and its alignment with the Provincial Fiscal Framework. Receive and check the Departmental Budget and Expenditure submissions to ensure that they are numerically accurate as per Financial System (BAS), Budget Allocations and Appropriation Statements, DoRA, etc. Verify that the budget and expenditure items are correctly categorised according to their economic classifications. Verify both sections (32) and (40) information to ensure synergy with Provincial IYM submissions. Monitoring and reporting on all National Conditional Grants received and their corresponding expenditure. Compile personnel analysis reports of provincial departments. Report on departmental earmarked funds, virements and shifts in the system to ensure that they are in line with legislative requirements. Maintain and ensure proper management of financial data and records. Perform generic administrative functions.
- ENQUIRIES** : Mr. N. Sidumo/ Ms. B. Moalosi Tel: (018) 388 2227/ 388 3999

**POST 22/486** : **ADMINISTRATION OFFICER REF NO: NWFIN/2026/16**  
Programme: Administration  
Sub-Programme: Corporate Services  
Directorate: Records Management

- SALARY CENTRE REQUIREMENTS** : R338 10 – R398 277. per annum (Level 7)  
: Mmabatho  
: As a minimum a Grade 12 with two (2) years relevant experience in Records Management OR a National Diploma/ Advanced Certificate in Public Administration/Information Management/Records Management/Library Management with one (1) year relevant experience in Records Management. Knowledge of Sound and in-depth knowledge of relevant prescripts, application of resources as well as understanding of legislative framework and variety of work range and procedures governing the records management service such as National archives and records services of South Africa Act. Promotion of access to information Act. Public finance management Act. Protection of personal information Act. The Electronic Communications and Transactions Act. Ability to interpret and apply policies. Analytical and innovative. Report writing, workshop presentation and facilitation. Computer literacy and good communication skills. Ability to function independently and work as part of the team.
- DUTIES** : Managing the administration of general records and ensuring effective running of records management. Ensure proper disposal of departmental records, archiving or destruction. Management of messenger services and handling of correspondence and mail. Ensure recording of newly opened and closed files according to the approved file plan. Safe keeping and proper filling of records. Ensure implementation of records Management Policy and registry procedure manual. Management of KPA's of subordinates.
- ENQUIRIES** : Mr M Kgalapa Tel: (018) 388 4356

**POST 22/487** : **ASSET MANAGEMENT OFFICER REF NO: NWFIN/2024/17**  
Programme: Administration  
Sub-Programme: Financial Management  
Sub Directorate: Asset Management

- SALARY CENTRE REQUIREMENTS** : R338 106 - R398 277.per annum (Level 7)  
: Mmabatho  
: As a minimum a Grade 12 with two (2) years relevant experience in Asset Management / SCM OR a National Diploma/ Advanced Certificate in SCM/ Logistics Management/ Asset Management/ Finance with one (1) year relevant experience in Asset Management / SCM. Ability to interpret and apply policies. Analytical and innovative thinking. Research, Report writing, Workshop

- presentation and facilitation. Adaptability during changes to meet the goals. Sound and in-depth knowledge of relevant prescripts, application of resources as well as understanding of legislative framework and variety of work ranges and procedures governing the public service such as: Public Service Act, Public Service Regulations, Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Promotion of Access of Information Act, Medium Term Strategic Framework, Government Financial Systems. A valid driver's license as it will be required to travel.
- DUTIES** : Update and maintain the assets and database register. Conduct and control the movements of assets. Identify surplus, obsolete and underperforming assets. Maintain a disposal plan.
- ENQUIRIES** : Mr K Molamu Tel: (018) 388 3240
- POST 22/488** : **SCM OFFICER REF NO: NWFIN/2026/18 (2 POSTS)**  
 Programme: Administration  
 Sub-Programme: Financial Management Services  
 Directorate: Logistics Management
- SALARY CENTRE REQUIREMENTS** : R338 106 – R398 277.per annum)  
 : Mmabatho  
 : As a minimum a Grade 12 with two (2) years relevant experience in SCM/ Logistics Management OR a National Diploma/Advance Certificate in SCM/Logistics Management/ Advanced Procurement Management (or equivalent NQF 6 qualification) with one (1) year relevant experience SCM/ Logistics Management. Knowledge of procurement systems (i.e. Walker, Logis). Knowledge of prescripts governing Supply Chain Management (PFMA, PPPFA and its Regulations, Treasury Regulations as well the Public Service Regulations). Computer Literacy. Ability to work under pressure, independently and as part of the team. Good communication skills (verbal and written). Problem solving and analytical skills.
- DUTIES** : Receive and capture requisitions on procurement system. Ensure that orders are generated in line with the correct SCOA allocations. Generate purchase orders from suppliers. Verify compliance with procurement documents before generating orders. Administration of invoices for payment. Keep registers and records of orders and submit to receive and dispatch. Attend to internal stakeholders and suppliers' inquiries.
- ENQUIRIES** : Mr T Tsotetsi Tel: (018) 388 2589
- POST 22/489** : **SCM OFFICER (CREDITORS PAYMENT) REF NO: NWFIN/2026/19**  
 Programme: Administration  
 Sub-Programme: Financial Management Services  
 Directorate: Logistics Management
- SALARY CENTRE REQUIREMENTS** : R338 106 – R398 277.per annum (Level 7)  
 : Mmabatho  
 : As a minimum a Grade 12 with two (2) years relevant experience in SCM/ Logistics Management OR a National Diploma/Advance Certificate in SCM/Logistics Management/ Advanced Procurement Management (or equivalent NQF 6 qualification) with one (1) year relevant experience in SCM/ Logistics Management. Knowledge of procurement systems (Walker, Logis), Knowledge of prescripts governing Supply Chain Management (PFMA, PPPFA and its Regulations, Treasury Regulations as well the Public Service Regulations). Computer Literacy. Ability to work under pressure, independently and as part of the team. Good communication skills (verbal and written). Problem solving and analysis skills.
- DUTIES** : Facilitate processing of creditors' payments within 30 days. Check for accuracy of invoice and authenticity of supporting documents attached to the voucher. Capture invoices on the procurement system. Prepare and submit paid batches for filling. Respond to queries arising from creditors reconciliation. Process payment of salary related issues. Verify submitted claims for compliance and process them accordingly on the procurement system. Register and keep record of payment batches.
- ENQUIRIES** : Mr T Tsotetsi Tel: (018) 388 2589
- POST 22/490** : **TRANSPORT OFFICER REF NO: NWFIN/2026/20**  
 Programme: Administration  
 Sub-Programme: Financial Management Services  
 Directorate: Logistics Management
- SALARY CENTRE REQUIREMENTS** : R338 106 – R398 277.per annum (Level 7)  
 : Mmabatho  
 : As a minimum a Grade 12 with two (2) years relevant experience in Transport/ SCM/ Logistics Management OR a National Diploma/Advance Certificate in Transport/ SCM/ Logistics Management/ Advanced Procurement Management (or equivalent NQF 6 qualification) with one (1) year relevant experience in Transport/ SCM/ Logistics Management. Valid driver's license as it will be required to travel.

Willingness to work extended hours. Supervisory, Analytical, Good Financial Management Skills. Computer Literacy (MS Office packages). Communication (written and verbal) at all levels. Good interpersonal skills. Planning and organizing skills. Ability to work independently, but also part of a team. Ability to work under pressure. Ability to gather and analyse information. Flexibility and reliability. Conflict management.

**DUTIES** : To provide day-to-day management of vehicles in terms of usage and maintenance. Ensure that log sheets are controlled and completed for all official trips. Keep vehicle maintenance schedules and coordinate maintenance requirements. Provide management with information on vehicle performance. Compile accident reports and make follow-ups. Process transport payments. Supervise transport clerks and drivers. Coordinate travel of fleet. Assist with acquisition and management of subsidized vehicles. Process fuel claims. Assist with monitoring of Service Level Agreement. Monitor compliance with transport policy and advise accordingly.

**ENQUIRIES** : Mr T Tsoetsi Tel: (018) 388 2589

**POST 22/491** : **SCM OFFICER REF NO: NWFIN/2026/21 (2 POSTS)**

Programme: Administration

Sub-Programme: Financial Management

Directorate: Demand and Acquisition Management

**SALARY** : R338 106 – R398 277.per annum (Level 7)

**CENTRE** : Mmabatho

**REQUIREMENTS** : As a minimum a Grade 12 with two (2) years relevant experience in SCM/ Logistics/ Demand/ Acquisition/ Procurement Management OR a National Diploma/Advance Certificate in SCM/ Logistics Management/ Advanced Procurement Management (or equivalent NQF 6 qualification) with one (1) year relevant experience in SCM/ Logistics/ Demand/ Acquisition/ Procurement Management. Knowledge of RT contracts (transversal contracts). Knowledge of prescripts governing Supply Chain Management (PFMA, PPPFA and its Regulations, Treasury Regulations as well the Public Service Regulations). Computer Literacy. Ability to work under pressure, independently and as part of the team. Good communication skills (verbal and written). Problem solving and analysis skills. Report writing. Ability to interpret and apply policies. Financial management, conflict management, change/diversity management and supervision skills.

**DUTIES** : Ensure compliance of requisition in line with departmental policies. Provide effective and efficient contract management. Prepare and provide sectional reports and submit to the supervisor. Ensure effective management and commitment. Assist with Bid-Administration. Provide support to departmental bid committees. Perform other work-related functions as required by your supervisor or manager.

**ENQUIRIES** : Mr T Langa / Mr T Mkhize Tel: (018) 388 1064/ 4060

**POST 22/492** : **STATE ACCOUNTANT REF NO: NWFIN/2026/22**

Programme: Administration

Sub Programme: Financial Management

Sub Directorate: Financial Accounting and Bank Management

**SALARY** : R338 106 – R398 277.per annum (Level 7)

**CENTRE** : Mmabatho

**REQUIREMENTS** : As a minimum a National Diploma / Advanced Certificate in Finance/ Accounting or equivalent NQF 6 qualification. NQF 7 will be an added advantage. A minimum of one (1) year relevant experience in Accounting/ Finance. Knowledge of Public Sector Reporting Framework for the preparation of financial statements, financial controls, Public Sector Financial prescripts, Public Finance Management Act (PFMA), Treasury regulations. Computer literacy – Word, Excel and PowerPoint important. Knowledge of Government systems (BAS, Walker, PERSAL) will be an added advantage. Sound analytical and problem-solving skills. Excellent interpersonal and customer relation skills. Creative and innovative. Ability to work independently and in a team. Sound Report writing. Ability to apply technical/professional knowledge and skills in immediate work area and wider environment. Ability to work under pressure and with precision. Ensure deadlines are adhered to. Ability to plan effectively and efficiently. Ability to apply technical/professional knowledge and skills in immediate work area and wider environment. Ability to work under pressure and with precision. Ensure deadlines are adhered to. Ability to plan effectively and efficiently.

**DUTIES** : To render Financial Accounting Services related to Debtors, Creditors, Revenue and Expenditure. Responsible for the capturing of revenue. To assist the supervisor with the timeous and accurate closure of month-end and year-end BAS processes. To assist with the preparation of the monthly accounting reconciliations, checks and balances. Perform/authorize daily financial accounting system operational functions. To check and monitor S&T claims for validity, accuracy and completeness. Check the daily bank statements. Ensure compliance with Public Sector reporting framework, accounting policies, procedures and PFMA. Supervise

- and assess performance of sub-ordinates. Assist in compilation of sections in the Interim and Annual Financial Statements.  
Ms R. Letsogo Tel: 018 388 3247
- ENQUIRIES** :
- POST 22/493** : **PAYROLL OFFICER REF NO: NWFIN/2026/23**  
Programme: Administration  
Sub Programme: Financial Management  
Directorate: Salary Administration
- SALARY CENTRE REQUIREMENTS** : R338 106 – R398 277.per annum (Level 7)  
: Mmabatho  
: As a minimum a Grade 12 with two (2) years relevant experience in Salary Management OR a National Diploma/Advance Certificate in HRM/ Finance/ Accounting (or equivalent NQF 6 qualification) with one (1) year relevant experience in Salary Management. A Persal certificate in Introduction to Persal is compulsory. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations. Computer literacy. Working knowledge of government systems (BAS, Walker, Persal) will be an added advantage. Sound analytical and problem-solving skills. Excellent interpersonal and customer relation skills. Ability to work independently and in a team. Ability to apply technical/professional knowledge and skills in immediate work area and wider environment. Ability to work under pressure and with precision. Ensure deadlines are adhered to. Ability to plan effectively and efficiently.
- DUTIES** : To provide salary payments and deductions services. Payment of travel and subsistence claims and other salary related claims. Ensure that unauthorized expenditure with respect to Persal is effectively prevented. Perform bi-annual and annual tax reconciliation on staff remuneration and liaise with SARS on all PAYE matters. Assist with payroll certification processes. Safe keeping, maintenance and disposal of salary records and files.
- ENQUIRIES** : Mr. Joseph Mokgadi Tel: 018 388 5691
- POST 22/494** : **STATE ACCOUNTANT (NGA) REF NO: NWFIN/2026/24 (2 POSTS)**  
Programme: Financial Governance  
Sub-Programme: Accounting Service  
Directorate: Transversal Accounting and Support
- SALARY CENTRE REQUIREMENTS** : R338 106 – R398 277.per annum)  
: Mmabatho  
: As a minimum a National Diploma or Advanced Certificate in Finance/Accounting or equivalent NQF level 6 qualification. A minimum of one (1) year relevant experience in Public Finance. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Walker Financial Management System, Public Service Act and Public Service Regulations. The successful candidate should have ability to work independently and within a dynamic team. Ability to assist in the facilitation of workshops, sound analytical and problem-solving skills, ability to interpret and apply policies and other prescripts. Must be computer literate, have good inter – personal relations, excellent communications (verbal and written). Honesty and integrity.
- DUTIES** : Receive and capture manual revenue and expenditure cash books of Traditional Authorities. Capture rectifying journals on Walker system. Reconcile deposits and payments in the cashbooks to the bank statement. Ensure correct allocation of grants/salaries to the cashbooks. File posted cash books and journals.
- ENQUIRIES** : Mr. R Soofie Tel: (018) 388 3266
- POST 22/495** : **STATE ACCOUNTANT REF NO: NWFIN/2026/25 (2 POSTS)**  
Programme: Financial Governance  
Sub-Programme: Accounting Services  
Sub Directorate: Accounting Compliance
- SALARY CENTRE REQUIREMENTS** : R338 106 – R398 277.per annum (Level 7)  
: Mmabatho  
: As a minimum a National Diploma or Advance Certificate in Finance / Accounting or equivalent NQF 06 qualification. A Degree Qualification or NQF 07 will be an added advantage. A minimum of one (1) year relevant experience in a Public Finance/ Administration environment. Sound knowledge on the application and understanding of PERSAL, BAS and Walker systems, Standard Chart of Accounts (SCOA), Public Finance Management Act (PFMA), Treasury Regulations, Skills Development Act and Income Tax Act. Sound working knowledge of the PAYE Reconciliation process and ability to solve complex tax matters. Sound analytical and problem-solving skills. Client orientation and customer focus. Ability to work independently and within a dynamic team. Ability to assist in the facilitation of workshops, ability to interpret and apply policies and other prescripts. Must be computer literate, have good inter – personal relations, excellent communications (verbal and written). Honesty and integrity.

- DUTIES** : Distribution of Persal Salary report and payments schedules from the computer room. Provide financial information on all operational aspects of (PMG) bank accounts of departments and trading entities. Assess and report on compliance with accounting related legislative requirements. Assist departments with Bi-Annual, Year-End and revised tax reconciliation. Render effective filing and records management services.
- ENQUIRIES** : Mr J Khambule Tel: (018) 388 4348

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

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

**NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

**OTHER POSTS**

**POST 22/496** : **MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY MEDICINE) (MEDICAL AND MEDICAL ANCILLARY)**  
West Coast Health District

**SALARY** : Grade 1: R1 395 528 per annum  
Grade 2: R1 592 274 per annum  
Grade 3: R1 844 151 per annum (A portion of the package can be structured according to the individual's personal needs.)

**CENTRE** : Vredendal Hospital, Matzikama Sub-district

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Family Physician. Registration with a Professional Council: Registration with the Health Professions Council of South Africa as a Medical Specialist in Family Medicine. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist. **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, Family Physician. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign health professional council in respect of a foreign qualified employee) as a Medical Specialist, Family Physician. Inherent requirements of the job: Valid driver's license (Code B/EB). Willing to render Commuted Overtime duties at the Hospital. Willingness to work at the PHC Clinics in the Sub-district. Competencies (knowledge/skills): Ability to work within and lead a multi-disciplinary team to provide service delivery to clients in a Primary Health Care setting and on Hospital level. Knowledge of Community Orientated Primary Care approach and ability to engage all relevant stakeholders in the Ecosystem. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills and the ability to work in a high stress environment. Basic computer skills in MS Word, Excel, and Outlook.

**DUTIES** : (key result areas/outputs): Clinical Governance and clinical guidance to facility managers at the Hospital and Clinics. Clinical service provision and clinical managerial tasks with regards to medical and allied health staff. Clinical service provision at Specialist level in Family Medicine, sub-specialities and Emergencies. Training of students, community service staff, Medical Officers and Allied Health staff and appropriate research in Family Medicine. Assist Manager: Medical Services with HR and financial resource management duties.

**ENQUIRIES** : Dr ECT Ockhuis, tel. no. (027) 213-2038/6

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

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

**CLOSING DATE** : 10 July 2026, 17:00PM

**POST 22/497** : **MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)**  
(3-Year Contract)  
Chief Directorate: Emergency and Clinical Services Support

**SALARY** : Grade 1: R1 395 528 per annum  
Grade 2: R1 592 274 per annum

**CENTRE REQUIREMENTS**

Grade 3: R1 844 151 per annum (A portion of the package can be structured according to the individual's personal needs.)

: Tygerberg Hospital, Department of Psychiatry  
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Psychiatry. **Grade 2:** A Minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognized Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Psychiatry. **Grade 3:** A Minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognized Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Psychiatry. Inherent requirement of the job: Valid Driver's licence. Willingness to travel. Willingness to participate in the after-hours duty roster. Competencies (knowledge/skills): Specialist knowledge in the assessment and management of general adult psychiatry conditions including emergency psychiatry and eating disorders. Knowledge of eating disorders and obesity (bariatric) psychiatry. Advanced clinical knowledge and skills in adult psychiatry. Administration of electroconvulsive therapy. Clinical governance and service planning. Teaching and supervision of health professionals at multiple levels. Evidence-based practice and research methodology. Strong communication and interpersonal skills. Ability to lead, supervise, and work in multi-disciplinary teams. Professional resilience and adaptability. Commitment to Batho Pele principles and WCG values: Caring, Competence Accountability, Integrity, Innovation, Responsiveness. Demonstrated expertise in the management of eating disorders and bariatric psychiatry.

**DUTIES**

: (key result areas/outputs): Provide high-quality specialist psychiatric clinical services to adult patients across inpatient, outpatient, liaison, eating disorder, and bariatric psychiatry services. Support safe, efficient, and ethical service delivery by participating in clinical governance activities, service planning, and quality-improvement initiatives within the department. Deliver structured teaching and supervision to undergraduate students, registrars, medical officers, and other health professionals to support training and clinical competence. Participate in academic activities and contribute to research relevant to psychiatry, including supervision, publication, and continuing professional development.

**ENQUIRIES**

: Dr A Oosthuizen, tel.no. (021) 402-6552 or email: [Almero.Oosthuizen@westerncape.gov.za](mailto:Almero.Oosthuizen@westerncape.gov.za)

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

: 10 July 2026, 17:00PM

**POST 22/498**

: **MEDICAL SPECIALIST GRADE 1 TO 3: PSYCHIATRY (PSYCHIATRIC AND MEDICAL SERVICES)**  
Chief Directorate: Metro Health Service

**SALARY**

: Grade 1: R1 395 528 per annum  
Grade 2: R1 592 274 per annum  
Grade 3: R1 844 151 per annum (A portion of the package can be structured according to the individual's personal needs.)

**CENTRE REQUIREMENTS**

: Lentegour Hospital  
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Psychiatry. **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 Psychiatry. **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 Psychiatry. Inherent requirement of the job: Valid (code B/EB) driver's licence. Willingness to participate in after-hours duties when required. Willingness to provide outreach with-in the Hospital catchment area and Ecosystem framework. Competencies (knowledge/skills): Competencies in the clinical assessment and management of

child and adolescent mental disorders. Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching. Appropriate experience in teaching, training and supervision of students, Registrars and Medical Staff. Appropriate experience in delivering clinical services to children and adolescents.

**DUTIES** : (key result areas/outputs): Provide specialist clinical services to inpatients and outpatients, including outreach services within the hospital catchment area and Ecosystem Framework. Management of relevant clinical governance and administrative requirements. Leadership of a multi-disciplinary clinical team. Academic teaching, training and research.

**ENQUIRIES** : Ms M Jacobs, tel. no. (021) 370-1314  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 10 July 2026, 17:00PM

**POST 22/499** : **CHIEF CONSTRUCTION PROJECT MANAGER GRADE A**  
Directorate: Infrastructure Programme Delivery

**SALARY** : R1 317 108 per annum (A portion of the package can be structured accordingly to the individual's personal needs).

**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: National Higher Diploma, B Tech, Degree, Honors Degree in a Built Environment field. Registration with a professional council: Registered as a Professional Construction Project Manager (Pr CPM) with South African Council for the Project and Construction Management Professions (SACPCMP). Experience: Six years post qualification experience required. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, stay overnight on occasion and occasionally, nationally (if required). Competencies (knowledge/skills): Programme and project management. Project and professional judgement. Legal and operational compliance - relevant Built Environment and related legislation and prescripts. Creating high performance culture. Strategic capability and leadership. Problem solving and analysis decision making. Financial management. Customer focus and responsiveness communication. Computer skills (Microsoft Office) People management. Planning and organising Conflict management Change management. Contract management-various types and forms of construction contracts, with a focus on New Engineering Contract (NEC).

**DUTIES** : (key result areas/outputs): Infrastructure Programme and Project Planning in line with Infrastructure Delivery Management System (IDMS). Infrastructure Programme and Project Implementation and Monitoring Infrastructure Project Commissioning Infrastructure Programme and Project Evaluation Research/best practice to keep up with new technologies, viability and feasibility of the building asset management options and innovations for the Department including interaction with relevant stakeholders and professional development boards/councils. People Management. Financial Management. Mentoring of Candidates.

**ENQUIRIES** : Mr G Graham, email: [Gavin.Graham@westerncape.gov.za](mailto:Gavin.Graham@westerncape.gov.za)  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 10 July 2026, 17:00PM

**POST 22/500** : **MEDICAL OFFICER GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)**

**SALARY** : Grade 1: R1 041 402 per annum  
Grade 2: R1 188 255 per annum  
Grade 3: R1 375 245 per annum (A portion of the package can be structured according to the individual's personal needs.)

**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as 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 requirement of the job: Valid (Code B/EB) driver's licence. Commuted overtime contract is compulsory, as well as the ability to work after-hours. Willingness to travel to drainage hospitals for outreach work. Competencies (knowledge/skills): Appropriate experience and skills in obstetrics and gynaecology care to manage a large labour ward at regional hospital level. Ability to work in a team and with all levels of staff. Must be able to do a Caesarean section safely and without supervision. Candidates should be able to do a basic gestational ultrasound scan. Computer literacy in MS Office mandatory.

**DUTIES** : (key result areas/outputs): Provide expert clinical management of all non-acute and emergency O&G cases within the department, including labour ward and gynaecology units. Lead the care of critically ill patients, including advanced resuscitation and stabilisation. Supervise, mentor, and teach medical students, interns, and midwifery staff. Ensure efficient administration of clinical services, including medico-legal responsibilities. Provide guidance and leadership towards the realisation of strategic goals and objectives of the department. Participate in the termination of pregnancy program in line with legislation and best practice. Promote cost-effective clinical care by optimising the use of laboratory services, blood products, medications, consumables, and equipment.

**ENQUIRIES** : Prof GS Gebhardt, tel. no. (021) 938-4638  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to 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)".

**CLOSING DATE** : 10 July 2026, 17:00PM

**POST 22/501** : **MEDICAL OFFICER GRADE 1 TO 3 (3 POSTS)**  
 Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R1 041 402 per annum  
 Grade 2: R1 188 255 per annum  
 Grade 3: R1 375 245 per annum (A portion of the package can be structured according to the individual's personal needs.)

**CENTRE** : Khayelitsha CHC (1 post),  
 Michael Mapongwana CDC (1 post)  
 Mfuleni CDC (1 post)

**REQUIREMENTS** : 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 Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as a 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 a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified

employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid Code B/EB driver's licence. Willingness to perform COT at Khayelitsha CHC (24hr Emergency Centre). Willingness to do outreach services to clinics throughout the Khayelitsha/Eastern Sub-structure. Competencies (knowledge/skills): Knowledge of all relevant South African treatment guidelines (incl but not limited to PACK & Child PACK guidelines/IMCI/STG and EDL, latest TB and HIV care guidelines). Ability and willingness to do COT at Khayelitsha CHC with valid emergency courses (BLS, ACLS, ATLS). Ability and willingness to do outreach services to clinics throughout the Khayelitsha/Eastern Sub-structure, guiding health care colleagues in managing difficult PHC cases. Computer literacy (MS Excel, Word, Outlook etc.) and good communication, good interpersonal, organizational and teamwork skills.

**DUTIES**

: (key result areas/outputs): Provide quality outpatient care to patients in Khayelitsha/Eastern Sub-structure Primary Health Care facilities. Provide emergency care to patients at 24hr Emergency Centre. Provide an outreach and support service to PHC facilities in the Khayelitsha/Eastern Sub-structure. Provide an efficient administration service regarding clinical and non-clinical matters. Relevant administration as required for Medical Legal purposes. Ensure a cost-effective service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Khayelitsha/Eastern Sub-structure facilities as required.

**ENQUIRIES**

: Dr L Wagner, tel. no. (021) 360- 5200

**APPLICATIONS**

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

**NOTE**

: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to 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**

: 10 July 2026, 17:00PM

**POST 22/502**

: **MEDICAL OFFICER GRADE 1 TO 3**  
Garden Route District

**SALARY**

: Grade 1: R1 041 402 per annum  
Grade 2: R1 188 255 per annum  
Grade 3: R1 375 245 per annum (A portion of the package can be structured according to the individual's personal needs.)

**CENTRE**

**REQUIREMENTS**

: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 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 6 years relevant experience after registration as a medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who 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 a medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid driver's licence (Code B/EB). Commuted overtime contract is compulsory, as well as willingness to work after-hours. Willingness to travel throughout the district. Willingness to perform termination of pregnancy. Competencies (knowledge/skills): Good communication skills (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office mandatory. Diploma in either Child Health, HIV, PEC, Psychiatry, Obstetrics and Anaesthesia. Excellent time management.

**DUTIES**

: (key result areas/outputs): Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise-, Support -, transfer of knowledge to-, training- and mentoring of the clinical staff and auxiliary staff. Provide and efficient administration service

	:	regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.
<b><u>ENQUIRIES</u></b>	:	Dr JB van Jaarsveld, tel. no. (044) 604 - 6102
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<b><u>CLOSING DATE</u></b>	:	10 July 2026, 17:00PM
<b><u>POST 22/503</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 TO 3</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R1 041 402 per annum Grade 2: R1 188 255 per annum Grade 3: R1 375 245 per annum (A portion of the package can be structured according to the individual's personal needs.)
<b><u>CENTRE</u></b>	:	Helderberg Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: <b>Grade 1:</b> None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, who are not required to perform Community Service as required in South Africa. <b>Grade 2:</b> A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, who are not required to perform Community Service as required in South Africa. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, who are not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid Code B/EB driver's license. Willingness and ability to work commuted overtime, including nights, weekends, and public holidays. Willingness to work across all clinical domains within the hospital, including emergency centre, wards, maternity, pediatrics, and surgical services. Willingness and ability to travel for outreach and service support across the Helderberg Hospital health ecosystem. Ability to manage a high clinical workload and make independent decisions within scope of practice. Competencies (knowledge/skills): Ability to function as a generalist clinician across adult medicine, pediatrics, obstetrics, emergency care, and basic surgical conditions. Ability to assess, triage, stabilise, and initiate management of acutely ill and undifferentiated patients. Competence in managing chronic diseases and multimorbidity in a resource-constrained environment. Ability to perform essential bedside procedures appropriate to level of care. Ability to recognise clinical limits and escalate appropriately in line with clinical governance pathways. Competence in rational prescribing, medication reconciliation, and management of polypharmacy, including palliative care. -Commitment to patient safety, continuity of care, and person-centered clinical decision-making. Ability to communicate effectively in complex or high-pressure situations and maintain accurate medico-legal documentation. Ability to work collaboratively within multidisciplinary teams across hospital and primary care interfaces. Resilience and ability to function under pressure in a high-volume clinical environment Digital literacy (eCCR, SPV, ECM, HECTIS, MS Office).
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Provide clinical care across outpatient, inpatient, and emergency settings. Manage acute and chronic conditions, including undifferentiated presentations. Perform minor procedures appropriate to level of care. Identify clinical deterioration, initiate stabilization, and ensure appropriate referral or escalation. Ensure continuity of care across clinical interfaces. Provide after-hours and weekend clinical cover across all departments. Participate in ward rounds, admissions, inpatient management, and discharges. Maintain high standards of clinical documentation and handover. Provide clinical outreach and

support to facilities within the Helderberg Hospital ecosystem based on service needs. -Support integration between hospital, PHC, and community-based services. Contribute to continuity of care across levels of service. Participate in morbidity and mortality meetings, audits, and incident reviews. Contribute to Ideal Hospital and OHSC compliance and SOP implementation. Support patient safety and service improvement initiatives. Provide teaching and supervision to interns, students, and junior medical officers. Support workplace-based assessments and clinical learning.

- ENQUIRIES** : Dr W Viljoen, tel.no. (021) 850-4705
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- CLOSING DATE** : 10 July 2026, 17:00PM
- POST 22/504** : **MEDICAL OFFICER GRADE 1 TO 3 (PALLIATIVE CARE)**  
(Contract Until 31 July 2027)
- SALARY** : Grade 1: R1 041 402 per annum  
Grade 2: R1 188 255 per annum  
Grade 3: R1 375 245 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid (code B/EB) driver's licence. Post Graduate Diploma in Palliative Medicine. Competencies (knowledge/skills): Knowledge of working in an interdisciplinary team. Knowledge and experience in Palliative Medicine. Good communication skills (verbal and written). Computer literacy (MS Office, Excel).
- DUTIES** : (key result areas/outputs): Ensure effective networking outside the hospital to ensure the continuation of care of patients. Engage and maintain working relationships with relevant stakeholders to support palliative care development. Attend dedicated palliative multidisciplinary meetings across the hospital. Participate in palliative care staff development. Participate in team debriefing. Ability to do in service palliative care training. Assist in monitoring and evaluating the palliative care service. Render clinical patient and family care to patients referred to Palliative Care. Advocate for appropriate palliative care across the hospital. In conjunction with the interdisciplinary team ensure effective palliative care of the referred Palliative Care patients in Groote Schuur Hospital.
- ENQUIRIES** : Mr L Naidoo, tel. no. (021) 404 2263
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant

council (including individuals who must apply for change in registration status)". Please ensure that you attach an updated CV.

**CLOSING DATE**

10 July 2026, 17:00PM

**POST 22/505**

**MEDICAL OFFICER GRADE 1 TO 3 (SURGERY)**

Chief Directorate: Metro Health Services

**SALARY**

Grade 1: R1 041 402 per annum

Grade 2: R1 188 255 per annum

Grade 3: R1 375 245 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**

New Somerset 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 recognized foreign Health Professional Council in respect of foreign qualified employees, of whom is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 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 6 years relevant experience after registration as Medical Practitioner with a recognized foreign Health 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 HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to perform shift work and commuted overtime. Competencies (knowledge/skills): Appropriate experience and skills in surgical care to manage a ward, theatre and outpatients at a regional level hospital. Must be able to perform amputations, basic laparotomies and minor surgical procedures safely and without significant surgical supervision. The ability to perform basic diagnostic upper endoscopy will be considered an advantage. ATLS/ BLS certification or equivalent is required. Experience in managing critically ill patients is recommended. Previous experience as a medical officer in Surgery is highly recommended.

**DUTIES**

(key result areas/outputs): Operative management of all surgical and trauma emergencies, as well as elective surgical procedures at a regional level hospital. Outpatient clinic consultations and management planning. Management of critically ill patients including resuscitation of patients and management of ventilatory and inotropic support in an Intensive Care Unit. Inpatient management and interdepartmental liaison. Endoscopic GIT diagnostic and therapeutic management. Supervision and teaching of students and interns. Provide a proficient administrative service regarding all clinical and non-clinical matters and medicolegal work. Provide guidance and leadership towards strategic goals and objectives of the department. Ensure cost efficient service at clinical level with regards to laboratory services, blood, medicines, consumables and equipment.

**ENQUIRIES APPLICATIONS**

Prof H Bougard, tel. no. (021) 402-6444

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

**NOTE**

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

**CLOSING DATE**

10 July 2026, 17:00PM

**POST 22/506**

**PHARMACIST GRADE 1 TO 3**

Chief Directorate: Metro Health Services

**SALARY**

Grade 1: R882 816 per annum

Grade 2: R954 339 per annum

Grade 3: R1 041 402 per annum (A portion of the package can be structured according to the individual's personal needs.)

**CENTRE**

Khayelitsha CHC, Khayelitsha Eastern Sub-structure

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as a Pharmacist. Experience: <b>Grade 1:</b> None after registration as Pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> A minimum of 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Willingness to perform relief duties at pharmacies in the sub-structure. Valid driver's license. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Ability and willingness to train staff. Good communication and interpersonal skills. Computer literacy. Familiar with Primary Health Care Environment, Antimicrobial Stewardship & Differentiated models of Care.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Support with the efficient and cost-effective functioning of pharmaceutical service in all Khayelitsha Sub District PHC sites including adherence to statutory requirements and policies. Support to ensure provision of safe and cost-effective pharmaceutical care to patients. Support and accept co - responsibility for pharmaceutical supply management in Khayelitsha clinics by ensuring safe and reliable procurement, storage, control, distribution and discarding of pharmaceuticals. Support the pharmaceutical budget and expenditure to ensure compliance with financial prescripts. Support with monitoring of Human Resources and supervising of Pharmacists Assistants to ensure optimum productivity and people development.
<b><u>ENQUIRIES</u></b>	:	Ms A Sigcau, tel.no. (021) 360-5307
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates may be required to undergo a competency assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<b><u>CLOSING DATE</u></b>	:	10 July 2026, 17:00PM
<b><u>POST 22/507</u></b>	:	<b><u>PSYCHOLOGIST GRADE 1 TO 3</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R907 617 per annum Grade 2: R1 055 292 per annum Grade 3: R1 221 843 per annum (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE</u></b>	:	Victoria Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum Education qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist in Clinical Psychology. Registration with a Professional Council: Registration with the HPCSA as Psychologist in Clinical Psychology. Experience: <b>Grade 1:</b> None after registration as with the HPCSA as a Psychologist in respect of RSA qualified employees. 1 Year relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> A minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 3:</b> A minimum of 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent

requirements of the job: Valid driver's license (Code B/EB). Willingness to work at all facilities in the Sub-Structure. Competencies (knowledge/skills): Excellent clinical assessment and management procedures. Excellent clinical skills in terms of consultation. Good professional attitude. Communication skills. Computer literate.

**DUTIES** : (key result areas/outputs): Developing psychological and counselling services at PHC level with particular emphasis on the provision of clinical services at designated CHCs and CDCs. Interventions include evidence-based short-term and longer-term psychotherapies, support and containment work, and telehealth services, as well as liaising with relevant service providers and stakeholders in making appropriate referrals for the management of patients. Developing and facilitating referral pathways. Service development includes capacity building by way of clinical supervision, mentorship and training of psychologists, interns, students, and staff at district facilities. The championing of mental health within the DOH and the development of intersectoral partnerships with various health department role-players as well as NPOs. Performing administrative tasks related to clinical work as well as data collection and line-management. Adhere to Continuous Professional Development (CPD) requirements as stipulated by the HPCSA.

**ENQUIRIES** : Dr K Murie, tel. no. (021) 797-8451  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.

**CLOSING DATE** : 10 July 2026, 17:00PM

**POST 22/508** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**  
Garden Route District

**SALARY** : Grade 1: R495 423 per annum  
Grade 2: R607 350 per annum

**CENTRE** : Albertinia Clinic, Hessequa Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48). OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willingness to work overtime and assist at other clinics, mobiles, satellites within the Sub District, when there is a need. Willingness to drive a mobile clinic vehicle. Competencies (knowledge/skills): NIMART training or experience. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook). Knowledge of relevant legislation and policies of the Department of Health Western Cape. Excellent communication skills (both written and verbal).

**DUTIES** : (key result areas/outputs): Assist with the management of clinical comprehensive health PHC services. Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the managing of Human Resources, Finance, SCM, Strategy and Health support, Infrastructure and equipment management.

**ENQUIRIES** : Ms E Braaf, tel.no. (028) 713-8644  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ 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 the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48) or post graduate diploma in Primary Care Nursing accredited with the SANC (R635).

**CLOSING DATE** : 10 July 2026, 17:00PM

**POST 22/509** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY AREA: THEATRE) (3 POSTS)**

**SALARY** : Grade 1: R495 423 per annum  
Grade 2: R607 350 per annum

**CENTRE REQUIREMENTS** : Red Cross War Memorial Children's Hospital, Rondebosch  
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing (212) OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-graduate diploma (R635) accredited with the SANC in Peri-operative Nursing. Registration with a Professional Council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputising for the Operational Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and management (ability to work collaboratively within FBUs).

**DUTIES** : (key result areas/outputs): Provide comprehensive specialized nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care. Provide good documentation, care, planning and health education. Support and participate in clinical practice development initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.

**ENQUIRIES** : Ms M Franken, tel. no. (021) 658-5187

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

**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification or post-graduate diploma in the relevant specialty.

**CLOSING DATE** : 10 July 2026, 17:00 PM

**POST 22/510** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: INTENSIVE CARE UNIT)**

**SALARY** : Grade 1: R495 423 per annum  
Grade 2: R607 350 per annum

**CENTRE REQUIREMENTS** : Tygerberg Hospital, Parow Valley  
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with

the South African Nursing Council (SANC) 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. Or 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Critical Care Nursing (Adult). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Ability and willingness to assist with shifts including weekends, public holidays, night duty relief and overtime as the need arises. Willingness to rotate between ICU departments. Competencies (knowledge/skills): Basic computer literacy. Good written and verbal communication skills. Knowledge of relevant legislation and policy related to the nursing specialty. Strong leadership and interpersonal skills. Good organizational skills and the ability to function under pressure. 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 specialty clinical area. Render and supervise specialized clinical nursing care and support clinical staff with procedures within the specific clinical specialty unit. Utilize human, material and physical resources and development of self and others.

**ENQUIRIES** : Ms V Dubase, tel. no. (021) 938-4000  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of 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 or post-graduate diploma in the relevant specialty. -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.

**CLOSING DATE** : 10 July 2026, 17:00PM

**POST 22/511** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE)**

**SALARY** : Grade 1: R495 423 per annum  
 Grade 2: R607 350 per annum

**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Or 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Peri-operative Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Ability and willingness to assist with shifts including weekends, public holidays, night duty relief and overtime as the need arises. Willingness to rotate between departments. Competencies (knowledge/skills): Basic computer literacy. Good written and verbal communication skills. Knowledge of relevant legislation and policy related to the nursing specialty. Strong leadership and interpersonal skills. Good organizational skills and the ability to function under pressure. 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 specialty clinical area. Render and supervise specialized clinical nursing care and support clinical staff with procedures within the specific clinical specialty unit. Utilize human, material and physical resources and development of self and others.

**ENQUIRIES** : Ms V Dubase, tel. no. (021) 938-4000

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

**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of 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 or post-graduate diploma in the relevant specialty. 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.

**CLOSING DATE** : 10 July 2026, 17:00PM

**POST 22/512** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE)**  
Central Karoo District

**SALARY** : Grade 1: R495 423 per annum  
Grade 2: R607 350 per annum (Plus non pensionable rural allowance of 12% of your annual basic salary)

**CENTRE** : Beaufort West Hospital

**REQUIREMENTS** : Minimum educational qualification: Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing (212). OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-graduate diploma (R635) accredited with the SANC in Peri-operative Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Willingness to work overtime, weekends and Public Holidays when needed. Competencies (knowledge/skills): Good communication (written and verbal) skills and interpersonal skills. Knowledge of Legislation and policies of the Department of Health relevant to clinical practise.

**DUTIES** : (key result areas/outputs): Provide comprehensive specialized nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives, educational activities, and research. Ensure sterility & illness prevention initiatives. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.

**ENQUIRIES** : Mr JCB Kiewiet, tel. no. (023) 414 - 8200

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

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post graduate diploma in the relevant specialty.

**CLOSING DATE** : 10 July 2026, 17:00PM

**POST 22/513** : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT (ECM PROJECT MANAGER)**

Directorate: Information Technology

**SALARY CENTRE REQUIREMENTS**

: R487 197 per annum  
: Head Office, Cape Town  
: Minimum educational qualification: An appropriate relevant 3-year National Diploma/Degree. Experience: Appropriate Project Management Experience. Appropriate Managing and supporting hospital information systems, specifically ECM, Digital Patient Domain & MyContent or related HIS applications. Appropriate experience in ICT support and maintenance. Appropriate experience of hospital administrative and clinical processes. Appropriate experience working on Electronic Health Record systems/modules. Appropriate experience in training, user support, and system administration. Appropriate experience with clinical and administrative processes in hospital or PHC settings. Appropriate experience with master data management, quality control, and systems integration (e.g. Clinicom, NHLS, JAC, PHCIS). Appropriate experience in Project Management and supporting Hospital Information Systems (HIS), specifically ECM Digital Patient Domain and MyContent and related applications, ensuring effective operation, coordination, user support and system oversight across facilities. Appropriate experience in system support and maintenance, including monitoring system performance, resolving incidents, managing helpdesk calls, analysing root causes of system issues and ensuring timely resolution to maintain operational continuity. Inherent requirements of the job: Valid driver's license. Willingness to travel to WCDHW health institutions. Willingness to work overtime when required. Competencies (knowledge/skills): Methodologies & Frameworks: Expertise in frameworks like Agile, Scrum, or Waterfall. Planning & Scheduling: Mastery of milestone mapping, resource allocation, and timeline creation. Risk & Issue Management: The ability to anticipate, mitigate, and resolve project roadblocks. Budgeting & Cost Control: Accurate estimation, forecasting, and tracking of financial resources. Good communication and interpersonal skills. Strong problem-solving abilities and abilities to escalate issues appropriately. Ability to provide user training and support across multiple systems. Accurate data capturing and strong attention to detail. Computer literacy, including MS Office and MS Teams. Knowledge of ECM OpenText Systems. Knowledge of Project Management Protocol and Methodologies. Understanding of business process re-engineering and patient flow. Understanding of system maintenance, enhancement processes, and quality control procedures. Proven ability to lead and work effectively within a team environment. Appropriate Knowledge of Billing, Fees, and patient administration workflows will be advantageous. Appropriate knowledge of ECM and Mobile Project Planning, Execution and Implementation.

**DUTIES**

: (key result areas/outputs): Provide operational oversight and support for ECM and related systems, including incident management, system monitoring, release communication and ensuring the effective functioning of hospital information systems across supported facilities. Liaise and communicate with HIS Management, Hospital Management, Information Officers and IT (CeI) (TAPS) and Services Providers regarding system updates, operational issues, outages, risks and system-related information, ensuring that relevant stakeholders are informed and supported. Manage and implement system change control processes, including the maintenance and updating of Master Files such as Inpatient, Outpatient, Service Groups, Medical Records, Theatre, Waiting Lists and Global Master Files through Governance Protocol in accordance with approved processes and Head Office requirements. Coordinate and support system enhancements, new requirements and system development initiatives, including participation in Joint Application Development (JAD) sessions, sprint reviews and design discussions, and assist with the rollout and implementation of new system modules across facilities. Provide onsite and remote support to facilities, including scheduled visits and virtual assistance, while assisting with system-related hardware and software issues such as workstation configuration, printing, client software and related technical challenges. Governance Management pertaining to the ICT Policy in relation to user access administration and audit compliance, including processing access requests, maintaining appropriate documentation and ensuring compliance with system governance, audit and reporting requirements. Identify and coordinate training requirements for system users and Information Management staff, develop training schedules for Information Officers and Core Trainers, and deliver formal or informal training on system functionality, enhancements and processes. Manage staff and HR-related responsibilities, including performance management, staff development, leave management and task allocation. Provide data reporting and analytical support, including generating patient and user reports through data mining applications such as Impromptu and supporting information management and operational reporting requirements. Provide after-hours system support when required to ensure continuity of operations and support additional facilities where operationally necessary. Manage

and Develop Enterprise Content Management Systems and Mobile Applications for Health Projects.

**ENQUIRIES** : Mr J Maharaj, email: [Jashmeer.Maharaj@westerncape.gov.za](mailto:Jashmeer.Maharaj@westerncape.gov.za)  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 10 July 2026, 17:00PM

**POST 22/514** : **ASSISTANT DIRECTOR: FOOD SERVICES MANAGEMENT**

**SALARY** : R487 197 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma (NQF Level 6) /Degree (NQF Level 7) in Food Service Management or Hospitality management or equivalent qualification. Experience: Appropriate supervisory experience. Appropriate experience in a large-scale Food Service environment. Inherent requirements of the job: Willingness to work shifts, weekends, and public holidays. Willingness to be on standby. Competencies (knowledge/skills): Knowledge of hygiene and safety procedures in an industrial Food Service Unit. The ability to create spreadsheets, Word documents, and presentations in Microsoft Office. Knowledge and skills with regard to managing the operation of an industrial Food Service Unit. Problem-solving, sound numerical skills, decision-making, and time management skills. Knowledge of disciplinary code and procedure. Conversant with the Labour Relations Act, Food Services policies, Food Safety Management System (ISO 22000:2018) and Occupational Health and Safety Act. Good communication skills (verbal and written).

**DUTIES** : (key result areas/outputs): Plan and develop the strategic management of the Food Services Unit by providing well-balanced meals to all patients. To effectively and efficiently maintain a high culinary service standard within the Kitchen. To mitigate risks within the Kitchen environment wrt to quality, environment, and health and safety. Manage human resources, inclusive of leave, disciplinary code of conduct, time keeping, performance management, and filling of vacant posts in the Department. Manage financial resources, including food costing, contract management, and weekly statistics. Effective and efficient support to the Dietetic Department and Milk Kitchen Department.

**ENQUIRIES** : Mr R De Jager, tel. no. (021) 400-3405  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 10 July 2026, 17:00PM

**POST 22/515** : **SENIOR STATE ACCOUNTANT (BOOKKEEPING)**  
Directorate: Financial Accounting

**SALARY** : R413 001 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma or Degree in Accounting. Experience: Appropriate experience in BAS and PERSAL. Competencies (knowledge/skills): Ability to work accurately with figures. Must be able to work under pressure. Good communication skills (Written and Verbal). External knowledge of Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions and the departmental delegations and procedures. Advanced computer literacy in Microsoft Office applications (Word, Excel, PowerPoint). Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills. Knowledge of asset and liability suspense accounts. Extensive knowledge of debt management and book closure procedures. Knowledge of BAS (Basic Accounting System), LOGIS and PERSAL. Extensive knowledge of departmental debt policies. Excellent project management skills. Presentation skills.

**DUTIES** : (key result areas/outputs): Manage and administrate the Department's Asset and Liability suspense accounts. Analyse and manage the Departmental debt account, the reporting thereof and compilation of write-off submissions. Consolidate and provide inputs with regard to the Interim and Annual Financial Statements. Control of monthly IYM departmental reporting. Overall Human Resource Management of staff. Effective control to audit queries.

**ENQUIRIES** : Mr DA Hendricks, tel. no. (021) 483-4398  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 10 July 2026, 17:00PM

<b><u>POST 22/516</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES (NURSING INFORMATION MANAGEMENT SYSTEMS)</u></b> Directorate: People Development
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R338 106 per annum Head Office, Cape Town Minimum education qualifications: Senior certificate (or equivalent). Experience: Appropriate experience in Nursing Information Management System. Inherent requirement of the job: Valid Driver's Licence. Competencies (knowledge/skills): Extensive knowledge of procedures and processes related to Nursing Information Management System. Appropriate knowledge of Treasury Regulations and Contract Management and PFMA. Appropriate knowledge of drawing up various documents, reports pertaining to nursing information management. Relevant knowledge in People and Financial Management. Sound interpersonal and communication skills (both written and verbal). Computer skills (MS Office, Excel and Word).
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Implement operational plans for Nursing Information Management System (NIMS) to support nursing practice. Oversee the development and execution of nursing policies with specific reference to Nursing Information Management System. Assist with the management and coordination Nursing Information Management System (NIMS) Provide support to ASD NIMS. Identify, coordinate and monitor resources (People & Financial) in accordance with relevant directives and legislation.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms I Titus, tel. no. (084) 825-3812 Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.
<b><u>CLOSING DATE</u></b>	:	10 July 2026, 17:00PM
<b><u>POST 22/517</u></b>	:	<b><u>SOCIAL WORKER GRADE 1 TO 4</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R338 208 per annum Grade 2: R413 004 per annum Grade 3: R496 668 per annum Grade 4: R608 859 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	New Somerset Hospital Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with a Professional Council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Experience: <b>Grade 1:</b> None after registration. <b>Grade 2:</b> A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the South African Council for Social Service Professions. <b>Grade 3:</b> A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the South African Council for Social Service Professions. <b>Grade 4:</b> A minimum of 30 years appropriate experience in social work after registration as a Social Worker with the South African Council for Social Service Professions. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Strong analytical and leadership, problem solving, decision making and conflict resolution skills. Computer literacy (MS Office package: Word, Excel, PowerPoint, Outlook email). Knowledge and insight of relevant legislation and policy related to social work service in the public sector. Good report writing, interpersonal, leadership and planning skills. Ability to work independently and within an interdisciplinary team to achieve functional outcomes for clients. Knowledge and understanding of illness and disease, human behaviour, and social systems within a health environment setting. Appropriate experience in a clinical setting.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Provision of comprehensive, client centred clinical social work services to adults and children in a district hospital. Ensure safe discharge plans, support and protection of vulnerable individuals and families. Conduct psychosocial assessments aimed at identifying conditions within individuals that justify relevant interventions. Implementation of applicable social work interventions. Effective engagement and networking with the multidisciplinary team as well as all relevant external stakeholders. Keep up to date with new developments in social work. Utilize and manage resources. Support social workers, volunteers and students. Assist with the achievement of department and organisational goals. Perform all administrative functions required of the job. Deliver an accountable social work service through the appropriate implementation of social work processes. Ensure continued professional development by keeping updated with developments in the field.
<b><u>ENQUIRIES</u></b>	:	Ms C Herwell, tel. no. (021) 402-6621

<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	10 July 2026, 17:00PM
<b><u>POST 22/518</u></b>	:	<b><u>SOCIAL WORKER GRADE 1 TO 4</u></b> Overberg District
<b><u>SALARY</u></b>	:	Grade 1: R338 208 per annum Grade 2: R413 004 per annum Grade 3: R496 668 per annum Grade 4: R608 859 per annum
<b><u>CENTRE</u></b>	:	Otto du Plessis, Cape Agulhas Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with a professional council: Registration with South African Council for Social Service Professions (SACSSP) as Social Worker. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years' experience in social work after registration as Social Worker with the SACSSP. <b>Grade 3:</b> A minimum of 20 years' experience in social work after registration as Social Worker with the SACSSP. <b>Grade 4:</b> A minimum of 30 years' experience in social work after registration as Social Worker with the SACSSP. Inherent requirement of the job: Valid code 8/EB driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Knowledge and understanding of the nature of human behaviour and the social service profession. Competence in Child and Youth Care services within the Child Care Act. Have full knowledge of the Termination of Pregnancy Act 92 of 1992. Skilled in trauma debriefing/supportive counselling.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Establish social work services and network for the Institution and maintain communication with stakeholders. Ensure that social work service with regard to the care, support and protection of individuals, groups, families through relevant programmes is rendered. Keep up to date with new developments in the social work field. Undertake social work research and development and contribute to the development of policies. Render a holistic social work service to individual groups and community using all methods of social work practices. Monitor and evaluate the effectiveness of recommended interventions, reports on progress and identify. Further amended interventions to address identified conditions. Liaise / attend meetings with other departments and non-governmental institutions to take cognizance of the latest developments in the relevant fields. Produce and maintain qualitative and quantitative records of social work interventions processes and Outcomes. Implement social welfare programme in accordance with the need of the community and Government priorities.
<b><u>ENQUIRIES</u></b>	:	Dr S Bothma, tel. no. (028) 514-8400
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<b><u>CLOSING DATE</u></b>	:	10 July 2026, 17:00PM
<b><u>POST 22/519</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)</u></b>
<b><u>SALARY</u></b>	:	R338 106 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate administrative experience in line with the duties (key result areas/outputs) the post. Appropriate administrative experience in a clinical or healthcare setting. Working knowledge and experience of Asset Management and Supply Chain Management. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Strong analytical and strategic thinking abilities. Computer skills in MS Office (i.e. Word, Excel, PowerPoint and Outlook). Good interpersonal and organisational skills. Ability to work in a team context and motivate team members. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, Supply Chain Instructions as well as Accounting Officer System.

Attention to detail and adherence to deadlines. Strong organizational and communication skills. Ability to manage multiple priorities and work independently. Computer literacy (MS Word, Excel and Outlook) and familiarity with Syspro or LOGIS.

- DUTIES** : (key result areas/outputs): Asset Register Maintenance. Asset Verification. Disposal Management & Loss Control Process. Additions of assets Management. Contract Performance Management. Support to supervisor and management. People Management.
- ENQUIRIES** : Ms V Groenewald, tel. no. (021) 938-4911
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
- CLOSING DATE** : 10 July 2026, 17:00PM

**POST 22/520** : **FOOD SERVICES MANAGER**

- SALARY** : R338 106 per annum
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: A three-year degree/Diploma in Food Service Management, Hospitality Services, Food and Beverage management. Experience: Appropriate experience in the Food Services environment. Appropriate management experience. Inherent requirement of the job: As the Food Services Component renders a 7-day week function successful candidate will be required to work shifts and weekends and public holidays. Competencies (knowledge/skills): Computer literacy, problem solving, decision making, time management, presentation and managerial skills. Sound numerical skills. Excellent written and verbal communication skills.

- DUTIES** : (key result areas/outputs): Manage the Food Service Unit: 24 hour per day and 7 days per week on rotation basis. Manage the preparation, distribution and serving of meals including special diets. Manage meal plan and meal production. Manage personnel, equipment and logistics. Manage /Administer human physical and financial resources. Responsible for hygiene and floor and safety standards. Effective utilisation of the Food Service team. Apply departmental regulations and protocol.

- ENQUIRIES** : Ms R Keyser tel. no. (021) 938-4135
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
- CLOSING DATE** : 10 July 2026, 17:00PM

**POST 22/521** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: INPATIENTS)**  
Cape Winelands Health District

- SALARY** : Grade 1: R337 359 per annum  
Grade 2: R411 978 per annum  
Grade 3: R495 423 per annum

- CENTRE** : Ceres Hospital, Witzenberg Sub-district
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Or A 4 year bachelor's degree in nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 3-year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) as a General Nurse. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Working shifts, including day and night duty, weekends, and public holidays. Willingness to perform overtime and standby duties, and to rotate/assist in all departments (excluding maternity ward) as required, in line with operational needs. Willingness to be trained in theatre (If not already skilled) and assist with theatre coverage when required. Ability to work under pressure. Competencies (knowledge/skills): Good leadership, planning, and interpersonal skills. Ability to work in a multidisciplinary team. Enhance patient care through the implementation of SOP's, policies, and guidelines. Knowledge of the legal framework and regulations regarding nursing practice.

- DUTIES** : (key result areas/outputs): Provision of quality basic nursing patient centered care in a hospital setting. Provision of optimal, holistic clinical and elementary nursing care with set standards and within a professional/legal framework. Effective utilisation of human and financial resources, Information management and support

		services. Improving quality of health services. Maintain professional growth/ethical standards and self-development.
<b><u>ENQUIRIES</u></b>	:	Mr GH Vermeulen, tel. no. (023) 316-9600
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for 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 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).
<b><u>CLOSING DATE</u></b>	:	10 July 2026, 17:00 PM
<b><u>POST 22/522</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (4 POSTS)</u></b> Chief Directorate: Metro Health Services (Ward 13 And 14, Ward 5 And 6 And Psychogeriatric Ward)
<b><u>SALARY</u></b>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<b><u>CENTRE</u></b>	:	Alexandra Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. <b>Grade 3:</b> A minimum of 20 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Prepared to work in all departments/wards according to the operational needs of the hospital. Competencies (knowledge/skills): Knowledge and understanding of nursing care processes, procedures, statuses, and other relevant legal and ethical practices. Computer literacy: MS Office, MS Outlook. Good Communication Skills and Report Writing. Appropriate experience in comprehensive nursing treatment and care to patients in a Mental Health Unit.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.
<b><u>ENQUIRIES</u></b>	:	Ms JE Isaacs, tel.no. (021) 503-5000
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status).
<b><u>CLOSING DATE</u></b>	:	10 July 2026, 17:00 PM
<b><u>POST 22/523</u></b>	:	<b><u>RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND) (5/8TH POST)</u></b> Cape Winelands Health District
<b><u>SALARY</u></b>	:	Grade 1: R319 317 per annum Grade 2: R373 914 per annum Grade 3: R439 866 per annum
<b><u>CENTRE</u></b>	:	Stellenbosch Hospital
<b><u>REQUIREMENTS</u></b>	:	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 Ultrasound Radiography. Experience: <b>Grade 1:</b> 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. <b>Grade 2:</b> 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 of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid driver's licence and willingness to travel within the Sub District. Competencies (knowledge/skills): Computer literacy in word processing, data management and analysis. Ability to use or learn to use systems eg Clinicom, PHCIS. Ability to work independently and in a team with good interpersonal skills. Thorough knowledge of ante-natal, Doppler, paediatric, gynaecological and abdominal ultrasound studies.

**DUTIES** : (key result areas/outputs): Provide a comprehensive diagnostic ultrasound service at an advanced level with the main focus on Obstetrics and Gynaecology (O&G) imaging in Stellenbosch Hospital. But including abdominal and other studies. Outreach sonography services to clinics in the ecosystem and district as requested. General care of patients as part of a Multi-Disciplinary team. Effective administration within the ultrasound unit regarding patient service, appropriate referral as well as equipment management. Maintain case records and statistics. Supervise, mentor and assess colleagues eg midwives, doctors, radiographers. Actively take part in CPD- program, as trainer and learner.

**ENQUIRIES** : Ms Z Boraine, tel. no. (021) 808-5801  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals whom 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** : 10 July 2026, 17:00PM

**POST 22/524** : **SENIOR SECURITY OFFICER**

**SALARY** : R237 453 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate or equivalent qualification. Registration with a Professional Council: Candidates must be registered as a Security Officer Grade B or higher with the Security Board in terms of the Security Industry Regulatory Authority Act (PSIRA). Experience: Appropriate security experience. Inherent requirements of the job: Willing to rotate, in different sections of security department and change shifts when required. Willingness to work shifts and be available on a 24-hour basis. A valid Driver's License. Competencies (knowledge/skills): Knowledge of security related prescripts, regulations, procedures and the Occupational Health & Safety Act. Good interpersonal communication skills and ability to work in a team as well as independently. Be responsible, diligent and ability to work under pressure.

**DUTIES** : (key result areas/outputs): Contract Management of private security and conduct crowd control. Monitor the patrol of buildings, parking areas and perimeter fencing and control keys and all security documents. Investigate crimes and incidents, writing reports and statements. Supervise inhouse and outsource security officers and practice disciplinary processes to the subordinates. Monitor the CCTV control room's effectiveness and monitor the effectiveness of access and egress control.

**ENQUIRIES** : Mr S Ndzuzo, tel. no. (021) 404-3111  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 10 July 2026, 17:00PM

**POST 22/525** : **ADMINISTRATION CLERK: FINANCE/ADMIN**

Directorate: Financial Accounting

**SALARY** : R237 453 per annum  
**CENTRE** : Head Office, Cape Town, (Office Based: Stikland Compliance Office)  
**REQUIREMENTS** : Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience and knowledge in Finance and Supply Chain Management. Inherent requirement of the job: Valid Code B/EB (manual) drivers' licence. Willing to travel and spend long periods away from the home while placed at Health Institutions in the Western Cape. Competencies

- (knowledge/skills): Knowledge of computerised Management Financial systems. Knowledge of Supply Chain Management. Knowledge of demand planning, warehouse management, asset management and acquisition management. Knowledge of accounting, payments and clearing of Ledger Accounts.
- DUTIES** : (key result areas/outputs): Processing of orders, LOGIS and BAS payments. Perform warehouse functions. Procuring and accounting of assets. Effect transactions on LOGIS/Syspro system.
- ENQUIRIES APPLICATIONS** : Ms E Vermeulen, email: [Eleanor.Vermeulen@westerncape.gov.za](mailto:Eleanor.Vermeulen@westerncape.gov.za)
- NOTE** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- CLOSING DATE** : No payment of any kind is required when applying for this post.  
10 July 2026, 17:00PM
- POST 22/526** : **ADMINISTRATION CLERK: ADMISSIONS**  
Chief Directorate: Metro Health Services
- SALARY** : R237 453 per annum
- CENTRE** : Helderberg District Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of Patient Admissions and Wards, including the Clinicom System. Inherent requirement of the job: Prepared to work 12-hour shifts (which include night duty, weekends, public holidays, and work overtime on short notice). Competencies (knowledge/skills): Knowledge and experience of the Clinicom system. Good interpersonal and communication skills. Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Good numerical skills. Ability to accept accountability, responsibility, work independently.
- DUTIES** : (key result areas/outputs): Assess patients in accordance with Hospital Memorandum 18 and UPFS manual. Assess Debtor of patients and capture data of patient information on Clinicom System. Report all MVA's and WCA's to Batsumi Hotline. Responsible for revenue control which includes receipt of money, issue of accounts and safekeeping of patient's valuables. Clinicom functions – admit, discharge transfer patient etc. Provide an effective administrative service to the Operational Manager, nurses, and doctors in the wards. Ordering and stock taking as delegated, control of stock and assist OPM with the requisition of store stock/ buy outs. Accurately and timeously file all patient folders and other clinical notes and drawing of folders and any ad-hoc admin duties. Maintain and repair patient files and prepare case notes for archiving. Responsible for handling telephonic and personal enquiries with regard to patients. Relieve in other departments as operationally required.
- ENQUIRIES APPLICATIONS** : Mr M Davids, tel. no. (021) 810-6678
- NOTE** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- CLOSING DATE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.  
10 July 2026, 17:00PM
- POST 22/527** : **ADMINISTRATION CLERK: ADMISSIONS**  
Overberg District
- SALARY** : R237 453 per annum
- CENTRE** : Caledon Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate patient administrative experience in a health/patient environment. Appropriate Clinicom/PHCIS experience. Inherent requirement of the job: Required to work 12-hour shifts (including night duty, weekends and public holidays). Willing to work overtime on short notice. Competencies (knowledge/skills): Good communication skills. Computer literacy in MS Office. Good interpersonal and communication skills, ability to work independently, and as part of a team, ability to maintain confidentiality and problem-solving and conflict management with good organizational skills. Knowledge of applicable policies - Hospital Fees memorandum Chapter 18, the Uniform. Patient Fee Schedule (UPFS), Finance Instructions & Medical Records policies. Knowledge of Clinicom.
- DUTIES** : (key result areas/outputs): Admission of patients including correct patient assessment and accurate data/information capturing. Ensure correct management of patient folders at reception area and schedule appointments (new, follow-up and operations) on the system. Recordkeeping, compile new, retrieve, file, trace lost and manage duplicates and old folders as well as maintain a record system and archive. Accurate collection, safekeeping and deposit of state money. Deal with written and or telephonic queries or enquiries with regards to patient admission matters. Perform relief duties as well as support to supervisor as required.
- ENQUIRIES** : Mr G Bucchianeri, tel.no. (028) 212-1070

- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.
- CLOSING DATE** : 10 July 2026, 17:00PM
- POST 22/528** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (2 POSTS)**  
Overberg District
- SALARY** : R237 453 per annum  
**CENTRE** : Overberg District Office  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competences that focus on the key performance areas of the post. Experience: Appropriate experience in Supply Chain Management environment. Appropriate experience in LOGIS. Inherent requirement of the job: Valid EB/B/C/C1 driver's licence. Ability to travel and rotate between facilities. Expected to travel and provide support at facilities within the Overberg District. Competencies (knowledge/skills): Knowledge of the LOGIS System, SCM functions and functional experience in obtaining quotations on an electronic purchasing system (EPS). Computer literacy (MS Excel and Word). Good communication skills (written and verbal).
- DUTIES** : (key result areas/outputs): Perform tasks related to procurement administration, such as inviting quotes on EPS, placing of orders, preparing quotes for Quotation Committee and follow-up with suppliers. Inventory and Asset Related. Asset Management to be performed in the Overberg District which includes proper management of assets pertaining to annual asset count, updating asset register, disposals, capturing relevant documentation on LOGIS and keeping updated filling of all relevant documentation. Support and Compliance Monitoring within the Overberg District. Receive services and preparing batches for payment at the Overberg District. Ensure compliance and reporting with all relevant laws and prescripts related to the Supply Chain. Handle all telephone and written queries from relevant suppliers and end users and provide regular update reports for the Overberg District Office.
- ENQUIRIES** : Ms J Honeyball, tel.no. (028) 214-5855  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 10 July 2026, 17:00PM
- POST 22/529** : **TELKOM OPERATOR**  
Chief Directorate: Metro Health Services
- SALARY** : R201 093 per annum  
**CENTRE** : Mitchells Plain District Hospital  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in the operating of a high-volume switchboard in a messaging and Public Address system (PA). Inherent requirement of the job: Physically able to hear and speak clearly. Must be able to work shifts, night shifts, weekends and Public holidays. Work overtime when required by operational needs. Competencies (knowledge/skills): Appropriate knowledge and ability to operate a high- volume Switchboard equipment, a messaging and Public Address system effectively and efficiently. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook).
- DUTIES** : (key result areas/outputs): Manage switchboard and Page staff over the intercom, efficient communication handling (both internally and externally) of incoming and outgoing calls and answer telephonic queries and deliver messages. Handling of all telecommunication equipment and related tasks and ensuring that switchboard and telephone equipment is in working order and report all faults to supervisor/ relevant persons. Maintain internal telephone directory. Provide feedback on the operational running of the component and support supervisor by adhering to the Code of Conduct for the Public Service. Monitor telephone accounts and keep record off all cellular, national and international calls made and distribute monthly to departments.
- ENQUIRIES** : Mr M Pedro, tel.no. (021) 377-4327  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 10 July 2026, 17:00PM
- POST 22/530** : **SECURITY OFFICER (3 POSTS)**
- SALARY** : R170 226 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	Groote Schuur Hospital
	:	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. Inherent requirements of the job: Willingness to work shifts, change shifts when required and be available on a 24-hour basis. Must be physically fit. A valid driver's license. Competencies (knowledge/skills): Knowledge of security related prescripts, regulations and procedures. Basic knowledge of the Occupational Health & Safety Act. Ability to work in a team as well as independently and change to any shift when required. Be responsible and diligent and ability to work under pressure. Good Communication skills (verbal and written).
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Ensure access/egress control, patrolling buildings, parking areas and perimeter fencing. Investigation of crimes, incidents, security breaches and writing of statements and reports. Controlling of all hospital keys. Supervise outsource security officers.
<b><u>ENQUIRIES</u></b>	:	Mr S Ndzuzo, tel. no. (021) 404-3111
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	10 July 2026, 17:00PM
<b><u>POST 22/531</u></b>	:	<b><u>GENERAL WORKER (STORES)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R144 024 per annum
<b><u>CENTRE</u></b>	:	Victoria Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a warehouse environment, in receiving and distribution of stock (stores). Inherent requirements of the job: Valid Driver's license (Code B/EB). Physical ability to lift heavy boxes. Competencies (knowledge/skills): Good written and verbal communication skills.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): General worker stores duties for Victoria Hospital (Hub Hospital) and Southern Clinics in terms of, Load and offload stock on the vans. Transport goods to and from different sections with the health facilities. Pack stock in boxes according to standards. Receipt of stock from bulk store prepare stock for courier distribution. Prepare stock for collection by demanders. Maintain hygiene in the area. Rotate stock on shelves (FIFO). Move hospital equipment as required. Assist with filling. Assist with stock take processes.
<b><u>ENQUIRIES</u></b>	:	Ms Z Sagela, tel. no. (021)7991241 or email: <a href="mailto:zukiswa.sagela@westerncape.gov.za">zukiswa.sagela@westerncape.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	10 July 2026, 17:00PM
<b><u>POST 22/532</u></b>	:	<b><u>CLEANER</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R144 024 per annum
<b><u>CENTRE</u></b>	:	Victoria Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a health facility environment. Inherent requirement of the job: Prepared to work shifts, lift and handle heavy duty equipment and willingness to rotate within the institution according to operational requirement. Competencies (knowledge/skills): Sound interpersonal and organising skills.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): General cleaning which include dusting, sweeping vacuuming, polishing, cleaning of windows and toilets scrubbing and mopping and removal of general refuse and medical waste. Execute cleaning tasks in order to ensure a clean, hygienic and safe environment. Safekeeping of equipment and supplies. Prevent medico-legal incidents.
<b><u>ENQUIRIES</u></b>	:	Ms J van der Riel, tel.no. (021) 799-1270.
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	10 July 2026, 17:00PM
<b><u>POST 22/533</u></b>	:	<b><u>GROUNDSMAN</u></b> West Coast Health District
<b><u>SALARY</u></b>	:	R144 024 per annum
<b><u>CENTRE</u></b>	:	Sonstraal Hospital, West Coast TB Centre

<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in gardening. Inherent requirements of the job: Ability to be physically strong. Valid Code (B/EB) drivers' licence. Competencies (knowledge/skills): Good communication and interpersonal skills. Good problem solving skills. Basic knowledge of garden tool maintenance.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Effective maintenance of hospital grounds TB Complex. To render general and groundsman services. Perform all activities related to gardening and grounds, pruning of trees, cleaning of gutters etc. Effective removal of domestic and medical waste. Effective support to Supervisor.
<b><u>ENQUIRIES</u></b>	:	Mr HL Siegelaar, tel. no. (021) 837-8097
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	10 July 2026, 17:00PM
<b><u>POST 22/534</u></b>	:	<b><u>DRIVER (LIGHT DUTY VEHICLE)</u></b> Garden Route Health District
<b><u>SALARY</u></b>	:	R144 024 per annum
<b><u>CENTRE</u></b>	:	Garden Route District Office, (Stationed at Mossel Bay Hospital)
<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Basic numeracy and literacy skills. Experience: Appropriate experience in transportation of personnel and goods in health environment. Inherent requirements of the job: Valid code (Code B/EB) driver's licence. Valid Public Driving Permit (PDP). Willingness to work overtime and to perform standby duties when needed. Willingness to relief staff within the Support Service component when needed. Ability to handle heavy objects. Competencies (knowledge/skills): Good Communication skills (verbal and written). Appropriate knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills. Ability to accept accountability and responsibility and to work independently and unsupervised.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Daily transporting of official passengers, post, packages, medication, goods and equipment as well as completion of logbooks. Deliver and collect blood products and carry medical and other documentation (patient files, reports, etc) to wards/treatment and other admin areas. Conduct routine maintenance and cleaning of Government vehicles and conduct routine inspection of vehicles and report defects. Perform routine administrative duties when required and respond to emergencies when necessary.
<b><u>ENQUIRIES</u></b>	:	Mr BR Meiring, tel. no. (044) 813-3001
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment/written test.
<b><u>CLOSING DATE</u></b>	:	10 July 2026, 17:00PM
<b><u>POST 22/535</u></b>	:	<b><u>DRIVER (LIGHT DUTY VEHICLE)</u></b> Cape Winelands Health District
<b><u>SALARY</u></b>	:	R144 024 per annum
<b><u>CENTRE</u></b>	:	West Coast TB Centre (Sonstraal Hospital)
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience. Inherent requirements of the job: Valid Code B/EB driver's license. Valid PDP. Sober habits. Responsible for vehicles and maintenance. Prepared to work irregular hours. Competencies (knowledge/skills): Good interpersonal and communication skills. Knowledge of transport regulations. Work in a team environment
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Schedule transport and plan transport vehicles. Loading and transporting of goods and staff complement. Timely reporting of minor and major defects. Responsible for the prescribed records and logs regarding the vehicles and goods handled. Assist the Transport Officer to maintain the transport fleet in a clean and roadworthy condition. Prepare reports for the supervisor if and when needed. Compliance with the Occupational Health and Safety Act.
<b><u>ENQUIRIES</u></b>	:	Mr HL Siegelaar, tel. no. (021) 837-8097
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	10 July 2026, 17:00PM