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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 23 OF 2025

DATE ISSUED 04 JULY 2025

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **DEPARTMENT OF HIGHER EDUCATION AND TRAINING:** Kindly note that the posts of Community Education and Training Two (X2) Posts: Principal published on Public Service Vacancy Circular 22 dated 27 of June 2025 with the closing date of 18 July 2025 are two (2) posts. Branch: Gauteng Cet College with Ref No: DHET20/06/2025 and Eastern Cape Cet College with Ref No: DHET21/06/2025

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DEPARTMENT OF COMMUNICATIONS AND DIGITAL TECHNOLOGIES

The Department is an equal opportunity organisation and intent to promote equity through the filling of these posts.



- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to email: recruit@dcddt.gov.za
- CLOSING DATE** : 18 July 2025
- NOTE** : Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp> and should be accompanied by a recently updated comprehensive Curriculum Vitae. The successful candidates must disclose particulars of all registrable financial interests and sign an employment contract within one month from the date of assumption of duty. A Performance Agreement must be concluded and signed within three months from the date of assumption of duty. Note: Applications received after the closing date will not be considered. Only e-mailed applications will be considered. Short listed applicants will be required to submit certified copies of all qualifications obtained and will be subjected to verification by the South African Qualifications Authority. Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit the requested documents will result in your application not being considered further. Due to the large volumes of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. All shortlisted candidates will be subjected to personnel suitability checks, including social media checks, and the successful candidate will have to undergo a full security vetting. If you have not been contacted within three (3) months of the closing date, please accept that your application was unsuccessful. Please note that CVs submitted will be destroyed after the three (3) months period. The Department complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use the personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application is unsuccessful, the Department will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Department will safeguard the security and confidentiality of all information you shared during the recruitment process. The Department reserves the right not to make appointment(s) to the advertised post(s). Candidates whose appointment/promotion/transfer will promote the achievement of employment equity within the Department, will receive preference.

OTHER POSTS

- POST 23/01** : **DEPUTY DIRECTOR: GLOBAL MULTILATERAL REF NO: DDGML**
Nature of appointment: Permanent
The purpose of the post is to implement programmes, to forge strategic relationships with Global ICT multilateral and trilateral bodies (ITU, BRICS, Broadband Commission, UPU countries) and international organisations on multilateral agreements and programmes focusing on ICT mutual interest and shared objectives.
- SALARY** : R896 436 per annum (Level 11), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
- CENTRE** : Pretoria, Hatfield
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Public Administration/Business Administration / International Relations or relevant field. A minimum of five (5) years' experience in the field with at least three (3) years' supervisory / Assistant Director level experience. Skills / Competencies and Knowledge: At

		an advanced level in Research skills. Quality of work. Initiatives. Planning and executions. Communication. Teamwork. Reliability. Management of human resources. Stakeholder Management. Project Management. Emotional Intelligence. Negotiation. Geopolitical acumen. Knowledge in International Multilateral Relations.
<u>DUTIES</u>	:	The successful candidate will manage the implementation of the department's international relations strategy in line with International Relations policy and Foreign Services Act as it relates to ICT global and multilateral organisations aligned with the government's international relations and cooperation governance strategy and protocol policy framework. Manage ICT research and technical support to the Director: ICT Multilateral Relations, relating to ICT multilateral relations. Manage engagement with the Department of International Relations and Cooperation (DIRCO) to ensure compliance and adherence to the government's multilateral relations governance framework and protocols. To manage the implementation of the ICT stakeholder management plan. To manage the resource management plan for ICT Global Multilateral sector. To manage the implementation of the integrated component's business excellence programme. Provide guidance on strategies to influence global ICT multilateral platforms to position South Africa's interests. Project Management, manage financial resources, driving change and operational excellence and Manage compliance.
<u>ENQUIRIES</u>	:	Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260
<u>POST 23/02</u>	:	<u>DEPUTY DIRECTOR: ICT MULTILATERAL GROUPING REF NO: DDIMG</u> Nature of appointment: Permanent The purpose of the post is to implement programmes, to forge strategic relationships with countries and international organisations on ICT multilateral agreements and programmes focusing on ICT mutual interest and shared objectives.
<u>SALARY</u>	:	R896 436 per annum (Level 11), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
<u>CENTRE</u>	:	Pretoria, Hatfield
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Public Administration / Business Administration / International Relations or relevant field. A minimum of five (5) years' experience in the field with at least three (3) years' supervisory / Assistant Director level experience. Skills / Competencies and Knowledge: At an advanced level in Research skills. Quality of work. Initiatives. Planning and executions. Communication. Teamwork. Reliability. Management of Human Resources. Stakeholder Management. Project Management. Emotional Intelligence. Negotiation. Geopolitical acumen. Knowledge of International Multilateral Relations.
<u>DUTIES</u>	:	The successful candidate will manage the department's International Relations and Engagement strategy relating to UN ICT multilateral organisations aligned with the government's international relations and cooperation strategy and governance and protocol framework. Manage and provide research and technical support to the Director: ICT Multilateral Relations, relating to ICT UN multilateral bodies relations. Regularly engage with the Department of International Relations and Cooperation to ensure compliance and adherence to the government's multilateral relations governance framework and protocols. Manage the stakeholder management plan informed by UN Charter, Global Digital Compact (GDC) and African Agenda 2063, World Information Society Summit (WSIS) and Sustainable Development Goals (SDGs). Manage a resource management plan for ICT Multilateral unit. Manage the integrated Component's business excellence programme. Project Management, manage financial resources, driving change and operational excellence and Manage compliance.
<u>ENQUIRIES</u>	:	Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260

<u>POST 23/03</u>	:	<u>DEPUTY DIRECTOR: AFRICA MULTILATERAL RELATIONS REF NO: DDAMLR</u> Nature of appointment: Permanent The purpose of the post is to coordinate and implement projects/programmes that will ensure enhancement of operational and strategic relationships with African countries multilateral platforms (ATU, SADC, Smart Africa Alliance, SAPOA) and relevant international multilateral organisations on securing agreements and treaties focusing on ICT mutual interest and shared objectives.
<u>SALARY</u>	:	R896 436 per annum (Level 11), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria, Hatfield
	:	An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Economics / Public Administration / International Relations or relevant field. A minimum of five (5) years' experience in the field with at least three (3) years' supervisory / Assistant Director level experience. Skills / Competencies and Knowledge: At an advanced level in Research skills. Quality of work. Initiatives. Planning and executions. Communication. Teamwork. Reliability. Management of human resources. Project Management. Emotional Intelligence. Negotiation. Geopolitical acumen. Knowledge in Africa Multilateral Relations. Stakeholder Management.
<u>DUTIES</u>	:	The successful candidate will manage the design and review of ICT governance framework, policies, standards, principles and procedures. Manage closer corporation with regional partners (SADC, ATU, SAPOA, etc.) within the SADC framework and coordinate the implementation of SADC agreements. Manage and drive the implementation of AU Protocol, Treaties, Resolutions and Agreements on ICT issues. Manage participation of the Department in AU and SADC structures, and develop strategic linkages with Departmental Units, other government departments and relevant stakeholders. Manage, formulate, implement, and review the Department's strategy on AU and SADC issues. Manage representation of the Department and its view at relevant African Union and SADC fora. Project Management, manage financial resources, driving change and operational excellence and Manage compliance.
<u>ENQUIRIES</u>	:	Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260
<u>POST 23/04</u>	:	<u>DEPUTY DIRECTOR: SECRETARIAT REF NO: DDS</u> Nature of appointment: Permanent The purpose of the post is to manage Secretariat Support to the Office of the Director-General to strengthen governance processes.
<u>SALARY</u>	:	R896 436 per annum (Level 11), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria, Hatfield
	:	An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Public Administration / Office Management and Technology / Management or relevant field. A minimum of five (5) years' experience in administrative environment with at least three (3) years' supervisory / Assistant Director level experience. Skills / Competencies and Knowledge: At an advanced level in Job Knowledge. Quality of work. Initiatives. Planning and executions. Communication. Teamwork. Reliability. Flexibility. Reliability. Good computer skills (MS Package, i.e. Word, Excel, PowerPoint, internet and email). Coordination and organization. Analytical. Records and Data Management. Interpersonal Relations. Knowledge in Office Management. Business Reporting.
<u>DUTIES</u>	:	The successful candidate will manage and implement Secretariat Support services to the management structures of the Department. Arrange meetings, draft agendas, taking minutes and communicate decisions to relevant stakeholders, and conduct follow-ups and reporting on matters arising from meetings. Manage the development of annual meeting schedules in liaison with the Ministry and Director-General's Office. Provide quality control on documents, submissions, reports and briefing documents submitted to the

		Director-General. Manage policies and procedures in the areas of Secretariat Support services in the Director-General's Office within the Department to comply with applicable legislation. Project Management, manage financial resources, driving change and operational excellence and Manage compliance.
<u>ENQUIRIES</u>	:	Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260
<u>POST 23/05</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: DDHRA</u> Nature of appointment: Permanent The purpose of the post is to manage, facilitate and coordinate the delivery of Human administration and operations services.
<u>SALARY</u>	:	R896 436 per annum (Level 11), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria, Hatfield An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Human Resource Management / Organisational Development / Industrial Psychology or relevant field. A minimum of five (5) years' experience in human resource management environment with at least three (3) years' supervisory / Assistant Director level experience. skills / competencies and knowledge: At an advanced level in Project Management. Service Delivery Innovation. Problem Solving & Analysis. Client Orientation. Customer Focus. Communication. Employee Experience Life Cycle Operations. Business Partnering. HR Systems. Total Rewards. Data analysis. Employee Time and Attendance. Knowledge of PERSAL. HRM Policies and Procedures. HR Governance and Compliance.
<u>DUTIES</u>	:	The successful candidate will contribute to the design of HR administration and operations policies, plans, systems, standards, procedures, processes and governance thereof. Manage and monitor the administration and implementation of employee compensation, general conditions of services, benefits and incentives and related services in line with the public service prescripts. Manage and facilitate HR administration employee on boarding, off boarding/exist and other unexpected termination processes, in collaboration with the recruitment team. Manage employee communication, services, and processes relating to total rewards, time, attendance matters, and decisions, including changes, adjustments, allowances, and UIF payments, in line with public service legal prescripts. Manage and monitor the recording of employees' standard working hours (including overtime) and manage processes relating to PILIR requirements in collaboration with health and wellness and relevant managers Manage and conduct exit interviews, customer satisfaction and retention surveys to obtain feedback for continuous improvement and prepare management reports with recommendations and action plans. Assist and analyse employees' submissions to ensure compliance with prescripts relating to the performance of remunerative work outside the public service. Manage employee complaints and facilitate resolving complaints related to service/customer interaction raised by employees to HR, identify trends and provide management insights and reports. Project Management, manage financial resources, driving change and operational excellence and Manage compliance.
<u>ENQUIRIES</u>	:	Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260
<u>POST 23/06</u>	:	<u>DEPUTY DIRECTOR: RECRUITMENT, HR PLANNING AND EMPLOYMENT EQUITY REF NO: DDRPEE</u> Nature of appointment: Permanent The purpose of the post is to manage, facilitate and coordinate the delivery of human resources recruitment, HR planning and employment equity services.
<u>SALARY</u>	:	R896 436 per annum (Level 11), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria, Hatfield An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Human Resource Management /

		Organizational Development / Industrial Psychology or relevant field. A minimum of five (5) years' experience in human resource management environment with at least three (3) years' supervisory / Assistant Director level experience. Skills / Competencies and Knowledge: At an advanced level in Project Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation. Customer Focus. Communication. Employee Lifecycle Operations. Talent Acquisition and Recruitment. Business Partnering. Workforce Planning. Diversity, Equity and Inclusion. Knowledge of HRM Policies and Procedures. HR Governance and Compliance.
<u>DUTIES</u>	:	The successful candidate will contribute to the design of Human Resources Recruitment, HR Planning and Employment Equity policies, plans, systems, standards, procedures, processes and governance thereof. Manage and coordinate the implementation of delivery of effective and efficient planning and employment equity services, solutions and programmes aligned with the business planning cycle which support execution of the wider business strategy and direction. Gather insights and analyse HR data alongside strategic objectives to ensure the workforce strategy aligns to business objectives and futuristic goals. Manage and coordinate all processes, communication and activities relating to attracting, recruitment, selection, appointment, contracting and on boarding in line with public service prescripts and department policies. Manage the employee on boarding processes ensuring employees work engagement from the first day of work and throughout their initial employment stages. Maintain the Delegations of Authority. Identify opportunities to enhance improvement and performance management initiatives to support the business priorities that drive innovation and improve business processes. Project Management, manage financial resources, Driving change and operational excellence and Manage compliance.
<u>ENQUIRIES</u>	:	Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260
<u>POST 23/07</u>	:	<u>DEPUTY DIRECTOR: BUDGET REF NO: DDB</u> Nature of appointment: Permanent The purpose of the post is to manage the co-ordination, preparation of and allocation of the department budget according to national and departmental priorities and in accordance to legislation and ensure the budget is aligned to the strategic plan and APP.
<u>SALARY</u>	:	R896 436 per annum (Level 11), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria, Hatfield An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Financial Accounting / Cost and Management Accounting / Public Finance or relevant field. NQF level 7 qualification will be an added advantage. A minimum of five (5) years' experience in government financial environment with at least three (3) years' supervisory / Assistant Director level experience in a budgeting environment. Relevant accreditation such as CA/CFA/AICPA/CIMA. Skills / Competencies and Knowledge: At an advanced level in Financial Reporting Standard. Quality of work. Initiatives. Planning and executions. Communication. Teamwork. Reliability. Management of human resources. BAS and LOGIS. Treasury Regulations. PFMA. Accounting Management. GRAP and GAAP. Accrual principle. Knowledge of Budgeting Management.
<u>DUTIES</u>	:	The successful candidate will Coordinate and consolidation of budget submission in respect of Medium-Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE), Adjusted Estimates of National Expenditure (AENE) as well as roll-over of funds. Preparation of budget allocation letters, coordination of forecasting and consolidation for cash flow submission for approval and ensure monthly fund requisition. Monitoring of In-Year - Monitoring (IYM) submission to National Treasury, expenditure and revenue report to the Minister to ensure correctness, completeness and compliance. Preparation of virement /shifting memo for approval by the accounting officer/National Treasury to be incorporated on the adjustment estimates and on the appropriation statement. Ensure preparation of monthly expenditure reports for reporting to the responsibility managers. Ensure transfer payments to SOE's and ensure completeness of payment documentation. Monitoring of quarterly and annual appropriation statement

and ensure accuracy for reporting to be incorporated on the Financial Statements. Monitor compliance with financial prescripts. Management of Performance and development Project Management, manage financial resources, driving change and operational excellence and Manage compliance.

ENQUIRIES : Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260

POST 23/08 : **DEPUTY DIRECTOR: IT SECURITY ARCHITECT REF NO: DDITSA**
Nature of appointment: Permanent
The purpose of the post is to manage and provide IT Security Architecture services to mitigate cybersecurity and enhance business continuity.

SALARY : R896 436 per annum (Level 11), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE : Pretoria, Hatfield
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Information Technology / Systems Engineering / Computer Science or relevant field. A minimum of five (5) years' experience in the information technology environment with at least three (3) years' supervisory / Assistant Director level experience. Relevant accreditation such as CRISC/CISA/ITIL/CITM/ CISSP/CGEIT. Skills / Competencies and Knowledge: At an advanced level in Service Delivery Innovation. Quality of work. Initiatives. Planning and Executions. Communication. Teamwork. Reliability. Enterprise Architecture. Solutions Architecture. IT Security. Project Management. Knowledge of Network Security Control. Cyber Security Analysis and Threat Management.

DUTIES : The successful candidate will contribute to the design, review and implementation IT governance framework, policies, standards, principles and procedures. Define and manage IT security, privacy, and data protection risk governance, including managing IT user identity, authorization and authentication mechanisms and processes. Manage and analysis cyber threat intelligence and lead risk assessments to identify and prioritize security risks. Monitor and ensure IT compliance, risks assessment and implement IT change/release impact. Monitor and report of cyber security activities to identify and respond to IT information security, network breaches and threats. Manage and maintain incident response plans for cyber security incidents. Coordinate the response to security incidents, ensuring effective resolution. Manage and provide security awareness and training programs for the Department. Manage and optimize security engineering and tools such as intrusion detection systems, firewalls, and antivirus solutions to safeguard the organization's IT infrastructure. Project Management, manage financial resources, driving change and operational excellence and Manage compliance.

ENQUIRIES : Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260

POST 23/09 : **BRANCH COORDINATOR: ADMINISTRATION BRANCH (DEPUTY DIRECTOR LEVEL) REF NO: BCA**
Nature of appointment: Permanent
The purpose of the post is to provide office management services and coordinate the branch activities in support of the office of the Deputy Director-General.

SALARY : R896 436 per annum (Level 11), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE : Pretoria, Hatfield
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Public Administration / Business Management or relevant field. A minimum of five (5) years' experience in office administration / office management / project administration / executive support with at least three (3) years' supervisory / Assistant Director level experience in corporate management services environment. Skills / Competencies and Knowledge: At an advanced level in Interpersonal Relations. Quality of work. Initiatives. Planning and executions. Communication. Teamwork. Reliability. Flexibility. Reliability. Good computer skills (MS Package, i.e. Word, Excel,

DUTIES

: PowerPoint, internet and email). Office Management. Coordination and organization. Business Reporting. Analytical. Records and Document Management. Ability to work under constant pressure and pay attention to detail. Knowledge of relevant Public Service Act, Public Service Regulations, and Public Finance Management Act and government administrative system. The successful candidate will Coordinate and assist in collation and submission of the branch strategic plan, annual performance plan and service delivery improvement plan. Consolidate and coordinate branch quarterly and annual performance reports and loading of portfolio of evidence in the relevant system. Follow-up on branch audit queries and ensuring that they are dealt with within specified period. Coordinating submission of documents for departmental management meetings (Manco, Min Exco, EXCO, Lekgotla, Portfolio Committees, etc.). Liaison with the Ministry, DG's office and other branches and ensuring that responses are provided within specified times. Analyse submitted documents to ensure compliance with department's template and requirements and maintain effective information management system. Provide administrative and secretarial assistance for the Branch meetings and workshops and participate in branch projects and initiatives. Provide support to the DDG in effectively overseeing and managing the various resources within the Branch, including financial, human, and physical assets. Coordination of parliamentary question processes and liaise with internal and external stakeholders. Ensure compliance with the relevant public service prescripts.

ENQUIRIES

: Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260

POST 23/10

: **BRANCH COORDINATOR: MEDIA AND CONTENT (DEPUTY DIRECTOR LEVEL) REF NO: BCMC**

Nature of appointment: Permanent

The purpose of the post is to provide office management services and coordinate the branch activities in support of the office of the Deputy Director-General.

SALARY

: R896 436 per annum (Level 11), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE

: Pretoria, Hatfield

REQUIREMENTS

: An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Public Administration / Business Management or relevant field. A minimum of five (5) years' experience in office administration / office management / project administration / executive support with at least three (3) years' supervisory / Assistant Director level experience in entity oversight and /or policy development environment. Skills / Competencies and Knowledge: At an advanced level in Interpersonal Relations. Quality of work. Initiatives. Planning and executions. Communication. Teamwork. Reliability. Flexibility. Reliability. Good computer skills (MS Package, i.e. Word, Excel, PowerPoint, internet and email). Office Management. Coordination and organization. Business Reporting. Analytical. Records and Document Management. Ability to work under constant pressure and pay attention to detail. Knowledge of Public Service Act, Public Service Regulations, and Public Finance Management Act, Treasury Regulations and government administrative system. Understanding of the media & content sector.

DUTIES

: The successful candidate will Coordinate and assist in collation and submission of the branch strategic plan, annual performance plan and service delivery improvement plan. Consolidate and coordinate branch quarterly and annual performance reports and loading of portfolio of evidence in the relevant system. Follow-up on branch audit queries and ensuring that they are dealt with within specified period. Coordinating submission of documents for departmental management meetings (Manco, Min Exco, EXCO, Lekgotla, Portfolio Committees, etc.). Liaison with the Ministry, DG's office and other branches and ensuring that responses are provided within specified times. Analyse submitted documents to ensure compliance with department's template and requirements and maintain effective information management system. Provide administrative and secretarial assistance for the Branch meetings and workshops and participate in branch projects and initiatives. Provide support to the DDG in effectively overseeing and managing the various

		resources within the Branch, including financial, human, and physical assets. Coordination of parliamentary questions processes and liaise with internal and external stakeholders. Maintain an efficient database on entity oversight, policy development and other related matters of the Branch. Ensure compliance with the relevant public service prescripts.
<u>ENQUIRIES</u>	:	Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260
<u>POST 23/11</u>	:	<u>BRANCH COORDINATOR: DIGITAL COMMUNICATION, ACCESS AND SERVICES BRANCH (DEPUTY DIRECTOR LEVEL) REF NO: BCDCAS</u> Nature of appointment: Permanent The purpose of the post is to provide office management services and coordinate the branch activities in support of the office of the Deputy Director-General.
<u>SALARY</u>	:	R896 436 per annum (Level 11), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria, Hatfield An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Public Administration / Business Management or relevant field. A minimum of five (5) years' experience in office administration / office management / project administration / executive support with at least three (3) years' supervisory / Assistant Director level experience in information communications technology (ICT) environment. Skills / Competencies and Knowledge: At an advanced level in Interpersonal Relations. Quality of work. Initiatives. Planning and executions. Communication. Teamwork. Reliability. Flexibility. Reliability. Good computer skills (MS Package, i.e. Word, Excel, PowerPoint, internet and email). Office Management. Coordination and organization. Business Reporting. Analytical. Records and Document Management. Ability to work under constant pressure and pay attention to detail. Knowledge of Public Service Act, Public Service Regulations, and Public Finance Management Act and government administrative system.
<u>DUTIES</u>	:	The successful candidate will Coordinate and assist in collation and submission of the branch strategic plan, annual performance plan and service delivery improvement plan. Consolidate and coordinate branch quarterly and annual performance reports and loading of portfolio of evidence in the relevant system. Follow-up on branch audit queries and ensuring that they are dealt with within specified period. Coordinating submission of documents for departmental management meetings (Manco, Min Exco, EXCO, Lekgotla, Portfolio Committees, etc.). Liaison with the Ministry, DG's office and other branches and ensuring that responses are provided within specified times. Analyse submitted documents to ensure compliance with department's template and requirements and maintain effective information management system. Provide administrative and secretarial assistance for the Branch meetings and workshops and participate in branch projects and initiatives. Provide support to the DDG in effectively overseeing and managing the various resources within the Branch, including financial, human, and physical assets. Coordination of parliamentary question processes and liaise with internal and external stakeholders. Ensure compliance with the relevant public service prescripts.
<u>ENQUIRIES</u>	:	Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260
<u>POST 23/12</u>	:	<u>ASSISTANT DIRECTOR: SKILLS DEVELOPMENT REF NO: ASDSD</u> Nature of appointment: Permanent The purpose of the post is to facilitate the implementation of skills development processes and activities to build the skills capacity of the Department.
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria, Hatfield An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Human Resource Management / Human Resource Development or relevant field. NQF level 7 qualification will be an added advantage. A minimum of three (3) years' experience in human resource development environment with at least two (2) years' supervisory level

	experience. Successful completion of an accredited Skills Development Facilitator programme will be an added advantage. Skills / Competencies and Knowledge: Quality of work. Flexibility. Planning and Execution. Communication skills. Teamwork. Reliability. Management of Human Resources. Project Management. Problem Solving and Analysis. Customer Focus. Facilitation skills and Coordination. HR Business Partnering. HR Governance and Compliance. Knowledge of HRD Information Systems. HCM/HRD Policies, Legislations, Prescripts, Directives and Procedures.
<u>DUTIES</u>	: The successful candidate will administer and coordinate skills development processes and activities, including the Workplace Skills Plan (WSP) and assist with the required reporting. Support processes to identify training needs to inform the development of training plans. Capture information on the relevant skills development reporting and information systems and maintain an effective filing system for learning and development programmes (Short Training Programmes, Bursaries and Professional Membership). Coordinate initiatives to conduct skills audits and assist with developing the department's skills framework and profile. Administer and coordinate training and development processes (Short Training Programmes, Bursaries and Professional Membership Fees) for DCDT in line with HRD and SCM policies and procedures. Providing technical and administrative support for Departmental Training Committee meetings. Coordinate and follow up on employees' enrolments in learning courses/training, tracking attendance and course/learning completion, including departmental. Provide support with the implementation of the DCDT Induction Programme and coordinate the NSG Compulsory Induction Programmes (CIP). Provide support with the coordination and monitoring of the Departmental Internship Programme. Implement activities to support HRD interventions, e.g., in-house or corporate training programmes, to facilitate staff development. Participate in the evaluation and impact assessment of training and development in the Department. Provide support in the development and review of HRD (Skills Development) policies. Management of resources (human and financial) allocated to the sub-directorate. Effective project management, manage financial resources, Driving change and operational excellence and Manage compliance.
<u>ENQUIRIES</u>	: Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260
<u>POST 23/13</u>	: <u>SENIOR INFORMATION SYSTEM OFFICER REF NO: SISO</u> Nature of appointment: Permanent The purpose of the post is to facilitate the delivery of IT business solutions services.
<u>SALARY</u>	: R397 116 per annum (Level 08)
<u>CENTRE</u>	: Pretoria, Hatfield
<u>REQUIREMENTS</u>	: An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Information Technology / System Engineering / Computer Science or relevant field. A minimum of two (2) years' experience in the information technology environment. Relevant accreditation such as CISA/ITIL/CITM/ CISSP. Skills / Competencies and Knowledge: Strong Programming skills. Quality of work. Flexibility. Planning and executions. Communication. Teamwork. Reliability. Management of human resources. Data management. IT programming. Cybersecurity. IT Networking. IT system design. Analytical skills. Knowledge of Office 365 Applications. C#. ASP.Net. Microsoft Power BI. Power Apps. Power Automate. Dataverse. SharePoint and Microsoft SQL.
<u>DUTIES</u>	: The successful candidate will understand business requirements and constraints on IT systems solutions. Design, implement and integrate information systems solutions to support business requirements. Conduct demand planning, solution deployment processes and continually explore and assess options for value-add. Build, modify, test and integrate service/solution designs and components that supports critical business processes. Implement systems management and integration functions that improves compute applications. Facilitate the reviewal of computer system capabilities, workflow, and schedule limitations. Troubleshoot program and system malfunctions to restore normal functioning. Facilitate the development of integrated production and inventory control and cost analysis systems. Document Technical Design specifications. Project Management Framework: Prince2. Manage financial

		resources, driving change and operational excellence and Manage compliance.
<u>ENQUIRIES</u>	:	Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260
<u>POST 23/14</u>	:	<u>SENIOR BUSINESS ANALYST OFFICER REF NO: SBAO</u> Nature of appointment: Permanent The purpose of the post is to facilitate the delivery of business analysis services.
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria, Hatfield
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Information Technology / System Engineering / Computer Science or relevant field. A minimum of two (2) years' experience in the information technology environment. Relevant accreditation such as CCBA/CBAP. Business Analysis certification will be an added advantage. Skills / Competencies and Knowledge: Quality of work. Flexibility. Planning and executions Communication. Teamwork. Reliability. Management of human resources. Data Analysis and Visualization. IT programming. Structured Query Language (SQL). Business Intelligence (BI) Tools (Tableau and Power BI). Knowledge of Application Programming Interfaces. Cloud Computing. Data Mapping.
<u>DUTIES</u>	:	The successful candidate will understand business requirements and constraints on IT systems solutions. Document business, user and functional requirements. Design, implement and integrate information systems solutions to support business requirements. Contribute to the design and architecture of BI solutions. Conduct basic data analysis to extract meaningful insights from available datasets. Facilitate the development of reports and dashboards based on business requirements. Contribute to the design and layout of reports and dashboards. Support data quality initiatives by validating and ensuring the accuracy of BI outputs. Facilitate the identification and fixing problems with data quality. Facilitate knowledge sharing through maintenance accurate data. Document test scenarios in line with user requirements and facilitate user acceptance testing (UATs). Develop user manuals for applications and conduct User Training. Facilitate Change management activities. Project Management, Manage financial resources, driving change and operational excellence and Manage compliance.
<u>ENQUIRIES</u>	:	Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260
<u>POST 23/15</u>	:	<u>ADMINISTRATIVE OFFICER: HUMAN CAPITAL MANAGEMENT AND DEVELOPMENT REF NO: AOHCMD</u> Nature of appointment: Permanent The purpose of the post is to provide secretarial and administrative support services to the unit.
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria, Hatfield
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Public Administration / Office Administration or relevant field. A minimum of one (1) to two (2) years' secretarial and administrative support experience in human resource management (HRM) environment. Skills / Competencies and Knowledge: Good Computer Skills (MS Package, i.e. Word, Excel, PowerPoint, Internet and Email). Listening. Planning and Organisation. Good Verbal and Written Communication. Records Management. Interpersonal Relations. Flexibility. Basic knowledge of Public Service Prescripts related to HRM, such as Public Service Act, Public Service Regulations, Public Finance Management Act, practices and processes.
<u>DUTIES</u>	:	The successful candidate will provide administrative and secretarial support services, including liaison with internal/external stakeholders as directed and coordination of meetings or workshops. Serve as a Chief User Clerk and coordinate the procurement of stationery and computer consumables. Support manager in preparing and collating financial, procurement and operational plans and reports. Handle correspondences, enquiries and maintain effective filing system. Check invoices for correctness and certify them for payment. Make bookings for venues, accommodation, meetings, workshops, travel

		arrangements and take care of the required logistical arrangements. Process all the relevant claims, package and distribute relevant documents. Receive and register correspondence addressed to the office, and respond to relevant telephonic, verbal, and documented queries. Comply with the relevant public service prescripts. Maintain an efficient database in the Chief Directorate.
<u>ENQUIRIES</u>	:	Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260
<u>POST 23/16</u>	:	<u>ADMINISTRATIVE OFFICER: LEGAL SERVICES AND LEGISLATIVE DRAFTING REF NO: AOLSLD</u> Nature of appointment: Permanent The purpose of the post is to provide secretarial and administrative support services to the unit.
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria, Hatfield
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Public Administration / Office Administration or relevant field. A minimum of one (1) to two (2) years' secretarial and administrative support experience in the corporate services management environment. Skills/Competencies and Knowledge: Good Computer Skills (MS Package, i.e. Word, Excel, PowerPoint, Internet and Email). Listening. Planning and Organisation. Good Verbal and Written Communication. Records Management. Interpersonal Relations. Flexibility. Basic knowledge of Public Service Prescripts such as Public Service Act, Public Service Regulations, Public Finance Management Act, practices and processes.
<u>DUTIES</u>	:	The successful candidate will provide administrative and secretarial support services, including liaison with internal/external stakeholders as directed and coordination of meetings or workshops. Serve as a Chief User Clerk and coordinate the procurement of stationery and computer consumables. Support manager in preparing and collating financial, procurement and operational plans and reports. Handle correspondences, enquiries and maintain effective filing system. Check invoices for correctness and certify them for payment. Make bookings for venues, accommodation, meetings, workshops, travel arrangements and take care of the required logistical arrangements. Process all the relevant claims, package and distribute relevant documents. Receive and register correspondence addressed to the office, and respond to relevant telephonic, verbal, and documented queries. Comply with the relevant public service prescripts. Maintain an efficient database in the Chief Directorate.
<u>ENQUIRIES</u>	:	Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260
<u>POST 23/17</u>	:	<u>ADMINISTRATIVE OFFICER: CYBERSECURITY AND INTERNET GOVERNANCE REF NO: AOCSIG</u> Nature of appointment: Permanent The purpose of the post is to provide secretarial and administrative support services to the unit.
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria, Hatfield
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Public Administration / Office Administration or relevant field. A minimum of one (1) to two (2) years' secretarial and administrative support experience in information communication technology (ICT) environment. Skills / Competencies and Knowledge: Good Computer Skills (MS Package, i.e. Word, Excel, PowerPoint, Internet and Email). Listening. Planning and Organisation. Good Verbal and Written Communication. Records Management. Interpersonal Relations. Flexibility. Basic knowledge of Public Service Prescripts such as Public Service Act, Public Service Regulations, Public Finance Management Act, practices and processes.
<u>DUTIES</u>	:	The successful candidate will provide administrative and secretarial support services, including liaison with internal/external stakeholders as directed and coordination of meetings or workshops. Serve as a Chief User Clerk and coordinate the procurement of stationery and computer consumables. Support manager in preparing and collating financial, procurement and operational plans and reports. Handle correspondences, enquiries and maintain effective

ENQUIRIES

filings system. Check invoices for correctness and certify them for payment. Make bookings for venues, accommodation, meetings, workshops, travel arrangements and take care of the required logistical arrangements. Process all the relevant claims, package and distribute relevant documents. Receive and register correspondence addressed to the office, and respond to relevant telephonic, verbal, and documented queries. Comply with the relevant public service prescripts. Maintain an efficient database in the Chief Directorate.

: Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260

DEPARTMENT OF EMPLOYMENT AND LABOUR

It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

<u>CLOSING DATE</u>	:	18 July 2025 at 16:00 (walk-in) and 00:00 (online)
<u>NOTE</u>	:	All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

<u>POST 23/18</u>	:	<u>DEPUTY DIRECTOR: BENEFICIARY SERVICES REF NO: HR4/4/8/124</u> Re-advertisement, applicants who previously applied must re-apply
<u>SALARY CENTRE</u>	:	R1 059 105 per annum, (all- inclusive salary package) Provincial Office: Kimberley

<u>REQUIREMENTS</u>	:	Three (3) years tertiary qualification at NQF6 in Operations Management/ Operations Research/ Public Management/ Business Administration/ Finance and/ or equivalent. Two (2) years management experience. Three (3) years functional experience in Operations. Knowledge: Unemployment Insurance Act and Regulations (UIRA). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Treasury Regulations. Batho Pele Principles. Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Employment Equity Act (EEA). Public Service Regulation (PSR). Public Service Act (PSA). Operations Systems. Skills: Leadership. Management. Financial Management. Report writing (Advance). Computer literacy. Team Building. Negotiation. Project Management. Analytical. Communication (both verbal & written). Innovative/Creative.
<u>DUTIES</u>	:	Monitor the registration of employers and employees' declaration. Manage the provision of assessment, validation and adjudication of claims. Manage the provision of general support in the unit. Manage the provision of comprehensive financial administration services. Manage the resources in the Sub Directorate.
<u>ENQUIRIES</u>	:	Mr Z Albanie Tel No: (053) 838 1502
<u>APPLICATIONS</u>	:	Chief Director Provincial Operations: Private Bag X5012, Kimberly, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Email: Jobs-NCKIM@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Deputy Director: Human Resources Management
<u>POST 23/19</u>	:	<u>DEPUTY DIRECTOR: FACTORY PRODUCTION REF NO: HR4/25/04/32</u>
<u>SALARY</u>	:	R896 436 per annum, (all- inclusive salary package)
<u>CENTRE</u>	:	SEE, Silverton, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF 6) / Bachelor's Degree (NQF 7) in Operations Management / Production Management / Woodwork / Carpentry / Fine Art. Three (3) years functional experience in Production / Operations environment. Two (2) years middle management experience at the level of ASD and a Valid driver's licence. Knowledge: Wood, Metal and Manufacturing, Wood, metal and textile, Machinery / tools / technique, Manufacturing principles / procedures, Production process, Disability, SEE Policies and Prescripts, First Aid, Knowledge of BCEA and OHSA, Quality Assurance. Skills: Managerial / Leadership, Supervision, Analytical, Negotiation and Presentation Skills, Planning: organising and Quality Control, Problem Solving, Diversity Management, Initiative and Creativity, Time Management, Report Writing.
<u>DUTIES</u>	:	Strengthen and maintain capacity of the Supported Employment Enterprises. Manage the production of wood, metal and textile factories. Administer the operations of the Supported Employment Enterprises. Manage staff and other resources.
<u>ENQUIRIES</u>	:	Ms A Pretorius / Ms BP Thwala Tel No: (012) 843 7300
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria Email: Jobs-SEE32@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 23/20</u>	:	<u>ASSISTANT DIRECTOR: FLEET MANAGEMENT SERVICES REF NO: HR4/4/08/120</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Provincial Office: Kimberley
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF6) in Public Administration/ Public Management/ Financial Management/ Financial Administration. Fleet/ Transport Management, Fleet/Transport Economics, Business Management, Travel and Tourism Management / Tourism Management and Logistics Management. Four (4) years' experience of which two (2) years at Supervisory and Two (2) years functional experience in Fleet and/or Transport Services and Travel Booking. A Valid driver's license. Knowledge: Public Finance Management Act, Departmental Policies and Procedures, Project management, Intermediate Human Resources Development, General Management, Strategic Management, Skills Development Act, Labour Relations Act and Basic Conditions of Employment Act, National Road Traffic Act Skills: Leadership, Facilitation, Computer literacy, Presentation, Innovative, Analytical, Verbal and written communication, People management.

<u>DUTIES</u>	:	Monitor compliance with Travel Management and Fleet policies in the province. Monitor asset register of the department vehicles within the province. Provide, support and oversee the procurement and operation of the subsidized motor transport scheme. Manage timeous maintenance and repair of vehicles according to the manufacturer specifications. Monitor the implementation of accident processes and procedures in the province. Manage all resources of the Division.
<u>ENQUIRIES</u>	:	Ms N Litheko Tel No: (053) 8381632
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley Applications: Deputy Director: Labour Centre Operations: Kimberley Email: Jobs-NCKIM@labour.gov.za
<u>POST 23/21</u>	:	<u>ASSISTANT DIRECTOR: COID- STATUTORY SERVICES REF NO: HR 4/4/06/01</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Provincial Office: Gauteng
<u>REQUIREMENTS</u>	:	BPROC/LLB. Admission as an Attorney or Advocate. Two (2) years functional experience in compliance or legal service environment. Valid driver's license. Knowledge: Public Service transformation and management issues, public service Act, Treasury regulations, Departmental policies and procedures, Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service Regulations, SDLA, Employment Equity Act, Basic Conditions of Employment Act, Health and Safety Act, Compensation for Occupational Injuries & Diseases Act, Labour Relations Act, Employment Services Act. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem solving, Interviewing skill, Presentation, Innovative, Analytical, Verbal and written communication.
<u>DUTIES</u>	:	Appear in Court for enforcement of COID and OHS, Manage the implementation of COIDA & OHS in IES. Manage and facilitate the implementation of capacity development programmes for the inspectors in the province. Co-ordinate information to provide legal advice and proceeding for COID and OHS Enforcement.
<u>ENQUIRIES</u>	:	Mr M Tshabalala Tel No: (012) 309 0500
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online email: Jobs-GP7@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Management, Provincial Office: Gauteng applications
<u>POST 23/22</u>	:	<u>ASSISTANT DIRECTOR: ORGANIZATIONAL DEVELOPMENT REF NO: HR4/25/07/50HQ</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office Pretoria
<u>REQUIREMENTS</u>	:	An Undergraduate qualification at (NQF 6) as recognized by SAQA in Management Services/ Industrial Engineering/ Operations/ Production Management/ Industrial Psychology. Four (4) years functional experience in Organisational Development/ Effectiveness/ Work Study services environment. Knowledge: Basic understanding of policies, regulations, prescripts and legislation, understanding of efficiency promotion including the development of organisational structure, Job profile design and Job evaluation, Organisational behaviour, Business Process Management, Organisational Design, DPSA Resolutions and Guidelines, Labour Relations Act, Basic knowledge of Public Financial Management Act. Skills: Organizational and planning, Facilitation, Project Management, Computer, Good communication (verbal and written), Listening, Interviewing, Research, Analytical, Good interpersonal relation, Report writing, Innovative.
<u>DUTIES</u>	:	Manage and facilitate organizational development investigations. Manage and facilitate the development and review of job profile in the Department. Facilitate and conduct Job Evaluation processes within the Department. Coordinate and facilitate the development of Business Process Improvement. Conduct change management processes intervention and organizational client survey in the Department.
<u>ENQUIRIES</u>	:	Mr S Nkhabelane Tel No: (012) 309 4747

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ21@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 23/23 : **SENIOR ADMINISTRATION OFFICER: UIF OPERATIONS REF NO: HR 4/4/8/125**

SALARY : R397 116 per annum

CENTRE : Provincial Office: Kimberley

REQUIREMENTS : Three (3) years tertiary qualification at NQF6 with Accounting and Mathematics as major subjects or equivalent. Two (2) years relevant experience. Knowledge: Unemployment Insurance Act. Unemployment Insurance Contributions Act (UICA). Public Service Regulation. Public Service Act. Batho Pele Principles. Departmental Policies and procedures. Customer Care Skills: Communication. Listening. Computer Literacy. Customer Relations. Decision Making.

DUTIES : Monitor and oversee the assessment of all the UI Claims on the relevant systems in line with the Standard Operating Procedure. Monitor and authorize the execution of payment approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Monitor all investigated discrepancies. Supervise resources in the section.

ENQUIRIES : Ms N Litheko Tel No: (053) 838 1502

APPLICATIONS : Chief Director Provincial Operations: Private Bag X5012, Kimberly, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Email: Jobs-NCKIM@labour.gov.za

FOR ATTENTION : Sub-directorate: Deputy Director: Human Resources Management

POST 23/24 : **EMPLOYMENT SERVICE PRACTITIONER II REF NO: HR4/4/08/121**

SALARY : R397 116 per annum

CENTRE : Labour Centre: Postmasburg

REQUIREMENTS : Three (3) year's relevant qualification at NQF6 in Social Science (Psychology, Industrial Psychology/ Public Administration/ Business Management/ Public Management. Two (2) year's functional experience in a client orientated environment. A valid driver's licence. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resource Management, Public Financial Management Act, ILO conventions related PES. Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Report Writing, Networking, Negotiation, Marketing.

DUTIES : Market PES services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process requests for international cross boarder labour migration (ICBLM) and advice on the availability of skills. Process applications for registration and licensing of PEAs and TES. Supervise registration and referral of work seekers for the Department. Implement employment schemes, LAP Projects and Temporary Relief- Schemes. Supervise the administration of employer services at the Labour Centre.

ENQUIRIES : Ms N Litheko Tel No: (053) 8381632

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley Applications: Deputy Director: Labour Centre Operations: Kimberley Email: Jobs-NCPOS@labour.gov.za

POST 23/25 : **SENIOR ADMINISTRATION OFFICER: BENEFICIARY SERVICES REF NO: HR4/4/4/06/17**

SALARY : R397 116 per annum

CENTRE : Provincial Office, Gauteng

REQUIREMENTS : Undergraduate qualification in Business Administration /Management, Public Administration / Public Relations / Social Science / Accounting / Finance / HRM / Records Management at NQF Level 6 as recognized by SAQA. Two (2) years functional experience in Client Services environment / Claims Processing environment of UIF or Insurance claims. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act

		(UICA), Department of Employment and Labour & UIF Policies and Procedures, Operations System, Batho Pele Principles, Protection of Personal Information Act (POPIA). Skills: Interpersonal, Presentation, Listening, Communication (verbal & written), Computer Literacy, Problem Solving and Planning and Organizing.
<u>DUTIES</u>	:	Provide Unemployment Insurance services through interaction with customers. Provide quality assurance and follow-up on Unemployment Insurance applications. Administer the UI Claims and Processing Services. Supervise resources (Human, Equipment/Assets) in the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr PP Godongwana at 082 883 7553
	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 47 Empire Road, Parktown. For online applications email: Jobs-GP26@labour.gov.za , For Attention: Sub-directorate: Human Resources Management, Provincial Office: Gauteng
<u>POST 23/26</u>	:	<u>SENIOR ADMINISTRATION OFFICER: FRAUD INVESTIGATIONS REF NO: HR4/4/5/21</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Provincial Office: KZN
	:	Three (3) years relevant tertiary qualification at NQF6 in Risk Management/ Internal Audit/ Risk and Security Management/ Accounting/ Law/ Policing/ Forensic Investigations/ CFE qualification. Two (2) years functional experience in anti-fraud and corruption environment. ACFE membership will be an added advantage. Drivers licence. Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures, Public Finance Management Act (PFMA), Unemployment Insurance and Unemployment Insurance Contributions Act, Basic knowledge of all labour legislations, Anti-Fraud and Corruption Policies, Legal environment: Court and Criminal Procedures, Fraud related administration and operations, Batho Pele Principles. Skills: Planning and Organizing, Time Management, Conflict Management, Analytical, Investigation, Communication (verbal & written), Computer Literacy, Presentation, Assertiveness, Attention to detail, Client focused, Organisational goal driven, Initiative, Punctuality, Self-motivated, Accuracy, Dedicated, Flexibility, Responsiveness.
<u>DUTIES</u>	:	Implement Fraud and Corruption Preventions Strategies. Conduct Investigations on reported Fraud and Corruption. Analyse system capabilities to anti-fraud management programmes. Liaise with appropriate sections within the Department and external stakeholders on Fraud Prevention measures. Supervise resources in the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Mangotywa Tel No: (031) 366 2186
	:	Deputy Director: Provincial Operations: PO BOX 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online Applications Email to: Jobs-KZN15@Labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Deputy Director: Human Resource Operations, KwaZulu-Natal.
<u>POST 23/27</u>	:	<u>CLAIMS ASSESSORS (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum
	:	Labour Centre: Kempton Park, stationed at Delta Heights (Pretoria) Ref No: HR 4/4/4/06/02 (X1 Post)
	:	Labour Centre: Germiston, stationed at Delta Heights (Pretoria) Ref No: HR4/4/4/06/03(X1 Post)
	:	Labour Centre: Pretoria) Ref No: HR4/4/4/06/0 (X1 Post)
	:	Labour Centre: Johannesburg Ref No: HR4/4/4/06/05 (X1 Post)
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF 6) as recognised by SAQA in Public Management/ Business Management/Operations management/ Management/ HRM/ Nursing/ Law/ LLB/ BCom / Finance/ Administration. 1- year functional experience in claims/ medical processing environment. Experience in claims processing environment will be an added advantage. Knowledge: Relevant regulations, laws and legislation, Treasury policies and PFMA regulations (legislative framework), claims handling, brand and customer oriented service delivery, relevant Compensation Fund policies, Public Service Act and Regulations, COID tariffs, Public Service charter, approved COID delegation, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, Compensation for Occupational Injuries and Diseases Act (COID),

		Occupational Health and Safety Act (OHS, The Constitution of RSA. Skills: claim registration, tariffs administration, communication (written and verbal), analysis & interpreting information (data analysis), claim assessment/ settlement, post claims management and settlement, claims handling, claims verification and validation, monitoring & evaluation data gathering & analysis.
<u>DUTIES</u>	:	Adjudicate registered claims as per delegations' requirements, prepare complex claims. coordinate, capture and approve compensation benefits, handle claims enquiries and advocacy sessions, supervision of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr V Mabudusha Tel No: (012) 319 1933
	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at: Department of Employment and Labour, No.47 Empire Road, Parktown
		Email: Jobs-GP17@labour.gov.za for Labour Centre: Kempton Park, stationed at Delta Heights (Pretoria)
		Email: Jobs-GP18@labour.gov.za for Labour Centre: Germiston, stationed at Delta Heights (Pretoria)
		Email: Jobs-GP19@labour.gov.za for Labour Centre: Pretoria
		Email: Jobs-GP20@labour.gov.za for Labour Centre: Johannesburg
<u>POST 23/28</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: PERFORMANCE MANAGEMENT AND COMMITTEE SERVICES REF NO: HR4/25/07/51HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Head Office, Pretoria
	:	Three (3) years relevant tertiary qualification at NQF6 in Human Resources Management/ Human Resource Development/ Training & Development/ Management of Training/ Public Management/ Public Administration. One (1) year functional experience in Performance Management. Knowledge: Departmental Policies and Procedures, Public Finance Management Act, Performance Management and Development Policies and Directives, Public Service Act, Public Service Regulations, Batho Pele Principles. Skills: Interpersonal, Communication, Computer, Facilitation, Report writing, Minutes taking, Basic Project Management.
<u>DUTIES</u>	:	Facilitate performance agreement and performance assessments in the Department. Verify and quality check submitted performance agreements and assessment reports on Electronic Performance Management system and provide report to supervisor. Provide secretariat and logistical support for PMDS Committees meetings. Procure goods and services for Sub-Directorate Performance Management & Committee Services. Responsible for administration of performance management on the online system.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Ratau Tel No: (012) 309 4605
	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ10@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 23/29</u>	:	<u>MEDICAL CASE COORDINATOR: PROFESSIONAL NURSE, GRADE 1-3)- REF NO: HR 4/4/06/13 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R324 384 – R382 107 per annum, (OSD)
	:	Grade 2: R396 132 – R466 623 per annum, (OSD)
	:	Grade 3: R476 367 – R610 662 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Gauteng Provincial Office, stationed at Delta Heights (Pretoria)
	:	4 years' degree (NQF7)/ 3 years' diploma in Nursing (NQF6). Post basic Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. Valid Driver's Licence is required. The following years of experience in trauma/emergency/internal medical/ general surgery/ orthopaedics/ theatre at the regional public hospital level or private hospital are required: Grade 1: 2-9 years' experience gained after registration, Grade 2: 10-19 years' experience gained after registration & Grade 3: 20 years above experience gained after registration. Experience in medical claims processing/ insurance environmental will be on an added advantage. Registration with South African Nursing Council. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, nursing legislations and related legal as well ethical nursing practices, stakeholders and customers, customers service (Batho Principles), COIDA tariffs, technical knowledge,

		PFMA and National Treasury Regulations, Public Service Act, COIDA Act, National Health Act, Health Act, Nursing legislation, Allied Health Professions Act, Rehabilitation framework & policy, Skill Development Act, Integrated National Disability Strategy (INDS), Occupational Health and Safety Act (OHS), Promotion of equality and prevention of unfair discrimination Act. Skills: Rehabilitation, analytical, business, financial management, knowledge management, planning and organizing, problem solving and analysis, decision making, client orientation and customer focus.
<u>DUTIES</u>	:	Coordinate early rehabilitation interventions according to beneficiaries needs, provide early rehabilitation intervention according to beneficiaries' needs, facilitate early to work and community re-integration programmes, maintain relationships and empower all internal and external stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr V Mabudusha Tel No: (012) 319 1933
	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at: Department of Employment and Labour, No.47 Empire Road, Parktown Email: Jobs-GP2@labour.gov.za
<u>POST 23/30</u>	:	<u>MEDICAL CASE ADJUDICATOR: PROFESSIONAL NURSE GRADE 1-3 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R324 384 – R382 107 per annum, (OSD) Grade 2: R396 132 – R466 623 per annum, (OSD) Grade 3: R476 367 – R610 662 per annum, (OSD)
<u>CENTRE</u>	:	Labour Centre: Johannesburg Ref No: HR 4/4/4/06/14 (X1 Post) Labour Centre: Kempton park (X1 Post), Vereeniging (X1 Post), Mamelodi (X1 Post) stationed at Delta Heights (Pretoria) Ref No: HR 4/4/4/06/15
<u>REQUIREMENTS</u>	:	4 years' degree (NQF7)/ 3 years' diploma in Nursing (NQF6). Post basic Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. Valid Driver's Licence is required. The following years of experience in trauma/emergency/internal medical/ general surgery/ orthopaedics/ theatre at the regional public hospital level or private hospital are required: Grade 1: 2-9 years' experience gained after registration, Grade 2: 10-19 years' experience gained after registration & Grade 3: 20 years above experience gained after registration. Experience in medical claims processing/ insurance environmental will be on an added advantage. Registration with South African Nursing Council. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, nursing legislations and related legal as well ethical nursing practices, stakeholders and customers, customers service (Batho Principles), COIDA tariffs, technical knowledge, PFMA and National Treasury Regulations, Public Service Act, COIDA Act, Occupational Health and Safety Act (OHS). Skills: Required technical proficiency, business writing, required IT skills, data, capturing, data and records management, telephone skills and etiquette.
<u>DUTIES</u>	:	Provide advice and recommendation in the acceptance of liability, recommend the approval of medical accounts, provide medical advice on the processing of occupational injury claims, determine PD (permanent disability) and TTD (total temporary disability), assess medical accounts on occupational injury claims and OD medical accounts.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr V Mabudusha Tel No: (012) 319 1933
	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at: Department of Employment and Labour, No.47 Empire Road, Parktown Email: Jobs-GP3@labour.gov.za for Labour Centre, Johannesburg Email: Jobs-GP4@labour.gov.za for Labour Centre, Kempton Park, Vereeniging, Mamelodi stationed at Delta Heights (Pretoria),
<u>POST 23/31</u>	:	<u>CLIENT SERVICE OFFICER: UIF (X88 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Kimberley Labour Centre Ref No: HR 4/4/8/126 (X10 Posts) Labour Centre: De Aar Ref No: HR/4/4/8/127 (X14 Posts) Labour Centre: Kuruman Ref No: HR 4/4/8/128 (X12 Posts) Labour Centre: Postmasburg Ref No HR4/4/8/129 (X15 Posts) Labour Centre: Springbok Ref No: HR4/4/08/130 (X14 Posts) Labour Centre: Upington Ref No: HR4/4/8/131 (X11 Posts) Labour Centre: Calvinia Ref No: HR4/4/8/132 (X16 Posts)

<u>REQUIREMENTS</u>	:	Grade 12\ Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA) Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's vision, Mission and Values, Customer Care Principles, Procedures and Guidelines Skills: Interviewing, Communication (verbal and written), Listening, Computer Literacy, Customer Relations, Analytical, Time Management, Interpersonal, Telephone etiquette, on job training (operation system).
<u>DUTIES</u>	:	Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<u>ENQUIRIES</u>	:	Ms N Litheko Tel No: (053) 8381632
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley Applications: Deputy Director: Labour Centre Operations: Kimberley Email: Jobs-NCKIM@labour.gov.za Email: Jobs-NCDEAR@labour.gov.za Email: Jobs-NCKUR@labour.gov.za Email: Jobs-NCPOS@labour.gov.za Email: Jobs-NCSPR@labour.gov.za Email: Jobs-NCUPI@labour.gov.za Email: Jobs-NCCAL@labour.gov.za
<u>POST 23/32</u>	:	<u>CLIENT SERVICE OFFICER: IES (X2 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Labour Centre Springbok Ref No: HR/4/4/8/133 (X1 Post) Labour Centre Calvinia Ref No: HR4/4/8/134 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12/ Matriculation; No experience required. Knowledge: All relevant Labour Legislations and Regulations, Related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone Etiquette, Interviewing, Computer Literacy, Communication, Listening, Computer Literacy, Ability to interpret legislation, Problem solving.
<u>DUTIES</u>	:	Render services at help desk as the first point of entry within the Registration Services (Daily). Resolve all complaints on IES labour legislations received from clients within the scope and dictates of the IES SOP (Daily). Render general administrative duties and participate in advocacy sessions as and when required (Daily).
<u>ENQUIRIES</u>	:	Ms N Litheko Tel No: (053) 8381632
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Laboria House, C/O Pniel & Compound Street, Kimberley Applications: Deputy Director: Labour Centre Operations: Kimberley Email: Jobs-NCSPR@labour.gov.za Email: Jobs-NCCAL@labour.gov.za
<u>POST 23/33</u>	:	<u>CLIENT SERVICE OFFICER: PES (X4 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Labour Centre De Aar Ref No: HR/4/4/8/135 (X1 Post) Labour Centre Springbok Ref No: HR4/4/8/136 (X1 Post) Labour Centre Upington Ref No: HR 4/4/8/137 (X1 Post) Labour Centre Calvinia Ref No: HR 4/4/8/138 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12/ National Senior Certificate; No experience required. Knowledge: All relevant Knowledge of the Departmental Policies, Procedures and Guidelines, Labour Legislations and Regulations, Employment Service Act, Public Service Act and Regulations, Batho Pele Principles. Skills: Computer Literacy, Communication, Problem solving, Interpersonal, Listening, Telephone Etiquette, Interviewing, Ability to interpret legislation.
<u>DUTIES</u>	:	Render registration services of work-seekers on ESSA. Render registration services of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services. Provide administrative support with the placement of work seekers in work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.
<u>ENQUIRIES</u>	:	Ms N Litheko Tel No: (053) 8381632

<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Priel & Compound Street, Kimberley Applications: Deputy Director: Labour Centre Operations: Kimberley Email: Jobs-NCDEAR@labour.gov.za Email: Jobs-NCSPR@labour.gov.za Email: Jobs-NCUPI@labour.gov.za Email: Jobs-NCCAL@labour.gov.za
<u>POST 23/34</u>	:	<u>RECORDS ADMINISTRATORS: BENEFICIARY SERVICES (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum Provincial Office, Gauteng but stationed at Sebokeng Labour Centre Ref No: HR 4/4/4/06/18 (X1 Post) Provincial Office, Gauteng but stationed at Pretoria Labour Centre Ref No: HR 4/4/4/06/19 (X1 Post) Provincial Office, Gauteng Ref No: HR 4/4/4/06/20 (X3 Posts)
<u>REQUIREMENTS</u>	:	Grade 12/ Senior Certificate or equivalent. No experience required. Knowledge: National Archives Act, Batho Pele Principles, Records Management, Departmental Policies and Procedures Skills: Communication, Listening, Computer Literacy, Planning and Organizing.
<u>DUTIES</u>	:	Maintain the filing system as per the directives of the archives and records management prescripts. Sort and prepare documents for disposal processes as in line with the relevant prescripts. Perform administrative duties within the Section as and when the need arises.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr PP Godongwana at 082 883 7553 Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand delivered at 47 Empire Road, Parktown For online applications email: Jobs-GP27@labour.gov.za , for Provincial Office, Gauteng but stationed at Sebokeng Labour Centre. For online applications email: Jobs-GP28@labour.gov.za , for Provincial Office, Gauteng but stationed at Pretoria Labour Centre. For online applications email: Jobs-GP29@labour.gov.za , for Provincial Office, Gauteng (3 posts).
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Provincial Office: Gauteng
<u>POST 23/35</u>	:	<u>UI CLAIMS OFFICER (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum Labour Centre: Kempton Park, Gauteng Ref No: HR 4/4/4/06/21 (X1 Post) Labour Centre: Mamelodi, Gauteng Ref No: HR 4/4/4/06/22 (X1 Post) Provincial Office, Gauteng but stationed at Boksburg Labour Centre- Ref No: HR 4/4/4/06/23 (X1 Post) Parktown Provincial Office, Gauteng Ref No: HR 4/4/4/06/24 (X1 Post)
<u>REQUIREMENTS</u>	:	Trade 12/ Senior Certificate. 0 to 6 months' experience required. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele principles, Departmental policies and procedures, Customer care. Skills: Communication (verbal & written), Listening, Computer literacy, Customer Relations, Decision making.
<u>DUTIES</u>	:	Receive and assess all the UI Claims on the relevant system in line with the Standard Operating Procedure (SOP). Register all employers and verify the declarations of employees as per the relevant prescripts. Execute all payment of approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform Administrative duties in the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr PP Godongwana at 082 883 7553 Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 47 Empire Road, Parktown for Attention: Sub-directorate: Human Resources Management, Provincial Office: Gauteng For online applications for Labour Centre: Kempton Park, Gauteng email: Jobs-GP30@labour.gov.za For online applications for Labour Centre: Mamelodi, Gauteng email: Jobs-GP14@labour.gov.za For online applications, for Provincial Office, Gauteng but stationed at Boksburg Labour Centre, email: Jobs-GP21@labour.gov.za For online applications for Parktown Provincial Office, Gauteng, email: Jobs-GP15@labour.gov.za

<u>POST 23/36</u>	:	<u>CLAIMS CREDIT OFFICER REF NO: HR 4/4/4/06/25</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Provincial Office, Gauteng
<u>REQUIREMENTS</u>	:	Grade 12 /Senior Certificate. Zero (0) to six (6) months experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions (UICA), Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Financial systems, Departmental policies and procedures, Public Finance Management Act, Treasury Regulations, Financial Management Processes and procedures. Skills: Financial Management, Communication (Verbal and written), Computer literacy, Time management, Planning and organizing, Analytical, Numeracy, Interpersonal.
<u>DUTIES</u>	:	Collect outstanding overpayments balance. Keep all overpayment Debtors records manually and electronically. Monitor the payment of benefits to clients.
<u>ENQUIRIES</u>	:	Mr PP Godongwana at 082 883 7553
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 47 Empire Road, Parktown. For online applications email: Jobs-GP31@Labour.Gov.Za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Provincial Office: Gauteng
<u>POST 23/37</u>	:	<u>CLAIMS PROCESSORS (X14 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Randburg Labour Centre stationed at Delta Building- (Pretoria) Ref No: HR 4/4/4/06/06 (X5 Posts) Johannesburg Labour Centre Ref No: HR 4/4/4/06/07 (X4 Posts) Pretoria Labour Centre Ref No: HR 4/4/4/06/08 (X4 Posts) Kempton Park Labour Centre: stationed at Delta Building, (Pretoria) Ref No: HR 4/4/4/06/12 (X1 Post)
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF 6) as recognised by SAQA in Public Management/ Business Management/Operations management/ Management/ HRM/ Nursing/ Law/ LLB/ BCom / Finance/ Administration. Experience in claims processing environment will be an added advantage. Knowledge: Relevant regulations, laws and legislation, claims handling, claims verification and validation, claims litigation, claims assessment. Settlement, claims finalisation, compensation Fund business strategies and goals, Directorate goals and performance requirements, PFMA and Treasury Regulations, customer service (Batho Pele Principles), Promotion of Access to Information Act, the Constitution of RSA, Occupational Health and Safety Act (OHS), Public Service Act and Regulations, Compensation for Occupational Injuries and Diseases Act (COID). Skills: claim registration, communication (written and verbal), data capturing, data & record management, excellent communication computer skills.
<u>DUTIES</u>	:	Register and acknowledge claims, prepare compensation benefits, handle claim enquiries. render administration activities.
<u>ENQUIRIES</u>	:	Dr V Mabudusha Tel No: (012) 319 1933
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand delivered at 47 Empire Road, Park town Email: Jobs-GP23@labour.gov.za for Labour Centre: Randburg stationed at Delta Building, (Pretoria) Email: Jobs-GP24@labour.gov.za for Labour Centre: Johannesburg Email: Jobs-GP12@labour.gov.za for Labou Centre: Pretoria Email: Jobs-GP15@labour.gov.za for Labour Centre: Kempton Park stationed at Delta Building, (Pretoria)
<u>POST 23/38</u>	:	<u>ADMINISTRATION CLERK GAP-PRET-23521830-20250630-1</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate. No experience required. Knowledge: Departmental Policies and Procedures, Planning and organizing, Administration procedures, Batho Pele Principles, Interpersonal relations. Skills: Communication, Computer, Interpersonal, Analysis, Planning.
<u>DUTIES</u>	:	Control movement of document and stationery within the Sub-directorate. Render procurement support service in the Sub-Directorate ESSA

ENQUIRIES

Coordination. Render secretariat support in the Sub-Directorate. Coordinate information on human resources matters.
: Ms. P Thobejane Tel No: (012) 309 4288

APPLICATIONS

: Essa System Enquiries: Putla at 072 250 5746 or Call centre 0860 101018
: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Electronically applications must be submitted online following link
<https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

FOR ATTENTION

: Sub-directorate: Human Resources Operations, Head Office

DEPARTMENT OF, FORESTRY, FISHERIES AND THE ENVIRONMENT
The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town or can be emailed to the respective email address quoting the reference number on the subject or email to: FIM05-2025@dffe.gov.za
- CLOSING DATE** : 21 July 2025
- FOR ATTENTION** : Human Resource Management
- NOTE** : Application must be submitted on a signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All candidates shortlisted for the posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise of all SMS posts, 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. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 23/39** : **STATE VETERINARIAN: AQUATIC ORGANISMS REF NO: FIM05/2025**
- SALARY** : R896 436 per annum, (all-inclusive remuneration package)
- CENTRE** : Cape Town (Marine Research Aquarium, Sea Point)
- REQUIREMENTS** : Bachelor's Degree (NQF7) in Veterinary Science or relevant qualification as recognised by the South African Veterinary Council. A minimum of three (3) years' relevant experience in veterinary services and compulsory registration with the South African Veterinary Council. Knowledge and understanding of Aquatic Animal Health, aquaculture and production systems and related disease management protocols. Knowledge of the South African Veterinary Council (SAVC) and its requirements as well as the World Organisation for Animal Health (WOAH). Proven project planning and management principles. Sound organizing, planning and excellent communication skills. Ability to gather and analyse information.

DUTIES

: Manage veterinary import and export control for aquatic organisms. Conduct biosecurity audit of all registered production farms. Conduct stock inspections of all registered grow-out aquaculture farms with necessary sampling, evaluation and sample storage for each stock inspection. Provide veterinary import control support for the Department. Provide support and contribute to current aquatic animal health research activities. Provide veterinary support for the Departmental aquaculture facilities Biosecurity Programme as the Biosecurity Coordinator and attending veterinarian for the facilities. Convene Aquatic Animal Ethics Committee (AAEC) meetings. Screening of aquaculture research proposals prior to submission to the AAEC. Conduct annual revision of the AAEC Standard Operating Procedures. Manage and support the development, implementation and review of aquatic animal health legislation, policies, guidelines and programmes. Participate and contribute to the establishment and functioning of the working groups relating to aquatic animal health for aquaculture. Provide technical input during the review of existing programmes, permit conditions and ensure alignment with international standard and domestic legislation as it relates to aquatic animal health. Manage and implement the National Residue Control Programme. Oversee the implementation of the aquatic animal health and bio-security programmes. Provide input into monthly sub-unit report. Develop and maintain databases.

ENQUIRIES

: Mr. A Njobeni at (082) 924 0101

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)

The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa of 1996, the Employment Equity (EE) imperatives as defined by the EE Act of 1998 (Act 55 of 1998) and relevant Human Resource policies of the department will be taken into consideration. People with disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the department in achieving its EE targets in terms of the department's EE Plan. People with disabilities will be given preference regardless of race or gender.

<u>APPLICATIONS</u>	:	The Director-General (DG) of GCIS, Private Bag X745, Pretoria 0001, hand deliver to Tshedimosetso House, 1035 cnr Francis Baard and Festival streets, Hatfield, Pretoria or to the email address provided.
<u>FOR ATTENTION</u>	:	Ms P. Kgopyane
<u>CLOSING DATE</u>	:	25 July 2025
<u>NOTE</u>	:	Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service department or on the internet at www.gov.za/documents . Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae only. Communication regarding submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG, particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a Top Secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The department reserves the right to fill or not to fill the vacant post. The successful candidates will sign an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA) of 2013 (Act 4 of 2013), for your personal information which you provide to the GCIS to being processed by the department and its employees, agents, Cabinet committees and subcontractors for recruitment purposes in accordance with POPIA.

MANAGEMENT ECHELON

<u>POST 23/40</u>	:	<u>DIRECTOR: STAKEHOLDER MANAGEMENT AND SPECIAL PROJECTS</u> <u>REF NO: 3/1/5/1-25/30</u> Chief Directorate: Cluster Communication (Economic Sectors, Investments, Employment and Infrastructure Development; Justice, Crime Prevention and Security; International Cooperation, Trade and Security)
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive salary package) of which 30% may be structured according to the individual's needs
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an appropriate Bachelor's Degree (NQF 7) as recognised by SAQA in Journalism/ Media Studies/ Communication/ Public Relations/ Political Science or related field majoring in Journalism/Media/ Communication/ Public Relations/Stakeholder Management. Five (5) years' experience at middle/senior management level

with extensive experience in fostering and developing stakeholder partnership and special project management support to enhance government communication. Proven leadership capabilities and sound interpersonal skills. Required core competencies: Strategic capacity and leadership, people management and empowerment, financial management, change management, risk management, programme and project management. Process competencies: Computer literacy, knowledge management, service innovation, problem solving and analysis, client orientation, customer focus and communication. Knowledge of the Medium-Term Development Plan and deep understanding of subject matter and current events in the communication environment. Excellent writing as well as research skills to ensure the accuracy and relevance of the content.

DUTIES

: The successful candidate will be responsible for drafting the Stakeholder Engagement Strategic and Implementation Plans. Consult with internal and external structures/stakeholders. Implement the GCIS Stakeholder Strategic and Implementation Plans. Quarterly review of the GCIS Stakeholder Engagement Strategic Plan. Continuously update the stakeholder management database and matrix. Compile reports on stakeholder engagements with decision and actions and table at respective structures. Develop Memoranda of Understanding (MoUs) with stakeholders where applicable. Compile reports on stakeholder engagements with decisions and actions and table at respective structures. Build and maintain positive relationships with both internal and external stakeholders, fostering trust and collaboration. Manage stakeholder expectations and identify and resolve conflicts/potential conflicts. Identify and mitigate potential risks associated with stakeholders, especially relating to implementation of communication programmes, provision of content, conflict of interest and reputational risks. Responsible for performance planning, management and reporting of various stakeholders on collaboration and/or integration. Develop business processes, standard operating procedures, stakeholder management framework and stakeholder management policies. Manage the finances, personnel and administration of the directorate. Compile monthly, quarterly and annual OPMS (management) reports on activities of the directorate. Maintain records of stakeholder information, communication and engagement.

ENQUIRIES APPLICATIONS

: Mr David Jacobs Tel No: (012) 473 0055
: Applications may be hand delivered to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment20@gcis.gov.za

NOTE

: It is a pre-requisite for candidates to have the Nyukela Public Service SMS Pre-Entry Programme certificate to be eligible for appointment. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course, visit the National School of Government (NSG) website: www.thensg.gov.za. The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement within three months from the date of assumption of duty and obtain a Top-Secret security clearance. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. Please detail courses passed in the CV as per the academic transcript.

POST 23/41

: **DIRECTOR: STRATEGY AND PLANNING REF NO: 3/1/5/1-25/31**
Chief Directorate: Strategy and Organisational Performance

SALARY

: R1 216 824 per annum (Level 13), (all-inclusive salary package) of which 30% may be structured according to the individual's needs.

CENTRE REQUIREMENTS

: Pretoria
: Applicants should be in possession of an appropriate Bachelor's Degree (NQF level 7) as recognised by SAQA in Social Sciences/ Economics/ Development Planning/ Communication. A postgraduate qualification will serve as an advantage. Five (5) years' experience at middle/senior management level with extensive experience in strategic planning for government and/or entities. Ability to communicate excellently across all levels of employees in the department. Process competencies: Knowledge management, service delivery innovation, problem solving and analysis, client orientation and customer focus and communication. Required core competencies: Strategic capacity and

leadership, people management and empowerment, financial management, Change Management and programme and project management. A valid driver's license and advanced computer skills.

DUTIES

: The successful candidate will be responsible for facilitating the development of the department's Five-year Strategic Plan – which includes market research and competitive analysis, analysis of industry trends and emerging opportunities and forecast; conduct annual reviews of the department's strategic plan progress and advise amendments; institutionalise strategy development practices and ensure the development of functional strategies in line with best practice; develop and maintain departmental norms and standards and a uniform framework for planning; oversee the participation of the department in national planning processes; coordinate the process of cascading the departmental planning and alignment to the Estimates of National Expenditure (ENE); scan and align positioning of the department to national imperatives; coordinate planning workshops; compilation of the departmental situational analysis and develop annual and strategic performance plans. Facilitate Branch planning workshops; develop and submit the strategy and annual performance plans; coordinate the development of Branch Annual Operational Plans (AOPs); conduct the annual review of the Service Delivery Model (SDM) and refine the department's operating model aligned to the strategy. Develop service standards and charter. Review standard operating procedures of all branches. Manage the directorate's budget. Ensure that the directorate complies with relevant Public Service legal/regulatory requirements and/or guidelines. Ensure effective implementation of the Performance Management and Development System (PMDS) for staff in the directorate. Ensure that the directorate's AOP is developed and monitored. Ensure management of directorate's operational risks.

ENQUIRIES

: Ms Nomkhosi Peter Tel No: (012) 473 0339

APPLICATIONS

: Applications may be hand delivered to Tshedimosetso House, 1035 Cnr Francis Baard and Festival streets, Hatfield, Pretoria or emailed to recruitment21@gcis.gov.za

NOTE

: It is a pre-requisite for candidates to have the Nyukela Public Service SMS Pre-Entry Programme certificate to be eligible for appointment. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course, visit the NSG website: www.thensg.gov.za. The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement within three months from the date of assumption of duty and obtain a Top-Secret security clearance. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. Please detail courses passed in the CV as per the academic transcript.

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



CLOSING DATE
NOTE

: 21 July 2025 before 12h00 noon. No late applications will be considered.

: Take note of the disclaimer mentioned on each advert. It is mandatory that applications which consist of a signed Z83 and comprehensive CV be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications sent to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. From 1 January 2021, a new application for employment (Z83) form will be effective and if the old Z83 is used, it will be deemed a regret. Should an individual wish to apply for a post after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies or <http://www.gpaa.gov.za> Requirements: Applications must be submitted on the new form Z83 as indicated above (signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. An application should consist of (a) a comprehensive and detailed CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) and (b) a duly completed Z83 (refer to Circular No 19 of 2022 in this regard) only. Failure to submit the above documents will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by the GPAA. Note that certain information contained in the application (CV and Z83) may be verified through the request for official documents and/or other methods of verification and proof (when shortlisted). The certification of all supporting documents will be expected of the shortlisted candidates only. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to a positive outcome on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is the GPAA's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativeness in line with the numerical targets as contained in GPAA's Employment Equity Plan. For applications on salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum requirements for SMS is the pre-entry certificate (submitted prior to appointment). For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.

MANAGEMENT ECHELON

<u>POST 23/42</u>	:	<u>DIRECTOR: INFRASTRUCTURE REF NO: DIR/INFRA/ICT/2025/07-1P</u>
		ICT Infrastructure
		Permanent
<u>SALARY</u>	:	R1 216 824 - R1 433 355 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Information Technology as recognized by SAQA. At least 6 to 10 years demonstrated experience in the ICT Infrastructure and ICT services support environment of which five (5) years should be at a middle/senior managerial level. Display extensive knowledge of ICT Services and ICT Infrastructure and how the infrastructure supports Enterprise Architecture and business services. Experience in Financial Services, especially Employee Benefits, Pension Fund or Retirement Benefits Administration, will be a distinct advantage. Computer literacy would include a good working knowledge of Microsoft Office. Knowledge of Benefits administration and ICT infrastructure support in the benefit administration environment. Knowledge of Customer relationship management (channel management) and ICT services required for solutions and network infrastructure. Industry Knowledge. Knowledge of Compliance management and procurement management in public sector. Knowledge of relevant systems. Strategic capability. Service excellence and service delivery innovation. Client orientation and customer focus. Financial management. People management and empowerment. Programme and project management. Outstanding communication skills at a high level (verbal, written and presentation skills). Problem solving and analysis. Respect, courtesy, integrity and transparency. Service excellence and service delivery innovation. Team player with emotional intelligence.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Manage the implementation of the ICT services and Infrastructure support strategy: Monitor the implementation of the operational plan for the Directorate to support the achievement of GPAA's strategic objectives. Manage, monitor and review the Directorate's policies, procedures and processes, in accordance with best practice and legislation. Manage the implementation of an effective short, medium and long-term operating strategy for the Directorate. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organisation. Manage the provision of best practice regarding Directorate functions to all stakeholders. Manage the implementation of a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organisation. Monitor compliance with relevant legislation throughout all Directorate functions. Analyse service delivery gaps, challenges and implement remedial action strategies. Manage quality of service provided to internal and external customers/clients/stakeholders. Manage the mitigation of the identified risks. Ensure information flow to and alignment with all stakeholders to ensure effective engagement. Conduct trend analyses and forecasting. Manage the acquisition, provision extraction and retirement of infrastructure services: Manage the operational requirements of the voice and data networks to meet GPAA service level standards. Monitor daily operations such as backups, call logs and infrastructure performance to ensure availability of infrastructure. Manage all infrastructure projects to facilitate timeous delivery of stipulated objectives within budget and constraints. Monitor that the current infrastructure is robust, reliable and flexible to cope with expansion of business and user needs. Ensure maximum uptime on all critical systems and connectivity through infrastructure support. Ensure that all infrastructure services are within agreed service levels and proactively manage deviations or required service level changes. Provide best practice advice on the installations, maintenance and de-installation of infrastructure to various stakeholders, where necessary, to enhance service delivery. Manage the issuing, reception and storage of all hardware through its entire lifecycle. Report regularly on performance and outcomes of ICT Infrastructure services to ensure key operational metrics are achieved. Overseeing of operations of the business unit: Assess the provision of ICT services and infrastructure support advice to line managers to ensure that line managers are fully equipped to deal with ICT services and infrastructure support strategy related matters. Drive a culture of compliance

with GPAA line Managers and staff to ensure greater awareness of ICT services and Infrastructure support policies and procedures. Monitor compliance with relevant legislation throughout all ICT services and infrastructure support functions. Manage planning of resource requirements for the organisation to ensure sufficient resources are in place to meet service delivery demands. Analyse service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies. Oversee quality of service provided to internal and external customers/ clients/ stakeholders. Proactively ensure the identification and mitigation of risks. Establish and manage agreed budgets in consultation with the Chief Information Technology Officer and infrastructure support, ensuring that costs are contained. Manage, coordinate and oversee the daily operational activities of the subunit to ensure that it functions effectively and efficiently. Proactively mitigate employee relations risks. Ensure information flow to and alignment with all stakeholders to ensure effective engagement. Manage the potential infrastructure risks: Collaborate with relevant stakeholders to identify and manage infrastructure risks by developing appropriate mitigation strategies. Monitor that the GPAA is appropriately insured against losses and damages to assets where required so to minimise downtime costs. Coordinate completion of operational risk self-assessments for the infrastructure area, achieving greater compliance and contingency planning. Collaborate with relevant stakeholders to develop and maintain a satisfactory internal control environment that addresses the physical custody of the GPAA's assets and information. Monitor compliance to infrastructure policies and procedures to minimise risks to the internal control environment. Check that all infrastructure audit report queries are addressed to ensure greater compliance and minimise the operational risks. Control and monitor infrastructure assets: Collaborate with the Chief Information Technology Officer to develop annual asset maintenance and replacement plans for incorporation into the capital expenditure budget. Maintain infrastructure assets registers, physically verifying the integrity of assets reflected in financial records. Develop and enforce Minimum Operability Standards (MOS) for the deployment of infrastructure services. Perform infrastructure budget and expenditure reconciliations and report non-reconciling items to the Technology COE to enable immediate corrective action. Prepare quarterly capital expenditure reports for the Chief Information Technology Officer to review and approve, highlighting budget variances. Submit annual capital expenditure budgets for the Chief Information Technology Officer to review and approve, indicate how to maximise the economic useful life of assets and optimise maintenance and replacement costs. Manage all the resources in the Directorate: Ensure the development and management of staff within the Directorate. Implement and maintain a relevant management approach to support effective business results within the Directorate. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilisation of all other resources (including IS, Assets, Infrastructure, etc) within the Directorate.

<u>ENQUIRIES</u>	:	Courtney Usher at 066 269 7950 for more information. Noba Kulati Tel No: (010) 449 5000 for application enquiries.
<u>APPLICATIONS</u>	:	It is mandatory to apply using the following link: https://tinyurl.com/3sk8kb44
<u>NOTE</u>	:	The purpose of the job is to effectively manage ICT services and infrastructure support service. One permanent position for Director: Infrastructure is currently available at the Government Pensions Administration Agency.
<u>POST 23/43</u>	:	<u>DIRECTOR: STRATEGIC MANAGEMENT REF NO: DIR/STRAT/2025/07-1P</u> <u>STRATEGIC MANAGEMENT</u> Permanent
<u>SALARY</u>	:	R1 216 824 - R1 433 355 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7), Bachelor's degree, B Tech as recognized by SAQA. At least 6-10 years' demonstrated experience in the strategic planning environment of which five (5) years should be at a middle/senior managerial level. Display extensive knowledge of policy formulation, development of strategic planning documentation and modelling of data. Experience gained in Financial Services, especially Employee

Benefits, Pension Fund and Retirement Benefits Administration, will be a distinct advantage. Computer literacy which includes a good working knowledge of Microsoft Office 365 inclusive of MS SharePoint. Knowledge of Relevant legislative requirements and GPAA policies and procedures. Industry Knowledge. Knowledge of Financial management including budgeting and forecasting. Knowledge of Pension Fund Regulations and Rules. Knowledge of Compliance management. Knowledge of relevant systems within the strategic planning environment. Strategic capability. Service excellence and service delivery innovation skills. Client orientation and customer focus. People management and empowerment skills. Programme and project management. Change management. Outstanding communication skills at a high level (verbal, written and presentation skills). Knowledge management. Problem solving and analysis. Respect, courtesy, integrity and transparency. Team player with Emotional intelligence.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Manage the implementation of the division strategy: Monitor the implementation of the operational plan for the Directorate to support the achievement of GPAA's strategic objectives. Manage, monitor and review the Directorate policies, procedures and processes, in accordance with the best practice and legislation. Manage the implementation of an effective short, medium and long-term operating strategy for the Directorate. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organisation. Manage the provision of best practices regarding Directorate functions to all stakeholders. Manage the implementation of a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organisation. Monitor compliance with relevant legislation throughout all Directorate functions, including audit findings and risk management. Conduct trend analyses and forecasting. Manage and coordinate the implementation of strategy and planning programmes for the department: Develop and maintain strategic planning systems. Facilitate processes on the identification of priorities to inform GPAA's strategic plan. Analyse sector plans to ensure the alignment of GPAA to the DPSA priorities and programmes. Support GPAA with regard to the planning of processes. Determine business needs and identify areas of intervention. Develop institutional reform models and guidelines aimed at enhancing departmental strategy. Advice and partner with business units in working towards a turnaround for the department. Prepare and implement business continuity strategy for the GPAA. Manage all research and policy development in the department: Develop the research agenda for GPAA and maintain protocols for internal and external research. Coordinate and facilitate research activities on sector specific programmes. Establish partnerships and coordinate funding to conduct research. Maintain the repository of research products and facilitate dissemination of research results. Provide advice and support to internal units on policy development and approval matters. Develop and maintain protocols and guidelines for departmental policy development processes. Manage information and analytics services: Assess effective business intelligence strategies and analytics solutions. Oversee analytics projects to extract, manage and analyse customer data. Oversee the development and implementation of tools for data transformation. Developing and implementing analytics solutions and generating reports. Monitor applied statistics and data modelling to gain actionable organization insights and boost organization productivity and services. Manage stakeholders' relationships and expectations. Enforce company policies and procedures to ensure quality and prevent discrepancies. Keep abreast of industry best practices and policies. Oversee the stakeholder engagement: Assess the provision of Strategy support and advice line managers. Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of strategy, policies and procedures. Monitor compliance with relevant legislation throughout all of GPAA. Analyse service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies. Oversee quality of service provided to internal and external customers/clients/stakeholders. Proactively ensure the identification and mitigation of risks. Ensure information flow to and alignment with all stakeholders to ensure effectiveness engagement. Oversee the automation of business processes and records management function with the approved filing plan and record management system. Manage all the resources in the

		Directorate: Ensure the development and management of staff within the Directorate. Implement and maintain a relevant management approach to support effective business results within the Directorate. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilisation of all other resources (including IS, Assets, Infrastructure, etc) within the Directorate.
<u>ENQUIRIES</u>	:	Rhoda Kanengeya at 061 864 3953 for application enquiries. Soniwe Marigold at 061 662 8932 for more information.
<u>APPLICATIONS</u>	:	It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to applications@masteck.co.za quoting the relevant reference number in the subject heading of the email.
<u>NOTE</u>	:	The purpose of the job is to provide strategic planning, manage information and analytics service, facilitate and conduct research and policy implementation for the GPAA. One permanent position for Director: Strategic Management is currently available at the Government Pensions Administration Agency.
<u>POST 23/44</u>	:	<u>DIRECTOR: MANAGEMENT ACCOUNTING REF NO: DIR/MNG-ACC/2025/07-1P</u> Finance Permanent
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 - R1 433 355 per annum (Level 13), (all-inclusive package) Pretoria Head Office An undergraduate qualification (NQF level 7), Bachelor's degree, B Tech in Finance as recognized by SAQA. At least 6 – 10 years demonstrated experience in the Management Accounting environment of which five (5) years should be at a middle/senior managerial level. Experience gained in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits administration will be a distinct advantage. Membership of a professional body in the accounting field will serve as an advantage. Computer literacy that includes a good working knowledge of Microsoft Office. Knowledge of Benefits Administration. Knowledge of Customer Relationship Management (Channel Management). Knowledge of relevant legislative requirements and GPAA policies and Procedures. Knowledge of Financial Industry. Knowledge of Financial Management, including budgeting and forecasting. Knowledge of Pension Fund Regulations and rules. Compliance Management. Knowledge of relevant Financial Systems and accounting on the Financial systems. Client orientation and customer focus. Financial Management skills. People management and empowerment skills. Problem solving and analysis. Outstanding communication skills at a high level (verbal, written and presentation skills). Knowledge management. Service excellence and service delivery innovation skills. Strategic capability. Respect, courtesy, integrity and transparency. Team player with emotional intelligence.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Ensure the effective financial control of operational financial management and accounting services: Manage technical preparation of annual financial statements and annual reports in compliance with all relevant financial reporting standards. Review and analyse monthly, quarterly, and annual financial statements and statutory reports as per financial calendar. Monitor financial performance and ensure provision of relevant accurate and timely business and financial / management accounts and budgets. Perform financial analysis, interpretation and provide comment on financial ratios. Provide quality feedback to CFO, Board and audit committees according to specified deadlines. Develop and implement funding model for the Entity and facilitate negotiations with relevant entities. Manage financial control and accounting in the department. Manage the taxation collection and payments to SARS with compliance with Tax legislation. Oversee the implementation and maintenance of income Tax Management policy and framework: Conduct research on latest developments, trends and practices of Income Tax management processes and policies. Ensure that all SARS tax and GEPP tax are implemented. Cascade information to line managers with tax related issues. Coordinate the administration of manual and electronic income tax processes. Oversee the administration of garnishee orders from SARS. Manage the administration of Income Tax reconciliation processes.

Monitor control measures over sundry payment and taxation. Coordinate the finance administration: Oversee the implementation and maintenance of the finance administration guidelines and policies. Manage the administration of payroll. Coordinate the management of fixed assets. Effective management of Accounts payable. Monitor financial controls and reporting. Monitor and manage budget services and system controls in GPAA: manage medium- and long-term financial planning in line with budget processes. Monitor, manage and report on departmental revenue and expenditure. Ensure general provision of financial management is supported. Manage all the resources in the Division: Ensure the development and management of staff within the division. Implement and maintain a relevant management approach to support effective business results within the division. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in line with strategic objectives and relevant regulation. Ensure effective utilization of all other resources.

- ENQUIRIES** : Destiny Penniken Tel No: (011) 883 5035 for more information. Munene Mathebula Tel No: (011) 883 5035 for application enquiries.
- APPLICATIONS** : It is mandatory to apply using the following link: <https://affirmativeportfolios.co.za/gpaa/>
- NOTE** : The purpose of the role is to oversee the Management Accounting, Budget, Reporting and Taxation management for the GPAA. One permanent position of Director: Management Accounting is currently available at the Finance Section of the GPAA.

OTHER POSTS

- POST 23/45** : **DEPUTY DIRECTOR: PROVINCIAL OFFICE EGLS (EMPLOYER AND GOVERNMENT LIAISON SERVICES) REF NO: DD/PRO/EGLS/2025/07-1P**
Client Relationship Management
Permanent

- SALARY** : R1 059 105 per annum (Level 12), (all-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognized three-year Bachelor's degree/B Tech or equivalent three-year qualification (at least 360 credits) with six (6) years appropriate proven experience in the field of Customer Service management of which three (3) years' experience in a managerial role or middle management experience. Exposure in stakeholder management within the public service sector / Employee Benefits/Medical Aid environments may receive preference. A valid driver's license is mandatory, at least two years old. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province (applying for) would be an added advantage. Geographical knowledge of the province for which application is made will be an advantage. Demonstrable customer relations experience. Knowledge of GEFP Services and products. Knowledge of Employee Benefits. Knowledge of Client Relation Management. Knowledge of relevant legislation (relevant to the Public Service and the Government Pension Fund). Knowledge of two indigenous languages spoken in region. Good problem-solving skills. Good organizational skills. Management skills. Customer orientated. Ability to communicate at all levels. Ability to build strong network relationships. Ability to work in a team. Outgoing personality. Driving ability. Presentation skills. Analytical skills.

- DUTIES** : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Manage effective operations within the provincial office: Develop and maintain an annual performance plan complemented by action plans for service delivery in the offices. Provide inputs and advice on policy development and ensure the effective implementation thereof. Review and ensure effective workflow and capacity planning. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Ensure the implementation of the Batho Pele Principles within the Provincial Office in all interactions with internal and external customers. Provide guidance and leadership to the Office in the achievement of GPAA strategic objectives. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Develop and implement quality assurance and data quality strategies and actions. Ensure the effective and uniform implementation of Standard Operating Procedures. Submits all statistics, reports and replies

timely and accurately. Inform the Director about work progress, problems and corrective measures applied. Manage the delays on the payment process. Manage provincial service channels (mobile, Walk-in Centre, provincial email enquiries and client liaison services). Ensure effective risk and compliance management within the provincial office: Manage the coaching and guidance of staff on compliance to all relevant regulatory, internal and external compliance requirements. Proactively develop and implement a risk management plan and report on all risk according to required format. Analyse, interpret and implement departmental policies, organisational circulars and other communications that impact on the operation of the provincial office. Promote a corruption free environment and report any breaches. Ensure office-based auditing of procedures and proper controls. Monitor and control compliance to audit findings. Keep the risk register at the CRMMM (CRM middle management forum) updated. Monitor compliance to SHERQ (Safety, Health environment, Risk and Quality) regulations. Establish and manage relationships with all relevant stakeholders/clients to support service delivery in the province: Create, build and maintain partnerships with various internal and external stakeholders/clients in order to enhance service delivery in line with GPAA strategic objectives. Ensure that there is effective communication and engagement between the Provincial office and all relevant stakeholders/clients to enhance the GPAA strategic objectives. Ensure that various stakeholders' enquiries or complaints are directed to relevant officials for resolution. Ensure, coordinate, support and track the resolution of various stakeholder/clients' enquiries or complaints. Increase GPAA provincial footprint through the rollout of various service channels. Ensure successful business transformation within provincial office: Act as a change champion for transformation by communicating, motivating and driving change initiatives within the office. Recommend and implement performance improvement initiatives. Manage successful implementation of system and process enhancements, updates and amendments within the office. Provide administrative support at outreach initiatives. Plan and monitor administration for outreach initiatives. Provide input to the strategic management of the section: Compile comprehensive operational plans, quarterly and annual reports. Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended. Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas. Section management: Manage the performance of direct and indirect reports in accordance with the GPAA Performance management policy and procedure. Identify training and development needs, implementing plans to address requirements as appropriate. Manage discipline and absenteeism in accordance with organizational codes and procedures. Facilitate communication through appropriate structures and systems. Manage compliance with agreed budgets in consultation with the Director, ensuring that costs are contained. Participate in management forums within GPAA, contributing expertise to enable sound decision making. Provide detailed, accurate information for internal and external audit purposes and action audit issues identified. Implement controls within the section which minimize potential risks to stakeholders. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the provincial office.

- ENQUIRIES** : Mapule Mahlangu Tel No: (012) 399 2639 or Melusi Dhlamini Tel No: (012) 319 1284
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit2@gpaa.gov.za quoting the reference number in the subject heading of the email. [failure to adhere to this will result in decline of application/s].
- NOTE** : The purpose of the job is to ensure effective and efficient pension service delivery in line with GPAA strategy in the Gauteng Province and National Departments. One permanent position of Deputy Director: Provincial Office EGLS (Employer and Government Liaison Services) and one Deputy Director: Gauteng Regional Office (Pretoria) are currently available at the Government Pensions Administration Agency.

POST 23/46

: **DEPUTY DIRECTOR: GAUTENG REGIONAL OFFICE REF NO:**
DD/PRO/GAUTENG/2025/07-1P
client relationship management
Permanent

SALARY
CENTRE
REQUIREMENTS

: R1 059 105 per annum (Level 12), (all-inclusive package)
: Pretoria
: A recognized three-year Bachelor's degree/B Tech or equivalent three-year qualification (at least 360 credits) with six (6) years appropriate proven experience in the field of Customer Service management of which three (3) years' experience in a managerial role or middle management experience. Exposure in stakeholder management within the public service sector / Employee Benefits/Medical Aid environments may receive preference. A valid driver's license is mandatory, at least two years old. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province (applying for) would be an added advantage. Geographical knowledge of the province for which application is made will be an advantage. Demonstrable customer relations experience. Knowledge of GEPP Services and products. Knowledge of Employee Benefits. Knowledge of Client Relation Management. Knowledge of relevant legislation (relevant to the Public Service and the Government Pension Fund). Knowledge of two indigenous languages spoken in region. Good problem-solving skills. Good organizational skills. Management skills. Customer orientated. Ability to communicate at all levels. Ability to build strong network relationships. Ability to work in a team. Outgoing personality. Driving ability. Presentation skills. Analytical skills.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Manage effective operations within the provincial office: Develop and maintain an annual performance plan complemented by action plans for service delivery in the offices. Provide inputs and advice on policy development and ensure the effective implementation thereof. Review and ensure effective workflow and capacity planning. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Ensure the implementation of the Batho Pele Principles within the Provincial Office in all interactions with internal and external customers. Provide guidance and leadership to the Office in the achievement of GPAA strategic objectives. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Develop and implement quality assurance and data quality strategies and actions. Ensure the effective and uniform implementation of Standard Operating Procedures. Submits all statistics, reports and replies timely and accurately. Inform the Director about work progress, problems and corrective measures applied. Manage the delays on the payment process. Manage provincial service channels (mobile, Walk-in Centre, provincial email enquiries and client liaison services). Ensure effective risk and compliance management within the provincial office: Manage the coaching and guidance of staff on compliance to all relevant regulatory, internal and external compliance requirements. Proactively develop and implement a risk management plan and report on all risk according to required format. Analyse, interpret and implement departmental policies, organisational circulars and other communications that impact on the operation of the provincial office. Promote a corruption free environment and report any breaches. Ensure office-based auditing of procedures and proper controls. Monitor and control compliance to audit findings. Keep the risk register at the CRMMM (CRM middle management forum) updated. Monitor compliance to SHERQ (Safety, Health environment, Risk and Quality) regulations. Establish and manage relationships with all relevant stakeholders/clients to support service delivery in the province: Create, build and maintain partnerships with various internal and external stakeholders/clients in order to enhance service delivery in line with GPAA strategic objectives. Ensure that there is effective communication and engagement between the Provincial office and all relevant stakeholders/clients to enhance the GPAA strategic objectives. Ensure that various stakeholders' enquiries or complaints are directed to relevant officials for resolution. Ensure, coordinate, support and track the resolution of various stakeholder/clients' enquiries or complaints. Increase GPAA provincial footprint through the rollout of various service channels. Ensure successful business transformation within provincial office: Act as a change champion for transformation by communicating, motivating and driving change initiatives

within the office. Recommend and implement performance improvement initiatives. Manage successful implementation of system and process enhancements, updates and amendments within the office. Provide administrative support at outreach initiatives. Plan and monitor administration for outreach initiatives. Provide input to the strategic management of the section: Compile comprehensive operational plans, quarterly and annual reports. Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended. Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas. Section management: Manage the performance of direct and indirect reports in accordance with the GPAA Performance management policy and procedure. Identify training and development needs, implementing plans to address requirements as appropriate. Manage discipline and absenteeism in accordance with organizational codes and procedures. Facilitate communication through appropriate structures and systems. Manage compliance with agreed budgets in consultation with the Director, ensuring that costs are contained. Participate in management forums within GPAA, contributing expertise to enable sound decision making. Provide detailed, accurate information for internal and external audit purposes and action audit issues identified. Implement controls within the section which minimize potential risks to stakeholders. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the provincial office.

ENQUIRIES : Mapule Mahlangu Tel No: (012) 399 2639 or Melusi Dhlamini Tel No: (012) 319 1284

APPLICATIONS : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit2@gpaa.gov.za quoting the reference number in the subject heading of the email. [failure to adhere to this will result in decline of application/s].

NOTE : The purpose of the job is to ensure effective and efficient pension service delivery in line with GPAA strategy in the Gauteng Province and National Departments. One permanent position of Deputy Director: Provincial Office EGLS (Employer and Government Liaison Services) and one Deputy Director: Gauteng Regional Office (Pretoria) are currently available at the Government Pensions Administration Agency.

POST 23/47 : **SENIOR CLIENT LIAISON OFFICER (X5 POSTS)**
Client Relationship Management
Permanent

SALARY CENTRE : R582 444 per annum (Level 10)
: Cape, Free State, Western Cape, Eastern Cape and Mpumalanga
For Kimberley USE: Ref No: SCLO/KIM/2025/06-1P
For Bloemfontein USE: Ref No: SCLO/FS/2025/06-1P
For Cape Town USE: Ref No: SCLO/CT/2025/06-1P
For Bisho USE: Ref No: SCLO/BISH/2025/06-1P
For Nelspruit USE: Ref No: SCLO/NEL/2025/06-1P

REQUIREMENTS : A relevant three-year B degree/National Diploma or equivalent three-year qualification (minimum 360 credits) with three to five (3 – 5) years' experience in the Client Relationship Management environment of which two (2) years supervisory experience OR three to five (3 – 5) years' experience in the Client Relationship Management environment of which two (2) years' middle management experience. Computer literacy that would include a good working knowledge of Microsoft office products. Valid driver's license is mandatory, at least two years old (a copy will be requested to verify). Proficiency in English is a requirement and the ability to speak any of the other official languages spoken in the province where applying. Knowledge of Employee Benefits. Knowledge of Client relations management. Knowledge of GEPF services and products. Geographical knowledge of the region applying for. Knowledge of two indigenous languages spoken in the region. Knowledge of Driving (with a valid driver's license). Good analytical skills. Good computer skills (Microsoft packages essential and systems used such as RMC and PCM will serve as an advantage). Good customer relations skills. Good problem-solving skills. Good communications skills with the ability to communicate at all levels (verbal,

DUTIES

written and presentation skills). Outgoing personality. Ability to build strong network relationships. Ability to work in a team.

: The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Providing education and training: Conduct training to HR unit on correct completion of GEFP and related product documentation. Conduct workshops to members, employers and stakeholders where an explanation of GPAA will be given with related processes. Conduct Roadshows to members, employers and stakeholders where an explanation of GPAA will be given with related processes. Conduct Induction Programme to members, employers and stakeholders where an explanation of GPAA will be given with related processes. Plan, develop education materials, monitor and evaluate the Programme and conduct presentations to HR unit about Retirement member campaign. Conduct training of new/current Pension Case Management system (PCM). Inculcating compliance on management of SLA. Instrumental in guiding where Mobile services are required and propose the inclusion of identifying the need for mobile services at a department or specific region within the province. Compliance of employers and stakeholders: Ensuring compliance of performance from the employer departments. Follow-up/trace missing information on outstanding documents in order to enable finalization of the process (Trace members for outstanding life certificate). Monitor documents received on Pension Case Management (PCM) on a daily basis. Ensure that SLA's are adhered to. Ensure that GPAA rules, products and processes are known and adhered to. Enquiry management (General and RMC): Check member queries through wireless facility and resolve on site. Provide information regarding member cases. Facilitate meetings with relevant client departments in resolving administrative issues. Confirm member status with employer (RMC). Update member information on the RMC portal application. Requesting and receiving additional information from employer with regard to GEFP and related product documentation. Interaction with Compensation Fund regarding IOD enquiries. Collection of GEFP and related product documentation (including medical pensions and IOD): Pre-verification of documents received from employer, member and third party. Checking and capturing of documents. Bar coding, linking and indexing of documents. Scanning documents onto PEKWA. Quality assurance of each case using control sheet. Collect supporting documents for RMC processes. Collect original awards from employer regarding IOD. Provide effective administration of the unit: Supervise the Client Liaison Officers (CLO's) performance. Supervise the CLO's development and training. Effective communication to CLO's. Formal disciplinary authority. Effective management of the section and CLO's. Identify system improvement opportunities through process quality cycle. Compile feedback reports for RMC and PMC on a weekly and monthly basis.

ENQUIRIES

: Celimpilo Mthembu Tel No: (012) 319 1275 or Felicia Mahlaba Tel No: (012) 319 1455.

APPLICATIONS

: It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit1@gpaa.gov.za quoting the reference number in the subject heading of the email. [failure to adhere to this will result in decline of application/s].

NOTE

: Purpose of the post: The aim of the positions is to provide client outreach, education and employer compliance through: enhancement of current administrative processes and systems; Employer and labour education and training initiatives; contributing member and pensioner education and Spouse/Beneficiary education. Various permanent positions of Senior Client Liaison Officer are available at the offices of the GPAA stationed at various locations.

POST 23/48

: **ASSISTANT DIRECTOR: WITHDRAWALS REF NO: ASD: WITH/2025/06-1P**
Program 2.2 Employee Benefits
Permanent

SALARY CENTRE REQUIREMENTS

: R582 444 per annum (Level 10)
: Pretoria Head Office
: An appropriate B Degree/National Diploma or equivalent three-year qualification (at least 360 credits) within the Finance field with three (3) to five (5) years proven relevant experience within Employee Benefits environment of which two (2) years supervisory experience or two (2) years junior

management experience. Computer literacy that would include a good working knowledge of Microsoft Office products (Word, Excel). Knowledge of Employee Benefits. Knowledge of applicable legislation within GEPP. Knowledge of GEP law. Knowledge of GEPP services and products. Knowledge of Public Service Prescripts and Legislation. Knowledge of Civil Pension Software (CIVPEN), Workflow and Portal. Managerial and leadership skills. Ability to delegate. Ability to establish controls and monitor tasks. Planning and organizing skills. Decision making and problem-solving skills. Ability to prioritise and meet deadlines. Good communications skills with the ability to communicate at all levels (verbal, written and presentation skills). Accuracy, thoroughness and ability to detect errors. Interpersonal relations skills. Customer oriented. Persuasiveness and flexibility. Ethical business conduct – adhering to business ethics. Ability to work under pressure.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Monitor the implementation of processes and activities within the unit: Ensure the timeous and accurate processing and authorization of pension claims including the administration of death benefit payments. Assist in the identification of service delivery gaps and challenges within EB Withdrawals and broader EB environment and implement effective business solutions. Implement the Operational Business Plan for EB Withdrawals to support and achieve the strategic objectives of EB. Ensure operational compliance with applicable legislation, statutes, policies and rules to ensure that the GEPP and National Treasury are not exposed to any risk or non-compliance. Implement and maintain an effective system of internal controls, control environment and delegation of authority for the EB Withdrawals Unit to ensure that staff is accountable for decisions made and work performed. Assist in the compilation and presentation of service delivery performance reports/progress for Senior Management. Develop and Review EB operations processes and systems: Conduct analysis on policies and make recommendations. Sound knowledge and ability to utilize systems used within the Withdrawals unit. Improve business relationships with employers and other stakeholders by eliminating old cases on hand. Monthly status report to stakeholders. Management and development of staff: Manage the performance of the unit which involves coaching, mentoring and take corrective action where required, develop performance standards and evaluate team and individuals. Monitor staff regarding human resources such as leave, recruitment and grievances. Compile the work plans for the unit including the consolidation of the operational plans into the directorate's overall work plan. Provide daily, weekly, monthly, quarterly and annual statistics. Ensure and maintain discipline. Continuous and consistent communication to staff.

ENQUIRIES : Mbongiseni Nkosi Tel No: (012) 399 2202 or Sisipho Manzi Tel No: (012) 319 3434

APPLICATIONS : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit3@gpaa.gov.za quoting the reference number in the subject heading of the email.

NOTE : The purpose of the role is to provide management support in the implementation of all Withdrawals activities, processes and payment of pension benefits within the GPAA. One permanent position of Assistant Director: Withdrawals is currently available at the Government Pensions Administration Agency in Pretoria Head office

POST 23/49 : **ASSISTANT DIRECTOR: OFFICE MANAGER: OFFICE OF THE CEO REF NO: ASD/OM/CEO/2025/05-1P**
Office of the CEO
Permanent

SALARY : R468 459 per annum (Level 09)
CENTRE : Pretoria Head Office

REQUIREMENTS : An appropriate three-year National Diploma | Bachelor's Degree or equivalent three-year qualification (with minimum 360 credits) in Public Service Administration / Office management or relevant, coupled with a minimum of three (3) to five (5) years' relevant demonstrated/practical experience within an Office Management environment. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of prescribed Regulations and Policies, PFMA, National Treasury Regulations. Knowledge of Public Service Regulations and other Government prescripts. Analytical skills. Problem-solving skills. Communication skills (written and verbal).

DUTIES

Planning and organizing skills. Report writing skills. Assertive. Proactive. Quality driven. Team player. Ability to work independently.

: The successful incumbent will be responsible for a wide variety of tasks which include but not limited to the following: To ensure, coordinate and oversee Ministerial, Parliamentary and Intergovernmental relations: Compliance with parliamentary programme. Compliance with Cabinet. Cluster Committee Programmes. Manage internal and external stakeholder relations. Relevant information is shared with stakeholders on a regular basis. Provide parliamentary support services: Attend all GPAA Portfolio and Select Committee meetings. Attend to all GPAA related Parliamentary activities. Provide feedback on Parliamentary questions and queries relating to GPAA. Provide international liaison services. Conduct proper Document Management practices: Transcribe and type written and dictated communication. Review, annotate, register, classify, prioritise and distribute incoming correspondence. Reply to correspondence of routine nature. Prepare and review submissions. Record and route outgoing correspondence. File all relevant documents for record purposes. To maintain and establish an efficient administrative system for coordinating work: Develop and maintain records management system in the Office of the CEO as per GPAA's approved file plan. Develop a disposal programme (Office of the CEO) in sync with the National Archives Act. Screen and register incoming submissions. Requisition of stationery and office resources as and when required. Manage and update the filing system in the office to ensure easy access to filed documents. Coordination of the submission of Executive Managers (Head Office and Regions) weekly schedules. Coordination of submission of quarterly reports. Coordination of staff reviews and engagement with direct staff. Planning, reporting and coordination of stakeholder engagements and meetings.

ENQUIRIES

: Ms Nthabiseng Mosimanyana Tel No: (012) 319 1324 or Mr Kgauelo (Vusi) Makua Tel No: (012) 399 2299

APPLICATIONS

: It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit4@gpaa.gov.za quoting the reference number in the subject heading of the email.

NOTE

: The purpose of this role is to manage, coordinate and oversee Ministerial, Parliamentary and Intergovernmental relations. One permanent position of Assistant Director: Office Manager is currently available at the Government Pensions Administration Agency in Pretoria Head office

POST 23/50

: **ASSISTANT DIRECTOR: INTERNAL AUDIT (ICT) REF NO: ASD/IT-AUDIT/2025/06-01P**
Internal Audit
Permanent

SALARY

: R468 459 per annum (Level 09)

CENTRE

: Pretoria Head Office

REQUIREMENTS

: A recognized three-year National Diploma/B Degree/B Tech qualification in Internal Audit / Information Systems Audit (NQF 6 with at least 360 credits). Coupled with three to five years Internal Audit working experience in IT Auditing and with (2) years' supervisory / management experience. Professional registration as Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA) will be preferred/ideal Membership of the Institute of Internal Auditors South Africa (IIA). Computer literacy that would include a good working knowledge of Microsoft Office products. Computer literacy in TeamMate and ACL/data analytics will be an advantage. Knowledge of IT audits (applications and general controls) and assisting the organization to achieve its objectives and mitigate risks. Knowledge of Internal audit procedures and systems. Knowledge of principles & applications of good corporate governance, business and operational risk and control processes and procedures. Knowledge of SA Public Service & Labour Legislation including Public Service Act, LRA, OHS Act, King Report. Knowledge of Standards for the Professional practice of Internal Auditing and the Code of Ethics developed by Institute of Internal auditors (IIA) and COBIT framework. Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of Management Information Systems terminology, concepts & practices. Knowledge of Pension Fund legislation. Knowledge of Financial and Technical report writing. Problem solving ability / skills. People Management & empowerment. Presentation skills. Customer relationship management skills. Monitoring & Evaluation techniques. Project management skills. Analytical

DUTIES

thinking. Attention to detail. Honesty and integrity. Customer focus. Team player. Professionalism.

: The successful candidate will be responsible for the following functions and include but not limited to: Supervise and participate in the development of strategic internal audit plans: Identify the key risk areas for GPAA emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the development of the three-year strategic risk based on audit plans. Participate in the development of the annual audit operational plan. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of effort. Supervise assistance to and assist the Chief audit executive in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls / objectives, to determine their effectiveness and efficiency through internal audits: Prepare notification letters, engagement letter and audit project plan. Prepare the risk and control matrix to identify risks, controls and system/process weaknesses or gaps, and advice on remedial actions. Develop proposals to determine the scope of allocated internal audits. Collect, analyse and interpret data for purposes of the development of the engagement work program. Develop the engagement work program and approval of the audit program from the CAE before execution. Supervise and execute the allocated internal audits. Develop findings and recommendations for the enhancement of controls/processes. Compile and review audit report for each engagement. Monitor progress on the implementation of agreed upon action plans and prepare a findings analysis report. Review, collect information and compile reports to the CAE and Audit manager: Review progress reports. Compile and present Annual and Quarterly reports to the CAE and audit team. Keep up to date with new developments in the internal audit environment: Study professional journals and publications to ensure that cognisance is taken of new developments. Continuously monitor and study the relevant industry, legislative changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as required / prescribed. Supervise employees to ensure an effective internal audit service: General supervision of employees. Allocate duties and perform quality control on the work delivered by subordinates (Auditors). Advise and lead subordinates regarding all aspects of the work. Manage performance, conduct and discipline of subordinates. Ensure that all subordinates are trained and developed to enable them to deliver work efficiently and effectively of the required standard. Provide inputs for the enhancement of the audit methodologies and technologies.

ENQUIRIES

: Shandukani Tshiuda Tel No: (012) 319 1102 or Mapule Mahlangu Tel No: (012) 399 2639

APPLICATIONS

: It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit2@gpaa.gov.za quoting the reference number in the subject heading of the email.

NOTE

: The purpose of the role is to supervise and execute internal audit assurance and consultancy engagement to support the implementation of the approved Internal Audit Operational Plan, providing assurance on Governance, Risk Management and control processes in accordance with IIA Standards and Legislative framework. One permanent position for an ASD: Internal Audit (ICT) is currently available at the Government Pensions Administration Agency.

POST 23/51

: **OFFICE MANAGER (X4 POSTS)**
Client Service Management
Permanent

SALARY CENTRE

: R468 459 per annum (Level 09)
: Kimberley in Northern Cape, Cape Town in Western Cape, Nelspruit in Mpumalanga and Bloemfontein in Free State.
For Kimberley USE: Ref No: OM/CRM/KIMB/2025/06-1P
For Cape Town USE: Ref No: OM/CRM/CT/2025/06-1P
For Nelspruit USE: Ref No: OM/CRM/NEL/2025/06-1P
For Bloemfontein USE: Ref No: OM/CRM/BFN/2025/06-1P

REQUIREMENTS

: A degree/N Dip or equivalent three-years qualification (with minimum 360 credits) with a minimum of three to five (3 -5) years' relevant experience in the Client Relations Management environment. The experience gained should include at least two (2) years' supervisory experience or two (2) years junior management experience. Computer literacy that would include a good working

knowledge of Microsoft Office products. A valid driver's license is mandatory, at least two years old (a copy will be requested to verify). Proficiency in English is a requirement and the ability to speak any of the other official languages spoken in the province where applying. Knowledge of Employee Benefits. Knowledge of Client Relations Management. Knowledge of GEPF services and products. Geographical knowledge of the region applying for. Knowledge of two indigenous languages spoken in the region. Knowledge of driving (hence the requirement for a valid driver's license). Good analytical skills. Computer literacy. Good customer relations. Problem solving skills. Good communications skills with the ability to communicate at all levels (verbal, written and presentation skills). Ability to build strong network relationships. Ability to work in a team. Outgoing personality.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Supervise effective operations management within the office: Implement and maintain an annual operational performance plan complemented by action plans for service delivery in the Provincial offices. Provide input and advice on policy development and ensure effective implementation thereof. Ensure effective workflow and capacity planning. Implement and review all processes to ensure accuracy and efficiency in operations execution. Implementation of the Batho Pele Principles within the Branch/Provincial office in all interactions with internal and external customers. Provide input to the Provincial Manager to enable the achievement of operational GPAA strategic objectives. Implement, interpret and manage statistical information on service standards. Implement quality assurance and data quality strategies and actions. Implementation of Standard Operating Procedures. Implementation of Risk Management plan and report on risk according to the required format. Generate and submit reports accurately and in a timely manner. Inform the Provincial Manager about work progress, problems and corrective measures applied. Track, resolve, and escalate delays in the payment process. Supervise provincial service channels (mobile, walk-in centre, provincial e-mail enquiries and telephonic enquiries). Support the development and implementation of continuous improvement of customer relations. Ensure customer satisfaction surveys are conducted. Physically ensure inspection and conduct office-based auditing of procedures. Ensure compliance with audit findings. Provide administrative support in compliance with SHERQ (Safety, Health environment, Risk and Quality). Attend to queries and complaints from stakeholders/clients. Implement quality assurance and data quality strategies and actions. Implement and maintain internal control processes for the section: Recommend Internal procedures and processes which will improve the effectiveness and efficiency of the section and ensure adherence. Research latest trends and developments relating to the section, recommending plans to improve service delivery to the manager. Provide information for management forums within GPAA, contributing accurate details to enable sound decision making. Ensure successful implementation of the system and process enhancement, updates and amendments within the office. Maintain relationships with all relevant stakeholders/clients to support service delivery in the province: Maintain partnerships with various internal and external stakeholders/clients in order to enhance service delivery in line with GPAA strategic objectives. Ensure that various stakeholders/clients enquiries or complaints are directed to relevant officials for resolution. Coordinate, support and track the resolution of various stakeholders/clients' enquiries and complaints. Coordinate administrative support at outreach initiatives. Management and development of staff: Manage the performance of the unit which involves coaching, mentoring and taking corrective action (including disciplinary action) where required. Develop performance standards and evaluate team and individuals. Monitor staff regarding human resources such as leave, recruitment and grievances (keeping records). Compile the work plans for the section including the consolidation of operational plans into the directorate's overall work plan.

ENQUIRIES

: Sanele Ngema Tel No: (012) 399 3501 or Kgaugelo Makua Tel No: (012) 399 2299.

APPLICATIONS

: It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit4@gpaa.gov.za quoting the reference number in the subject heading of the email.

NOTE

: The purpose of the role is to coordinate the administration of client services at the Provincial/Branch Office. Various permanent positions of Office Manager

are currently available at the Government Pensions Administration Agency: Client Relations Management Section across Provinces.

<u>POST 23/52</u>	:	<u>CLIENT LIAISON OFFICER (X2 POSTS)</u> Client Relationship Management
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Eastern Cape (Port Elizabeth) and Western Cape (Cape Town) For Port Elizabeth USE: Ref No: CLO/CRM/PE/2025/06-1P For Cape Town USE: Ref No: CLO/CRM/CT/2025/06-1P
<u>REQUIREMENTS</u>	:	A three-year degree/national diploma or equivalent three-year qualification (at least 360 credits) with a minimum of 3 – 5 years' relevant experience in the Client Relations management environment. A valid driver's license is mandatory, at least two years old (a copy will be requested to verify). Proficiency in English is a requirement and the ability to speak any of the other official languages spoken in the province where applying. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Employee Benefits. Knowledge of Client Relations Management. Knowledge of GEPF services and products. Geographical knowledge of the region applying for. Knowledge of two indigenous languages spoken in the region applying for. Driving skills (hence the requirement of a driver's license). Good analytical skills. Strong customer orientation with good customer relations skills. Excellent problem-solving skills. Ability to build strong network relationships. Ability to work in a team. Ability to take responsibility and to work independently. Good communications skills both written and verbal with the ability to communicate at all levels including excellent presentation skills. Outgoing personality.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Providing education and training: Conduct training to HR Unit on correct completion of documentation to be submitted to GPAA. Conduct workshops and roadshows to members, employers and stakeholders to create understanding of products used and processes to be followed. Conduct Induction programmes to employees and stakeholders to create understanding of products used and processes to be followed. Plan presentation of education materials, monitor and evaluate the effectiveness of programmes conducted, recommending enhancements. Market new services offered by GPAA by conducting training of new/current users including Pension Case Management system (PCM). Promote compliance with GPAA's processes and procedures. Compliance of employers and stakeholders: Check reported feedback regarding compliance of performance from the employer departments. Follow-up/trace missing information on outstanding documents in order to enable finalisation of the process (Trace members for outstanding life certificates). Analyse documents received on PCM to provide feedback to departments on core issues identified, highlighting key issues to Senior Client Liaison Officer. Ensure that GPAA rules, products and processes are understood and adhered to. Enquiry management (General and RMC): Check member queries through wireless facility and resolve on site. Provide information regarding member cases. Facilitate meetings with relevant client departments in resolving administrative issues. Confirm member status with employer (RMC). Update member information on the RMC portal application. Requesting and receiving additional information from employer with regards to medical and IOD. Interaction with Compensation Fund regarding IOD enquiries. Collection of all documentation: Pre-verification of documents received from employer, member and third party. Checking and capturing of documents. Bar coding, linking and indexing of documents. Scanning documents onto PEKWA. Quality assurance of each case using control sheet. Collect supporting documents for RMC processes. Collect original awards from employer regarding IOD.
<u>ENQUIRIES</u>	:	Elimpilo Mthembu Tel No: (012) 319 1275 or Felicia Mahlaba Tel No: (012) 319 1455.
<u>APPLICATIONS</u>	:	It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit1@gpaa.gov.za quoting the reference number in the subject heading of the email.
<u>NOTE</u>	:	The purpose of the Client Liaison Officer is to provide client outreach, education, and employer compliance. Various permanent positions of Client Liaison Officer are currently available at the offices of the GPAA stationed at various locations.

<u>POST 23/53</u>	:	<u>OFFICE SUPERVISOR (X4 POSTS)</u> Client Relationship Management Permanent
<u>SALARY CENTRE</u>	:	R397 116 per annum (Level 08)
	:	Northern Cape (Kimberley); Western Cape (Cape Town); Mpumalanga (Nelspruit); Gauteng (Pretoria)
		For Kimberley USE: Ref No: OS/CRM/NC/2025/06-1P
		For Cape Town USE: Ref No: OS/CRM/WC/2025/06-1P
		For Nelspruit USE: Ref No: OS/CRM/MP/2025/06-1P
		For Gauteng USE: Ref No: OS/CRM/GAUTENG/2025/06-1P
<u>REQUIREMENTS</u>	:	A relevant three-year Diploma/Degree or equivalent three-year qualification (minimum 360 credits) coupled with three (3) years' experience in Client Relationship Management environment, of which 12 months supervisory experience OR A relevant three-year Diploma/Degree or equivalent three-year qualification (minimum 360 credits) coupled with five (5) years' Client Relationship management experience. Computer literacy that would include a good working knowledge of Microsoft office products. Knowledge of Employee Benefits. Knowledge of client relations management. Knowledge of GEPP services and products. Geographical knowledge of the region applying for. Knowledge of two indigenous languages spoken in the region applying for. Good analytical skills. Good computer skills (Microsoft packages). Good customer relations skills. Good problem-solving skills. Good communications skills with the ability to communicate at all levels (verbal, written and presentation skills). Outgoing personality. Ability to build strong network relationships. Ability to work in a team.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Monitor and resolve queries within CRM referred from front line service points/mobile office within service level agreements: Ensure follow-ups and finalization of enquiries referred to other business units, within agreed time frames. Ensure that emails, web queries, posted queries / courier services, faxes are responded to within an allocated time frame. Provide further information from other business units required to resolve inquiries. Ensure completion of updating on the systems. Resolve queries and complaints escalated by CSA's. Monitor quality of service provided by CSA'S. Provide and monitor Client Liaison Services within the Office: Interact with other departments on outstanding queries. Provide relationship management on any changes happening in the various business units. Provide / request feedback to various stakeholders via emails or telephone on / for outstanding information as well as on finalized cases. Manage the administration of documents received. Ensure that all documents are scanned and indexed. Provide administrative support at outreach initiatives. Compile reports and give feedback to the relevant stakeholders / clients: Compile and edit reports. Assist with the annual audit. Report on activities within back office or mobile office. Check and update consolidated / escalation enquiries and complaints. Supervision of staff: Allocate work according to skills and competencies. Manage staff performance. Develop, train and coach staff. Maintain discipline. Provide monthly statistics. Ensure that subordinates are informed about changes in work environment or management decisions.
<u>ENQUIRIES</u>	:	Sisipho Manzi Tel No: (012) 319 3434 or Mbongiseni Nkosi Tel No: (012) 399 2202
<u>APPLICATIONS</u>	:	It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit3@gpaa.gov.za quoting the reference number in the subject heading of the email [failure to adhere to this will result in decline of application/s].
<u>NOTE</u>	:	The aim of the positions is to oversee and implement the administration of the clients' services at provincial / branch / mobile office. Various permanent positions of Office Supervisor are currently available at the offices of the GPAA stationed at various locations.
<u>POST 23/54</u>	:	<u>ADMIN SUPPORT: INTERNAL AUDIT REF NO: AS/IA/2025/06-1P</u> Internal Audit Permanent
<u>SALARY CENTRE</u>	:	R397 116 per annum (Level 08)
	:	Pretoria Head Office

<u>REQUIREMENTS</u>	:	A three-year National Diploma/B Degree or equivalent three-year qualification (at NQF 6 with at least 360 credits) in Public Service Administration/Risk Management/Internal Audit with 3 years relevant experience within the Internal Audit. Computer literacy that would include a good working knowledge of Microsoft Office products and exposure in Teammate will be an advantage. Experience in supporting audit committee or executive committee, through relationship management and logistics may receive preference. Knowledge of Corporate Governance (King IV). Knowledge of Risk Management Processes (COSO, ISO 31000). Knowledge of Teammate. Knowledge of Prescribed Regulations & Policies such as Public Service Regulations, PFMA, National Treasury Regulations and other Government prescripts. Analytical skills. Problem solving skills. Communication skills (verbal and written). Planning & Organizing skills. Report writing. Assertive. Proactive. Quality driven. Problem solver. Ability to work independently. Team player.
<u>DUTIES</u>	:	The successful incumbent will be responsible for a wide variety of tasks which include, but not limited to the following: Provide general support to the Internal Audit Component Risk Analysis and monitoring process: Assist with the formulation of Internal controls. Assist in developing internal control policies, procedures and processes. Render assistance in audit testing of potential risk areas and identify reportable issues. Monitor and assure compliance with internal control functions as contained in the legislative framework and departmental policies. Assist in conducting quarterly internal control projects from the planning, execution, and reporting phase of the projects. Assist in conducting of follow up on the findings raised by Internal Control, and AGSA. Assist in the administration of request of information for purpose of internal and external audit. Assist in the reviewing of the AFS for interim and final audit for both internal and external auditors. Management and updating of Internal Audit System (Teammate): Document risk information on Teammate system. Assist in planning, scheduling and providing end-user training on Internal Audit/Risk software. Administration of the Teammate. Capture progress notes on Teammate after monitoring (implementation of action plans). Print Reports from Teammate. Conduct proper Document management practices: Transcribe and type written and dictated communication. Review, annotate, register, classify, prioritise and distribute incoming correspondence. Reply to correspondence of routine nature. Prepare and review submissions. Record and route outgoing correspondence. File all relevant documents for record purposes. Provide Administrative support to the Internal Audit Unit: Provide logistical support services for meetings, workshops and seminars relating to internal control. Assist in Co-coordinating GPAA Committee meetings. Prepare GPAA Audit Committee meeting packs before the meeting. Assist with any administrative duties to ensure effective operation of risks to the GPAA Audit Committee and the Unit.
<u>ENQUIRIES</u>	:	Mapule Mahlangu Tel No: (012) 399 2639
<u>APPLICATIONS</u>	:	It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit2@gpaa.gov.za quoting the reference number in the subject heading of the email.
<u>NOTE</u>	:	The purpose of the role is to ensure efficient and effective administrative support of Internal Audit activities and secretariat of the audit committee. One permanent position for an Admin Support: Internal Audit is currently available at the Government Pensions Administration Agency
<u>POST 23/55</u>	:	<u>SENIOR ADMINISTRATION OFFICER: EB WITHDRAWALS REF NO: SAO/EB/2025/06-1P</u> Program 2.2 Employee Benefits Permanent
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	An appropriate and recognized three-year qualification (Degree/National diploma/equivalent three-year qualification with at least 360 credits – NQF 6) within the Finance field with three (3) years appropriate proven experience in Employee Benefits which should include twelve (12) months supervisory experience OR an appropriate and recognized three-year qualification (Degree/National diploma/equivalent three-year qualification with at least 360 credits – NQF 6) within the Finance field with five (5) years appropriate proven experience in Employee Benefits. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and

	Word, as well as CIVPEN, Workflow and Portal. Knowledge of Employee Benefits, GEP Law. Knowledge of applicable Legislation within GEPF. Knowledge of Civil Pension Software (CIVPEN), Workflow and Portal. Knowledge of GEPF products and services. Knowledge of Public Service Prescripts and Legislation. Ability to establish controls and monitor tasks. Supervisory skills. Planning and organizing skills. Good communication skills with the ability to communicate at all levels (verbal, written and presentation skills). Interpersonal skills. Administration skills. Accuracy, thoroughness and ability to detect errors. Ability to prioritize and meet deadlines. Customer service orientation. Persuasiveness and flexibility. Ability to work under pressure. Ethical business conduct – adhering to business ethics. Accountability. Teamwork.
<u>DUTIES</u>	: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Supervise payment processes within the Withdrawals Unit: Effective administrative supervision of the processing and authorization of pension claims. Administrative supervision of incoming claims: programming and distribution of pension claims for processing and authorization. Administrative supervision of Rejected and Redirected claims. Administrative supervision of payment and Master letters & Quality Assurance of authorized Claims. Administrative supervision of declined Tax Directives enquiries and Letters thereof. Administration supervision of claims 60 days and older on the MIS. Supervision of effective document tracking and management thereof. Effective daily productivity management by target(s). Effective error management by target(s). Submission of Statistics & Reports. Effective response and resolution of enquires. Achievement of Withdrawals Operational objectives linked to the Service Legal Agreement and Annual Performance Plan. Reporting of System problems. Supervise payment processes within the unit: Thorough explanation and interpretation of GEP Law, policies, rules and regulations. Monitor regular adherence to current processes and procedures and put improvements in place. Assistance in removing CIVPEN warnings before cases go to payments for finalization. Ensure safe custody of payment cases. Ensure customer queries are resolved amicably. Ensure escalated queries are attended to urgently. Check accuracy of manual calculations. Identify payments that need manual intervention or re-calculation. Authorize captured pension benefit and recover all liabilities. Report system problems and fraudulent actions and possible risks to Managers. Supervise the effective administration of the unit: Allocate work according to skills and competencies. Manage staff performance. Develop, train and coach staff. Maintain discipline. Provide monthly statistics. Ensure that subordinates are informed about changes in work environment or management decisions.
<u>ENQUIRIES</u>	: Mbongiseni Nkosi Tel No: (012) 399 2202 or Sisipho Manzi Tel No: (012) 319 3434
<u>APPLICATIONS</u>	: It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit3@gpaa.gov.za quoting the reference number in the subject heading of the email.
<u>NOTE</u>	: The purpose of the role is to effectively and efficiently supervise EB Withdrawals Processes within GPAA. One permanent position for a SAO: EB Withdrawals is currently available at the Government Pensions Administration Agency
<u>POST 23/56</u>	: <u>SENIOR ADMINISTRATION OFFICER EB SPECIAL PROJECTS REF NO: SAO/EB-SP/2025/06-3P (X3 POSTS)</u> Program 2.2 Employee Benefits Permanent
<u>SALARY</u>	: R397 116 per annum (Level 08)
<u>CENTRE</u>	: Pretoria Head Office
<u>REQUIREMENTS</u>	: An appropriate and recognized three-year qualification (Degree/National diploma/equivalent three-year qualification with at least 360 credits – NQF 6) preferably in the Finance field with three (3) years appropriate proven experience in Employee Benefits which should include twelve (12) months supervisory experience OR an appropriate and recognized three-year qualification (Degree/National diploma/equivalent three-year qualification with at least 360 credits – NQF 6) preferably within the Finance field with five (5) years appropriate proven experience in Employee Benefits. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word, as well as CIVPEN, Workflow and Portal.

		Knowledge of Employee Benefits, GEP Law. Knowledge of applicable Legislation within GEPF. Knowledge of Civil Pension Software (CIVPEN), Workflow and Portal. Knowledge of GEPF products and services. Knowledge of Public Service Prescripts and Legislation. Ability to establish controls and monitor tasks. Supervisory skills. Planning and organizing skills. Good communication skills with the ability to communicate at all levels (verbal, written and presentation skills). Interpersonal skills. Administration skills. Accuracy, thoroughness and ability to detect errors. Ability to prioritize and meet deadlines. Customer service orientation. Persuasiveness and flexibility. Ability to work under pressure. Ethical business conduct – adhering to business ethics. Accountability. Teamwork.
<u>DUTIES</u>	:	Supervise Employee Benefits processes within the unit: Interpretation and application of the relevant laws, rules, regulations and policies to ensure accurate EB processing. Sound knowledge and ability to utilize systems used within the unit. Effective checking of cases. Effective management and record keeping of errors in the section. Provide update on status of projects to managers. Assistance in approving or rejecting quotes received from members. Assistance in authorizing quotations. Assistance in keeping record of paid cases for all the Departments. Supervise payment processes within the unit: Thorough explanation and interpretation of GEP Law, policies, rules and regulations. Monitor regular adherence to current processes and procedures and put improvements in place. Assistance in removing warnings before cases go to payments for finalization. Payments of Past Discriminatory practices. Ensure safe custody of payment cases. Ensure customer queries are resolved amicably. Ensure escalated queries are attended to urgently. Check accuracy of manual calculations. Accurately identify payments that need to be done manually / re-calculated. Authorize captured pension benefit and recover all liabilities. Report system problems and fraudulent actions and possible risks to Managers. Ensure that documents are correctly linked to the correct CP and pension number. Effective processing of forms for the death benefits payments. Supervise the effective administration of the unit: Allocate work according to skills and competencies. Manage staff performance. Develop, train and coach staff. Maintain discipline. Provide monthly statistics. Ensure that subordinates are informed about changes in work environment or management decisions.
<u>ENQUIRIES</u>	:	Mbongiseni Nkosi Tel No: (012) 399 2202 or Sisipho Manzi Tel No: (012) 319 3434
<u>APPLICATIONS</u>	:	It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit3@gpaa.gov.za quoting the reference number in the subject heading of the email.
<u>NOTE</u>	:	The purpose of the role is to effectively and efficiently supervise EB Processes within GPAA. Various permanent positions for SAO: Special Pensions are currently available at the Government Pensions Administration Agency
<u>POST 23/57</u>	:	<u>SENIOR FUND ACCOUNTANT CONTRIBUTIONS MANAGEMENT REF NO: SFA:CM/2025/06-3P (X3 POSTS)</u> Program 2.2 Employee Benefits Permanent
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree/National Diploma or equivalent three-year qualification (at least 360 credits) in Finance/related field with 3 years' proven experience within Finance/Contributions Management/Retirement fund administration/ retirement processing environment of which 12 months includes supervisory experience. An appropriate B Degree/National Diploma or equivalent three-year qualification (at least 360 credits) in Finance /related field with 5 years proven experience within a Finance / Contributions Management / Retirement Fund administrator / Retirement processing environment. Computer literacy that would include a good working knowledge of Microsoft Office products (Word, Excel). Knowledge of Administration of Employee Benefits (including retirement industry experience). Knowledge of applicable legislation within Employee Benefits. Knowledge of Financial Administration. Knowledge of GEPF services and products. Business analytical skills. Planning and organizing skills. Decision making and problem-solving skills. Interpersonal relation skills. Customer oriented. Ability to

DUTIES

communicate effectively at all levels. Ability to work independently. Honesty, reliability & integrity. Ability to work under pressure. Ability to delegate. Managerial, motivation and training skills. Retirement industry courses and

: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Ensure the reconciliation of Electronic and Manual Contributions for GEPP and updating of member's pensionable salary amount for the issuing of Benefit Statements. Manage fund accountants reporting to you and tasks assigned to them. Check, confirm and sign off S-drive reconciliations for all employers submitted by fund accountants (Manual employers only). Manage collection and accounting of contributions for the following month. Compile monthly sign off reconciliations for all the GEPP Funds to be reviewed and signed off by the supervisor. Authorization of contributions refunded to employers. Monitor issuing of Benefit Statements. Keep the benefit statement schedule up to date for submission and a record of statements submitted. Keep monthly statistics of progress of benefits statements issued. Compile weekly, monthly and quarterly reports. Financial year end reconciliation. Responsible for disciplinary authority. Oversee the Billing run reconciliation, Pensionable salary confirmation – Exit form Z102 calculations and Maintenance of member records. Z102's calculation and maintenance. Compilation of Z102 stats. Sign off debt acknowledgements form. Liaise with stakeholders. Monitor the complaint register and ensure queries are resolved timeously. Provide age analysis of Z102. Compile weekly, monthly and quarterly reports. Reconciliation of billing run transactions after billing run. S-drive reconciliation of salaries and personal details. Ensure the Purchase of Service (POS) and Leave Without Pay (LWP) collection. Reconciliation of Purchase of Service at member level. The receipt and collections of Purchase of Service installments for all GEPP Funds and all participating employers. Compile reconciliations sign off for all GEPP Funds. Confirmation of Purchase of Service period and outstanding amount upon receipt of withdrawal file. Oversee Reconciliation of Additional Liability Claims. Raising new Additional Liabilities claims. Checking late payment interest calculation for all employers and sign off interest letters. Ensure acknowledgement letters and other correspondence are sent to employers. Compile monthly sign-off reconciliations for all Additional Liability outstanding claims. Check performed employer additional liability estimate calculations and liaise with employer timeously. Supervision of staff. Allocate work according to skills and competencies. Manage staff performance. Develop, train and coach staff. Maintain discipline. Provide monthly statistics. Ensure that all subordinates are informed about changes in the work environment or management decisions. Responsible for discipline and productivity management.

ENQUIRIES

: Felicia Mahlaba Tel No: (012) 319 1455 or Mphilo Mthembu Tel No: (012) 319 1275

APPLICATIONS

: It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit1@gpaa.gov.za quoting the reference number in the subject heading of the email.

NOTE

: The purpose of the role is to provide accounting and administrative services to the Manual Contribution function within the Government Pensions Administration Agency. Various permanent positions for Senior Fund Accountants are currently available at the Government Pensions Administration Agency

POST 23/58

: **FUND ACCOUNTANT CONTRIBUTIONS MANAGEMENT REF NO: FA:CM/2025/06-6P (X6 POSTS)**
Program 2.2 Employee Benefits
Permanent

SALARY CENTRE

: R325 101 per annum (Level 07)
: Pretoria Head Office

REQUIREMENTS

: An appropriate B Degree/National Diploma or equivalent three-year qualification (at least 360 credits) in Finance/related field with 2 years' proven experience within Finance/Contributions Management/Retirement fund administration/ retirement processing environment/ related environment. Computer literacy that would include a good working knowledge of Microsoft Office products (Word, Excel) and experience in BAS / Polfin / similar accounting system will serve as an advantage. Knowledge on performing reconciliations. Knowledge of Administration of Employee Benefits. Knowledge

DUTIES

of applicable legislation within Employee Benefits, Financial Administration, GEPF service and products. Business analytical skills, Decision making and Problem-solving skills, Communication skills (written and verbal), Interpersonal relation skills, Customer Oriented, Ability to work independently, Honesty. Reliability and Integrity, Ability to work under pressure.

: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Administer the capturing, allocation of receipts, reconciliation of Electronic and Manual Contributions for GEPF and updating member's pensionable salary amount for the issuing of benefit statements. Receive Bank and PMG statements from the finance section. Compare Bank statements and PMG statements with each other and do follow up on unknown. Capture and journalize receipt on CIVEN using source document. Allocation of receipts for Manual and electronic contribution employers as per salary schedule immediately after receipt would be allocated as per above breakdown. Capture journals for correction and adjustment of employer records. Collection and submission of salary schedules and follow up in writing on outstanding salary schedules supporting contribution payments. Reconciliation of contributions collected with salary schedules received. Calculation of Interest on outstanding contributions and liaise with the employer. Keep statistics on total of all errors identified fixed records and total benefits submitted to the members. Compile financial year end manual employers' provisions of contributions. Send members' benefit statement for all Manual members. Request PDF benefit statement and save on mainframe for access by the CLOs. Follow up on Basic Accounting System (BAS) / Polfin / add hoc payment with no proof/member or employer information. Loading warning on members record upon receipt of proof of payment (for all arrears/outstanding documentation). Amend receipt once confirmation is received. Send financial year end letters to employers. Conduct Member level reconciliation, billing run, updating and data cleansing for member and employer. Update and maintenance of members personal and salary after monthly reconciliation of contributions. Update personal information. Performing of member level reconciliation. Liaise with the employer department to facilitate the correction of members' records. Send list of new admissions to membership to admit members and exit of terminated members with relevant information update admission dates. Executed billing run for manual employers to create debts for each employer per fund. Creation of new employer code and PFI (payer) code and loading of bank details. Maintenance of employer information. Calculate arrears and refunds. Calculate arrears if a member has not contributed for a certain period. Send a letter with the attached calculations to the employer for payment on amount due. Upload salaries for arrear payment received. Receive and register refund requests from employers. Load a warning on the system of outstanding arrears. Calculate additional interest on arrears not received. Compile refund letters to the employer. Liaise with membership section to assist in updating member's service date. Update member/employer enquiry register. Confirmation of pensionable salary upon exit (Z102 calculations and Maintenance of member records). Receiving the member's exit (Z102) with contributions errors. Confirm that the Z102 Salary notches loaded are correct and ties up with Salary notches on the system. Extract member and employer contribution records. Confirm Z102 salaries with manual recon on S-drive for manual employers. Loading pensionable salary amount on the system. Performing the Short and Long Calculation of member's contributions. Find defective or missing data by investigating each member's record and facilitating corrections. Where payments were not received, recalculate arrear contribution plus interest. Upon receipt of arrears contributions, amend the arrear contribution warnings and send the Z 102 to the relevant section for further processing. Dispatch the member's documents/file to relevant section for further processing. Compiling daily stats and keeping record of all write-off amounts. Purchase of Service (POS) and Leave Without Pay (LWP) installments collection. Monthly reconciliation and adjustment of member debt records. Allocating payment received against the member's debt. Capture journals for the adjustment and correction of member's debt. Send letters to the member and employer regarding the outstanding POS debt. Loading pensionable salary amount on the system. Update member's purchase of service record/s upon receipt of exit file/withdrawal documents. Performing member's debt reconciliation to confirm whether all contributions were received. Effective performance of reconciliation for suspense account. Accurate passing of journal adjustments to adjust and

correct payments and member/employer records. Completing individual reconciliation. Effective reconciliation of Additional Liability claims. Raising additional liability claims debts. Capturing and allocation of receipt for Additional Liability payments received. Performing reconciliations to identify overpayment, under payments and non-payment of claims. Calculating late payment interest, sending of interest letters and adjusting employers debt timeously. Performing benefit calculations for members who wish to retire early by performing benefit calculations estimate manually and on web calculator. Performing age analysis on the long outstanding debt. Arranging the meeting with employers where disputes have been raised. Facilitating recalculations with other sections concerned if disputes arise

ENQUIRIES

: Felicia Mahlaba Tel No: (012) 319 1455 or Mphilo Mthembu Tel No: (012) 319 1275

APPLICATIONS

: It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit1@gpaa.gov.za quoting the reference number in the subject heading of the email.

NOTE

: The purpose of the role is to provide accounting and administrative services to the Manual Contribution function within the Government Pensions Administration Agency. Various permanent positions for Fund Accountants are currently available at the Government Pensions Administration Agency

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)**APPLICATIONS**

- : Only online applications will be accepted. Applications not accompanied by a comprehensive CV and a fully completed and signed Z83 form will not be considered. Please register, or if you are already registered, sign in and apply for this position on the GTAC eRecruitment website <https://erecruitment.gtac.gov.za/erecruitment/>

CLOSING DATE
NOTE

- : 18 July 2025 at 12 pm
- : Only South African Citizens and Permanent Residents need to apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview by shortlisted candidates. All short-listed candidates will be subjected to personnel suitability checks and security vetting in order to confirm employment. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications and those not meeting the requirements will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised posts. The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible to people with disabilities and reasonable accommodation is provided for persons with disabilities.

OTHER POST**POST 23/59**

- : **COMMUNICATION OFFICER: JOBS FUND PMU REF NO: G06/2025**
Term: 24 Months Fixed-Term contract

SALARY
CENTRE
REQUIREMENTS

- : R468 459 per annum (Level 09), plus 37% in lieu of benefits
- : Pretoria
- : A bachelor's degree/ Advanced Diploma (NQF Level 7) in Communications or related field, a Postgraduate qualification in journalism, and/or communications, and or public relations will be advantageous. 3-4 years of experience in management, promotion and delivery of corporate communications strategic and operational activities, and public relations. Experience working in a public sector is highly desirable. Competencies Required: Organisational Awareness: Refers to the ability to understand and learn the power relationships in one's organisation or other organisations. Problem Solving and Analysis: Understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. Resources Planning: Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Results Orientation: Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. Holding People Accountable: Acts to ensure others perform in accordance with clear expectations and goals. Concern for Quality and Order: Desire to see things done logically, clearly, and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining an information system. Commitment to Learning: Actively pursues learning and development in order to achieve results and to contribute to continuous improvement. Supports and encourages the learning and development of others. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Resilience: Ability to cap one's emotions to avoid negative reactions when provoked, when faced with opposition or hostility, or when working under stress. It also includes the ability to maintain stamina under continuing stress. Administrative

Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement and financial management. Public Finance: Field of economics that studies government activities and the alternative means of financing them. Policy Development and Management: Knowledge of Treasury-related legislation, the legislative process, and public affairs as it pertains to NT, includes the ability to monitor legislation that is of interest to Treasury. Utilizes a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations. Economic Principles: Basic knowledge and understanding of economics' main concepts such as supply and demand, price, marginalism, etc. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email). Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring, and inspecting costs, work, and contractor performance. Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Problem Solving and Analysis: Understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks, and consequences. Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively.

DUTIES

: The Communications Officer is responsible for developing and implementing the Jobs Fund (JF) communication strategy, including its social media strategy, and Planning and coordinating the implementation of the Fund's knowledge agenda. This includes producing content and knowledge products, managing logistics for all Jobs Fund knowledge-sharing events, conducting research on the Jobs Fund Portfolio, liaising with Jobs Fund Partners and ensuring Jobs Fund communication protocols are adhered to; media monitoring, preparing and responding to internal and external enquiries, managing the Fund's communication database and records and branding. Research: Conduct research on Jobs Fund-related issues and prepare content for external distribution. Design, write and/or produce presentations, press releases, articles, leaflets, 'in-house' journals, reports, publicity brochures, information for websites, social media platforms and promotional videos. Monitor and analyse media coverage. Communications Framework: Coordinate communications strategy, including the development of brochures, social media posts, website content, articles, corporate publications, and media releases to maximise impact of the Fund. Update the communications guidelines for staff and Jobs Fund Partners. Subscribe to relevant publications, Newsletters, and websites to keep abreast of developments in the fields of Communications and Public Relations (PR) and socio-economic development. Sharing the insights and knowledge gained for use or consideration by the Jobs Fund. Seek opportunities for the participation of the Jobs Fund in relevant events, conferences, and workshops. Develop, communicate and monitor compliance against guidelines and procedures related to organisation-wide communications policy. Website and Social Media Administration: Leverage existing and emerging technologies to engage audiences, including integration of social media into marketing campaigns and activities to maximise effectiveness. Review and redevelop the presentation of the website, intranet, social media, and other digital applications to ensure currency and communication excellence whilst enabling continuous improvement. Produce content and coordinate all social media activity (Twitter, Facebook, LinkedIn) and manage corporate social media accounts. Inbound and Outbound Communication: Coordinate and monitor JF's internal communication programme. Produce content for internal communications, including the

newsletter and Ministerial Updates. Manage the Jobs Fund mailbox and ensure all enquiries are responded to within the prescribed time. Escalate issues to management. Attend to internal and external enquiries and requests (e.g., from the National Treasury, from JF partners and the public) after obtaining the necessary approvals from management. Coordinate the communication with applicants during funding rounds. Respond to queries from applicants; ensure that unsuccessful applications to the JF are timeously informed; communicate eligibility criteria to unsuccessful applicants as per instructions from management. Communicate approved publications and invitations to internal and external stakeholders as applicable. Database Management: Proactively identify key stakeholders and contacts that can be useful in promoting the Jobs Fund network and influence and with management concurrence, update the Jobs Fund Contacts Database. Be the custodian of the media list, the communications database, and the enquiry log. Maintain and update the databases as per the prescribed intervals which could be daily, a few times per week, monthly or quarterly. Monthly submission of the enquiries log report and summary of activity to management. Liaise with legal regularly on POPIA compliance and remove any individuals from the database who no longer wish to receive JF publications. Events: Plan and implement promotion of events to target audiences in order to maximise JF's profile (such as webinars, press conferences, open days, exhibitions and site visits). Coordinate requests from Jobs Fund Partners and External stakeholders for JF to participate in events, obtaining the relevant approvals from management. Prepare speaking notes and/or presentations for events. Promotions and Marketing: Prepare impact stories from the Jobs Fund Portfolio of projects. Convert JF Evaluation results into knowledge products. Assist in providing content, production and design advice for all marketing/ PR/ communications publications as required. Develop new knowledge products including journal articles publication and facilitate other information-sharing opportunities to assist in achieving marketing targets. Coordinate market research to understand the needs of specific target groups and ensure maximum participation in all internal and external JF surveys and polls.

ENQUIRIES

:

Kaizer Malakoane at 066 250 7072
Email: Kaizer.malakoane@gtac.gov.za

DEPARTMENT OF HEALTH

It is the Department's intension to promote equity (race, gender and disability) through the filing of this post with a candidate whose transfer /promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

<u>APPLICATIONS</u>	:	The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.
<u>FOR ATTENTION</u>	:	Ms M Shitiba
<u>CLOSING DATE</u>	:	21 July 2025
<u>NOTE</u>	:	All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for SMS posts, 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 batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

<u>POST 23/60</u>	:	<u>DIRECTOR: MATERNAL AND NEONATAL HEALTH REF NO: NDOH 63/2025</u> Chief Directorate: Women's Maternal and Reproductive Health
<u>SALARY</u>	:	R1 216 824 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 7 qualification in Health Science registrable with a statutory council. A relevant post-graduate degree at NQF 8 will be an advantage. At least five (5) years' experience at a middle/senior management (or equivalent) level in family health, neonatal and/or maternal health. Knowledge of and experience in policy development, drafting and implementation. Specialised knowledge in the management of birth defects, safe motherhood and BANC, enquiries into maternal and neonatal deaths processes, PMTCT, HIV/AIDS and TB. Knowledge and experience in

monitoring and evaluation of programmes. Good communication (verbal and written), interpersonal, and computer (MS package) skills. Ability to work independently and with a team. A valid driver's licence as well as willingness to travel frequently as required. The SMS pre-entry certificate is required for appointment finalization.

DUTIES : Reduce maternal deaths and improve maternal health outcomes. Provide leadership at National and Provincial level in terms of the reduction of maternal morbidity and mortality. Develop policy guidelines and facilitate the improvement in maternal health. Reduce neonatal deaths and improve neonatal health outcomes. Provide direction and facilitate implementation and monitoring of strategic programmes in neonatal health. Build strong partnership with maternal, newborn and VTP stakeholders. Support provinces with the development and monitoring of responsive implementation plans. Engage statutory councils and professional organisations for effective and efficient development of professional human resources. Manage the human and financial resources and the operational activities of the directorate. Develop and oversee implementation of the directorate's annual operational plan and respond to audit queries and parliamentary questions.

ENQUIRIES : Dr L Bamford Tel No: (012) 395 8019

POST 23/61 : **DIRECTOR: SECURITY SERVICES REF NO: NDOH 69/2025**
Directorate: Security Services

SALARY : R1 216 824 per annum (An all inclusive remuneration package) (basic salary consist of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.

CENTRE REQUIREMENTS : Pretoria
: A Grade 12 certificate and NQF 7 qualification as recognised by SAQA in Security Administration/ Security Management/ Risk Management/ Policing/Social Science or related qualification. At least five (5) years of experience at middle/senior managerial level in the Security field. Experience in State Security Agency will be an advantage. Knowledge and understanding of risk management, project management, disciplinary procedures and communication security (cryptography). Knowledge of Minimum Information Security Standards (MISS), Public Finance Management Act and relevant public sector policies and its interpretation. Knowledge of Security environment (National Intelligence Agency, South African Police Services and National Prosecuting Authority). Good communication (verbal and written), strategic capability and leadership, client orientation, people management and empowerment, programme and project management, change management, problem solving and analytical, financial management, customer focus and responsive, conflict management, planning, organizing and negotiation skills. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

DUTIES : Manage physical and personnel security in the department. Develop guidelines for managing access control to the Department, manage information security, and ensure compliance with OHSA specifications. Manage vetting in the department. Develop uniform standards for security clearance levels. Administer security appraisals and vetting of employees and contractors. Manage the screening process of companies and service providers as per the Departmental procurement process. Ensure effective information security management. Develop document security systems. Monitor and coordinate communication security matters. Manage finance, personnel, risk, and audit. Ensure risk assessments are conducted to determine security threats and ensure that current security measures comply with security policies and standards.

ENQUIRIES : Ms Q Gambu at Qhakazile.Gambu@health.gov.za

OTHER POSTS

POST 23/62 : **ASSISTANT DIRECTOR: HIV RAPID TESTING REF NO: NDOH 64/2025**
Cluster: HIV AIDS and STIS

SALARY : R468 459 per annum, (plus competitive benefits)
CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	A Grade 12 certificate and Diploma (NQF 6) qualification in Medical Technology or equivalent qualifications that requires registration with HPCSA. At least three (3) years' experience at a supervisory level in HIV and AIDS and STIs environment. Knowledge of laboratory services, HIV/AIDS and HTS field, policy development, and government rules and regulations. Good computer (MS Office package), budget, interpersonal, planning and organising, problem solving and communication (written and verbal) skills. Ability to work independently and function as part of a broader team. A valid driver's licence as well as willingness to work irregular hours and travel frequently as required.
<u>DUTIES</u>	:	Development, facilitation of the implementation of quality management systems approach on HIV Rapid Testing in all the public health facilities and other HCT implementing agencies. Secure funding for the Quality Assurance (QA) project through the NICD. Facilitate enrolment of all facilities on the quality assurance program. Review roll out plans for QA to the rest of the country and monitor implementation per provincial plan. Facilitate the correct use of rapid HIV test kits that are on national tender within public health facilities and support procurement, availability and utilization of rapid HIV test kits that are on national tender including other HTS implementing agencies. Capacitate counsellors on HIV Rapid Test training (HRT) and Provide Initiated Counselling and Testing (PICT) for medical professionals. Mentoring of lay counsellors to complete competency assessment leading to certification. Facilitate the roll out of HCT campaigns to the hard-to-reach communities as per the NSP, APP targets. Support provinces with pooling of resources to meet the set annual target. Participate on the arrangement of national HTS campaigns coupled with other services like MMC, TB and other health screening.
<u>ENQUIRIES</u>	:	Mrs G Shabangu Tel No: (012) 395-9151 / 9200
<u>POST 23/63</u>	:	<u>ASSISTANT DIRECTOR: CLINICAL TB CARE REF NO: NDOH 65/2025</u> Directorate: HIV/AIDS Prevention Strategies
<u>SALARY</u>	:	R468 459 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 6 qualification in Health Science or Social Science as recognized by SAQA. Post graduate qualification in public Health will be an advantage. At least three (3) years' experience in health programme management, training or facilitation, clinical management of TB and/ or HIV patients, stakeholder management working in public health care environment. Knowledge of HIV & AIDS and TB field, policy development, government rules and regulations. Knowledge and understanding of South African public health system, TB programme and applicable policies and legislation. Good communication (verbal and written), project management, decision making, analytical, stakeholder management, organizing and computer skills (MS Office package).
<u>DUTIES</u>	:	Strengthen integration of TB and HIV services. Provide technical support to Provinces on the implementation of the appropriate model for TPT and care at District, Facility and Community levels. Organise and conduct training. Provide technical assistance to Provinces and Districts in the development of their training plans. Conduct TB management training for nurses and other health care providers on the treatment of TB infection. Conduct support visits to priority Provinces and Districts to monitor programme implementation. Ensure uninterrupted supply of medicines used for the treatment of TB infection. Conduct an investigation of stock-outs in pharmacies and depots. Implementation of the end TB and closing the gap campaigns. Provide technical support on the implementation of the campaigns at provincial and district levels.
<u>ENQUIRIES</u>	:	Ms G Shabangu Tel No: (012) 395 9157
<u>POST 23/64</u>	:	<u>ASSISTANT DIRECTOR: HCT PROVINCIAL SUPPORT REF NO: NDOH 66/2025</u> Directorate: HIV/AIDS Prevention Strategies
<u>SALARY</u>	:	R468,459 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 6 qualification in Health Science as recognized by SAQA. At least three (3) years' experience at a supervisory level in HIV and AIDS and STIs environment. Knowledge of HIV & AIDS and HCT field, policy development, government rules and regulations. Knowledge of project

		management, data management and monitoring of health programmes, public health and biostatistics. Good communication (verbal and written), leadership, planning, organizing, problem solving, coordination and computer skills (MS Office package). Ability to handle pressure and perform multiple tasks.
<u>DUTIES</u>	:	Support the review, development and finalization of business plans. Support provinces in relation to HCT reporting, monitoring and evaluation. Coordinate monthly meetings with provinces. Support provinces in the management of HCT data. Coordinate and support provinces in trainings for HCT. Maintain and manage database of all operational HCT service points. Monitor the implementation of the business plans according to the conditional grants. Conduct quarterly conditional grant reviews.
<u>ENQUIRIES</u>	:	Mrs G Shabangu Tel No: (012) 395 9151/9200
<u>POST 23/65</u>	:	<u>LOGISTICS OFFICER: PAYMENTS REF NO: NDOH 67/2025</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R325 101 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 6 in Accounting/Supply Chain Management/ Logistics Management or Finance qualification. At least one (1) year experience working with payment of invoices within the public service. Knowledge of LOGIS and BAS, PFMA, Treasury regulation and government policies. Knowledge and thorough understanding of all government's procurement processes as well as any acts and regulations pertaining to the supply chain management. Good communication (verbal and written), problem solving, supervisory, leadership and computer skills (MS Office packages). Ability to work under constant pressure.
<u>DUTIES</u>	:	Process payments on LOGIS. Verify and pre-authorize all LOGIS payments within prescribed regulations and policies. Document control and reporting on payments. Investigate causes of late payments and supply reasons with supportive documentation. Provide copies of all invoices to be included in Accruals. Match and verify loaded invoices on Invoice Tracking System (ITS). Print invoices received on the central invoice e-mail and distribute to payment clerks. Finalize transactions on ITS and physical batches. Clear all transactions and attach stubs on ITS. Supervise human resources/staff. Ensure good office discipline and fair distribution of work.
<u>ENQUIRIES</u>	:	Ms JP Jekwa Tel No: (012) 395 9332
<u>POST 23/66</u>	:	<u>REGISTRY CLERK – PRODUCTION REF NO: NDOH 68/2025</u> Directorate: Human Resource Administration This is a re-advertisement. Applicants who have previously applied need to re-apply.
<u>SALARY</u>	:	R228 321 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate (Grade 12) or equivalent NQF 4 qualifications. Records management certificate and experience in archiving will be an advantage. Knowledge of registry duties and practices as well as the ability to capture data and operate computers. 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 the registry and basic knowledge of filing. Good communication (written and verbal), interpersonal, flexibility, planning and organization and computer (MS package) skills. Ability to work independently and with a team.
<u>DUTIES</u>	:	Provide registry counter services. Handle incoming and outgoing correspondence. Sort, register and amalgamate transfer in the file. Distribute notices on registry issues. Render an effective filing and record management service. Opening and closing files according to record classification system. Maintain the filing tracing schedule. Handle archiving and transferring records. Maintain the file register. Process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution.
<u>ENQUIRIES</u>	:	Mr D Morodi Tel No: (012) 395 8581

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The Department of Justice and Constitutional Development's mandate is to ensure that there is accessible justice system in our vibrant and evolving constitutional democracy. It is responsible, amongst others, to enable Access to Justice for all, promote Constitutionalism, Rule of Law, Respect for Human Rights; and to coordinate the State Litigation and Legal Advisory Services. The Department is therefore presenting an opportunity to dynamic individuals with relevant competencies to join a dynamic team in its quest to fulfill its mandate and deliver justice services to the people of South Africa

CLOSING DATE

: 21 July 2025

NOTE

: Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for posts will be subjected to a technical and/or competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

ERRATUM: Please note that the requirements for the post of Senior Court Interpreter with Ref No: 2025/04/MP, as advertised in Public Service Vacancy Circular 22 dated 27 June 2025 with closing date 14 July 2025 include "Grade 12 with ten (10) years practical experience in court interpreting". We apologies for the inconvenience caused.

MANAGEMENT ECHELON**POST 23/67**: **CHIEF EXECUTIVE OFFICER (CEO) REF NO: 10/03/25 OLSO**
(5 Year Contract)**SALARY**: R1 436 022 – R1 716 933 per annum, (all-inclusive remuneration package).
The successful candidate will be required to sign a performance agreement**CENTRE**

: Centurion

REQUIREMENTS

: An NQF level 7 as recognized by SAQA in Commerce or Management Science/Business Administration/Management and Public Management; 5 years' experience in Senior Management supplemented with good administrative and legal experience will be an added advantage; Knowledge of the relevant Public Service legislation and Legal Practice Act; Knowledge and understanding of Financial Management Act, Treasury Regulations, Public Audit Act 2004; Knowledge of South African Law and legal system; Knowledge of Strategy and policy development; Knowledge of the Constitution of South African; Knowledge of procurement prescripts and procedures; Advanced knowledge and experience in stakeholder management practices. Skills and competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management and

		Diversity; Knowledge Management; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Honest and Integrity; Communication.
<u>DUTIES</u>	:	Key Performance Areas: Monitor investigations and define complaints investigative scope and process in line with mandate of the Office of the Legal Services Ombud (OLSO); Lead the development of organizational long term and short-term strategies; Oversee the provisioning of stakeholder management services and community outreach programmes; Manage organisational performance by ensuring that OLSO strategic goals and objectives are met; Ensure the provision of organisational risk, anti-corruption and integrity management services; Oversee the management of ICT systems to ensure that services rendered to the public are efficient and accessible; Create an enabling and conducive environment for the investigations of complaints; Manage the development and implementation of corporate related policies; Manage and oversee the Financial Governance of OLSO by Preparing Budget, Expenditure, Costing, management reporting and internal control processes for the OLSO; Manage human resources, supply chain and asset management and oversee the provision of facilities management services.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MV Shivuri Tel No: (010) 023 5508
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P O Box 1202, Pretoria 0001 OR Physical address: 2007 Spooral Park, SA Law Reform Offices, Lenchen South Avenue, Centurion or Email: Olsoenquiries@Justice.Gov.Za .
OTHER POSTS		
<u>POST 23/68</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER: INTERNATIONAL AND LEGAL TREATY AFFAIRS (MR6) REF NO: 25/69/CD (X2 POSTS)</u>
<u>SALARY</u>	:	R586 956 – R1 386 972 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An LLB Degree or four year legal qualification as recognized by SAQA; At least 8 years appropriate post qualification legal experience; Knowledge of South African foreign policy and national interest, international law and international relations; Knowledge and understanding of the Constitution, legislative framework governing the Public Service; Knowledge of Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act. Skills and competencies: Legal research; Legal drafting; Applied Strategic thinking; Applied technology; Budgeting and financial Management; Communication and information management; Continuous improvements; Citizen focus and responsiveness; Developing others; Diversity management; Managing interpersonal conflict and resolving problems; Planning and organising; Decision Making skills.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate the strengthening of international cooperation on Mutual Legal Assistance and Extradition; Manage and process requests for mutual legal assistance and extradition; Manage the implementation of the Reciprocal Enforcement of Maintenance Orders Act; Coordinate and facilitate Service of Process abroad and in South Africa; Conduct research and draft legal opinions on Departmental matters; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M. Modibane Tel No: (012) 315 1668
	:	Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or https://forms.office.com/r/X2XaVPasWu .
<u>NOTE</u>	:	People with disabilities are encouraged to apply

<u>POST 23/69</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER: NATIONAL REGISTER FOR SEX OFFENDERS (MR6) REF NO: 25/71/CS</u>
<u>SALARY</u>	:	R586 956 – R1 386 972 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	LLB Degree or a four year legal qualification as recognized by SAQA; At least 8 years appropriate post qualification legal experience; Knowledge of Criminal, Civil and family cases; Knowledge of Jurisprudence law cases; Knowledge of Interpretation of statutes; Knowledge and understanding of the legislative framework governing the Public Service, Financial Management and regulatory framework/guidelines, prescripts. Skills and competencies: Computer Literacy; Applied Strategic Thinking; Applied Technology; Budgeting and Financial Management; Communication and Information Management; Continuous Improvements; Citizen Focus and Responsiveness; Developing Others; Diversity Management; Impact and Influence; Managing Interpersonal Conflict and Resolving Problems; Planning and Organising; Project Management.
<u>DUTIES</u>	:	Key Performance Areas: Manage the verification process of applications for certificates and removal of particulars of sex offenders; Manage the stakeholder relations and compliance to the Act by all relevant institutions; Compile a list for stakeholders and entities that require certificates for reporting purposes to the NSP – GBVF; Recommend the issuing of clearance certificate upon approval of applications; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S. Kgafela Tel No: (012) 315 1042
	:	Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>NOTE</u>	:	People with disabilities are encouraged to apply
<u>POST 23/70</u>	:	<u>ASSISTANT DIRECTOR: COURT INTERMEDIARY REF NO: 2025/03/M</u> Re-advert, applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Mpumalanga Provincial Office: Nelspruit
	:	Medical practitioners with specialization in pediatrics or psychiatry; General practitioners and family physicians with at least three years' experience in working as qualified medical practitioners; Occupational therapists, speech therapists, audiologists, physiotherapists and art therapists with at least three years of experience in working as qualified therapist or audiologists; Clinical, counselling or educational psychologists with at least two years of experience in working as qualified psychologists; Professional nurses who have worked for at least three years in a psychiatric or a pediatric ward in a hospital; Family counsellors who are appointed under section 3(1) of the Mediation in Certain Divorce Matters Act, 1987 (Act No. 24 of 1987), and who fall under any of the categories or classes of persons referred to in this section; Social workers with at least two years' experience in social work; Educators with a minimum post Matriculation teacher's education qualification of three years at a recognized tertiary educational institutional and have at least three years' experience in teaching in working as qualified teacher; Early childhood development practitioners, who have at least ten years' experience in working as early childhood development; and Child and youth care workers with at least three years' experience in working as child and youth care worker; and Community trauma counsellors who have received at least two weeks training in trauma counselling and have at least ten years' experience in working as trauma counsellors. Proof of registration in the relevant field and in accordance with legislative requirements; Exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages. A minimum of 3 years' experience in intermediary services at supervisory level. Certificate of competency to appear in court as Court Intermediary. A National Register of Sex Offenders (NRSO) vetting certificate. A valid driver's license. Knowledge of the Constitution of RSA, Criminal Procedure Act, Criminal Law (Sexual Offences and Related Matters) Amendment Act, Children's Act,

		Domestic Violence Act; Be fluent in the predominant language(s) of the jurisdictional area of the court; Knowledge and understanding Human Right's, Children 's and mentally disabled communication patterns and styles; Knowledge of legal terms and terminology; Knowledge of relevant prescripts, policies and practices, Knowledge and understanding of the legislative framework governing Public Service (Financial Management and regulatory framework /guidelines, the Public Service Act 103 of 1994 . the Public Service Regulations 2016, Treasury Regulations, the Public Finance Management Act). Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy (MS Word, PowerPoint, Outlook, Excel); Communication and empathic listening skills (with children, persons with mental disabilities and other traumatized witnesses and elderly); Social context, trauma and basic counselling skills; people's and interpersonal skills; Customer focus and responsiveness; Language proficiency (English, Xitsonga, Siswati, Zulu, Ndebele and Sepedi); Ability to communicate at a child's level, Ability to engage with all vulnerable witnesses; Ability to demonstrate containment skills when interacting with others, Ability to provide containment skills when required during the intermediary session.
<u>DUTIES</u>	:	Key Performance Areas: Manage and coordinate Intermediary Services in the Cluster; Manage operational efficiency of Intermediary services in the Clusters; Manage, consolidate and analyse intermediary services information, statistics and reporting, Facilitate and coordinate training and development of Court Intermediaries; Monitor the maintenance of equipment in Courts at testifying rooms and related resources; Provide effective people management.
<u>ENQUIRIES</u>	:	Mr DS Nkosi at 083 299 4906
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to; Postal address: The Provincial Head, Department of Justice & Constitutional Development; Private Bag X11249; Nelspruit; 1200 or 4th Floor Nedbank Building; 24 Brown Street; Nelspruit; 1200
<u>POST 23/71</u>	:	<u>LEGAL ADMINISTRATION OFFICER: INTERNATIONAL LEGAL AND TREATY AFFAIRS (MR1 - MR5) REF NO: 25/70/CD</u>
<u>SALARY</u>	:	R252 855 – R1 111 323 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An LLB Degree or four year legal qualification as recognized by SAQA; Appropriate post qualification legal experience; Knowledge of South African foreign policy and national interest, international law and international relations; Knowledge and understanding of the Constitution, legislative framework governing the Public Service; Knowledge of Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act. Skills and competencies: Legal research; Legal drafting; Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Managing interpersonal conflict and resolving problems; Planning and organizing; Problem solving and decision making; Team leadership.
<u>DUTIES</u>	:	Key performance Areas: Assist in the coordination of international cooperation on Mutual Legal Assistance and Extradition; Process requests for Mutual Legal Assistance and Extradition; Implement the Reciprocal Enforcement of Maintenance Orders Act; Facilitate the Service of Process abroad and in South Africa; Conduct research and draft legal opinions on Departmental matters.
<u>ENQUIRIES</u>	:	Mr. S. Kgafela Tel No: (012) 315 1042
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or https://forms.office.com/r/X2XaVPasWu .
<u>NOTE</u>	:	People with disabilities are encouraged to apply

<u>POST 23/72</u>	:	<u>SECRETARY TO THE PROVINCIAL HEAD: NORTH WEST REF NO: 25/VA08/ NW</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Office of the Provincial Head: Mafikeng
<u>REQUIREMENTS</u>	:	Grade 12 with typing as a subject or Secretarial Certificate; Skills and Competencies: Planning and organizing; Computer literacy (Microsoft Word, Excel, PowerPoint and Internet); Good communication (verbal and written) skills; Presentation skills; Problem solving; Good Interpersonal relations; Proper usage of Presentation Equipment's; Ability to correctly interpret relevant documentation; Numeracy; Literacy; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs).
<u>DUTIES</u>	:	Key Performance Areas: Provides a secretarial/receptionist support service to the manager; Provides a clerical support service to the manager; Provides support to the manager regarding meetings.
<u>ENQUIRIES</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/ 7106
<u>APPLICATIONS</u>	:	Please direct your application to: https://forms.office.com/r/X2XaVPasWu or hand delivery at 22 Molopo Road, Ayob Gardens, Mafikeng.

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.

**APPLICATIONS**

- : **Gauteng:** Pretoria/ Provincial Service Centre/Johannesburg/Labour Appeals Court: Johannesburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- Free State High Court:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- Limpopo/ Polokwane:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699
- Mpumalanga/ Middelburg:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.
- North West Provincial Service Centre:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mmabatho.
- Western Cape:** Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service Centre 30 Queen Victoria Street, cape Town.

CLOSING DATE

- : 18 July 2025
- : **NOTE** All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to 40 disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the

advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

OTHER POSTS

<u>POST 23/73</u>	:	<u>COURT MANAGER REF NO: 2025/157/OCJ</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum (Level 11), (all-inclusive package), consisting of 70%/ 75% basic salary and 30%/25% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	Gauteng Division of the High Court: Pretoria
	:	Matric Certificate and a three (3) year National Diploma in Management or Administration or equivalent qualification at NQF Level 6 with 360 credits as recognised by SAQA. A Degree in Management or Administration at NQF level 7 will serve as an added advantage. A minimum of six (6) years relevant experience of which three (3) years should be at (ASD level/Junior Management level). A valid driver's license. Skills and Competencies: Knowledge of Human Resource Management, Financial, Assets and Supply Chain Management. Knowledge of Case Flow Management, Understanding of Facilities and Security Management. Leadership capabilities. Effective communications skills. Time Management and ability to work under pressure. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Provide strategic and operational leadership to the Court to optimally deliver on the OCJ mandate. Provide integrated Human Resource Management and Management services in the Court. Coordinate and facilitate Internal Audit and Risk Management Services. Provide administrative and technical support. Monitor the overall performance of the Court and enhance judicial stakeholder relations. Provide effective and efficient Management of Facilities and Security services to the Judiciary.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Technical enquiries/ HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
	:	Applications can be sent via email at 2025/157/OCJ@judiciary.org.za
	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 23/74</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2025/158/OCJ</u>
<u>SALARY</u>	:	R468 45 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Service Centre: Gauteng
	:	Grade 12 and National Diploma in Supply Chain Management/ Retail business /Purchasing /Economics / Finance/ Financial Management/ Procurement/ Logistic/ Public Administration or Administration or equivalent qualification at NQF Level 6 with 360 credits as recognised by SAQA A minimum of three (3) years' experience in Supply Chain Management environment. A minimum of 3 years supervisory experience. Candidates with LOGIS experience will have an added advantage. Skills and Competencies: Demonstrate a sound understanding of the PFMA, Treasury Regulations, PPPFA, Supply Chain Management guidelines and other related prescripts. Knowledge of Public

		Sector Procurement process, rules and regulations. Knowledge of LOGIS will serve as an added advantage. Accuracy and attention to detail. Good communication skills (written and verbal). Good administration and organisation skills. Ability to work under pressure. Self-motivated and meet deadlines. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Coordinate Supply Chain Management Process within the Province. Implement asset and disposal management within the province. Coordinate contract Management process in the province. Facilitate SCM reporting for procurement. Supervise and develop staff.
<u>ENQUIRIES</u>	:	Technical enquiries/ HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/158/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 23/75</u>	:	<u>LAW RESEARCHER REF NO: 2025/160/OCJ</u>
<u>SALARY</u>	:	R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance
<u>CENTRE</u>	:	Gauteng Division of the High Court: Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. LLB degree or four year recognized legal qualification. A minimum of three (3) years legal research experience. Sound knowledge of domestic and international legal databases. A valid driver's license will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word, Outlook and Internet); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Perform all legal duties for the Judges to enable them to prepare judgements. Research and retrieve all relevant material from all sources in both hard and electronic formats on legal issues, as requested by a Judge. Read all relevant material and analyse it thoroughly. Discuss all possible, variations on a legal point with colleagues and/or the Judge's attention. Prepare a comprehensive, memorandum on the outcome of the research. Proofread all judgements, articles, speeches and conference papers with respect to spelling and grammar. Double-check all references and footnotes in all judgements and legal articles against the original text to ensure correctness. Correct mistakes with the assistance of track changes so that the Judge can accept or decline, any proposed changes. Monitoring and bringing to the attention of the Judges new developments, in law and Jurisprudence. Performing any court related work requested to improve the efficiency of the court.
<u>ENQUIRIES</u>	:	Technical enquiries/ HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/160/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 23/76</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: 2025/161/OCJ</u>
<u>SALARY</u>	:	R397 116 – R467 790.per annum (Level 08). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mpumalanga Division of the High Court: Middelburg
<u>REQUIREMENTS</u>	:	A Grade 12 and three years (03) National Diploma in Public Administration/ Administrative Management / Public Management/ equivalent qualification at (NQF level 6). A minimum of two (2) years' experience in the administration field and a valid driver's license. Knowledge of Risk Management, Security, Facility and OHS will serve as added advantages. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Skills and Competencies: Communication skills (verbal & written), Problem solving skills, Good public relations skills,

	Monitoring and analytical skills. Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills and Typing skills. Knowledge of Understanding and experience of logistical arrangements required for the effective functioning of governance structures, Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration. Knowledge and understanding of the legislative framework governing Public Service and knowledge of Batho Pele principles. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	: Provide support to the senior managers with daily clerical tasks. Keep up breasts with the leave administration for the office. Provide support with the compilation of monthly, quarterly reports and annual corporate calendar. Prepare meeting agenda and attendance register Collate monthly and quarterly reports. Monitor meetings attendance by Governance Committees members. Respond to the queries of stakeholders. Ensure general supervision of employees. Allocate duties and perform quality control of the work delivered by officials. Manage leave of staff. Advise and lead supervisees regarding all aspects of the work. Manage performance, conduct and discipline of employees. Ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Manage and monitor financial system i.e. JYP, JDAS, BAS etc. Ensure compliance with the PFMA and Financial standard. Verify S&T claims and Trip Authority for correctness before submission for approval. Formulate administration policies. Review office policies and procedures. Update existing protocols and office policies.
<u>ENQUIRIES</u>	: Technical Related Enquiries: Ms Yd Seswene Tel No: (013) 492 2213 HR Related Enquiries: Mr Sj Zwane/ Mv Maeko Tel No: (013) 758 0000
<u>APPLICATIONS</u>	: Applications can be sent via email at 2025/161/OCJ@judiciary.org.za
<u>NOTE</u>	: The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 23/77</u>	: <u>SENIOR COURT INTERPRETER REF NO: 2025/162/OCJ</u>
<u>SALARY</u>	: R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Gauteng Division of the High Court: Johannesburg
<u>REQUIREMENTS</u>	: Applicants should be in possession of grade twelve (12) and ten (10) years' practical experience in court interpreting or a 3 years National Diploma (NQF 6) in Legal interpreting or equivalent qualification on NQF Level 6 (360 credits) and a minimum of three (3) years practical experience in court Interpreting. Proficiency in English, Afrikaans, Isixhosa, Isizulu, Sesotho, Setswana, Sepedi, Isiswati, Tsonga and Tshivenda, selobedu, sepulani, isiNdebele, sign language and any foreign language will be an added advantage) candidates will be required to undergo oral written language proficiency testing. A valid driver's license will be an added advantage. Skills and Competencies: Excellent communication skills (written and verbal), computer literacy (MS Office), good interpersonal skills, ability to work to work under pressure and solve problems, Accuracy and attention to detail, customer service. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	: Rendering interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coin words. Perform specific line and administrative support functions of the Judiciary, court Manager and Supervisor as and when is required.
<u>ENQUIRIES</u>	: Technical enquiries/ HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	: Applications can be sent via email at 2025/162/OCJ@judiciary.org.za
<u>NOTE</u>	: The Organisation will give preference to candidates in line with the Employment Equity goals.

<u>POST 23/78</u>	:	<u>JUDGES SECRETARY REF NO: 2025/164/OCJ (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Western Cape Division of the High Court: Cape Town
	:	Grade twelve (12) certificate, a minimum of 20 modules completed towards an LLB, BA or Bachelor Law Degree will serve as an added advantage (results must accompany the application). A minimum of two (2) years secretarial experience. Experience in legal/court environment will serve as an added advantage. a valid driver's license will serve as an added advantage., shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills, ability to meet strict deadlines and to work under pressure, attention to details, customer care service skills and excellent typing skills, confidentiality and time management. Computer literacy (MS Word) and research capabilities All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Provide general secretarial/administrative duties to the Judge. Typing (or format) of draft memorandum decision, opinions or judgement entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgements and orders for the Judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court cases after hours or on circuit court and ensure integrity of such recordings. Store, keep and file court records safely. Accompany the Judge to the court. Compile court statistics daily. Management of Judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary; including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the Judge and his or her visitors and attend to their needs. Management of Judge's library and updating of documentation. Execute legal research as directed by the Judge and comply with departmental prescripts, policies, procedures and guidelines.
<u>ENQUIRIES</u>	:	Technical/HR related Enquiries' S Hlongwane Tel No: (021) 469 4032/8
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/164/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 23/79</u>	:	<u>JUDGE'S SECRETARY REF NO: 2025/165/OCJ</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Free State Division of the High Court: Bloemfontein
	:	Grade 12. A minimum of one-year secretarial experience. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA Law or BCom Law degree will serve as an added advantage (results must accompany the application). Secretarial experience in a legal/court environment will serve as an added advantage. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills. Excellent typing skills. Computer literacy (MS Office). Research capabilities. Confidentiality and time management. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Provide general secretarial/administrative duties to the judge. Typing (or formatting) of draft memoranda decisions, opinions or judgment entries written by, or assigned by the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarise appointments, meetings and official visits. Make travel and accommodation

arrangements. Store, keep and safeguard all case files and update the case files with the order made by the judge. Update files and documents and provide copies of documents to the registrar. Perform digital recording of court proceedings on urgent cases after hours and ensure the integrity of such recordings. Accompany the judge to court. Manage the judge's vehicle, logbook and the driving thereof. Compile data and prepare reports and documents for the judge as necessary including expense reports, financial disclosure statements and case management. Arrange refreshments for the judge and his/her visitors and attend to their needs. Manage the judge's library and the updating of documentation. Execute legal research as directed by the judge and comply with all departmental prescripts, policies, procedures and guidelines.

ENQUIRIES : Technical related enquiries: Ms Z. Gxabuza Tel No: (051) 492 4523
APPLICATIONS : HR related enquiries: Ms D Peters Tel No: (051) 492 4523
NOTE : Applications can be via email to: 2025/165/OCJ@judiciary.org.za
 : The Organisation will give preference to candidates in line with the Employment Equity goals

POST 23/80 : **LIBRARIAN REF NO: 2025/166/OCJ**

SALARY : R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE : Western Cape Division of the High Court
REQUIREMENTS : A National Diploma / Degree in Library Science or an equivalent qualification at a NQF6 level. Knowledge of Library and information Science Matters, prescripts and Legislation, procedure and processes and Library Services, A minimum of 2 years' experience in Library and Information Systems. Experience in a legal library will serve as an added advantage. Skills and Competencies Communication skills. Computer Literacy (Microsoft Office). Customer services skills. Supervisory skills. Report writing skills. Interpersonal relations. Research and planning skill Ability to work under pressure. Language proficiency. Conflict management, Supervisor Skills will be an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements

DUTIES : Render library and information services to the judiciary, internal and external clients. Compile all the list of appeals cases handed down and distribute to the Judges. Circulate handed down judgments both pdf and word version to Publishers and external stakeholders. Classify and Catalogue the Western Cape Division of the High Court's Library Material, Maintain, monitor and upload finalized Judgments on Central Case Law Repository, Render reference and information service for the Western Cape Divisions of the High Court's Library, Identify and select relevant library materials through internal stakeholders. Ensure controlled access to library collections, Submit and maintain delivery notes for standing orders, Maintain and ensure the subscriptions of newspaper and delivery, the needs of the Judiciary and the High Court library, Provide support in conducting of assets verification, Receive and process of library publications, Perform Administration and Supervisory Service

ENQUIRIES : Technical Enquiries: Ms N Chwethiso Tel No: (021) 480 2637
 : HR Related Enquiries; Mr S Hlongwane Tel No: (021) 469 4032
APPLICATIONS : Applications can be via email to: 2025/166/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals

POST 23/81 : **SECRETARY TO THE DIRECTOR COURT OPERATIONS REF NO: 2025/167/OCJ**

SALARY : R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : North West Provincial Service Centre
REQUIREMENTS : Grade 12 certificate, no experience is required. Secretarial Certificate will be an added advantage. Skills and Competencies: Communication (oral and written) skills. Computer literacy (Ms Office). Problem solving skills. Good Interpersonal relations. Planning and organizing. Intermediate typing skills. Creative and analytical thinking. Customer service orientation. Good grooming and presentation. Telephone etiquette. All shortlisted candidates shall

		undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the manager (DCO). Provide a clerical support service to the DCO. Provide support to manager (DCO) regarding meetings. Remain up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the Office of the DCO.
<u>ENQUIRIES</u>	:	Technical Enquiries: Mr O Sebatso Tel No: (018) 397 7000/ 7064 HR Related Enquiries: Ms Ke Zwane Tel No: (018) 397 7114/ 7064
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/167/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 23/82</u>	:	<u>REGISTRAR'S CLERK REF NO: 2025/169/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Western Cape Division of the High Court: Cape Town
<u>REQUIREMENTS</u>	:	Matric certificate, no experience is required. Experience a court/ legal environment will be an added advantage. Skills and Competencies: Excellent communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal and skills. Ability to work under pressure and solve problems, Numerical skills, Accuracy and attention to detail, Planning and organizing skills, Customer service skills orientated, All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Render efficient and effective support services to case flow management support to the Court. Ensure proper filing and safekeeping of all court records, render counter services; Attend to all stakeholders' enquiries and correspondences. Provide administrative support in the Registrar's office (general office and case flow management); Upload and update case information on registrars' tools and case-on-line; Render efficient and effective support services to the court. Issue Court processes at General Office, including online. Render case management duties. Attend and oversee to general public queries; Provide any other administrative support in general as required by the Chief Registrar or Court Manager.
<u>ENQUIRIES</u>	:	Technical/HR related Enquiries' S Hlongwane, Tel No: (021) 469 4032/8
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/169/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 23/83</u>	:	<u>ADMINISTRATIVE CLERK: DCRS REF NO: 2025/170/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Western Cape Division of the High Court: Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 certificate. No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. Exposure in Court Related function will be an added advantage. Skills and Competencies: Computer literacy (MS Office). Good communication (verbal and written) Good interpersonal skills Good problem-solving skills. Computer literacy. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Prepare court before court proceedings to test and operate recording equipment. Perform digital recording of court proceedings and ensure the integrity of such documents. Provide administrative support in circuit courts. Collecting statistics. Provide administrative support in general on court performance and case flow management. Provide any other administrative support in performance duties in HR, Finance and Supply Chain as required by the Judiciary, Court Manager and Supervisor. Accuracy and attention to detail. Ability to work under pressure. Customer service. Document management and operational knowledge of operating a DCRS/CRT machine.
<u>ENQUIRIES</u>	:	Technical/HR related Enquiries' S Hlongwane Tel No: (021) 469 4032/8

<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/170/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 23/84</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK REF NO: 2025/171/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Limpopo Division of the High Court: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 certificate. A three-year National Diploma/Degree at NQF level 6 with 360 credits as recognized by SAQA in Supply Chain Management will be an added advantage. One-year experience in supply Chain Management will be an added advantage. A valid driver's license will be an added advantage. Skills and Competencies: Knowledge of Public Service Finance Management Act (PFMA), PPPFA, BBB_EE Act and Treasury Regulations. In-depth knowledge of financial systems, eg JYP and BAS, Planning and organizing skills, good interpersonal skills, effective communication skills (written and verbal). Computer literacy, ability to work independently and meet deadlines, ability to work under pressure, work in a team and preparedness to work overtime when required. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Sourcing of quotations as per National Treasury guidelines, receive and assess quotation to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications. Capture requisitions on the supply Chain System and ensure that purchase orders are issued to the recommended suppliers. Request, prepare and assess quotations to ensure that the quotations comply with the minimum requirements. Ensure that standard bidding documents are obtained and fully completed by the suppliers and attached to transactions before caring requests. Extend the validity periods of quotes in advance of expiry dates. Capturing of awarded contracts on National Treasury contracts registration applications (CRA). Ensure procedures comply with SCM policies. Ensure proper filling and safekeeping of documents. Ensure timely processing of payments to suppliers. Receiving and issuing of stock items. Management of Assets. Perform other duties as delegated by the Supervisor.
<u>ENQUIRIES</u>	:	HR/Technical related enquiries: Ms. R.F Mathobela Tel No: (015) 495 1758
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/171/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 23/85</u>	:	<u>LIBRARY ASSISTANT REF NO: 2025/172/OCJ</u>
<u>SALARY</u>	:	R193 359 - R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Limpopo Division of the High Court: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 certificate. No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. Skills and Competencies: Good Interpersonal relations Communication skills. Computer Literacy (Microsoft Office), Customer services skills, interpersonal relations skills, planning skills Self-driven, able to work under pressure and ability to multi-task. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts technical and generic requirement.
<u>DUTIES</u>	:	Maintain and control information resources in the Judges' Chambers and the library. Distribute loose-leaf publications to the secretaries. Conduct daily shelf-reading and shelving of used library material. Provide administration support to library services. Unpack and verify newly received library publications in line with the delivery note and the invoice. Update and maintain library publications Workflows System. Provide support in the facilitation of cataloguing, classification and barcoding of newly received library publications. Co-ordinate and prepare binding of all journals and law reports. Provide support in conducting of assets verification. Compile the acknowledgement list for newly received library publications. Process and update of serials / library publications. Provide Loose leaf update and file of Acts, Bills and Gazettes.

	Identify and report missing issues of loose-leaf updates and periodicals not received for claiming purposes.
<u>ENQUIRIES</u>	: HR/Technical related enquiries: Ms. R.F Mathobela Tel No: (015) 495 1758
<u>APPLICATIONS</u>	: Applications can be sent via email at 2025/172/OCJ@judiciary.org.za
<u>NOTE</u>	: The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 23/86</u>	: <u>USHER MESSENGER REF NO: 2025/173/OCJ</u>
<u>SALARY</u>	: R163 680 – R192 810 per annum (Level 03) The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Western Cape Division of the High Court: Cape Town
<u>REQUIREMENTS</u>	: Abet (NQF level 2). A grade 12 certificate will serve as an added advantage. Valid driver's license will be an added advantage. A minimum of one (1) year relevant court exposure will be an added advantage. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment.
<u>DUTIES</u>	: Rendering efficient and effective support to the court. Prepare court timeously and assuring that the court run smoothly. To assist in handling of documents and collection with GG Transport. Safe keeping of documents. Attending to enquiries related to Judges Transport. Assisting Judges by collecting and delivering of files and documents. Collection and delivery of post and documents as required. Distribution of post and documents accordingly.
<u>ENQUIRIES</u>	: Technical related enquiries: Ms T Nzimande Tel No: (010) 494 9238
	: HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	: Applications can be submitted via email at 2025/173/OCJ@judiciary.org.za
<u>NOTE</u>	: The Organisation will give preference to candidates in line with the Employment Equity

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.



- APPLICATIONS** : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advert112025@dpsa.gov.za
- CLOSING DATE** : 21 July 2025
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (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 documents, all non-SA citizens must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise; (2) a generic managerial competency assessment; and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. The department reserves the right not to fill the post(s). Note: Prior to appointment, 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/>.

MANAGEMENT ECHELON

- POST 23/87** : **DIRECTOR: HRD STRATEGY AND GOVERNANCE REF NO: DPSA 11/2025**
- SALARY** : R1 216 824 per annum (Level 14), an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : A senior certificate, an appropriate B. Degree in Human Resource Development / Human Resource Management, Public Administration / Management or relevant appropriate qualification at NQF level 7. Minimum of 5 years' experience at a middle/senior management level. Minimum of 8 years' appropriate experience in Human Resource field. Knowledge of the Constitution of the Republic of South Africa, Government legislative framework, Public Service legislative and policy framework. Government programs such as the National Development Plan and Key Strategic Priorities of Government. Must have understand the development of prescripts for Human Resource Development and leadership development. Human Resources Development

theory and practice, Stakeholder management and coordination, strategic thinking and leadership, negotiation, analytical skills, and an understanding of the Batho Pele principles require very good diversity management, communication and information management, interpersonal relations, facilitation, negotiation, presentation, report writing, computer literacy, conflict management, stakeholder management and coordination, and project and program management skills.

DUTIES

: Manage and undertake the development of prescripts, norms, and standards; directives, circulars, frameworks, and guidelines for human resources development; and provide implementation support to the departments. Provide technical advice and support the implementation for capacity building. Coordination of and contributions made to the development of training programs with the relevant training institutions. Manage the monitoring and evaluation of compliance and impact assessments of prescripts on human resources development. Manage all the operations, systems, and processes of the directorate.

ENQUIRIES

: Ms. Rhulani Makhubela Tel No: (012) 336 1108

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

The Department of Small Business Development is an equal opportunity & affirmative action employer. It is the DSBD's intention to promote representativity (race, gender, youth & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference

- CLOSING DATE** : 18 July 2025 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications: Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF. Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. In the pursuit of diversity and redress and appointment will be in line with the DSBD EE Plan. The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

OTHER POSTS

- POST 23/88** : **ASSISTANT DIRECTOR: DEMAND & ACQUISITION MANAGEMENT – BID ADMINISTRATION REF NO: ASD: D&E AMBA**
- SALARY** : R468 459 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree (NQF7) in Supply Chain Management / Procurement / Financial Accounting / Financial Management / Contract Management / Purchasing Management or equivalent / related as recognised by SAQA. Post graduate degree in the above mentioned will be an added advantage. 3 years related experience in supply chain management (demand and acquisition and bid administration) environment on supervisory level. Have proven competencies: Communication (verbal and written), Project Management, Financial Management, Client orientation and customer focus, Problem solving and analysis, Contract Management and Attention to detail.
- DUTIES** : Coordinate (synergise), review, research, analyse and plan the procurement needs of the department. Coordinate review, collect and collate information for the annual procurement plan. Supervise and compile tender/quotation specifications as required. Develop, implement and maintain supplier database. Coordinate (synergise), review and execute the bidding process. Coordinate, review and compile the list of prospective providers for quotations and source quotations from the database according to the threshold values determined by the National Treasury. Communicate with stakeholders (Written and verbal) and give detailed advice on procedural and technical related matters in respect of Supply Chain Management (Demand and Acquisition and Bid Administration) policies and procedures to ensure compliance. Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and HR administration.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office
Tel No: (012) 394-5286/3097
- APPLICATIONS** : Candidates must submit applications to recruitment8@dsbd.gov.za
- NOTE** : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e. "REF NO: ASD: D&E AMBA". The Department of Small Business Development is committed to the pursuit of

diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth and gender will receive preference (as per the DSBD EE Plan).

POST 23/89 : **ASSISTANT DIRECTOR: ECONOMIC ANALYSIS AND ECONOMETRICS**
REF NO: ASD: EA&E

SALARY : R468 459 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelor's Degree (NQF 7) in Economics / Econometrics or equivalent / related as recognised by SAQA. Postgraduate qualification in Economics Econometrics will be considered an added advantage. 3 years of relevant experience as an economist with a specialisation in economic analysis. Sound knowledge of econometrics and economic research. Knowledge of economic and financial analytical techniques. Training in MS Office packages, Project Management and Valid drivers' licence. Have proven competencies: Communication (verbal and written), Problem solving, Attention to detail, Customer service, Planning and organising skills, Project Management, Analysis of Mathematical / Statistical / Econometric Models and Data Techniques and Report writing.

DUTIES : Assist in developing policies and draft impact reports on sector developments in the economy and implications for growth and development. Collect and analyse financial and socio-economic data and advise MSMEs and Co-operatives. Develop economic guidelines, and standards and prepare points of view used in forecasting trends and formulate economic policy. Develop statistical and econometric models for forecasting and analyse market trends. Conduct economic research. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office
Tel No: (012) 394-5286/43097

APPLICATIONS : Candidates must submit applications to recruitment3@dsbd.gov.za
NOTE : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e. "REF NO: ASD: EA&E" The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth and gender will receive preference (as per the DSBD EE Plan).

POST 23/90 : **OFFICER: VALUE CHAIN SUPPORT REF NO: O:VCS**

SALARY : R397 116 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelor's Degree (NQF 7) in Economics / Business Management or equivalent / related as recognised by SAQA. Minimum of 1 year experience in Economic / Localisation / Value Chain analysis environment. Knowledge of relevant government programmes and policies. Training in MS Office packages / Project Management / Office Administration / Management. Valid drivers' licence will be considered an added advantage. Have proven competencies: Standard Analytical Thinking (Technical), Standard Attention to detail (Core), Communication (verbal and written), Standard Creative Thinking and Problem Solving- proficiency in data collection, analysis and interpretation, Standard Judgement of Analysis (Technical), Standard Project Management (Core) and Standard Service delivery and innovation.

DUTIES : Conduct research on factors impacting the development and growth of market value chains, inclusive of but not limited to: Gathering information that will support the entry and growth of small enterprises in priority sectors. Develop and review (under supervision) policies and strategies that will support the entry and growth of MSMEs in the prioritised and designated sectors of the economy. Conduct Value Chain analysis in respect of products manufactured by MSMEs and Co-operatives the sub sectors aligned to the localisation policy as well as identifying bottlenecks, inefficiencies, and opportunities for streamlining process and improving service delivery. Coordinate stakeholder engagements, verify supporting documents and collate data provided by MSMEs and ascertain their capability and capacity to supply the market. Assist in managing the DSBD partnership implementation plans. Communicate with

		stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions etc.
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097
<u>APPLICATIONS</u>	:	Candidates must submit applications to recruitment5@dsbd.gov.za
<u>NOTE</u>	:	Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e. "REF NO: O: VCS" The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth and gender will receive preference (as per the DSBD EE Plan).
<u>POST 23/91</u>	:	<u>ASSET OFFICER REF NO: AO</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate. National Diploma (NQF6) or Bachelor's Degree (NQF7) in Asset Management / Purchasing Management / Logistics Management or equivalent / relevant related as recognised by SAQA. 1-year relevant working experience in Asset Management environment. Knowledge of SCM systems (LOGIS and BAS) will be considered an added advantage. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Have proven competencies in: Communication (Verbal and Written), a Interpersonal relations, Planning and organising, Computer skills and Flexibility.
<u>DUTIES</u>	:	Render Asset Management support inclusive of but not limited to receiving of all movable assets, performing quantity and quality control, allocation of inventory and bar coding of assets, checking and issuing of furniture, equipment and accessories to components and individuals, conducting asset verification according to prescribed time frames and compile reports on the state of assets etc. Capture asset information on the inventory list (room list) and issue asset and inventory list (room list) to asset holder. Compile, maintain records (e.g asset records/databases), verify and update asset register. Communicate with stakeholders, clients, management & colleagues: Inform, guide and advise departmental employees on asset management matters.
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097
<u>NOTE</u>	:	Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e. "REF NO: AO" The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth and gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment6@dsbd.gov.za

DEPARTMENT OF WATER AND SANITATION

<u>APPLICATIONS</u>	:	Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za/
<u>CLOSING DATE</u>	:	18 July 2025
<u>NOTE</u>	:	Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

MANAGEMENT ECHELON

<u>POST 23/92</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: MTCMA03</u> Mzimvubu-Tsitsikamma Catchment Management Agency (MTCMA)
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Head Office (East London)
<u>REQUIREMENTS</u>	:	A relevant B-Degree NQF level 7 qualification and registration as CA (SA). NQF 8 qualification will be an added advantage. A minimum of 5 years of experience at middle/senior managerial level in Finance. Extensive knowledge of financial management, PFMA and Generally Recognised Accounting Practice (GRAP) and some knowledge of local government sector, public service act and regulations. Behavioural Competencies required: Strategic Capability and Leadership Programme and Project Management. Attention to detail. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Good Communication. Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Strategic oversight on financial management within the CMA: Assume overall responsibility for general financial and management accounting activities, budget (preparation and compliance), revenue collection, supply chain management and asset management functions, payroll, and banking, ensuring compliance to relevant legislation, prescripts, policies and agreements. Establish, implement and enhance accounting and internal control systems, policies and procedures in compliance with GRAP, PFMA, Treasury Regulations and other legislation. Develop and implement a cost management strategy through effective accounting controls and financial management techniques. Ensure compliance with policies and provide guidance, assess risks and financial viability of existing & new Policies, Projects and all customer

agreements. Direct the financial strategy of the organisation to ensure availability of adequate financial resources. Provide strategic financial advice to executive management and the Board. Ensure timely and accurate financial reporting to all internal and external governance structures. Set perimeters for cash flow management and operations of the finance personnel. Ensure financial data integrity in terms of timeliness, accuracy and reliability. Oversee and provide assistance during the annual audit; respond to audit findings and implement recommendations as required. Stay abreast of new trends in the field of accounting, financial management, budgeting etc. Provide strategic direction in the provision of other Corporate Support Services within the CMA: Provide strategic direction in the implementation of HR policies, prescripts and strategies. Ensure provision of IT services and that associated risks are effectively mitigated. Ensure provision of office support services including facilities management. Departmental/Staff Management: Establish appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures and allocate resources accordingly to meet departmental strategies priorities. Responsible for the related sections of the APP, Shareholders Compact, and Annual Report.

**ENQUIRIES
NOTE**

: Mr C Greve Tel No: (012) 336-8402
: The Mzimvubu-Tsitsikamma Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

APPLICATIONS

: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 23/93

: **CHIEF RISK MANAGER (MAIN ACCOUNT) REF NO: 180725/01**
Branch: Departmental Management
Cd: Risk and Compliance Management

**SALARY
CENTRE
REQUIREMENTS**

: R1 216 824 per annum (Level 13), (all-inclusive salary package)
: Pretoria Head Office
: An appropriately recognised undergraduate NQF level 7 qualification in risk management, auditing, strategic management, public administration or equivalent relevant qualifications as recognised by SAQA. Affiliation with the relevant professional bodies (IRMSA, IIA, SAICA, ACFE). Certification: (risk management professional, internal auditor, chartered accountant, certified fraud examiner) will be an added advantage. Applicant must have five (5) years' proven extensive experience in risk management environment at a middle management/senior managerial level. Extensive knowledge of the Public Finance Management Act, public sector risk management framework and public service anti-corruption strategy. Excellent communication skills (both written and verbal), financial management, planning, problem solving and analysis. Proven project and strategic management capability, facilitation and leadership skills. Corporate governance principles. People management and development. Knowledge of policy and business process development and standard operating procedures. Ensure implementation of policy processes and procedures. Ability to gather analyse information, develop and apply policies.

DUTIES

: Provide advice to management to enable the implementation and maintenance of systems to identify and manage risks threatening the achievement of the strategic outcomes and legislative mandate of the department, Direct optimisation of opportunities to enhance the department's performance. Develop, implement and maintain an enterprise-wide risk management framework, supporting policies and procedures. Develop and implement a strategic and annual risk management plan. Ensure regular development of risk management methodologies, models and systems for implementation of risk management. Provide reports to management, risk committees, audit committee and other stakeholders. Provide strategic leadership and business planning for the directorate.

**ENQUIRIES
APPLICATIONS**

: Mr M Malindisa Tel No: (012) 336 8084
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

<u>POST 23/94</u>	:	<u>DIRECTOR: WATER RESOURCE POLICY, STRATEGY AND EVALUATION</u> <u>REF NO: 180725/02</u> Branch: Water Resource Management Dir: Water Resource Policy Strategy and Evaluation
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A relevant undergraduate qualification (NQF level 7) as recognised by SAQA (Bachelor's degree in Natural Science, Environmental Science, or related field, Bachelor of Engineering Honours in Water Engineering, Postgraduate Diploma in Integrated Water Management will serve as an added advantage). Five (5) years' experience at middle/senior management level. Knowledge and experience in Policy and Strategy Development. Knowledge and understanding of water related Disaster Management. Knowledge of public sector functions. Knowledge management. Leadership and Management. Expert knowledge of the water business. Knowledge of National Water Act, BBBEE Act, NEMA and related Legislations. Knowledge and understanding of South African Constitution. Knowledge of Corporate Governance Structures. Knowledge of strategic capability and leadership. Understanding of programme and project management. Knowledge of financial management and change management. Understanding of service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Excellent communication skills both (verbal and written). Accountability and ethical conduct. Applicants must be able to travel nationally and internationally as required.
<u>DUTIES</u>	:	Lead the development and periodic review of the National Water Resources Policies and Strategies including and mainly the National Water Resources Strategy (NWRS) and the Water Policy. Manage the development of the Implementation Plan for the implementation of all water resources policies and strategies for DWS and the Water Sector. Lead and provide oversight for the implementation of water resources Policies and strategies including for the National Water Resource Strategy and Catchment Management policies and strategies. Establish and maintain working or governance structures within DWS and entities for the implementation of strategies and policies. Manage the development of a comprehensive Disaster Management Strategy. Act as a focal point and responsible for water related disaster risk activities and hazards such as floods, drought and water pollution. Guide and consolidate progress reports on the implementation of the National Water Resource Strategy plus other related policies and strategies. Establish and or maintain the monitoring and reporting structures. Guide and contribute to the formulation of strategies and policies addressing Climate and Water issues. Overall management of the Unit which includes development of strategic plan, Annual Performance Plan, Operational Plans, Performance Reports, Risk Management Plan, responses to Audit findings, Referrals, Parliamentary Questions, etc. supervise, manage and mentor personnel in the Unit.
<u>ENQUIRIES</u>	:	Ms Francina Motsitja Tel No: (012) 336 7373
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/

OTHER POSTS

<u>POST 23/95</u>	:	<u>DEPUTY DIRECTOR: OFFICE SUPPORT REF NO: 180725/03</u> Branch: Water Resource Management Cd: Office of the DDG
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A National Diploma/Degree in Public Administration / Management. Three (3) to (5) five years management/supervisory experience in Administration. The disclosure of a valid unexpired driver's license. Knowledge and understanding of applicable public service policies and strategies. Understanding of administration processes. Disciplinary knowledge of HR information. Understanding of government legislations. Knowledge of financial management and PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Understanding of programme and project management. Good interpersonal skills and analytical procedures. Problem solving and analysis. People and diversity management. Client

	orientation and customer focus. Excellent communication skills (both verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	: Coordinate, consolidate and report on the planning. Coordinate and consolidate inputs for strategic and annual plans. Management of queries and correspondence within the office. Coordinating matters relating to portfolio committee issues, referrals, audit findings, parliamentary queries, risk management etc for the programme and ensure meeting timelines/deadlines of those requests. Ensure documents management. Develop and maintain system in the office that will contribute towards improving efficiency. Provide management support to the office and represent the DDG at meetings, workshops engagements etc. Record minutes, decisions and communicate to relevant role players, follow-up on progress made, prepare briefing notes as well as other documents to adequately prepare DDG. Provide financial administrative support to the office. Determine and collate information regarding the budget needs of the office. Management of human resources of the Branch.
<u>ENQUIRIES</u>	: Ms Mahadi Mofokeng Tel No: (012) 336 6560
<u>APPLICATIONS</u>	: All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 23/96</u>	: <u>OFFICE MANAGER REF NO: VOCMA07</u> Vaal-Orange Catchment Management Agency (VOCMA)
<u>SALARY</u>	: R468 459 per annum (Level 09)
<u>CENTRE</u>	: Bloemfontein
<u>REQUIREMENTS</u>	: A relevant NQF level 6 qualification. Five (5) years' experience in general administration and office management environment. The disclosure of a valid unexpired driver's license. Extensive knowledge and understanding of public service policies and administrative procedures. Basic financial management and knowledge of PFMA. Knowledge of administrative procedures. Knowledge in secretarial duties. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Good communication, presentation and report writing skills. Ability to act with fact and discretion. Knowledge of dispute resolution process. Understanding of legislative and policy frameworks governing the sector. Knowledge of project management and administration. Accountability and ethical conduct.
<u>DUTIES</u>	: Manage and coordinate the flow of information within the office of CEO: VOCMA. Render administrative support services: Procurement of goods and services, ensure that assets register is updated, assist with the coordination of monthly, quarterly and annual reports. Quality assurance of documentation and remain up to date with prescripts, policies and procedure applicable to work terrain to ensure efficient support to the Office. Ensure effective records management system for all submissions and correspondences. Arrange / organise workshops and meetings. Represent Manager at certain meetings and workshops. Manages queries of the office of the CEO. Management of financial and human resources. Assist during the compilation of budget in line with MTEF, PFMA, advice and facilitate the process of budget projection with all the project managers/Units within the CMA.
<u>ENQUIRIES</u>	: Mr C Greve Tel No: (012) 336 8402
<u>APPLICATIONS</u>	: All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	: The Vaal-Orange Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.
<u>POST 23/97</u>	: <u>OFFICE MANAGER REF NO: 180725/04</u> Branch: Water Resource Management Cd: Office of the DDG
<u>SALARY</u>	: R468 459 per annum (Level 09)
<u>CENTRE</u>	: Pretoria Head Office
<u>REQUIREMENTS</u>	: A relevant NQF level 6 qualification. Five (5) years' experience in general administration and office management environment. The disclosure of a valid

		unexpired driver's license. Knowledge and understanding of applicable public service policies and strategies. Basic financial management and knowledge of PFMA. Knowledge in secretarial duties and administrative procedures. Computer literacy. Sound organizational skills. Good people management skills. High level of reliability. Good communication, presentation and report writing skills. Ability to act with fact and discretion. Knowledge of dispute resolution process. Understanding of legislative and policy frameworks governing the sector. Knowledge of project management and administration. Accountability and ethical conduct. Client orientation and customer focus.
<u>DUTIES</u>	:	Manage and coordinate the flow of information within the office of DDG. Render administrative support services: Procurement of goods and services, ensure that assets register is updated, assist with the coordination of monthly, quarterly and annual reports. Quality assurance of documentation and remain up to date with prescripts, policies and procedure applicable to work terrain to ensure efficient support to the Office. Ensure meeting of timelines/deadlines to requests. Ensure effective records management system for all submissions and correspondences. Arrange / organise workshops and meetings and preparation of meeting packs. Manage queries of the office of the DDG including Parliamentary Questions, Referrals etc. Management of financial and human resources and ensure timeous processing of DDG's claims, travel requests etc. Assist during the compilation of budget in line with MTEF, PFMA, advice and facilitate the process of budget projection with all the project managers / Directorates within the Branch. Attend and support the DDG at meetings.
<u>ENQUIRIES</u>	:	Ms Mahadi Mofokeng Tel No: (012) 336 6560
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 23/98</u>	:	<u>SENIOR PERSONNEL PRACTITIONER REF NO: 180725/05</u> Branch: Infrastructure Management: Southern Operations Dir: Operations Southern
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Bellville/Worcester (Western Cape)
<u>REQUIREMENTS</u>	:	A National Diploma / Degree in Human Resource Management or relevant qualification. Three (3) to five (5) years' experience in Personnel Management matters. One (1) to two (2) years supervisory experience. Extensive working knowledge of PERSAL. Knowledge of the Public Service Act, Public Service Regulations, and relevant Policies. Computer literacy. Knowledge of administrative procedures, basic financial management and knowledge of PFMA. The disclosure of a valid unexpired driver's license. Disciplinary knowledge of Human Resources, Problem solving and Analysis.
<u>DUTIES</u>	:	Execution of financial administration. Rendering of administration of procurement of goods and services of the component. Maintenance of data base and draw relevant reports in relation to implement Human Resource Management Policies. Facilitate the implementation of Human Resource policies, strategies, procedures and practices on Recruitment and Planning, PMDS, policies, HRD, Employee Relations. Provide Human Resources information and knowledge management services. Maintenance of database and raw relevant reports in relation to implementation of Human Resources Management policies. Facilitate implementation of Human Resources policies, strategies, procedures and practices on Administration of leave absence of in the public Service, Leave Auditing, Termination of Services (Pension Case Management System), Housing allowance, Long Service Recognition, Records Management (HR Registry), Recruitment and Selection. Provide Human Resource information and knowledge management services. Management and Supervision of own supervisees.
<u>ENQUIRIES</u>	:	Mr. CS Nzimande Tel No: (041) 508 9719
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 23/99</u>	:	<u>SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: 180725/06</u> Branch: Infrastructure Management: Southern Operations Dir: Operations Southern
<u>SALARY</u>	:	R397 116 per annum (Level 08)

<u>CENTRE REQUIREMENTS</u>	:	Gqeberha (Port Elizabeth)
	:	A National Diploma / Degree in Financial Management. Two (2) to three (3) years' experience in financial matters. Practical experience on SAP system and WARMS system. The disclosure of a valid drivers license. Knowledge and understanding of financial Legislation, policies, practices, and procedures. Knowledge and understanding of financial prescripts such DORA and PFMA. Knowledge of Finance system SAP and PERSAL. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative clerical procedures and systems. Departmental policies and procedures. Governmental financial systems. Knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Knowledge of implementing policies of PMDS. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Management of the Entire budget process, from preparing monitoring and evaluation. Compiling and capturing of trading account budget. Fund shifting of budget allocations. Assist with tariff calculations. Processing, capturing and/or authorizing payments to customers on the SAP system, Perform Payroll Functions, Capturing and/or Authorizing staff claims on PERSAL system. Management of reporting including accruals and commitments, 30 days creditors' reports etc. render professional advice and guidance to Cluster line functionaries on the interpretation and implementation of financial procedures and policies. Address audit queries and implement corrective measures. Prepare monthly and quarterly reports. Supervision of employees and training of subordinates. Approval of WTE sundry payments and Supply Chain payments on SAP. Monthly Management Accounting Reporting on budget expenditure. Approval of journals. Facilitate risk assessments for each Division and update risk registers every quarter. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeless. Ensure timeous development of job description and implementation of Work Plans (Performance Agreements) and Personal Development Plans (PDP's) for all employees in the sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. NA Khan Tel No: (041) 508 9725
	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 23/100</u>	:	<u>CHIEF SECURITY OFFICER REF NO: 180725/07</u> Branch: Infrastructure Management: Southern Operations Dir: Operations Southern
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	Gqeberha (Port Elizabeth)
	:	A Senior / Grade 12 certificate and Security Certificate. A valid 3 Firearms SAPS Competency Certificates. Private Security Regulatory Authority. Security Grade B Certificate. Three (3) to (5) five years supervisory experience in a security environment. The disclosure of a valid drivers license. Strategic and operational plan on security management. Computer literacy and skills in MS Office Software package. Knowledge of prescribed security legislation e.g., MISS, MPSS, Protection of Information Act, etc. Knowledge and experience of emergency procedures Policy implementation. Knowledge of prescribed security legislation e.g. MISS, Protection of Information Act, etc. Knowledge of emergency procedures. Knowledge in Occupational Health and Safety (OHS). Riot control and first aid competencies. Monitoring and evaluation principles. Research procedures and techniques on security issues. Good communication and listening skills. Interpersonal, and leadership skills. Accountability and ethical conduct. Investigation, and problem-solving skills.
<u>DUTIES</u>	:	Implement security policies in line with relevant acts and National directives as determined by National Bodies. Manage total security functions (Private Security Service Providers according to Service level agreement (SLA) to Implement security policies in line with the relevant acts and National directives. Ensure security measures are in place and implemented properly. Promote safety & Security awareness in working environment. Ensures adequate support to subordinates. Ensures a culture of innovation and performance. Develops and implements a performance improvement suggestion scheme. Advises top management, as well as relevant sector

bodies, on policies and strategies relevant to the section. Communicate effectively with stakeholders in the sector about the functions of the section. Ensures safety working environment. Implement security measures for the Department. Security policies implemented. Conduct risk analysis and security appraisals for National and Provincial Offices installations. Liaise with State Security Agency (SSA), South African Police Services (SAPS), other security agencies and DWS National Security Manager Develops strategic plan for the section. Ensure that security policies and safety rules are observed in a working environment. Analyse working environment situation. Implement safety measures for the officials. Distribution of emergency procedures and fire safety programmes. Manages Human Resources within the section. Manages the development of individuals in subordinate positions. Ensures that HRD policies are applied for all staff members within the section. Strategic and operational management plans. Updated operational policy standards. Monitoring of security operations within the office responsibility. Promotes awareness programmes. Assists in Institutional Business planning support, appraisal, and monitoring. Liaise with fire Department regarding emergency procedures. Conduct the Security inspection. Assists with the promotion of health and safety programmes. Co-ordinate security training. Implement Security Systems that will improve safety & security awareness. Updated operational policy standards. Collaboration with stakeholders' safety measures. The investigation of all incidents that have occurred in the office and liaise with police where possible. Ensure equipment is available to ensure safe environment during emergency. Conduct investigations on theft. Analyse risk management. Implement safety measures for the officials in the Department. Compile monthly reports on OHS environment. Conducting of security appraisals and risk analysis in conjunction with Head office. Updated operational policy standards. Monitoring and evaluation reports. The rendering of security awareness programmes at all installations within the Department. Assists in the Basic implementation of security policy. Assists in the development of appropriate maintenance procedures through Best Practice. Assists in the organising and facilitation of workshops to create awareness on policies and guidelines in the Cluster. Manages the facilitation of best practice learning in the country. Attends to ad hoc queries pertaining to Security, OH and Safety programmes from both internal and external clients. Administers HRM, HRD and EE plan reports and submissions. Manages all admin functions within the section. Provides logistical support. Collaboration with stakeholders. Integrated knowledge management. Coordinate Security in events within the province in accordance with The Safety at Sports and Recreational Events Act 2 of 2010 (SASREA). Coordinate Vetting of personnel and Service providers in the Cluster. Appointment is on condition of a positive security screening.

ENQUIRIES : Mr CS Nzimande Tel No: (041) 508 9719
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>

POST 23/101 : **SUPPLY CHAIN MANAGEMENT CLERK PRODUCTION REF NO: 180725/08**
 Branch: Infrastructure Management: Southern Operations
 Dir: Operations Southern

SALARY : R228 321 per annum (Level 05)
CENTRE : Bellville
REQUIREMENTS : A Senior/ Grade 12 certificate. Basic knowledge of Supply Chain functions, practices as well as the ability to capture data, operate a computer and collecting statistics. Basic knowledge of work procedures in terms of the working environment. Working knowledge and understanding of legislation governing the Public Service. Flexible and ability to work in a team. Problem solving and analytical skills. People and diversity management. Client Orientation and Customer Focus. Good communication skills both verbal and written. Accountability, integrity, honesty and ethical conduct. Must be able to work under pressure.

DUTIES : The successful candidate will be responsible for rendering demand and acquisition clerical support. Update and maintain contracts register. Capture quotations on the system. Provide secretariat functions. Render logical support services. Place orders for goods. Receive requests for goods from end users. Maintain quotations register. Receiving delivers from suppliers and capture

good receipts on the system. Update invoice register and process payments on SAP system
Ms. N Gqiba Tel No: (021) 941 6125
All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>

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

<u>APPLICATIONS</u>	:	Applications directed at the addresses as indicated below or Hand Delivery as indicated below: Livingstone Tertiary Hospital - Post to: Recruitment & Selection Section, Private Bag x, Korsten, 6014 or Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Ms L Mabanga Tel No: (041) 405 2348. Fort England Psychiatric Hospital – Post to: HR Office, Fort England Psychiatric Hospital, Private Bag X1002, Grahamstown, 6140 or hand delivery to: Human Resource Office, Fort England Psychiatric Hospital, York Street, Grahamstown, 6140. Enquiries: Ms Nazo Tel No: (046) 602 2300. Frere Tertiary Hospital - Post to: Human Resource Office, Frere Hospital, Private Bag X9047, East London, 5200 or Hand delivery to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms N Mthitshana Tel No: (043) 709 2487/2532. Nelson Mandela Academic Hospital - Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel No: (047) 502 4469. OR Tambo District Office - Post to: HR Office, OR Tambo Health District Office, Private Bag X OR 5005, Mthatha 5099 or Hand Deliver to: HR Office, 9th Floor Room 19 Botha Sigcawu Building Enquiries: Ms Z Mtimba Tel No: (047) 502 9000.
<u>CLOSING DATE</u>	:	18 July 2025
<u>NOTE</u>	:	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. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents (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. 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). Note that correspondence will only be conducted with the short-listed candidates. 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		
<u>POST 23/102</u>	:	<u>HEAD CLINICAL DEPARTMENT (ONCOLOGY) REF NO: ECHEALTH/HCD-ON/FTH/ARP/NTSG/01/07/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R2 600 811 – R2 760 408 per annum, (OSD) Buffalo City Metro, Frere Tertiary Hospital An 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 Oncology. 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.
<u>DUTIES</u>	:	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 inreach 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 ongoing 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.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: (043) 709 2487/2532.
<u>POST 23/103</u>	:	<u>HEAD CLINICAL DEPARTMENT (ANAESTHETICS) REF NO: ECHEALTH/HCD-ANA/FTH/ARP/NTSG/01/07/2025</u>
<u>SALARY</u>	:	R2 600 811 – R2 760 408 per annum, (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	An 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 Anesthetics. 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.
<u>DUTIES</u>	:	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 inreach 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 ongoing 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.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: (043) 709 2487/2532
<u>POST 23/104</u>	:	<u>HEAD CLINICAL UNIT (UROLOGY) REF NO: ECHEALTH/HCU-UR/FTH/ARP/NTSG/01/07/2025</u>
<u>SALARY</u>	:	Grade 1: R2 084 754 – R2 212 680 per annum, (OSD), an all-inclusive package Grade 2: R2 279 559 – R2 492 571 per annum, (OSD), an all-inclusive package
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	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 Urology. 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.
<u>DUTIES</u>	:	Provision of a quality, cost effective and efficient 24-hour ophthalmic service in keeping with Batho Pele Principles. Responsible for training & guidance of Registrars, Medical Officers, Medical Interns, Community Service Medical Officers, Medical Students & other categories in the department including running of an academic/in service program for doctors and optometrists. Ensure that the department is compliant with the National Core Standards Ideal Hospital Realisation Framework. Coordinate and compile Medico-legal reports & attend to all legal issues pertaining to the department. Development operational plans, quarterly & annual reports. Oversee performance of Clinical audits & departmental mortality & morbidity meetings. Direct clinical governance activities in the department. Establish protocols for the management of patients. Co-ordinate with relevant departmental heads to ensure optimal care for patients. Lead and supervise departmental research activities.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: (043) 709 2487/2532
<u>POST 23/105</u>	:	<u>OBSTETRICIAN AND GYNAECOLOGIST (DCST) REF NO: ECHEALTH/DCST-OBS/ORT/ARP/NHI/01/07/2025</u> (1-year Contract)
<u>SALARY</u>	:	Grade 1: R2 084 754 – R2 212 680 per annum, (OSD), an all-inclusive package Grade 2: R2 279 559 – R2 492 571 per annum, (OSD), an all-inclusive package
<u>CENTRE</u>	:	OR Tambo District
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Obstetrician and Gynaecologist Plus at least 3 years' experience after obtaining qualification. Sound knowledge of the following: Own clinical discipline, Medical ethics, Programme planning, implementation and evaluation, Information management programmes, Epidemiology and statistics, Quality assurance and improvement programmes, Human resources and financial management, Health and Public Service legislation, regulations and policy. Demonstrated skills in the following areas: Leadership, Communication, Teaching, mentorship and coaching, Problem solving, Functioning in a multi-disciplinary team, Computer literacy. Behavioural attributes reflecting the following: Stress tolerance, Self-confidence, Objectivity, Ethical, Empathic. Willingness to work at other facilities in the Sub-structure. Competencies (knowledge/skills): Appropriate experience working at a Primary Healthcare facility in a District Health system. Clinical knowledge to manage complex clients referred from other clinical staff and liaise with other specialists for more advanced care. Ability to work within and lead a multi-disciplinary team to provide service delivery to clients in a Primary Health Care setting. A valid driver's license.
<u>DUTIES</u>	:	Represent obstetrics and gynaecology as a member of a District Clinical Specialist Team responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Promote equitable distribution of resources and access to an appropriate level of care for all mothers, babies and children throughout the district. Maintain personal competency as an obstetrician and gynaecologist by spending 10 to 20% of time on continuing professional education and clinical care at the regional or tertiary hospital. Spend at least 80% of time on supporting the improvement of obstetrics and gynaecological services within the district. Support obstetric, neonatal and sexual and reproductive health care service delivery in the district. Primarily support district hospitals with all aspects of service delivery related to obstetrics and gynaecology. Secondarily support clinics, community health centres and primary health care outreach teams, including engaging private sector obstetricians and gynaecologists with service delivery related matters. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the district. Facilitate and participate in the training, development and mentorship of under- and post graduate medical, nursing and allied health professionals. This may require involvement with local academic training institutions. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and

processes to support the delivery of obstetrics and gynaecological services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. Initiate, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meetings), practitioners (e.g. infection control) and the organization (e.g. performance reviews). Initiate, support and participate in clinical audit and quality improvement cycles with specific focus on obstetrics and gynaecological assessments. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate, support or participate in relevant research. This may require involvement with local academic training institutions. Foster effective teamwork and collaboration within the DCST. Enable engagement with the local community, relevant non-government organisations and private providers. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Participate in provincial and national activities and initiatives to save mothers, babies and children. Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Assist with the coordination and supervision of obstetrics and gynaecological services within the district. Assist with the recruitment and management of relevant human resources.

<u>ENQUIRIES</u>	:	Ms Z Mtimba Tel No: (047) 502 9000
<u>POST 23/106</u>	:	<u>FAMILY PHYSICIAN (DCST) REF NO: ECHEALTH/DCST-FP/ORT/ARP/NHI/01/07/2025</u> (1-year Contract)
<u>SALARY</u>	:	Grade 1: R2 084 754 – R2 212 680 per annum, (OSD), an all-inclusive package Grade 2: R2 279 559 – R2 492 571 per annum, (OSD), an all-inclusive package
<u>CENTRE</u>	:	OR Tambo District
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Family Physician Plus at least 3 years' experience after obtaining qualification. Sound knowledge of the following: Own clinical discipline, Medical ethics, Programme planning, implementation and evaluation, Information management programmes, Epidemiology and statistics, Quality assurance and improvement programmes, Human resources and financial management, Health and Public Service legislation, regulations and policy. Demonstrated skills in the following areas: Leadership, Communication, Teaching, mentorship and coaching, Problem solving, Functioning in a multi-disciplinary team, Computer literacy. Behavioural attributes reflecting the following: Stress tolerance, Self-confidence, Objectivity, Ethical, Empathic. Willingness to work at other facilities in the Sub-structure. Competencies (knowledge/skills): Appropriate experience working at a Primary Healthcare facility in a District Health system. Clinical knowledge to manage complex clients referred from other clinical staff and liaise with other specialists for more advanced care. Ability to work within and lead a multi-disciplinary team to provide service delivery to clients in a Primary Health Care setting. A valid driver's license.
<u>DUTIES</u>	:	Represent family medicine as a member of the District Clinical Specialist Team (DCST) responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Promote equitable distribution of resources and access to an appropriate level of care for all mothers, babies and children throughout the district. Maintain personal competency as a family physician by spending 10 to 20% of time on continuing professional education and clinical care at a relevant facility be it a district, regional or tertiary hospital. Spend at least 80% of time on supporting the improvement of health services within the district. Support community orientated clinical services in the district by responding to family and community health needs, spanning the range of risk and environmental hazards within families and communities. Primarily support clinics, community health centres and primary health care outreach teams, including engaging private sector practitioners regarding service delivery related matters. Secondly support district hospitals with all aspects of service delivery related to family practice. Promote clinical effectiveness in all facilities through supporting outreach programmes to primary care teams in their community, dissemination or implementation of clinical protocols and

standard treatment guidelines aligned with national norms and standards. Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the district. Facilitate and participate in the training, development and mentorship of under- and post graduate medical, nursing and allied health professionals. This may require involvement with local academic training institutions. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of medical services, including epidemiological research, disease profiles and establishment of community needs. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. Initiate, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meetings), practitioners (e.g. infection control) and the organization (e.g. performance reviews). Initiate, support and participate in clinical audit and quality improvement cycles. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate, support or participate in relevant research. This may require involvement with local academic training institutions. Foster effective teamwork and collaboration within the DCST. Enable engagement with the local community, relevant non-government organisations and private providers. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant, as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Participate in provincial and national activities and initiatives to save mothers, babies and children. Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Assist with the coordination and supervision of medical services within the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES

: Ms Z Mtimba Tel No: (047) 502 9000

POST 23/107

: **SENIOR MANAGER: MEDICAL SERVICES REF NO: ECHEALTH/FTH/ARP/NTSG/ARP/01/07/2025**

SALARY CENTRE REQUIREMENTS

: R1 826 139 – R2 212 680 per annum, (OSD), an all-inclusive package
: Buffalo City Metro, Frere Tertiary Hospital
: 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 license.

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.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: (043) 709 2487/2532
<u>POST 23/108</u>	:	<u>MEDICAL SPECIALIST GRADE 1 – 3 (PSYCHIATRY) REF NO: ECHEALTH/MS-PSY/FEPH/ARP/NTSG/01/07/2025</u>
<u>SALARY</u>	:	Grade 1: R1 341 855 – R1 422 810 per annum, (OSD), an all-inclusive package Grade 2: R1 531 032 – R1 623 609 per annum, (OSD), an all-inclusive package Grade 3: R1 773 222 – R2 212 680 per annum, (OSD), an all-inclusive package
<u>CENTRE</u>	:	Sarah Baartman District, Fort England Psychiatric Hospital
<u>REQUIREMENTS</u>	:	An appropriate qualification that allows registration with HPCSA as a Medical Specialist in a normal specialty. Registration with HPCSA as Medical Specialist in a normal specialty. Current registration with the Health Professions Council of South Africa (HPCSA). Grade 1: None after registration with the HPCSA as Medical Specialist a normal specialty. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with HPCSA as Medical Specialist in a normal specialty/sub-specialty. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA as Medical Specialist in a normal specialty. Having experience of working in recognised public institutions as a specialist in the specified discipline is an added advantage. Candidate must have also worked in the hospital environment with knowledge in primary, secondary, tertiary and quaternary levels care. Be willing to work in teaching environment working with Registrars and undergraduate students. Knowledge of and experience in leading a team. A good knowledge of prescripts governing the practice of medicine in South Africa. Willingness to work and deliver services in rural settings. Service delivery innovation in line with Batho Pele principles. Good verbal and written communication skills, including report writing, preferably in languages spoken in the region (IsiXhosa and English). Preparedness to work under pressure and for extended hours. Computer literate. Disposition to travel to referring health facilities for outreach purposes. A valid driver's licence.
<u>DUTIES</u>	:	Provide strategic leadership and strategic direction to the relevant domain. Render clinical duties in specialist clinics and other areas in the discipline. Provide expert advice and guidance when necessary and perform commuted overtime duties as required by the domain. Participate in academic programmes such as lecturing of undergraduate medical students, nursing and allied Health Care workers. Be actively involved in research and publish articles. Participate in Outreach Programme for the transfer of skills by giving clinical and academic support to peripheral health facilities and provide quality clinical services. Ensure that quality services based on evidence is rendered. Develop, review and implement standardised clinical guidelines and protocols in relevant domain. Manage the provision of outreach services for peripheral health facilities.
<u>ENQUIRIES</u>	:	Ms Nazo Tel No: (046) 602 2300
<u>POST 23/109</u>	:	<u>ASSISTANT DIRECTOR: MEDICAL PHYSICS REF NO: ECHEALTH/ADMP/LTH/NTSG/ARP/01/07/2025</u>
<u>SALARY</u>	:	R1 124 517 – R1 282 524 per annum, (OSD)
<u>CENTRE</u>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<u>REQUIREMENTS</u>	:	An appropriate qualification that allows for registration with the HPCSA as a Medical Physicist. Registration with the HPCSA as a Medical Physicist. Experience: A minimum of 3 years' appropriate experience after registration as Medical Physicist. The 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. Strategic planning and organizational skills. Knowledge of Patient Archiving and Communication Systems with good administrative, supervisory, and managerial skills. Competencies: In depth knowledge and skills relating to medical physics and quality assurance processes, tests and regulations associated with radiation emitting devices primarily in Radiology. Sound knowledge of radiotherapy physics, radiotherapy equipment, dosimetry,

		treatment planning and HDR brachytherapy. Knowledge of computers and software used in Radiology (imaging and dose assessment), Radiotherapy (modern RT techniques) and Nuclear Medicine. Knowledge of quality assurance and radiation protection aspects of all radiation therapy and radiation imaging equipment. Exceptional technical, management, administration, communication and interpersonal skills as pertaining to the scope of profession of Medical Physicist, both within service delivery as well as teaching environment. Research, development and teaching/training skills. Good leadership, communication and interpersonal relationship skills.										
<u>DUTIES</u>	:	To coordinate, supervise & provide comprehensive clinical medical physics services. Responsibility for the dosimetry, quality assurance and radiation protection functions of Medical Physics in the Department of Radiation Oncology, with support to Nuclear Medicine and Diagnostic Radiology. Provide Medical Physics support for Radiation Oncology treatment units including acceptance testing, commissioning, calibration, and quality assurance. Provide Medical Physics support for Radiation Oncology Treatment Planning. Participating in the implementation of new treatment techniques. Responsible for maintaining an effective radiation protection programme for the hospital, including reporting and monitoring radiation incidents. Assist in the specification, procurement, installation and commissioning of radiation emitting devices in the hospital as required. Provide clinical Medical Physics advice as required in Radiotherapy, Nuclear Medicine and Radiology. Training and education of Medical Physics Interns and other professionals in associated departments. Participate in middle management and delegated management tasks, including record keeping, statistic collation assists with budget control, and assets management. Active participation and assistance with research and development programmes of the Medical Physics Department. To participate in student training, supervision and performance evaluation. Perform administration of tasks in the section. Participate in Formulation, implement, monitor and evaluate operational plans in keeping with the strategic plans of the institution. To assist in management of the resources of the department namely: human, finance and assets)										
<u>ENQUIRIES</u>	:	Ms. L Mabanga Tel No: (041) 405 2348										
<u>POST 23/110</u>	:	<table><tr><td><u>DEPUTY</u></td><td><u>MANAGER</u></td><td><u>NURSING</u></td><td><u>REF</u></td><td><u>NO:</u></td></tr><tr><td colspan="5"><u>ECHEALTH/DMN/FEPH/ARP/NTSG/01/07/2025</u></td></tr></table>	<u>DEPUTY</u>	<u>MANAGER</u>	<u>NURSING</u>	<u>REF</u>	<u>NO:</u>	<u>ECHEALTH/DMN/FEPH/ARP/NTSG/01/07/2025</u>				
<u>DEPUTY</u>	<u>MANAGER</u>	<u>NURSING</u>	<u>REF</u>	<u>NO:</u>								
<u>ECHEALTH/DMN/FEPH/ARP/NTSG/01/07/2025</u>												
<u>SALARY</u>	:	R1 028 091 - R1 132 428 per annum, (OSD), an all-inclusive package										
<u>CENTRE</u>	:	Sarah Baartman District, Fort England Psychiatric Hospital										
<u>REQUIREMENTS</u>	:	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.										
<u>DUTIES</u>	:	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.										
<u>ENQUIRIES</u>	:	Ms Nazo Tel No: (046) 602 2300										

POST 23/111	:	MEDICAL PHYSICIST GRADE 1-3 REF NO: <u>ECHEALTH/MEDPLTH/ARP/NTSG/01/07/2025</u>
<u>SALARY</u>	:	Grade 1: R811 662 – R899 085 per annum, (OSD), an all-inclusive package Grade 2: R916 437 - R1 001 022 per annum, (OSD), an all-inclusive package Grade 3: R1 045 446 - R1 174 848 per annum, (OSD), an all-inclusive package
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro, Livingstone Tertiary 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 (Independent Practice). Current and active 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms. L Mabanga Tel No: (041) 405 2348
POST 23/112	:	MEDICAL PHYSICIST GRADE 1-3 REF NO: <u>ECHEALTH/MEDP/NMAH/ARP/NTSG/01/07/2025</u>
<u>SALARY</u>	:	Grade 1: R811 662 – R899 085 per annum, (OSD), an all-inclusive package Grade 2: R916 437 - R1 001 022 per annum, (OSD), an all-inclusive package Grade 3: R1 045 446 - R1 174 848 per annum, (OSD), an all-inclusive package
<u>CENTRE REQUIREMENTS</u>	:	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 (Independent Practice). Current and active 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: (047) 502 4469
<u>POST 23/113</u>	:	<u>ASSISTANT MANAGER NURSING SPECIALITY (ORTHOPEADICS) REF NO: ECHEALTH/AMN-ORTHO/ FTH/ARP/NTSG/01/07/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R755 355 – R863 667 per annum, (OSD) Buffalo City Metro, Frere Tertiary Hospital Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in terms of Government Notice No R212 in Advanced Orthopedics Nursing Science. A minimum of 10 years appropriate/recognizable 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/recognizable experience after obtaining the one year post basic course/qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of nursing care procedures, Good communication skills.
<u>DUTIES</u>	:	To ensure a holistic approach in the delivery of nursing care to customers/clients in cost effective, efficient & equitable manner. Overall supervision/management of the nursing services & maintain constructive working relations with nurses & other stakeholders. Participate in the analysis, formulation & implementation of nursing guidelines, standards & procedures. Monitor & ensure proper utilization of financial & physical resources. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery: Advocate and ensure the promotion of nursing ethos and professionalism.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: (043) 709 2487/2532
<u>POST 23/114</u>	:	<u>ASSISTANT MANAGER NURSING SPECIALITY (PEADIATRICS) REF NO: ECHEALTH/AMN-PEADS/ FTH/ARP/NTSG/01/07/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R755 355 – R863 667 per annum, (OSD) Buffalo City Metro, Frere Tertiary Hospital Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in terms of Government Notice No R212 in Advanced Pediatrics Nursing Science. A minimum of 10 years appropriate/recognizable 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/recognizable experience after obtaining the one year post basic course/qualification in the relevant specialty. At least 3 years of the period

		referred to above must be appropriate/recognizable experience at management level. Knowledge of nursing care procedures, Good communication skills.
<u>DUTIES</u>	:	To ensure a holistic approach in the delivery of nursing care to customers/clients in cost effective, efficient & equitable manner. Overall supervision/management of the nursing services & maintain constructive working relations with nurses & other stake – holders. Participate in the analysis, formulation & implementation of nursing guidelines, standards & procedures. Monitor & ensure proper utilization of financial & physical resources. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery: Advocate and ensure the promotion of nursing ethos and professionalism.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: (043) 709 2487/2532
<u>POST 23/115</u>	:	<u>ASSISTANT MANAGER NURSING SPECIALTY (PSYCHIATRY) REF NO: ECHEALTH/AMN-PSY/FEPH/ARP/NTSG/01/07/2025</u>
<u>SALARY</u>	:	R755 355 – R863 667 per annum, (OSD)
<u>CENTRE</u>	:	Sarah Baartman District, Fort England Psychiatric Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in terms of Government Notice No R212. A minimum of 10 years appropriate/recognizable 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/recognizable experience after obtaining the one year post basic course/qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of nursing care procedures, Good communication skills. A valid driver's license.
<u>DUTIES</u>	:	To ensure a holistic approach in the delivery of nursing care to customers/clients in cost effective, efficient & equitable manner. Overall supervision/management of the nursing services & maintain constructive working relations with nurses & other stakeholders. Participate in the analysis, formulation & implementation of nursing guidelines, standards & procedures. Monitor & ensure proper utilization of financial & physical resources. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery: Advocate and ensure the promotion of nursing ethos and professionalism.
<u>ENQUIRIES</u>	:	Ms Nazo Tel No: (046) 602 2300
<u>POST 23/116</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AMN/LTH/ARP/NTSG/01/07/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R693 096 – R813 732 per annum, (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, 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.
<u>DUTIES</u>	:	Delegate, supervise and coordinate the provision of effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: (043) 709 2487/2532
<u>POST 23/117</u>	:	<u>ASSISTANT DIRECTOR: THERAPEUTIC & MEDICAL SUPPORT SERVICES (RADIATION THERAPY/ NUCLEAR MEDICINE) GRADE 1 REF NO: ECHEALTH/ADMMS/LTH/ARP/NTSG/01/07/2025</u>
<u>SALARY</u>	:	Grade 1: R638 856 – R707 625 per annum, (OSD)
<u>CENTRE</u>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer (Radiation Therapy/ Nuclear Medicine). Registration with the HPCSA as a Radiographer (Independent Practice) Radiation Therapy or Nuclear Medicine. Experience: Grade 1 - A minimum of 3 years' appropriate experience as a Radiographer (Radiation Therapy or Nuclear Medicine) after registration with HPCSA of which 5 years must be appropriate experience in Management. The 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. Competencies: Sound knowledge of radiation protection, quality assurance and equipment safety. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good written and verbal communication skills. Demonstrates effective interpersonal skill, good administrative, strategic planning organizational skills, leadership qualities and supervisory skills Knowledge of Patient Archiving and Communication. Basic knowledge of budget planning as well as the Public Finance and Management Act. Good understanding of public hospital operational systems. Knowledge of relevant Health and Safety Acts, Knowledge of relevant Public Service policies, acts and regulations, Knowledge of Public Health Sector Quality Improvement Initiatives, Conflict resolution and problem-solving. The successful candidate must undergo Medical Surveillance as an inherent job requirement.
<u>DUTIES</u>	:	To manage, coordinate and administer the operations of the Radiation Therapy & Nuclear Medicine services in the Livingstone Tertiary Hospital Facilitate the implementation of strategic plans in keeping with the requirements of the institution, the province and national health department. Ensure the effective, efficient and cost-effective management of allocated Resources of the Department Render effective patient centered Nuclear Medicine & radiation therapy service for in- and outpatients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Provision of strategic leadership in striving towards a optimization of services. Facilitate teaching and training of staff and students., supervision and performance evaluation. Facilitate the formulation/ Developing of SOP, strategies, guidelines & protocols in line with service development in consultation with relevant stakeholders Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods Ensure radiation safety and control for public and staff, in support of the Medical Physicist. Exercise care with all consumables and equipment. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Ensure radiation safety and control for public and staff, in support of the Medical Physicist. Facilitate teaching and training of staff and students. Attend departmental meetings and represent the department at external meetings as required.
<u>ENQUIRIES</u>	:	Ms. L Mabanga Tel No: (041) 405 2348
<u>POST 23/118</u>	:	<u>ASSISTANT DIRECTOR: OCCUPATIONAL THERAPY GRADE 1-2 REF NO: ECHEALTH/ADOT/LTH/ARP/NTSG/01/07/2025</u>
<u>SALARY</u>	:	Grade 1: R638 856 – R707 625 per annum, (OSD) Grade 2: R727 350 – R807 243 per annum, (OSD)
<u>CENTRE</u>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with the HPCSA as an Occupational Therapist (Independent Practice).

Experience: A minimum of 3 years' appropriate experience as an Occupational Therapist after registration with the HPCSA of which 5 years must be appropriate experience in Management. The 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. Competencies: Sound knowledge of radiation protection, quality assurance and equipment safety. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good written and verbal communication skills. Demonstrates effective interpersonal skill, good administrative, strategic planning organizational skills, leadership qualities and supervisory skills Knowledge of Patient Archiving and Communication Basic knowledge of budget planning as well as the Public Finance and Management Act. Good understanding of public hospital operational systems. Knowledge of relevant Health and Safety Acts, Knowledge of relevant Public Service policies, acts and regulations, Knowledge of Public Health Sector Quality Improvement Initiatives, Conflict resolution and problem-solving skills.

DUTIES : To manage, coordinate and administer the operations of the Occupational Therapy services in the Livingstone Tertiary Hospital. Ensure the effective, efficient and cost-effective management of allocated Resources of the Department. To participate & work closely with the interdisciplinary team members. Provision of strategic leadership in striving towards a optimization of occupational therapy services. Facilitate training & development of staff and students. Provide supervision and performance evaluation. Manage Quality Assurance and Clinical governance within the occupational therapy section. Communicate effectively with all stakeholders. Management and administration duties of the section.

ENQUIRIES : Ms. L Mabanga Tel No: (041) 405 2348

POST 23/119 : **CHIEF RADIOGRAPHER: MAMMOGRAPHY GRADE 1 -2 REF NO: ECHEALTH/CRMM/LTH/NTSG/ARP/01/07/2025**

SALARY : Grade 1: R575 250 - R638 856 per annum, (OSD)
Grade 2: R657 507 – R727 350 per annum, (OSD)

CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS : Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer (Mammography) & proof of RCT Board-Breast Ultrasound examination pass (submit proof when shortlisted). Registration with the HPCSA as a Radiographer (Independent Practice) Mammography. Experience: A minimum of 3 years' appropriate experience as a Mammographer after registration with the HPCSA. The 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. Competencies (knowledge/skills): Sound knowledge of radiation protection, quality assurance and equipment safety pertaining to Mammography. Strong clinical skills and knowledge of mammography techniques and protocols. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills. Good written and verbal communication skills. Strategic planning and organizational skills. Knowledge of Patient Archiving and Communication Systems with good administrative, supervisory, and managerial skills. Excellent communication and organizational skills. Ability to work well under pressure.

DUTIES : Management and operation of the Mammography Department-Woman's Health, ensuring the delivery of high-quality mammography services and promoting the early detection of critical areas in health like breast cancer. Supervise and mentor mammography staff, fostering a collaborative and supportive work environment. Manage sectional resources. Develop and implement departmental policies and procedures to ensure compliance with quality standards and regulatory requirements. Schedule and coordinate patient appointments and workflow. Perform high-quality mammography inclusive of breast ultrasound examinations, including screening and diagnostic mammograms. Implement and monitor quality assurance programs to ensure optimal image quality and patient safety. Maintain accurate records and documentation. Participate in audits and quality improvement initiatives. Responsible for Awareness Campaigns pertaining to the mammography occupation. Provide training & development to staff and other medical professionals on mammography procedures.

ENQUIRIES : Ms. L Mabanga Tel No: (041) 405 2348

POST 23/120 : **CHIEF RADIOGRAPHER: RADIATION ONCOLOGY GRADE 1 REF NO: ECHEALTH/CRRO/LTH/ARP/NTSG/01/07/2025 (X2 POSTS)**

SALARY : Grade 1: R575 250 - R638 856 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer (Radiation Therapy). Registration with the HPCSA as a Radiographer (Independent Practice) Radiation Therapy. Experience: A minimum of 3 years' appropriate experience as a Radiographer (Radiation Therapy) after registration with the HPCSA. The 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. Competencies: Sound knowledge of radiation protection, quality assurance and equipment safety pertaining to Radiation Therapy. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills. Good written and verbal communication skills. Strategic planning and organizational skills. Knowledge of Patient Archiving and Communication Systems with good administrative, supervisory, and managerial skills. The successful candidate must undergo Medical Surveillance as an inherent job requirement.

DUTIES : To coordinate, supervise & provide comprehensive clinical Radiation Therapy services. Provide, coordinate and evaluate the effectiveness of Radiation Therapy services for inpatients and external stakeholders. To participate in student training, supervision and performance evaluation. Perform administration of tasks in the section. Participate in Formulation, implement, monitor and evaluate operational plans in keeping with the strategic plans of the institution. To assist in management of the resources of the department namely: human, finance, physical and organizational. Analyse and interpret statistics and make suggestions to the work team to improve radiation therapy services. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Exercise care with all consumables and equipment. Manage & Supervision junior staff and community service radiation therapist and support personnel, including performance appraisals. Implement quality assurance measures in the section and ensure that areas of non-compliance are attended to. Implement and maintain Quality Assurance of all relevant equipment & ensure technical maintenance in accordance to national standard and adhere to National Core Standards and norms at departmental level. Participate in the development of radiation therapy SOP policies, protocols and guidelines. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Participate in public health activities according to the health awareness calendar. Participate in middle management and delegated management tasks, including record keeping, statistic collation assists with budget control, assets management and provide support to the Assistant Director. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Communicate effectively with all stakeholders. Supervision of staff and ensure that continuous professional development systems are in place.

ENQUIRIES : Ms. L Mabanga Tel No: (041) 405 2348

POST 23/121 : **NUCLEAR MEDICINE RADIOGRAPHER GRADE 1-3 REF NO: ECHEALTH/NMEDR/LTH/ARP/NTSG/01/07/2025**

SALARY : Grade 1: R491 256 – R559 512 per annum, (OSD)
 Grade 2: R575 250 – R657 507 per annum, (OSD)
 Grade 3: R676 716 – R727 350 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer (Nuclear medicine). Registration with a professional council: Registration with the HPCSA as a Radiographer (Independent Practice) **Grade 1:** None after registration with the HPCSA as Nuclear Medicine Radiographer in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as Nuclear Medicine Radiographer in respect of foreign qualified employees, of

		whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as Nuclear Medicine Radiographer in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as Nuclear Medicine Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as Nuclear Medicine Radiographer in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Nuclear Medicine Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. General gamma imaging skills. Exposure and experience in CT imaging. Ability to conduct camera quality control Hot lab experience with ability in labelling of radiopharmaceuticals. Good planning, organizational and presentation skills. Competencies: Sound knowledge of regulations pertaining to the Hazardous Substances Act of 1973 in accordance with the South African Health Products Regulatory Authority. Well versed with conditions of radiation safety practice. Excellent communication skills (verbal, written, conflict management) and interpersonal skills. A good knowledge of analytical and report writing skills and computer skills.
<u>DUTIES</u>	:	Hot lab duties. Labelling of radiopharmaceuticals. Performing QC of all equipment. Gamma camera imaging techniques. PET/CT imaging. Dosimetry evaluations in collaboration with medical physicist. Radiation safety implementation. Scheduling of patients. Patient booking. Protocol updates. Teaching. General Nuclear Medicine services.
<u>ENQUIRIES</u>	:	Ms. L Mabanga Tel No: (041) 405 2348
<u>POST 23/122</u>	:	<u>PROFESSIONAL NURSE SPECIALTY GRADE 1-2 (OCCUPATIONAL HEALTH) REF NO: ECHEALTH/PNS-OCCH/ARP/NTSG/01/07/2025</u>
<u>SALARY</u>	:	Grade 1: R476 367 - R559 548 per annum, (OSD) Grade 2: R583 989 - R723 954 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Sarah Baartman District, Fort England Psychiatric Hospital
	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Occupational Health. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and post-basic qualification in Occupational Health. Experience: Grade 1: A minimum of 4 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 2: A minimum of 14 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Occupation Health. Knowledge of health and safety policies and procedures. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology. Ability to carry out examinations and procedures in terms of the governing legislation for Occupational Health.
<u>DUTIES</u>	:	Conduct all types of medical fitness assessments: pre-employment, transfer, annual and exit. Report and assist on all injuries on duty and occupational diseases. Assess the ability to work and the health status of clients. Ensure medical records are recorded and signed. Management and appropriate referrals of minor injuries on duty. Provide a comprehensive Occupational Healthcare service. To perform and interpret the screening test results. Performance of spirometry, audiometry, vision screening and highlighting significant abnormalities to the Occupational Medical Practitioner. Engage in physical safety checks, interventions, and coaching junior staff members. Report deficiencies and implement plans to address deficiencies. Assess the 'fitness for duty' of team members and take any subsequent necessary action.
<u>ENQUIRIES</u>	:	Ms Nazo Tel No: (046) 602 2300

<u>POST 23/123</u>	:	<u>MEDICAL BIOLOGICAL SCIENTIST GRADE 1-3 REF NO: ECHEALTH/MEDBS/NMAH/ARP/NTSG/01/07/2025</u>
<u>SALARY</u>	:	Grade 1: R397 233 – R454 191 per annum, (OSD) Grade 2: R463 941 – R524 221 per annum, (OSD) Grade 3: R543 099 – R657 507 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, Nelson Mandela Academic Hospital 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). Grade 1: 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. Grade 2: 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. Grade 3: 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: (047) 502 4469
<u>POST 23/124</u>	:	<u>MEDICAL TECHNOLOGIST GRADE 1-3 REF NO: ECHEALTH/MEDT/FTH/ARP/NTSG/01/07/2025</u>
<u>SALARY</u>	:	Grade 1: R397 233 – R454 191 per annum, (OSD) Grade 2: R463 941 – R524 221 per annum, (OSD) Grade 3: R543 099 – R657 507 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Frere Tertiary Hospital Appropriate qualification that allows registration with the HPCSA as a Medical Technologist. Registration with HPCSA as a Medical Technologist. Grade 1: None after registration with HPCSA as Medical Technologist in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as Medical Technologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as Medical Technologist in respect of RSA-qualified

employees. A Minimum of 11 years relevant experience after registration with the HPCSA as Medical Technologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as Medical Technologist in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Medical Technologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Assertiveness, good interpersonal skill. Basic understanding of financial matters. General Management, communication, presentation, analytical and computer skills. Ability to generate Reports in excel.

DUTIES : Assist in reducing laboratory and SANBS expenditure. Screening of laboratory, blood, and blood products requested to minimise inefficiencies. Assist in aligning NHLS and SANBS accounts to the facility units/wards cost centres. Monthly verification of both NHLS and SANBS invoices. Provide hospital management with monthly trend analysis reports on laboratory, blood, and blood product usage. Intercept test where insufficient data has been supplied on the request forms. Facilitate regular uploading clinician's details onto NHLS Laboratory information system. Arrange training on laboratory and SANBS - related matters. Ensure the availability of POCT in the Hospital. Compiling and reporting monthly electronic gatekeeping (EGK) savings.

ENQUIRIES : Ms N Mthitshana Tel No: (043) 709 2487/2532

POST 23/125 : **CASE MANAGER REF NO: ECHEALTH/CSM/FEPH/ARP/NTSG/01/07/2025**

SALARY : R397 116 per annum

CENTRE : Sarah Baartman District, Fort England Psychiatric Hospital

REQUIREMENTS : Appropriate qualification that allows registration with South African Nursing Council (SANC). At least three (3) – five (5) years' experience in Case Management/Medical Aid Environment or Revenue Generation. Appropriate experience in ICD10 diagnostic and the ability to link patient diagnosis with procedural codes. Knowledge of hospital patient services and case management processes. Knowledge of using Uniform patient fees structures. Knowledge of Medical Aid Act 131 of 1998. Knowledge of RAF and other state departments. Managed Health Care or Hospital Information Systems and EDI (Electronic Data Interchange). Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Ability to work with Excel spread sheets, Microsoft Word, and web-based programs (medical aids).

DUTIES : Co-ordinate the workflow processes between clinical and admin personnel by liaising, guiding, and supporting the fees department and the relevant hospital staff with the identification of prescribed minimum benefits. Efficiently and effectively communicate and update clinical information for externally funded clients. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments. Perform operational Case Management functions inclusive of pre-authorization and clinical review to ensure compliance with Case Management policies and procedures. Provide support to the hospital Fees Department in terms of follow-up of the outstanding medical scheme and state department balances and account queries. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Control the correctness of the hospital bills, medical aids, road accident fund and privately funded patients by the efficient and effective interpretation and implementation of Case Management policies, protocols, and procedures within the hospital. Assist with the implementation of departmental case management policies and procedures by providing onsite skills development and training of relevant role players in matters relating to Case management. Provide quotations to H2, H3 and Foreign patients. Assist Hospital Management in the distribution of Quality Client Care. Compile statistical reports.

ENQUIRIES : Ms Nazo Tel No: (046) 602 2300

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS : Applicants are encouraged to apply via the e-recruitment system. Only online applications will be considered. Utilize the e-recruitment system which is available on www.ecprov.gov.za or <https://e-recruitment.ecotp.gov.za> To report glitches with the E-Recruitment system and assistance regarding the activation of your profile, send an email to: YolandaS@ecdhs.gov.za (NB: For

Technical Glitches Only – No CVS). Technical support is limited to working hours: (08:00 am to 16:30pm Mon-Thurs and 08:00 am to 16:00 pm on Fridays). Should you submit your applications/CV to: YolandaS@ecdhs.gov.za and not as specified, your application will be regarded as lost and will not be considered. For Attention/Or Queries: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli at 071 606 5941 / MR M. Sangqu 071 606 7842

CLOSING DATE : 18 July 2025. No late/ Faxed/ Posted, Hand-delivered, and e-Mailed applications will be accepted

NOTE : Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. Employment Equity Targets of the recruiting department will be adhered to (you can be as specific as you would like). For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce a pre-entry Certificate (Nyukela) prior to appointment as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. (SMS pre-entry certificate is not requirement for shortlisting is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the department. In SMS/MMS positions preference will be given to females. In all posts 50% will be given to people with disabilities.

MANAGEMENT ECHELON

POST 23/126 : **CHIEF DIRECTOR: INCREMENTAL PROGRAMMES REF NO: DHS01/06/2025**

SALARY : R1 436 022 per annum (Level 14), (all-inclusive package)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, an undergraduate qualification (NQF level 7) in Public Administration/BAdmin/Social Science/Developmental Studies/Human

		Settlements/Project Management or equivalent qualification as recognised by SAQA with a minimum 5 years of experience at a senior managerial level. SMS pre-entry Certificate (a copy to be submitted prior appointment) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za . Proven experience in strategic planning and policy development in the public sector, proven working experience in implementing policies and procedures in administration, financial management and project management and proven experience in monitoring adherence to legislations, regulations and standards. Knowledge of applicable legislation and prescripts, government programmes, information management, policies and procedures, sound working knowledge of the corporate governance framework, strategic planning, treasury regulations and practice guidelines. Must possess a valid driver's licence.
<u>DUTIES</u>	:	Oversee emergency housing and EPHP. Monitor the provision of the Enhanced Peoples Housing Programme (EPHP). Monitor emergency housing programmes. Oversee informal settlement and upgrading services. Monitor informal settlement upgrading and eradication. Monitor social and economic amenities projects. Oversee housing opportunities for the destitutes and vulnerable groups. Monitor housing opportunities for women, youth and disabled, elderly, child headed homes and military veterans. Monitor planning and reporting in housing delivery for the destitute. Oversee special projects and remedial works. Monitor special project programme. Monitor the remedial works programme. Manage the allocated resources of the Chief Directorate. Monitor the development of SOPs and job descriptions. Manage performance of the Chief Directorate. Manage sound employment relations. Manage employee Conditions of Service. Facilitate coaching, mentorship, training and development of the Chief Directorate. Communication management. Manage, maintain and safeguard assets. Monitor planning and reporting of the Chief Directorate programs. Manage and mitigate risk in the Chief Directorate. Monitor the effective management of audit processes. Financial management. Monitor risk management and mitigation plans. Manage the compliance on POPIA.
<u>ENQUIRIES</u>	:	Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment, email: YolandaS@ecdhs.gov.za
<u>POST 23/127</u>	:	<u>DIRECTOR: SUPPORT TO THE OFFICE OF THE HEAD OF DEPARTMENT REF NO: DHS02/08/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (Level 13), (all-inclusive package) East London National Senior Certificate, an undergraduate qualification (NQF level 7) in Public Administration/BAdmin/Development Studies/Human Settlements or equivalent qualification as recognised by SAQA with 5 years' experience at a middle/senior management level. SMS pre-entry Certificate (a copy to be submitted prior appointment) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za . Highly diligent, confident candidates with substantial management experience A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Computer literate. Able to work under pressure and difficult deadlines. Must possess a valid driver's licence.
<u>DUTIES</u>	:	Provide technical and administrative support services. Develop and maintain systems, procedures and policies. File and secure information. Quality control of incoming and outgoing documents. Disseminate work, route letters, memorandums and documents. Attend to internal work-related queries. Gather information on request. Initiate meetings on request. Follow up on implementation of meeting resolutions and scheduled reports. Convey HOD instructions follow up on required responses. Act as a liaising between the MEC and HOD office. Maintain PSA and PFMA delegation register (delegations developed by the assigned officials i.e. CFO and Head of Corporate Services. Provide secretariat support services. Manage the workflow control system. Prepare draft letters and memoranda on request.

Arrange meetings and take minutes/notes. Follow up on the meeting resolutions. Manage personal arrangements for participants/visitors. Gather information for HOD on request. Attend to external enquiries. Provide technical and administrative support on matters pertaining to Parliament, Cabinet, Departmental and Portfolio Committees, as well as other relevant committees and structures such as FOSAD, G and A cluster. Liaise with political office bearers, officials and public. Capture and encode submissions. Quality control of incoming and outgoing documents. Attend to internal work-related queries. Gather information on issues to be discussed with Deputy Director General. Facilitate departmental meetings and consolidate responses on matters raised by the aforesaid committees and structures. Manage and prepare the documentation to be presented before the said committees and structures. Follow up on implementation of meeting resolutions, submissions and scheduled reports. Attend to protocol issues. Manage the allocated resources. Manage the development of SOPs. Manage the performance of employees. Manage sound employment relations. Manage employee condition of service. Facilitate coaching, mentoring, training and development of employees. Financial management. Manage and secure the assets of the HOD office. Manage the office planning processes. Attend to Internal Audit and AGs RFIs and Audit. Outcomes and findings. Manage and mitigate risks. Monitor the implementation of POPIA.

ENQUIRIES : Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

OTHER POSTS

POST 23/128 : **SENIOR STATE ACCOUNTANT REF NO: DHS3/08/2025**
Cashflow and Debtors' Management
This is a re-advertisement. Those who previously applied are encouraged to re-apply.

SALARY : R376 413 per annum (Level 08)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) in Cost and Management Accounting/Financial Management/Commerce or equivalent qualification as recognised by SAQA with 2 years' experience in the field. Knowledge of human settlements policies and procedures, Information Management, Government policies and prescripts, Public Service Regularity Framework, Public Financial Management Act (PFMA).

DUTIES : Administer departmental bank accounts. Monitor day to day inflow and outflow from PMG account. Reconcile money transfer to the Exchequer monthly. Reconcile drawings to ensure that the Provincial Treasury reports are correct. Monitor the maintenance of the buffer. Monitor revenue collection. Draw report from BAS for revenue collected. Draft revenue pay-over and forward to the departmental bank. Draw bank statement from online banking app to ensure that revenue collected is transferred to Provincial Treasury (Provincial Exchequer Account). Safeguard all revenue financial records. Administer departmental debts. Receive request documents from end-users for debt creation. Capture all debtors accounts. Compile debt file. Update all debtor files and keep records of the movement of debts. Compile debtor's reconciliation and age analysis. Administer interest on trust accounts. Receive payment advisor statement. Draw bank statement. Draw BAS interest on trust account report. Reconcile money received on trust accounts.

ENQUIRIES : Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 /Mr M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

POST 23/129 : **SENIOR STATE ACCOUNTANT REF NO: DHS4/08/2025**
Financial Control
This is a re-advertisement. Those who previously applied are encouraged to re-apply for the post

SALARY : R376 413 per annum (Level 08)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) in Financial Management/Internal Auditing/Financial Accounting/Cost and Management

		Accounting/Commerce or equivalent qualification as recognised by SAQA with 2 years' experience in the field. Knowledge of human settlements policies and procedures, Information Management, Government policies and prescripts, Public Service Regularity Framework, Public Financial Management Act (PFMA).
<u>DUTIES</u>	:	Administer clearance of PMG exception accounts. Monitor bank exception accounts. Monitor bank statement. Liaise with bank for queries. Monitor bank balances. Administer the clearance of inter-departmental claims. Reconcile inter departmental debts. Compile and send out inter-departmental claims. Make follow up on payments and receipt of claims. Liaise with other government departments. Dispatch claims. Provide administrative support in the compilation and capturing of journals. Prepare the journal to clear the bank adjustment account on BAS input form. Capture the verified journal on BAS and submit the journal for approval on BAS. Record the filed journals. Reconcile accounts. Capture the verified journal on BAS and submit the journal for approval on BAS. Administer the reconciliation of monthly accounts. Prepare monthly accounts reconciliation. Submit for inclusion in the Treasury instruction Note No. 02 of 2023/2024 before due date. Clear account to achieve zero balance required by Treasury. Submit for inclusion in National Treasury Instruction No. 03 of 2022/23 before due date. Records management. Verify journals before filing. File journals passed during the month. File reconciliation statements in accordance with monthly order.
<u>ENQUIRIES</u>	:	Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 /MR M. Sangqu 071 606 7842 E-Recruitment, email: YolandaS@ecdhs.gov.za
<u>POST 23/130</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: DHS5/08/2025</u> Grant Management This is a re-advertisement. Those who previously applied are encouraged to Re-Apply for the post.
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) in Internal Auditing/Accounting/Financial Management/Commerce or equivalent qualification as recognised by SAQA with 2 years' experience in the field. Knowledge of human settlements policies and procedures, Information Management, Government policies and prescripts, Public Service Regularity Framework, Public Financial Management Act (PFMA) and DORA (Division of Revenue Act)
<u>DUTIES</u>	:	Provide administrative support in the management of the Provincial Housing Funds (Conditional Grant). Verify budget loaded on BAS against the approved conditional grant business plan. Receive payments and confirm funds available for project payments on confirmation schedule and on payments. Identify non-moving projects and guide programmes on shifting of funds. Draw BAS report, identify misallocations and reconcile to expenditure commitment sheet. Give instructions to subordinates on journals to be compiled and captured on BAS. Authorise journals on BAS. Distribute monthly reports to programmes to enable reporting. Populate the DORA reporting template with conditional grant expenditure from BAS on a monthly/quarterly basis. Finalise the DORA report in terms of the DORA framework and submit with all the supporting reporting to Provincial Treasury and National within prescribed dates. Prepare reports for interim financial statements (IFS) and Annual Financial Statements (AFS). Coordinate housing project payments and related transactions. Verify payments for full compliance with PFMA requirements, Treasury Regulations and Housing Policy. Verify data captured on BAS against the supporting documentation on the claims and on BAS. Authorise all payments on BAS. Verify if the checklist is attached to all claims and signed off before filling process is initiated. Follow up on ageing or problematic claims. Provide information upon request to Internal/External Auditors and other stakeholders. Provide admin support in the monitoring and reporting on Trust Accounts. Reconcile and verify bank statements and reconciliation statements received from account administrators. Write letters to entities to follow up on outstanding recons/bank statement/interest and other anomalies identified. File all correspondence per entity. Receive and record all interest received. Record all Trust Account balances on reporting tool. Manage the allocated resources. Timeously develop an employee job description. Manage the performance of

the employee. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of employees. Manage assets of the unit. Financial management. Attend to Internal Audit and AGs RFIs, outcomes and findings.

ENQUIRIES

: Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL
AFFAIRS**

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

APPLICATIONS : Quoting the reference number, applications can be hand delivered at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein or sent via email.

FOR ATTENTION : Mesdames. K Majafa/ M Parkies at (066) 487 2908

CLOSING DATE : 25 July 2025 at 16:00

NOTE : Directions to applicants: Applications must be submitted on a new Z.83 form (applications submitted on the old Z83 forms will not be considered), obtainable from any Public Service Department or on the internet at www.dpsa.gov.za-vacancies and must be accompanied by a recently updated comprehensive CV only (separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted, or hand delivered timeously. Candidates who possess foreign qualifications and/or short course certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and proof of the level of their qualifications after evaluation will be required when shortlisted. E-mailed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Please take note that communication will only be limited to short-listed candidates. The Department reserves the right not to appoint. Note: Only shortlisted candidates will be required to submit certified copies of qualifications. Failure to do so will result in your application being disqualified. Kindly take note that the email size limit is 4MB. You are therefore kindly requested to send documents separately, should they exceed the allowed limit

OTHER POSTS

POST 23/131 : **TRADE ADVISOR: INVESTIGATIONS REF NO: DESTEA 02/07/25**

SALARY : R397 116 per annum (Level 08)

CENTRE : Bloemfontein

REQUIREMENTS : A Degree in Bcom Law/ Bachelor of Law (LLB) or related field. Three years' experience within consumer-related issues. A valid driver's license. Ability to interpret and apply policies and guidelines, preferably in consumer legislative framework. Knowledge of the Consumer Protection legislation, in particular Consumer Protection Act. Computer literacy and a valid driver's license.

DUTIES : Investigate alleged unfair business practices suffered by the consumers and mediate the two parties (consumer and business) at the Consumer Court; i.e continuously engage with suppliers and consumers about the case lodged, implement the five key steps of investigation and close the case after being resolved. Advise consumers on the possibility of winning the cases as well as the financial implications, therefore. In instances where the business does not comply with the outcomes of the case, present the merits of the case to the Enforcement component for further handling. Provide reports monthly, quarterly on cases resolved and outstanding cases as well as the summary of the outcomes to the Head of Department.

ENQUIRIES : Adv. R Pitso at 064 805 4466

APPLICATIONS : Applications can be hand delivered or sent via email to recruitment1@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying.

POST 23/132 : **TRADE ADVISOR: CONSUMER EDUCATION AND RESEARCH REF NO: DESTEA 03/07/25**

SALARY : R397 116 per annum (Level 08)

<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	A Degree in Bcom Law/ Bachelor of Law (LLB) or related field. Three years' experience within consumer-related issues. A valid driver's license. Ability to interpret and apply policies and guidelines, preferably in consumer legislative framework. Knowledge of the Consumer Protection legislation, in particular Consumer Protection Act. Computer literacy and a valid driver's license.
<u>DUTIES</u>	:	Conduct information sessions and awareness campaigns on all the issues relating to Consumer rights. Contribute to the development of Consumer educational materials and ensure efficient and effective dissemination of the material to the Consumers, Business and Stakeholders. Conduct research on issues relating to Consumer right and advise the department on the latest information available that can be utilised when conducting Consumer education. Work closely with academic institutions so as to ensure that consumer education becomes part of the curriculum. Based on the research conducted and the recommendations made to the Department, contribute to the development and amendment of the Consumer Affairs.
<u>ENQUIRIES APPLICATIONS</u>	:	Adv. R Pitso at 064 805 4466
	:	Applications can be hand delivered or sent via email to recruitment1@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying.
<u>POST 23/133</u>	:	<u>TRADE ADVISOR: ENFORCEMENT REF NO: DESTEA 04/07/25</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08)
	:	Bloemfontein
	:	A Degree in Bcom Law/ Bachelor of Law (LLB) or related field. Three years' experience within consumer-related issues. A valid driver's license. Ability to interpret and apply policies and guidelines, preferably in consumer legislative framework. Knowledge of the Consumer Protection legislation, in particular Consumer Protection Act. Computer literacy and a valid driver's license.
<u>DUTIES</u>	:	Coordinate Conciliation Hearing between the aggrieved Consumer and the Business (Defendant). Develop and update the database on sheriffs for each magistrate court in different cities of the country. Assist the Prosecutor with compiling all the necessary information required for each file in preparation of the Consumer Affairs Court Sitting. Compile reports on all cases that appeared before the Consumer Affairs Court. Ensure that accounts on return of service (selective bodies which participate in the Consumer Affairs Court) are paid. Render administrative support function to the division.
<u>ENQUIRIES APPLICATIONS</u>	:	Adv. R Pitso at 064 805 4466
	:	Applications can be hand delivered or sent via email to recruitment2@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying.

DEPARTMENT OF HEALTH

<u>CLOSING DATE</u>	:	18 July 2025
<u>NOTE</u>	:	Applications must be submitted on new Z83 form. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies . From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered." The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV and the application must submit copies of qualifications, identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need to be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or the day of the interview following communication from HR as well as recently certified copies of all qualification(s), including a Senior certificate and ID-document [Driver's license where applicable]. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications

received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

<u>POST 23/134</u>	:	<u>CLINICAL MANAGER: MEDICAL GRADE 1 REF NO: H/M/01/2025</u>
<u>SALARY</u>	:	R1 422 810 - R1 576 977 per annum, (A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Forensic Pathology Services (Thabo Mofutsanyane District)
	:	Matric, Appropriate qualifications that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical officer (MBCHB). Current registration with HPCSA (2025/2026). A Minimum of five (5) years appropriate experience as medical officer. Computer Literacy. Valid Driver's License Knowledge and Skills: Post graduate qualification in Forensic Pathology and Knowledge of rendering Forensic Medico-Legal Service will be an added advantage. Knowledge of good communication skills and customer care management. Knowledge of good administrative procedures relating to specific rendering of Forensic Medico-legal Services including laws and regulations.
<u>DUTIES</u>	:	Responsible for the leadership and management of the delivery of Forensic Medico-Legal Directorate in the Free State Province and ensure that quality assurance is maintained when rendering forensic services. Actively contribute to the formulation and implementation of Forensic Pathology Services and Clinical Forensic Medicine Operational Plan. Assist Forensic Pathology Services Directorate in the discharge of any responsibilities which have been delegated to perform Autopsies in Forensic Mortuaries throughout the province. Develop and monitor Service Operational Procedures (SOP) for the performance of Autopsies in the province. Participate in Management activities and attend all applicable Management meetings, and liaise with Forensic Medico-Legal Unit with University of Free State for rendering of Medico-Legal Services within the Province. Report to the office of directorate of Forensic Pathology Services.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr RJ Khoali Tel No: (051) 430 7973 / 060 978 6215
	:	To: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 23/135</u>	:	<u>MEDICAL OFFICER GRADE 1-3 REF NO: H/C/01/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 - R1 078 116 per annum Grade 2: R1 142 553 - R1 247 202 per annum Grade 3: R1 322 352 - R1 647 630 per annum Plus 13th Cheque, Housing, Medical Aid (optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Forensic Pathology Services (Bethlehem Mortuary and Botshabelo Mortuary)
	:	Matric. Appropriate qualifications (MBCHB) that allow registration with Health Professions Council of South Africa (HPSA) as Medical Officer. Current registration with HPCSA (2025/2026). Computer Literacy and Valid Driver's License. Attach proof of working experience endorsed by Human resource. Grade 1: None after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) In respect of South African qualified employees. One-year relevant experience after registration as

Medical practitioner with recognized a 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:** Minimum of 5 years after registration as medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 10 years after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years' relevant experience after registration as Medical practitioner with a recognized foreign health professional Council in respect of foreign qualified employees to whom it is not required to perform Community Service, as required in South Africa Knowledge and Skills: Good problem solving and interventional skills. Sound communication skills (both verbal and written). Knowledge of public sector forensic Medico-Legal death investigations and applicable legislation pertaining to practice of and provision of Forensic Pathology Services. Ability to work within the team. Good planning and organizational skills. Post graduate qualification in Forensic Pathology will added advantage.

DUTIES : Responsible for the management of Forensic Medico -Legal death investigations within the designated Forensic Mortuaries. Participate in and attend critical stakeholders' meetings. Ensure that quality assurance is maintained when rendering forensic Services. Assist the Forensic Pathology Services Directorate in the discharge of any responsibilities related to Forensic medico-legal death investigations in the designated including performance of autopsies. Actively contribute to the formulation of Forensic Pathology Services Operational plan. Participate in developing and monitoring service operational procedures (SOP) for the performance of autopsies.

ENQUIRIES : Dr RJ Khoali Tel No: (051) 430 7973 / 060 978 6215
APPLICATIONS : To: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 23/136 : **PHARMACIST GRADE 1-3**

SALARY : Grade 1: R848 862 - R960 948 per annum
 Grade 2: R917 634 - R972 612 per annum
 Grade 3: R1 001 349 - R1 062 183 per annum
 A portion of the package can be structured according to the individual's personal needs.

CENTRE : Pharmaceutical Services: Medical Depot (Procurement Division)
REQUIREMENTS : Matric. B Pharm degree, Registration with South African Pharmacy Council (SAPC) as Pharmacist. Appropriate experience in drug supply management as well as computer literacy. **Grade 1:** None after registration as Pharmacist with the SACP in respect of SA qualified employees. One-year relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 5 years relevant experience after registration as Pharmacist with the SACP in respect of SA qualified employees. 6-year relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 13 years relevant experience after registration as Pharmacist with the SACP in respect of SA qualified employees. 14-year relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Good problem solving and interventional skills. Sound communication skills (both verbal and written). Knowledge of public sector pharmacy and applicable legislation pertaining to practice of pharmacy and provision of pharmaceutical services. Ability to work within the team. Good planning and organizational skills.

DUTIES : Ensure availability of health commodities to all levels of care. Ensure procurement compliance in line with regulatory prescripts. Co-ordinate and manage upstream and downstream procurement activities. Ensure mitigation of risk within the section. Ensure effective and efficient supervision of personnel within the component. Serve in ad-hoc committees. Ensure development and

		performance management of personnel. Ensure proper record management system within the section. Manage and co-ordinate demand data and estimates of health commodity. Implement Provincial Pharmaceutical and Therapeutics Committee (PPTC) resolutions.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. TW Khetsekile Tel No: (051) 411 0578
	:	To: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 23/137</u>	:	<u>ASSISTANT MANAGER SPECIALTY PNB-4 (OBSTETRIC AND GYNAECOLOGY) REF NO: H/M/01/2025</u>
<u>SALARY</u>	:	R755 355 – R863 667 per annum. Plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE REQUIREMENTS</u>	:	Pelonomi Tertiary Hospital
	:	Diploma/Degree in nursing or equivalent qualifications that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (2025/2026). Registration with the South African Council (SANC) as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year in Obstetric and Gynae, accredited with SANC. A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as a Professional Nurse. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification. At least 3 years of the period referred to above must be appropriate/recognizable experience at Management level. A qualification in Health Care Management or Nursing Administration will be added as Advantage. Knowledge and Skills: Knowledge of the Public Service Act and Regulations and Public Finance Management. Demonstrate and in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate and basic understanding of Human Resource and Financial policies and practices.
<u>DUTIES</u>	:	Ensure that comprehensive nursing treatment and care is delivered to patients in a cost effective, efficient and equitable manner by the Specialty Units. Ensure compliance to professional and ethical practice. Coordination of optimal holistic specialized nursing care provided within the set standard and professional / legal framework. Provision of effective support Nursing Service. Coordination of provision of effective training and research. Maintain professional growth / ethical standard and self-development. Manage and control risks. Skills of report writing and data management. Provide relevant health information to health care users to assist in achieving optimal health care rehabilitation.
<u>APPLICATIONS</u>	:	Send To: https://ihealth.gov.za/e-Recruitment
<u>POST 23/138</u>	:	<u>ASSISTANT DIRECTOR RADIOGRAPHER GRADE 1-2 REF NO: H/D/01/2025 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1 R638 856 – R807 243 per annum. Plus 13th Cheque, Housing Allowance, Medical Aid (optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Pelonomi Tertiary Hospital
	:	Matric, qualification to Radiographer that allows registration with the Health Professions Council of South Africa in Diagnostic Radiography. Current registration with the HPCSA as an independent practitioner as Diagnostic Radiographer. A minimum of 10 years appropriate experience after registration with the HPCSA in the relevant profession, of which 5 years must be appropriate experience in Management. Knowledge and Skills: Knowledge of philosophy underpinning practice in radiography. Knowledge of code of conduct arising from professional and statutory sources. Knowledge of pathological processes and their imaging appearance. Knowledge of Computed Tomography (CT), Fluoroscopy and/or MRI will be an added advantage. Sound knowledge of public service legislations, policies and procedures. Sound knowledge of Radiation Protection. Sound knowledge of Diagnostic Radiography practice and ethos. Sound knowledge of Diagnostic Radiography equipment policies and protocols. Good communication and

DUTIES

interpersonal skills. Knowledge of relevant Health and Safety prescripts. Computer literacy essential. Good interpersonal skills.

- : Support the Radiography Manager in order to meet the objective of the department and a provision of a 24 hours radiography service. Supervise a 24 hours Radiography service. Manage the sub-component by supervising staff, performing relevant administrative functions, chairing meetings and conducting performance assessments through PMDS. Ensure efficient and effective control and use of all equipment, assets and resources including consumables and staff belonging to the Cost Centre. Develop, implement and monitor policies and procedures to ensure the effective and efficient functioning of the department. Manage the quality assurance programmes as required by the radiation control directorate and department of Health; Ensure diagnostic services comply with relevant standards, legislation and current government initiatives to improve health services. Manage the provision of clinical training and supervision for junior and student radiographers and assume specific trainer roles when delegated to oversee specific imaging areas within radiology, encourage a multidisciplinary approach by fostering working relationships with other departments in order to render quality services. Ensures that the Radiography department complies with radiation protection services, Occupational Health and Safety and Infection Control, Labour relations requirements. Strengthen and monitor the implementation of equipment maintenance programme. Supervise and execute all clinical procedures competently to prevent complications. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the Interview.

**ENQUIRIES
APPLICATIONS**

- : Me EN Raphela Tel No: (051) 405 1932
: Send To: <https://ihealth.gov.za/e-Recruitment>

POST 23/139

- : **OPERATIONAL MANAGER NURSING SPECIALTY (THEATRE) REF NO:
H/M/02/2025 (X1 POST)**

SALARY

- : R693 096 – R789 861 per annum. Plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

**CENTRE
REQUIREMENTS**

- : Pelonomi Tertiary Hospital
: Matric, Basic R425 qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse (2025/2026). A post basic nursing qualification with a duration of at least 1 year accredited with SANC in one of the specialty. A minimum of 9 years appropriate recognizable 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 / recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. A post basic qualification in Health Care Management or Nursing Administration will be an added advantage. Knowledge and Skills: Good communication skills and interpersonal relations. Ability to work under pressure. Computer literacy. Nursing administration. Knowledge of people management, financial management and conflict management. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Demonstrate and basic understanding of Human Resource and Financial polices and practices.

DUTIES

- : Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing services in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring the unit adheres to the principles of Batho Pele. Able to develop contract, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

<u>APPLICATIONS</u>	:	Send To: https://ihealth.gov.za/e-Recruitment
<u>POST 23/140</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: H/D 02/2025</u>
<u>SALARY</u>	:	R468 459 - R551 823 per annum. Plus 13th Cheque, Housing Allowance, Medical Aid (optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Pharmaceutical Services: Medical Depot
	:	Matric, Degree / Advance Diploma in Financial Management or equivalent at NQF 7. A minimum of 3 years' experience in the financial environment and supervisory level. Knowledge and Skills: Interpersonal and negotiation skills. Leadership, presentation, analytical skills. Knowledge of Financial Management and SCM.
<u>DUTIES</u>	:	Oversee the verification of the capturing of payroll transactions on the accounting system. Oversee the correct capturing of banking details on the accounting system. Oversee and reconcile payment requests with budget provisioning and the availability of funds. Oversee that bank reconciliation are performed and are correct. Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Liaison with debts in the most complex and problematic cases to determine payback conditions and time span. Oversee the identification and accurate recording of debts owed to the department. Oversee and monitor income against budget and review reconciliations. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes. Supervise employees to ensure an effective financial accounting service.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. VA Nakane Tel No: (051) 411 0535
	:	To: https://ihealth.fshealth.gov.za/e-Recruitment

DEPARTMENT OF SOCIAL DEVELOPMENT

<u>APPLICATIONS</u>	:	Applications should be addressed to various institution as per the application's need: Provincial Office: Please forward your application quoting the relevant reference number, Department of Social Development, Private Bag X20616, Bloemfontein, 9300. Human Resource Management (Recruitment Section) Old Standard Bank Building, or place applications in an application box at Cnr Charlotte Maxeke and West Burger Street, Old Standard Bank Building, Bloemfontein or E-mail to Recruitment@fssocdev.gov.za General enquiries: Ms MV Mophethe at 083 577 2009
<u>CLOSING DATE</u>	:	21 July 2025
<u>NOTE</u>	:	Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Received application using the incorrect application for employment (old Z83) will not be considered. Please ensure that the specific reference number is quoted correctly. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview. Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply.

OTHER POST

<u>POST 23/141</u>	:	<u>ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER (OFFICE OF THE MEC: SOCIAL DEVELOPMENT) REF NO: DSDFS 64/25 (X1 POST)</u>
<u>SALARY</u>	:	R896 436 per annum
<u>CENTRE</u>	:	Provincial Office (Bloemfontein)
<u>REQUIREMENTS</u>	:	A recognized Bachelor's degree/ National Diploma in Public Administration/Management or relevant equivalent qualification at NQF level 6 with 3-4-year relevant administrative experience. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Computer literacy.
<u>DUTIES</u>	:	Manage administrative and coordination activities within the office of the executive authority. Develop, implement and maintain systems, registers and database to monitor and manage the flow of documents to, from and within the office of the executive authority. Compile correspondence, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support in the office of the executive authority. Develop, implement and maintain a filing system for the office of the executive authority. Manage the registry of the office of the executive authority. Ensure that documents are classified in accordance with the MISS prescripts and are handled in accordance with their classification. Liaise with internal and external role-players with regard to matters relating to the portfolio of the executive authority. Brief the Head of Office of the MEC on matters with regard to the executive authority's portfolio on the agenda of executive council. Liaise with senior managers in the institutions within the executive authority's portfolio. Co-ordinate the activities of the executive authority's office. Render executive council support service to the executive authority. Manage the distribution of memoranda to executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of executive council and alert the Head of Office of the MEC of actions to be taken and due dates. Supervise employees. General supervision of the employees in the office of the executive authority. Quality control of the work delivered by supervisees. Advise supervisees with regard to all aspects of the work. Serve as the formal disciplinary authority with regard to supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively
<u>ENQUIRIES</u>	:	Mr. PI Mosole, Office Manager at 083 405 0734

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

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

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>CLOSING DATE</u>	:	18 July 2025. N.B. Applicants are advised to apply as early as possible to avoid disappointments.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate the administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All health/engineering posts that are advertised within the Department professional registration will be required from various statutory councils for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from the Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)

OTHER POSTS

<u>POST 23/142</u>	:	<u>MANAGER NURSING (PN-A9): CHILD HEALTH (DCST) REF NO: MPDOH/JUL/25/119</u> Re-advertisement
<u>SALARY</u>	:	R1 155 099 – R1 320 732 per annum
<u>CENTRE</u>	:	Gert Sibande District
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2025). A tertiary qualification in Health Sciences, preferably in Public Health. A minimum of ten (10) years of appropriate / recognizable experience in nursing after registration as a Professional Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience in management level of Child Health Services. Post basic qualifications in Child health, Diploma/Degree in Nursing Education and Administration will be an advantage. Demonstrate basic computer literacy as a support tool to enhance service delivery. Knowledge of MCWH, CARMMA, PMTCT and ESMOE programmes Ability to plan and organise own work. Be able to work under pressure. Current South African Nursing Council receipt – license to practice (2025). Valid driver's licence.

DUTIES

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

ENQUIRIES

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

POST 23/143

: **ASSISTANT MANAGER NURSING (PB-B4): MOTHER, CHILD, WOMEN, YOUTH AND HEALTH (MCWYH) REF NO: MPDOH/JUL/25/120**
Re-advertisement

**SALARY
CENTRE
REQUIREMENTS**

R755 355 - R863 667 per annum
Nkangala District Office, Emalahleni
: Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2025). A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Paediatric / Child Care / PHC / Advanced Midwifery. A minimum of ten (10) years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. At least six (6) years of the period referred to above must be appropriate / recognisable experience in the Specific Specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least three (3) years of the period referred to above must be appropriate / recognisable experience at management level. The ability to coordinate multi-disciplinary and sectoral activities. Knowledge and understanding of the District Health System, including District Hospitals, and Community Based Health Services. Good knowledge of policies on public health services and communicable disease strategies. Knowledge and experience of financial and human resource management applicable to the public service. Proven experience in the provision and management of ophthalmic services. Knowledge and understanding of the department of health Mpumalanga Comprehensive Service Plan. Must have a valid driver's license. Computer literacy (word, excel, PowerPoint, Microsoft teams: zoom). Must be proactive, innovative and an independent team leader. Able to participate in continuous professional development activities. Skills: Strong analytical skills and extensive experience in Monitoring and Evaluation (M&E) of Programs. Report writing, good communication skills (Verbal and written). Program and project management skills. Financial management skills. Change and knowledge management skills. Problem-solving and analysis skills. People management and empowerment. Contract management skills. Able to work independently and under pressure. Ability to work within a multidisciplinary team to ensure holistic care. Understanding legislative frameworks and related policies in the health public sector and other prescripts. Valid driver's licence.

<u>DUTIES</u>	:	To coordinate and support the implementation of Mother, Child, Women, Youth and Health (MCWYH) Programmes. Coordinate and facilitate the implementation of Maternal and Child Health Programmes. Coordinate and facilitate the implementation of the Integrated Nutrition Programme. Ensure the implementation of national and provincial policies. Facilitate the provision of adequate woman, and youth health care services. Facilitate the provision of adequate and safe maternal and child health care services. Facilitate the improvement of standards of health care for women and youth. Facilitate the improvement of standards of health care for maternal and child health. Render advice and technical support services to the district. Monitor and evaluate the impact of implementation of policies and guidelines. Coordinate the implementation of National and Provincial INP policies and guidelines. Plan and coordinate INP Services. Monitor and evaluate INP Services. Coordinate the implementation of poverty alleviation projects.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 23/144</u>	:	<u>ADMINISTRATIVE OFFICER: MENTAL HEALTH REVIEW BOARD REF NO: MPDOH/JUL/25/121 (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum, (plus service benefits)
	:	Ehlanzeni District Office, Mbombela (X1 Post)
	:	Nkangala District Office, Emalahleni (X1 Post)
	:	Gert Sibande District Office, Ermelo (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification with three (3) years relevant experience or Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management or equivalent qualification. Computer literacy skills in excel, word and power point and data capturing skills. Good communication skill and ability to function independent. Strong administrative skill, innovative thinking, sound interpersonal relationship. A pleasant telephone personality, good planning, decision making, problem solving, planning and organizational skills. Writing and issuing of notices and commitment to meeting deadlines. Distributes documents to various stakeholders as required. keep and maintain the incoming and outgoing register of the unit. Ability to work in a multidisciplinary team (MDT). A valid South African Code 8 driver's licence.
<u>DUTIES</u>	:	Render administration support services regard the functioning of Mental Health Review Board (MHRB). Receive, check and process documents before and after consideration by MHRB members. Open and track individual user file documents. Open file and track individual user documents. Maintain a register of periodic report submitted or due and follow up overdue reports without delay. Maintain a register of quarterly reports on ECT, seclusion and mechanical restraint submitted or due and follow-up overdue report without delay. Maintain a register for all mental health forms submitted to court. Records and file notices of emergency admission, transfer between hospitals and discharges. Enter information in a record system and produce report as required. Be responsible and assist in the management of all allocated resources. Effective report writing, record keeping and data collection skill is needed. Working well within the MDT set up.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 23/145</u>	:	<u>LABOUR RELATIONS OFFICER REF NO: MPDOH/JUL/25/122</u> Re-advertisement
<u>SALARY CENTRE</u>	:	R325 101 per annum, (plus service benefits)
	:	Witbank Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience or Diploma / Degree (NQF level 6/7) in Labour Relations / Public Administration / Human Resources Management or relevant field as recognized by SAQA. Computer Literacy certificate with the ability to work on Microsoft Word, PowerPoint, Microsoft Excel good analytical skills, Good

	written and verbal communication skills. Good Interpersonal relations and the ability to work independently and under pressure.
<u>DUTIES</u>	: Support the implementation of employee relations policies, plans, systems, guidelines, procedures and processes to create a conducive labour relations environment, in line with the relevant public service prescripts. Assist in conducting ER investigations, resolving disputes and grievances, ensuring proper preparation, presenting cases and representing the Department at conciliation and arbitration, where required. Represent the Department at Disciplinary cases, where required, ensuring adequate preparation, presentation of cases and obtaining a mandate before disciplinary hearings. Provide ER advice and facilitate capacity-building initiatives to the business unit on request for non-complex matters. Assist in coordinating the department's collective bargaining processes and agreements, including preparation of the DBC, identification of items, review of minutes and ensuring the implementation of decisions taken at the DBC. Follow up on employee relations issues with management and employees. Administered and maintained a reliable labour relations reporting system for allocated cases, ensuring timely submission of required statistics, drafting quarterly, annual, and ad hoc reports/ statistics, and capturing cases on PERSAL.
<u>ENQUIRIES</u>	: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 23/146</u>	: <u>ADMINISTRATIVE OFFICER: BURSARY SECTION (HRD) REF NO: MPDOH/JUL/25/123</u> Re-advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	: R325 101 per annum, (plus service benefits) : Provincial Office, Mbombela (Nelspruit) : Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in Human Resource Management / Development or Diploma / Degree (NQF Level 6/7) in Human Resource Management, Public Administration / Public Management as recognised by SAQA. Skills and Competencies: Computer skills particularly MS EXCEL, Outlook & Word, Good interpersonal, Good written and verbal communication, Analytical skills on problem solving, decision making and organizational, facilitation & presentation skills. Good interpersonal relations, knowledge of PERSAL, Public Service Act, PFMA, Skills Development Act, Employment Equity Act and other relevant prescripts. Valid drivers licence.
<u>DUTIES</u>	: Provide administrative support for the Nelson Mandela – Fidel Castro Collaboration Programme. Administer the contractual obligation of bursary holders. Provide administrative support to ad hoc internal programmes. Provide procurement support in the section.
<u>ENQUIRIES</u>	: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

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

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

<u>APPLICATIONS</u>	:	The Head of Department, Department of Community Safety and Transport Management, Private Bag X19, Mmabatho, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, OR email to the relevant e-mail address associated with the post applied for.
<u>FOR ATTENTION</u>	:	Kegomoditswe Makaota Tel No: (018) 200 8258
<u>CLOSING DATE</u>	:	18 July 2025
<u>NOTE</u>	:	Compliance Note: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant to the notes, the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Completion of the Z83 form: Part A: All fields must be fully completed. Parts B: All fields except date of birth and ID number. Part C, D, E, F and G may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information, however question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants do not have to submit copies//proof/certificates/attachments/drivers licence/qualifications on application, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, www.dpsa.gov.za Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. Qualifications of shortlisted candidates will be verified with SAQA. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Positions requiring tertiary qualification/s must be accompanied by copies of academic record/transcript(s) (only when shortlisted). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be conducted. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualifications verification as well as security clearance. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews, but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National

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

MANAGEMENT ECHELON

<u>POST 23/147</u>	:	<u>CHIEF DIRECTOR: DISTRICT COORDINATION AND REF NO: 08/2025/26</u> Government Fleet Chief Directorate: District Coordination and Government Fleet NB: This is a re-advertisement; candidates who previously applied are encouraged to re-apply.
<u>SALARY</u>	:	R1 436 022 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Head Office- Mahikeng Grade 12 Certificate. A relevant (NQF level 7) qualification in Public Administration/Administration /equivalent qualification at NQF 7 as recognised by SAQA coupled with five (5) years' experience at senior management level (SL 13) within Administration. Computer Literacy. A valid driver's license. Knowledge: Broad knowledge of Public Financial Management Act and its Regulation. In depth knowledge of Public Service Act. Broad knowledge of Public Service Regulations. Broad knowledge of Infrastructure Management. Knowledge of Managerial Functions. Skills: Ability to interact professionally and effectively with diverse stakeholders. An innovative, assertive and confident approach. Ample initiative and an independent work ethic, self-motivated and reliable. Investigation, Excellent report writing, research, analytical thinking, decision making and problem solving skills. Client oriented and customer focus and results driven. High level communication and presentation skills. Ability to interact at both strategic and operational level. Ability to work under pressure. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery innovation, Problem Solving and analysis, Client orientation, Customer Focus and Communication.
<u>DUTIES</u>	:	Coordinate District Corporate Services functions for the department and ensure efficiency of service delivery activities in the districts. Oversee the management, monitoring and evaluation of effectiveness of the Government fleet services in all Districts. Manage and control all the resources within the Chief Directorate. Provide Strategic Leadership and Management of the Chief Directorate.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Dr. H Kekana Tel No: (018) 200 8001 E-Mail address: CSTMrecruitment05@nwpg.gov.za Male candidates are encouraged to apply
<u>POST 23/148</u>	:	<u>CHIEF DIRECTOR: TRANSPORT OPERATIONS REF NO: 09/2025/26</u> Chief Directorate: Transport Operations NB: This is a re-advertisement; candidates who previously applied are encouraged to re-apply.
<u>SALARY</u>	:	R1 436 022 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Head Office- Mahikeng Grade 12 Certificate. A relevant (NQF level 7) qualification in Transport Management, Transport Economics or Transport Logistics/equivalent qualification at NQF 7 as recognised by SAQA coupled with five (5) years' experience at senior management level (SL13) within the Transport Environment. Computer Literacy. A valid driver's license. Knowledge: Broad knowledge and understanding of Government Policies and other relevant prescripts. In depth knowledge of legislative prescripts governing Transport Sector. Ability to conceptualise policy and apply it successfully. Policy analysis and interpretation. Skills: Ability to interact professionally and effectively with

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

DUTIES

: Oversee the management of Transport Operations within the province. Manage Public Passenger and Leaner Transport Subsidized Contracts. Oversee the implementation and maintenance of Provincial Aviation matters. Oversee the development and maintenance of Transport policies, legislations, information systems as well as the planning process thereof. Ensure the successful empowerment, capacitation, and liaison with all Public Transport Stakeholders. Manage and control all the resources within the Chief Directorate. Provide Strategic Leadership and Management of the Chief Directorate.

ENQUIRIES

APPLICATIONS

NOTE

: Dr H Kekana Tel No: (018) 200 8001
 : E-Mail address: CSTMrecruitment06@nwpg.gov.za
 : Female candidates are encouraged to apply

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

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

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

OTHER POSTS

POST 23/149 : **CHIEF ENGINEER: GRADE A**

SALARY : Grade A: R1 266 450 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
Minimum educational qualification: Degree in electrical or mechanical engineering (B Eng/BSc Eng). Registration with a Professional Council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer and six years post qualification experience. Certificated Engineer. Experience: A minimum of 6 years post qualification experience required as a registered professional Engineer. Extensive experience in the maintenance and operation of machinery and electrical systems, Extensive experience in Hospital engineering, experience in the functioning of medical equipment and the application of health technologies, Experience in personnel management
Inherent requirement of the job: To Working outside normal hours per, travel and stay away from home. A valid driver's license. Competencies (knowledge/skills): Able to write, understand and interpret specifications for electrical and medical equipment and apply this to procurement, to prepare policy reports, submissions and presentations, to plan and execute research in related fields. Be fit and able to climb onto, over and under machinery and services for the purpose of inspecting, repairing, or adjusting. Able to train and transfer knowledge and skills, have good planning, organizing, people- and performance management skills and Computer literacy, particularly in MS Office (MS Word, Excel, Outlook, PowerPoint). Knowledge and adherence to Occupational Health and Safety Act (Act 85 of 1993), Hazardous Substances Act (Act 15 of 1973, Understanding of the Comprehensive Health Services Plan of the Department, International Hospital Engineering Standards, Public Finance Management Act (Act 1 of 1999). Treasury Regulations, Treasury Practice Notes and Circulars, Accounting Officer System, Public Service Act and Regulations, Labour Relations Act and Regulations.

DUTIES : Manage the provision of effective, efficient and affordable engineering services through inspections, maintenance, repair, training, evaluation and modification. Serve as the competent person in terms of the Occupational Health and Safety Act (regulations pertaining to electrical and mechanical installations) and provide occupational and equipment safety services. Provide engineering input regarding construction projects and technical feedback to hospital management. Management of the allocated financial and human resources to achieve the pre-determined performance indicators and service delivery imperatives. Prepare policy reports, submissions and presentations. Contract management in terms of putting Engineering contracts in place and management thereof.

ENQUIRIES APPLICATIONS : Dr S De Vries Tel No: (021) 404-3178/9
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
18 July 2025

POST 23/150 : **MEDICAL SPECIALIST GRADE 1 TO 3 (RADIOLOGY) (X3 POSTS)**

SALARY : Grade 1: R1 341 855 per annum
Grade 2: R1 531 032 per annum
Grade 3: R1 773 222 per annum

	(A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	: Groote Schuur Hospital, Observatory : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Radiology. Experience: Grade 1: None after registration with HPCSA as a Medical Specialist in Radiology. Grade 2: A minimum of 5 years' appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. Grade 3: A minimum of 10 years appropriate experience after registration with the HPCSA (Or as recognised foreign Health Professional council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. Inherent requirement of the job: Participate in the after-hours call system. Commuted overtime is compulsory. Competencies (knowledge/skills): Excellent team player. Extensive experience and clinical expertise in Head and Neck imaging, Neuroimaging, Biopsies, Ultrasound Imaging, MSK, Mammo's, Pediatric Radiology and component imaging modalities. Strong record of clinical governance, research, teaching, and training at undergraduate and postgraduate levels in Diagnostic Radiology. Excellent managerial, interpersonal, leadership, administrative, communication, analytical, and problem-solving skills. Ability to supervise training and mentorship of junior radiologists.
<u>DUTIES</u>	: Provide supervision of clinical service delivery within the Radiology Division to ensure excellent clinical services that assessments, diagnosis, investigations, technical skills and treatment in inpatient, outpatient and emergency contexts. Take overall responsibility for the comprehensive Diagnostic Imaging Radiology service at Groote Schuur Hospital, reporting to the Head of Department. Responsible for a strong academic program within the wider Radiology teaching program, including relevant research and continuing medical education for staff. Liaise and collaborate with all surgical and medical disciplines to support the delivery of best practices for patient care. Responsible for corporate governance and management activities, ensuring quality outputs and optimal use of resources. Communications skills including report generation, letter writing, consultation, verbal skills, liaison with support service, nursing and Professions Allied to Medicine. Coordinate and manage afterhours support for Diagnostic Radiology services. Coordinate and participate in outreach programs to the facility's drainage area.
<u>ENQUIRIES</u>	: Prof S Moosa Tel No: (021) 404-4184
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Please ensure that you attach an updated CV.
<u>CLOSING DATE</u>	: 18 July 2025
<u>POST 23/151</u>	: <u>REGISTRAR (ORTHOPAEDICS)</u> (5-Year Contract)
<u>SALARY</u>	: R1 001 349 per annum, A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	: Groote Schuur Hospital, Observatory : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirement of the job: Commuted overtime is compulsory. Participate in the after-hours call system. Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Ability to work under pressure as part of a clinical team. Research interest and

	experience. ATLS, basic surgical skills and other courses. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations Completion of community service.
<u>DUTIES</u>	: Leadership. Research. Teaching. Clinical Governance. Clinical Service: Patient care and assisting in theatre.
<u>ENQUIRIES</u>	: Ms M van der Berg, email: marilyn.vanderberg@uct.ac.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Please ensure that you attach an updated CV. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of Cape Town according to the yearbook and guidelines."
<u>CLOSING DATE</u>	: 18 July 2025
<u>POST 23/152</u>	: <u>MEDICAL OFFICER GRADE 1 TO 3 (X2 POSTS)</u> Cape Winelands Health District
<u>SALARY</u>	: Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	: Montagu Hospital, Langeberg Sub-district 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. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. 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 requirements of the job: Valid (code B/EB) driver's licence. Commuted Overtime duties. Competencies (knowledge/skills): Sound knowledge of general medical and surgical conditions at district hospital and Primary Health Care level and knowledge applicable to the South African TB and HIV care guidelines. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the sub-district Health Service and computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Competent in performing district level procedures including performance of caesarian sections, administration of spinal and general anesthesia, management of chronic conditions and HIV/TB care, maternal and child health as well as emergency medical care including adult and neonatal resuscitations. Ability and willingness to do outreach services to clinics throughout the Langeberg Sub District, and guiding health care colleagues in managing difficult district-level cases.

<u>DUTIES</u>	:	Provide quality care to patients at Robertson, Montagu Hospital and surrounding clinics in the Langeberg Sub District and healthcare facilities. Provide Outreach and Support service to PHC facilities in the Langeberg sub-district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Langeberg sub-district facilities as required.
<u>ENQUIRIES</u>	:	Dr AAP Williams Tel No: (023) 626-8543
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Langeberg Sub-district for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/153</u>	:	<u>REGISTRAR (MEDICAL)</u> Chief Directorate: Emergency and Clinical Services Support (48 Month Contract)
<u>SALARY</u>	:	R1 001 349 per annum, A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Forensic Pathology Service (Forensic Medicine, Stellenbosch University) (Tygerberg Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as an Independent Medical Practitioner. Inherent requirement of the job: Valid Code B/EB driver's license. Competencies (knowledge/skills): Display knowledge and all other prescripts that concerns the functioning of a Forensic Medicine Department and continuous learning and improvement of knowledge and skills. Ability to adhere to requests, follow advice and instructions from consultants and conform to divisional protocols. Ability to adhere to safety standards. Problem solving abilities, as can be expected from a Registrar in Forensic Pathology Service. Continuous academic input and contribution, including case and topic presentations, conference participation, research and participation in all academic activities in the Division. Ability to communicate clearly and discreetly in person and in writing. Ability to work well within a group at all levels of authority. Ability to travel to peripheral FPS facilities should it be required to render a supportive function at other facilities in terms of service delivery requirements. Ability to

	consult with the responsible consultant when unsure of how to proceed with a case or related problem and inform a consultant whenever any work-related complication arises. Ability to work under pressure. Organizational skills. Rendering effective and efficient service under consultant supervision. Computer literacy (i.e., MS Word, Excel, Power Point and Internet research). Medical Research capabilities.
<u>DUTIES</u>	: Render effective and efficient Forensic Pathology autopsy Service. Render effective and efficient Forensic Pathology case follow up service. Effective administration and medico-legal duties. Effective and efficient management of service area. Effective delivery of training, teaching and operational research conforming to academic responsibilities.
<u>ENQUIRIES</u>	: Dr SO Jacobs, Email: jacobss@sun.ac.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Other: Registrars will be required to register as post-graduate students with the University of Cape Town of the Western Cape as applicable according to the requirements for the discipline in the yearbook and guidelines. All applicants must be South African citizens or permanent residents. It will be expected of the successful candidate to participate in a system of Remunerated Commuted Overtime. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their Registrarship should they not be successful for advertised Specialist positions. Appointment conditions and rotation: Appointment of Registrars will be for a maximum contract period of 4 years (or 5 years dependent on the minimum requirements of the post). It may become necessary to second/ transfer staff to another hospital/ institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason, the appointment as a Registrar also discontinues. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Division: Forensic Medicine, Stellenbosch University. for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 18 July 2025
<u>POST 23/154</u>	: <u>PHARMACIST GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: Grade 1: R848 862 per annum Grade 2: R917 634 per annum Grade 3: R1 001 349 per annum A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	: False Bay Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a Professional Council: Registration with the SAPC as Pharmacist. Experience: Grade 1: None after registration as a pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as pharmacist with a 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 after registration as a pharmacist with the SAPC in respect of SA qualified employees. 6-years relevant experience after registration as pharmacist 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 13 years appropriate experience after registration as a pharmacist with the SAPC in respect of SA qualified employees. 14-years

relevant experience after registration as pharmacist with a 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: Willingness to be on call. Competencies (knowledge/ skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook), JAC. Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team with excellent interpersonal and communication skills. Capable of adapting to seamlessly fit into changing working environments. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101 of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Appropriate clinical and pharmaceutical knowledge. Innovative analytical thinking and the ability to initiate, co-ordinate, manage and sustain programs. Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws. Appropriate knowledge of ARV treatment guidelines.

DUTIES

: Pharmaceutical service delivery including improving continuity of care within the Metro Health Ecosystem. Effective medicine supply management (procurement, storage, control and distribution of pharmaceuticals) including cold chain management in all areas where medications are kept. Quality assurance and clinical governance including rational medicine use, antibiotic stewardship and pharmacovigilance. Assist with corporate governance functions including financial control, implementation and evaluation of budgetary control measures, human resource management and development and information management. Ensure compliance with policy and legislative requirements and Good Pharmacy Practice Guidelines. Supporting the Chronic Dispensing Unit (CDU) and Community Orientated Primary Care (COPC) initiatives in SWSS. Continuation of managerial duties of the Pharmacy Supervisor when required, including attendance of meetings, staff and leave management and delegating duties and managing pharmaceutical services appropriately as per each facility/hospital's own unique dynamics. Mentoring of the PBPAs and Learners.

ENQUIRIES APPLICATIONS

: Ms C van Zyl Tel No: (021) 832-5252
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE

: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to do 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).

CLOSING DATE

: 18 July 2025

POST 23/155

: **OPERATIONAL MANAGER NURSING (SPECIALITY: TRAUMA AND EMERGENCY)**
Chief Directorate Metro Health Services

SALARY CENTRE REQUIREMENTS

: R693 096 per annum
: Mitchell's Plain District Hospital
: Minimum educational qualification: Basic R425 qualification (i.e diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post – basic qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing in Critical Care Nursing: General. Registration with a Professional Council: Registration with the SANC as Professional Nurse and midwife. Experience: A Minimum of 9 years of appropriate / recognizable nursing experience after registration as a Professional Nurse with SANC in General nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the 1- year post basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Inherent requirement of the job: A Valid driver's license; Willingness to work shifts and

	after (weekends, public holidays and night duty). Competencies (knowledge/skills): Computer literacy (Ms. Word, Excel, PowerPoint, and Outlook). Knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Hospital and Emergency Centre Triage information system (HECTIS) and South African Triage system (Basic Knowledge and experience in human resource management, labour relations, Financial and supply chain procurement processes.) The ability to promote quality patient care through the setting, implementation, and monitoring of standards. Effective communication, interpretation, leadership, execute discipline, decision-making and conflict resolution skills.
<u>DUTIES</u>	: Clinical governance - Provide leadership, supervision, and direction for the provision of safe and effective service delivery. Quality Assurance – develop and implement practice standards, protocols and indicators for quality improvement. Resource planning and management (human, health technology, financial and Physical resources). Information management and utilization of information technology – data collection Analysis and interpretation. Service delivery – facilitate effective unit management to achieve client's healthcare needs and service delivery targets as per Department, institution and unit Annual Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders. Liaise, network, customer care and negotiating with key customers.
<u>ENQUIRIES</u>	: Mr R Geswindt Tel No: (021) 377-4410
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	: 18 July 2025
<u>POST 23/156</u>	: <u>OPERATIONAL MANAGER NURSING (SPECIALTY: MATERNITY)</u>
<u>SALARY</u>	: R693 096 per annum
<u>CENTRE</u>	: Southern Western Sub-structure Office, Retreat CHC
<u>REQUIREMENTS</u>	: Minimum educational qualification: BasicR425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least one year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Inherent requirements of the job: Execute after hour and week-end duties. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the one-year post basic qualification as mentioned above. Competencies (knowledge/skills): Principles of Management: supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy Knowledge of Nursing legislation related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management. Mother Baby Friendly Hospital Initiative and appropriate knowledge in Advance Midwifery and Neonatal Nursing Science.
<u>DUTIES</u>	: Responsible for the co-ordination and delivery of quality nursing care within the department (Antenatal ward/Labour ward and Postnatal ward). Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the Department. Provide effective support and management of human, material and financial resources. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in encourage nursing research.
<u>ENQUIRIES</u>	: Ms S Meyer Tel No: (021) 713 9741
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	: 18 July 2025

<u>POST 23/157</u>	:	<u>ASSISTANT MANAGER NURSING: (HEAD OF NURSING)</u> Cape Winelands Health District
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Ceres Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as a professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to do standby and overtime duty for the hospital. Competencies (knowledge/ skills): Experience in change management, people management, conflict management, problem solving, negotiation, and strategic planning. Good organisational, interpersonal relations and communication skills (verbal and written). Expertise in quality improvement, infection prevention and control strategies and in-depth knowledge and application of Ideal Hospital. Computer literacy (MS Word, Excel and PowerPoint). Extensive knowledge and understanding of the District Health System/and health implementation thereof as well as experience in office administration, human resource management, financial management, supply chain and procurement processes.
<u>DUTIES</u>	:	Provide strategic leadership towards achieving goals and objectives in the Nursing Division through the implementation and monitoring of policies, regulations, professional practices, procedures and standards to achieve quality, holistic Nursing Care. Provide professional, technical and management support for the provision of quality patient care through effective and efficient management of Nursing care programs. Utilise information technology to manage health information for the enhancement of quality patient care. Manage and effective utilisation and supervision of human resources, finances and support services through the involvement of the multi-disciplinary team that ultimately promotes effective and efficient patient care. Coordinate the provision of effective training and research. Liaise with other organisations and role-players within the Witzenberg Sub-district to ensure appropriate service delivery.
<u>ENQUIRIES</u>	:	Dr ED Titus Tel No: (023) 316-9603
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. A practical test and a competency test will form part of the selection process. The pool of applicants will be considered for similar vacant posts within Ceres Hospital, Witzenberg Sub-district for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/158</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) (X2 POSTS)</u> Garden Route District
<u>SALARY</u>	:	R693 036 per annum
<u>CENTRE</u>	:	Oudtshoorn Clinic (X1 Post) Toekomsrus Clinic (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic Nursing qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years of appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willingness to rotate between PHC clinics within the Sub-district. Competencies (knowledge/skills): Exposure to managerial functions in

		Primary Health Care Facilities. Good communication skills. Computer literacy (MS Office: Word, Excel and PowerPoint).
<u>DUTIES</u>	:	Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman and Child Health and TB/HIV/AIDS/STI). Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control, control over infrastructure, maintenance and security. Liaise with relevant stakeholders. Effective communication with all levels of service delivery. Facilitation and implementation of COPC.
<u>ENQUIRIES</u>	:	Ms NC Jackson Tel No: (044) 203 - 7205
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from the date of the advert. Candidates will be subjected to a practical/ oral assessment.
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/159</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R693 036 per annum
<u>CENTRE</u>	:	Saxon Sea CDC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic nursing qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Exposure to managerial functions in Primary Health Care Facilities and use of clinical equipment. In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources; Financial guidelines, protocols and control of budget levels. Computer literacy (MS Office).
<u>DUTIES</u>	:	Operational management of a CDC (Leadership, internal and external governance). Integrated services delivery in rendering comprehensive health. Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, People Management (supervision of staff, development and performance management), Finance and Supply Chain Management. Quality management. Infrastructure, maintenance and facilities management.
<u>ENQUIRIES</u>	:	Ms L Appolis Tel No: (021) 202-0933
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/160</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: NEW BEGINNINGS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R549 192 per annum
<u>CENTRE</u>	:	Stikland Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Psychiatry. Registration with a Professional Council: Current registration with the SANC as a Professional Nurse and Psychiatry. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as

		Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to work to work shifts, day/ night duty, public holidays, weekends as required. Competencies (knowledge/ skills): Good interpersonal, leadership, communication skills, strong sense of responsibility. The ability to function independently in a multidisciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation and knowledge of Human Resource and financial policies. Computer literacy (MS Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	Provide leadership, management, governance and supervision of nursing services. Ensure the provision of optimal, holistic nursing care within the parameters of professional, legal and ethical practices. Effectively manage human and financial resources with emphasis on compliance of policies, practice and protocols. Ensure effective adherence to quality improvement strategies in the execution of quality nursing care and clinical governance. Provide effective management support to nursing services, hospital management including afterhours coverage and night duty.
<u>ENQUIRIES</u>	:	Ms S Fredericks Tel No: (021) 940-4424
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/161</u>	:	<u>OPERATIONAL MANAGER NURSING (GENERAL): (SURGERY FEMALE WARD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R549 192 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse (i.e. annual licencing receipt of 2025). Experience: A minimum of 7-years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work overtime, after hours hospital cover, weekends, and Public Holidays as required. Competencies (knowledge/skills): Knowledge of legal framework and regulations regarding nursing practice. Good leadership and people management skills. Maintain constructive relationships with members of the multidisciplinary teams. Computer literacy (Word, Excel, PowerPoint and Outlook). Basic financial management skills. Good communication (verbal and written) skills.
<u>DUTIES</u>	:	Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.
<u>ENQUIRIES</u>	:	Mr I Plaatjies Tel No: (021) 360-4421
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of the advert. Candidates will be subjected to a competency/practical and oral assessment.
<u>CLOSING DATE</u>	:	18 July 2025

<u>POST 23/162</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R476 367 (PN-B1) per annum Grade 2: R583 989 (PN-B2) per annum
<u>CENTRE REQUIREMENTS</u>	:	Worcester Regional Hospital Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1-year accredited with SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration 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 above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Competencies (knowledge/skills): Knowledge and understanding of nursing legislation and related legal and ethical nursing practices within a hospital environment. Critical thinking and good interpersonal skills. Excellent clinical skills – ability to diagnose and manage emergencies.
<u>DUTIES</u>	:	Provision of optimal, holistic specialised nursing care within the professional, ethical and legal framework and work as part of the multi-disciplinary team. Effective utilisation of all resources. Provide support to Nursing Services ensuring quality productivity. Maintain professional growth/ethical standards and self-development. Participation in training, including mentoring and research.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Vlok Tel No: (023) 348-1208 Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency with the South African Nursing Council or Medical and Surgical Nursing Science: Critical Care Nursing: General. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/163</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY, 72 HOUR ASSESSMENT WARD) (X2 POSTS)</u> Chief Directorate: Metro Health Service
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE REQUIREMENTS</u>	:	Mitchell's Plain District Hospital Minimum educational qualification: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with psychiatry. A Post basic nursing qualification with a duration of at least one year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a Professional Council: Registration with SANC as a Professional Nurse and

Psychiatry. Experience: **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable experience in nursing after registration as Professional nurse with the SANC in general nursing. At least 10 years of the above periods must be appropriate / recognizable experience in the specialty after obtaining the 1 year post basic qualification in Advanced Psychiatric Nursing Science. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/ skills): Ability to function/ make decisions independently as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Knowledge of major incident disaster plan. Computer skills (MS Office).

DUTIES : Provide safe and comprehensive care delivered to patients within the psychiatry unit. Provision of optimal, holistic specialized care with set standards within professional/legal framework. Ensure adherence to the principles of IPC practices in the psychiatry unit. Ensure accurate record keeping for statistical and legal purposes. Support and supervise students and subordinates in psychiatry. Effective utilization of human, material and physical resources.

ENQUIRIES : Mr R Geswindt Tel No: (021) 377-4410
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status) The pool of applicants will be considered for similar posts within the Department for a period of 3 months from date of advert. Candidates will be subjected to a written/ practical and oral assessment.

CLOSING DATE : 18 July 2025

POST 23/164 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: TRAUMA AND EMERGENCY OVERNIGHT WARD)**
 Chief Directorate: Metro Health Service

SALARY : Grade 1: R476 367 per annum

Grade 2: R583 989 per annum

CENTRE : Mitchell's Plain District Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife/ Accoucher. Post basic nursing qualification with a duration of at least one year in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Critical Care Nursing: General. Registration with a Professional Council: Registration with SANC as a Professional Nurse and Midwife/Accoucher. Experience: **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable experience in nursing after registration as Professional nurse with the SANC in general nursing. At least 10 years of the above periods must be appropriate / recognizable experience in the specialty after obtaining the 1 year post basic qualification in Medical and Surgical Nursing: Critical Care: Trauma and Emergency or Critical Care Nursing: General. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/ skills): Demonstrate an in-depth understanding of nursing legislation and related and ethical nursing practices and how this impact on service delivery. Ensure that clinical nursing practice is rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organizational, decision making and conflict resolution skills. Demonstrate a good understanding of people

		management and financial policies and practices. Computer literacy (i.e. Ms. Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	Provide safe and comprehensive care delivered to patients in trauma and emergency unit. Provision of optimal, holistic specialized care with set standards within professional/legal framework. Ensure adherence to the principles of IPC practices in the trauma and emergency unit. Ensure accurate record keeping for statistical and legal purposes. Support and supervise students and subordinates in trauma and emergency. Effective utilization of human, material and physical resources.
<u>ENQUIRIES</u>	:	Mr R Geswindt Tel No: (021) 377-4410
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status) The pool of applicants will be considered for similar posts within the Department for a period of 3 months from date of advert. Candidates will be subjected to a written/ practical and oral assessment.
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/165</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: OPERATING THEATRE) (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: 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. Basic R425 (Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. 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 as Professional Nurse with the SANC. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre. Inherent requirements of the job: To work shifts including weekends, public holidays and night duty. To rotate to other units within the Operating theatre. Competencies (knowledge/ skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to stand for long hours and lift heavy equipment.
<u>DUTIES</u>	:	Participate in research and training and development. Provision of effective support to the Nursing Manager and maintain own professional growth and self-development. Practice within the realms of IPC, OHAS, Risk Management, Quality Assurance, GSH hospital protocols, procedures and policies. Utilise human, material and physical resources efficiently and effectively. Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in Operating Theatre.
<u>ENQUIRIES</u>	:	Ms J Watson Tel No: (021) 404-5161
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-

		basic qualification in Medical and Surgical Nursing Science: Operating Theatre. The pool of applicants will be considered for similar vacant posts within Groote Schuur Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/166</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE REQUIREMENTS</u>	:	Alan Blyth Hospital, Ladismith, Oudtshoorn & Kannaland Sub-district Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Valid (Code B/EB) driver's licence and willingness to travel. Ability to work in a team across the service platforms and willingness to rotate within the Sub-district to other facilities when needed. Competencies (knowledge/ skills): Effective verbal and written communication skills. Excellent communication with community and interpersonal communication skills. Knowledge of relevant legislation, policies including Health care 2030, Sustainable Development Goals, 1st 1000 days. Computer literate in Microsoft office programs.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Laubscher Tel No: (028) 551-1010 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Garden Route District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/167</u>	:	<u>ADMINISTRATIVE MANAGER (DENTAL ADMINISTRATION)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Oral Health Centre, Tygerberg/Mitchell's Plain
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Finance/Accounting and Revenue Management. Appropriate experience in People Management, People Development and Employee Relations. Appropriate experience in Supply Chain Management. Appropriate experience in Information Management. Appropriate experience in management of Support and Technical Services. Inherent requirements of the job: A valid code B/EB

	driver's licence. Competencies (knowledge/ skills): Computer literacy in MS Office (Word, Excel, Power Point and Outlook). Knowledge of Persal/BAS/Logis/Clinicom. Thorough knowledge of relevant financial prescripts, departmental policies and procedures including accrual accounting.
<u>DUTIES</u>	: Management of People Management, People Development and Employee Relations. Provide/Analyse/Interpret information to ensure effective management. Effective management of the Finance and SCM component. Ensure well organized Revenue Management. Manage and oversee: Support and Technical Services, Information Management.
<u>ENQUIRIES</u>	: Ms L Cooper Tel No: (021) 937 3141
<u>APPLICATIONS</u>	: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	: Candidates will be subjected to a practical test. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 18 July 2025
<u>POST 23/168</u>	: <u>ASSISTANT DIRECTOR: HEALTH SUPPORT (CLINICAL POLICY & GOVERNANCE UNIT X1, EARLY LIFE COURSE UNIT X1)</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	: R468 459 per annum
<u>CENTRE</u>	: Service Priorities Coordination
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate 3-year National Diploma/ Degree registrable with a South African Health Professional Body. Experience: Appropriate experience in public health management/programme development. Appropriate experience in community or primary health care services and management thereof. Inherent requirements of the job: Valid drivers' licence. Willingness to travel to the districts and national offices. Competencies (knowledge/ skills): Computer literacy. Project management skills. Analytical and problem-solving skills. Knowledge and application of regulations, policies, procedures and indicators relevant to health programmes. Understanding of the District Health System. Good written and communication skills.
<u>DUTIES</u>	: Manage and coordinate priority public health programmes and interventions. Develop and adapt policies, guidelines, and tools for planning, implementing and monitoring of a provincial public health programmes / intervention. Support and oversee the implementation of public health programme policy and strategies at the provincial level. Assess and evaluate public health programs as required, focusing on implementation status, service quality, program outcomes, and disease burden implications. Produce quarterly reports and annual reviews of health programmes. Participate as key member of the Service Priorities Coordination team and or Project teams to give effect to health system responses as required.
<u>ENQUIRIES</u>	: Ms NM Henney Tel No: (021) 815-8804
<u>APPLICATIONS</u>	: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates may undergo a Competency Based Assessment. The pool of applicants may be considered for other vacant Assistant Director: Health Support posts within the Chief Director Emergency & Clinical Services Support, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	: 18 July 2025
<u>POST 23/169</u>	: <u>ASSISTANT DIRECTOR: SUPPORT SERVICES</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R468 459 per annum
<u>CENTRE</u>	: Karl Bremer Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in support services and facilities management. Inherent requirement of the job: A valid driver's licence (Code B/EB). Competencies (knowledge/ skills): Appropriate knowledge of the Treasury Regulations and Contract Management, PFMA, OHS and Public Service Acts. Appropriate knowledge of Physical Security management and

		CCTV control room practices. Appropriate knowledge of managing space, drawing up of various documents pertaining to maintenance of buildings and property management. Computer skills (MS Office, Excel and Word).
<u>DUTIES</u>	:	Provide efficient and effective leadership and management of the Support Services component and its resources. Manage Facility Management department of the Hospital which comprises of the following areas: Security (including CCTV Control room), Parking, Access Control, Telephone Exchange, Porters, Transport, Nurses Home, Property (Estate Management), Information Technology, Cleaning, Laundry and Hospital Grounds Team. Manage contracts under the component including security contract. Physical infrastructure, maintenance, upgrades and planning. Ensure relevant policy implementation and Compliance at the Hospital. Supervision and support to supervisor.
<u>ENQUIRIES</u>	:	Ms C. Cornelius Tel No: (021) 834 5897
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from the date of the advert. Shortlisted Candidates will be subjected to a practical/written and oral assessment.
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/170</u>	:	<u>EMS STATION MANAGER GRADE 3 TO 6</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	Grade 3: R397 308 per annum Grade 4: R480 108 per annum Grade 5: R562 119 per annum Grade 6: R624 288 per annum
<u>CENTRE</u>	:	Emergency Medical Services, Overberg - Hermanus
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 3: Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). Grade 4: Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). Grade 5: Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. Grade 6: Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a Professional Council: Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Grade 4: Registration with the Health Professions Council of South Africa as an ECT. Grade 5: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 3: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 5: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirement of the job: Valid code C1 driver's license. Current registration as an AEA, ECT, Paramedic or ECP. Valid Code 10 Professional driver's permit. Competencies (knowledge/skills): Good communication and interpersonal skills. Computer literacy in the MS Office package. Report writing skills. Excellent knowledge of all levels of emergency care protocols. Physical and mental fitness as an Emergency Services practitioner.
<u>DUTIES</u>	:	Manage pre-hospital Emergency Care Services within the geographic area and respond to incidents when required. Ensure that the maintenance of Emergency vehicles and equipment are managed effectively and efficiently. Maintain responsibility for the audit compliance with regards to Supply Chain Management and Human Resource matters, inclusive of the Station's budget allocation and facilitation of account payments for goods and services. Effectively manage and supervise staff in relation to the Human Resource and Labour Relations function. Ensure effective communication with regards to

	meetings, workshops, debriefs, compiling stats and report writing. Effective support to District Manager and act in management capacity when required.
<u>ENQUIRIES</u>	: Mr. J Jansen (District Manager – Garden Route) Tel No: (044) 802-2500
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	: 18 July 2025
<u>POST 23/171</u>	: <u>PHYSIOTHERAPIST GRADE 1 TO 3 (PRODUCTION)</u>
<u>SALARY</u>	: Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	: Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Physiotherapist. Registration with a professional council: Registration with the HPCSA as Physiotherapist. Experience: Grade 1: None after registration with the HPCSA as Physiotherapist. 1-year relevant experience after registration with the HPCSA as Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as Physiotherapist, in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as Physiotherapist. A minimum of 21 years' relevant experience after registration with the HPCSA as Physiotherapist 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: Maintain HPCSA registration. Competencies (knowledge/skills): Ability to adhere to all departmental requirements and protocols. Ability to provide paediatric physiotherapy service independently and as part of a team. Ability to provide an afterhours on call service. Excellent report, clinical note and referral writing skills. Sound verbal and written communication skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards requirements. Knowledge of prescription and issuing of Mobility Assistive Devices is advantageous. Good time management.
<u>DUTIES</u>	: Manage clinical service delivery to inpatients and outpatients in designated work areas. Oversee undergraduate and post graduate physiotherapy students and support their learning in designated clinical area. Support the training of other staff including healthcare professionals in designated areas. Participate on ward rounds and multidisciplinary meetings. Participate in personal, departmental and hospital in-service and training programs. Effective and Efficient Resource Management (e.g.) Stock taking and ordering of consumables. Provide relief duty in absence of the colleagues and provide support to supervisor. Provide an on-call afterhours service as per roster.
<u>ENQUIRIES</u>	: Mr S Rahim Tel No: (021) 658 5033 Sameer.Rahim@westerncape.gov.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: The job contents as indicated in the advertisement might be adjusted in terms of the service needs. Shortlisted candidates may be subject to a practical test. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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)"
<u>CLOSING DATE</u>	: 18 July 2025

<u>POST 23/172</u>	:	<u>ORAL HYGIENIST GRADE 1 TO 3 (DENTAL PERIODONTICS AND ORAL HYGIENE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE REQUIREMENTS</u>	:	Oral Health Centre, Tygerberg/Mitchell's Plain Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa. Registration with a Professional Council: Registration with the HPCSA as an Oral Hygienist. Experience: Grade 1: None after registration as Oral Hygienist with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Oral Hygienist 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 10 years appropriate experience as Oral Hygienist after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Oral Hygienist 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 20 years appropriate experience as Oral Hygienist after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. A minimum of 21 years relevant experience after registration as Oral Hygienist 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. Competencies (knowledge/ skills): Appropriate experience in teaching and learning. Appropriate experience in research activities. Good Computer literacy (MS Word, Excel and Outlook). Good interpersonal skills and perform effectively as part of a multidisciplinary team. Professional ethics.
<u>DUTIES</u>	:	Learning and Teaching of undergraduate and postgraduate students. Administrative duties. Research and staff development. Service provision.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr P Brijlal Tel No: (021) 937-3126 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/173</u>	:	<u>DIETICIAN GRADE 1 TO 3</u>
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE REQUIREMENTS</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dietician. Registration: Registration with the HPCSA as a Dietician. Experience: Grade 1: None after registration with the HPCSA as Dietician. 1-year relevant experience after registration with the HPCSA as Dietician in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as Dietician, in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as Dietician in respect

of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as Dietician. A minimum of 21 years' relevant experience after registration with the HPCSA as Dietician in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Willingness to work overtime. Competencies (knowledge/skills): Computer literacy. Extensive therapeutic nutrition knowledge to manage patients in tertiary facility. Adequate knowledge of paediatric nutritional products to determine appropriate nutritional prescription for patients within a tertiary setting. Good writing and communication skills. Proficiency in administrative systems and computer literacy skills. Good supervisory roles with extensive knowledge to provide necessary training.

DUTIES : Deliver comprehensive nutritional services to all patients at a tertiary level that includes screening, assessment, analysing diet, prescribing nutritional plan based on calculated nutritional requirements and ongoing monitoring to ensure that the nutrition plan is executed. Actively participate in clinical ward rounds and multidisciplinary team meeting discussions to ensure collaboration with all health professionals. Collaborate with all staff in hospital to ensure the nutritional plan is implemented. Counsel patients effectively on specialised nutrition related to their medical / surgical nutritional therapy. Provide appropriate referral procedures for patients qualifying for provincial programs and/or being transferred to other facilities. Contribute to Dietetic department administration functions to ensure effective service delivery. Support all forms of training as required in an academic facility. Participate in departmental quality improvement audits and ensure ongoing professional development to maintain high standards of Dietetic Department.

ENQUIRIES : Ms S Cader Tel No: (021) 658-5471 (Shihaam.Cader@westerncape.gov.za)
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant similar posts within the Department of Health & Wellness, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 18 July 2025

POST 23/174 : **RADIOGRAPHER GRADE 1 TO 3**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R397 233 per annum
 Grade 2: R463 941 per annum
 Grade 3: R543 099 per annum

CENTRE : False Bay Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Diagnostic Radiography. Registration with a Professional Council: Registration with the HPCSA as a (Independent practitioner) Diagnostic Radiographer. Experience: **Grade1:** None after registration with the HPSCA in Diagnostic Radiography in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Diagnostic Radiography in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** 10 years relevant experience after registration with the HPCSA in Diagnostic Radiography in respect of RSA qualified employees. A minimum of 11 years' relevant experience after registration with the HPCSA in Diagnostic Radiography in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** 20 years relevant experience after registration with the HPCSA in Diagnostic Radiography in respect of RSA qualified employees. Minimum of 21 years' relevant experience

	after registration with the HPCSA in Diagnostic Radiography in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Will be required to perform after hour duties, including weekends and Public Holidays. Competencies (knowledge/ skills): Sound knowledge of Diagnostic Imaging techniques and equipment. Commitment to patient care and safety. Strong interpersonal and communication skills. Ability to work independently and as part of a multi-disciplinary team. Good Interpersonal Skills. Extensive knowledge of radiation protection and equipment safety. Basic Computer literacy.
<u>DUTIES</u>	: Produce diagnostic imaging of high-quality, while providing a patient centred Radiography service. Adhere to Radiation control guidelines and protocols. Provide optimal usage and care of equipment, adhere to Radiation Act and OHSA. Ensure optimal patient care and participate as part of a multidisciplinary team Assist with effective and efficient administration of the Department. Ensure the rational use of resources and equipment. Assist with training and quality assurance in the radiography department. Additional duties as required for service delivery. Provide support to Chief Radiographer.
<u>ENQUIRIES</u>	: Dr J. Porter Tel No: (021) 832-5209, Ms S. Bloch Tel No: (021) 832-5286
<u>APPLICATIONS</u>	: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	: 18 July 2025
<u>POST 23/175</u>	: <u>DIETICIAN GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	: Brackengate Transitional Care Facility
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA (Health Professions council of South Africa) as a Dietician. Registration with a Professional Council: Registration with the HPCSA as a Dietician. Experience: Grade 1: None after registration with the HPCSA in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as a Dietician in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as a Dietician in respect of RSA-qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA as a Dietician in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA as a Dietician in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as a Dietician in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirements of the job: Willingness to work as a Dietician within the multidisciplinary team at a transitional care facility. Competencies (knowledge/ skills): Good interpersonal skills, leadership and communication skills. Computer literacy (MS Word, Excel, and Power Point). Knowledge of applicable health legislation, relevant Acts and Public Service Policies and Procedures. Good problem solving, interpersonal and communication skills. Appropriate, clinical experience as a Dietician in an acute hospital or rehabilitative environment. Ability to work independently and under pressure. Ability to problem solve, organise and prioritize patient treatment/discharge plans.

<u>DUTIES</u>	:	To deliver a comprehensive Dietetic Service to clients (patients) inclusive of the promotion of optimal growth and development, provision of optimal nutritional care. Support in the management and prevention of disease related illness, provide support to the food service Manager / Supervisor for specialised nutritional needs and effectively manage resource for provisioning of Dietetic Services. Assessment and treatment of patients that is referred to Brackengate Intermediate Care Facility with nutritional needs in the medical, post-surgical, rehabilitative, TB and palliative wards. Be responsible for administration related to patient care as well as departmental administration. Management of financial resources and assets in allocated work area. Effective support in the multidisciplinary context and to the management team.
<u>ENQUIRIES</u>	:	Mr E Smith Tel No: (021) 834-5848
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/176</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING (X2 POSTS)</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate three-year National Diploma/Degree in Accounting/Auditing. Experience: Appropriate experience in an accounting environment and preparation of financial statements. Appropriate Knowledge of BAS, LOGIS and support systems will be an added advantage. Inherent requirements of the job: A valid code B/EB driver's licence and willingness to travel. Competencies (knowledge/skills): Extensive knowledge of the compilation of Financial Statements. Advanced computer literacy in Microsoft Office applications (Excel spread sheets, report writing and drafting of Word documents, MS PowerPoint presentations), Analytical and presentation skills. Knowledge of accounting principles and Accrual Accounting. Knowledge of Modified Cash Standard (MCS) and/or Generally Recognised Accounting. Practice (GRAP) Standards and/or International Financial Reporting Standards (IFRS).
<u>DUTIES</u>	:	Responsible for the review and consolidation of financial inputs used in the compilation of Annual and Interim Financial Statements of the Department of Health. Maintain Head Office disclosure notes Audit File. Analyse and advise on changes in the Departmental Financial Reporting Framework Guide relating to relevant disclosure notes. Analyse and advise in respect of the relevant Accounting Standards. Consolidate disclosure note inputs. Check and verify monthly Disclosure Note Reporting. Compile and develop procedures and policies iro AFS/IFS requirements. Answering Audit enquiries. Human Resource Management and Monitoring.
<u>ENQUIRIES</u>	:	Ms L Mars Tel No: (021) 483-4209
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Short-listed candidates may be required to do a computer literacy test and presentation as part of the evaluation process. No payment of any kind is required when applying for the post.
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/177</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R397 116 per annum

<u>CENTRE REQUIREMENTS</u>	:	Lentegeur Hospital
	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in a Support Services environment. Appropriate supervisory experience. Appropriate experience in maintenance of buildings, equipment and machinery. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Ability to draft and implement standard operating procedures. Ability to draft service level agreements and contracts. Appropriate knowledge in project management. Appropriate knowledge of the Treasury Regulations and Contract Management, PFMA, OHS and Public Service Acts. Appropriate knowledge of Western Cape Government maintenance protocols. Knowledge of Logis and SCM procedures. Computer skills (MS Office, Excel and Word). Knowledge of support services management or facilities management.
<u>DUTIES</u>	:	Promote and maintain acceptable standards of quality of services delivered by the Support Service components (Transport, Laundry, Mortuary, Estate Management, Switchboard, Cleaning, Waste, Grounds, Messenger Services). Effective control of maintenance and capital works of buildings and equipment of institution. Optimum utilisation and supervision of human and other resources within Support Services. Ensure effective and efficient contract management. Ensure relevant policy implementation and compliance (Occupational Health & Safety, Ideal Hospital Framework, regulated norms & standards, etc.) at the Hospital. Support to supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Mullins Tel No: (021) 370-1356
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of advert.
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/178</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE (SUPPLY CHAIN MANAGEMENT)</u> Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Head Office, Cape Town
	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate Supervisory experience in Acquisition and Procurement, Asset Management, Stores, Contract Management (SCM), Expenditure Management, Assets and Liabilities (Finance), Transport and People Management. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of the PFMA, as well as Treasury Directives and Legislation pertaining to Supply Chain Management, Transport and Finance. Knowledge and experience of LOGIS and BAS system. Knowledge and experience in SCM, Finance and Transport, Good communication skills. Computer literacy (MS Word, Excel, PowerPoint).
<u>DUTIES</u>	:	Management of Supply Chain Functions, Finance Functions, and Transport Functions. Management of Stores. Financial Data Management. Human Resource Management. Supervision of Personnel. Reporting, SCM, Finance, Transport.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Dyakophu Tel No: (021) 918-1474
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/179</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Lentegeur Hospital
	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Supply Chain Management Environment within a health environment, that focuses on the Key Performance Areas of the Post, procurement of goods and services, warehouse management and asset management. Appropriate LOGIS and EPS

	experience. Appropriate supervisory experience. Competencies (knowledge/skills): Appropriate knowledge & practical experience in LOGIS, ESL, EPS. Appropriate knowledge of relevant financial prescripts, departmental policies, delegations & procedures. Computer literacy in Microsoft Office.
<u>DUTIES</u>	: Responsible for overall management of all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes, Demand, Acquisition, Contract, Logistics, Asset and Disposal Management. Inventory control and warehouse management. System Management including ensuring system controller functions and approver duties on EPS. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial Statements. Manage all people management related functions within the component. Support supervisor in executing the hospital's strategic objectives.
<u>ENQUIRIES</u>	: Mr M Mdodeni Tel No: (021) 370-1125
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 18 July 2025
<u>POST 23/180</u>	: <u>SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS AND HUMAN RESOURCE DEVELOPMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R397 116 per annum
<u>CENTRE</u>	: Lentegour Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in facilitating grievance and disciplinary procedures. Appropriate experience in Labour Relations. Appropriate experience in Human Resource Development & Training. Inherent requirement of the job: Valid Driver's licence and willingness to travel between facilities. Willingness to work overtime when required. Competencies (knowledge/skills): Computer skills (MS Office, Excel and Word). Ability to interpret labour legislation, policies and procedures. Ability to work under pressure and meet deadlines. Excellent report writing, presentation, negotiation, conflict management and research skills. Knowledge of Labour Relations and training standards and prescripts. Knowledge of and application of applicable human resource policies and circulars.
<u>DUTIES</u>	: Case management with regards to disciplinary and grievance matters. Consult and advise Line Managers on Labour Relations procedures and interventions. Facilitating the training & development of staff in respect of Labour Relations. Provide advice and support with regards to labour relations matters. Conduct investigations (misconduct, queries, and disputes). Render advice on misconduct and grievance matters. Facilitate the effective functioning of the IMLC at institution level. Draft submissions for mandates and represent the employer in disciplinary hearings. Provide appropriate Labour Relations training to all employees. Compilation of Labour Relations statistics and implementation of appropriate interventions. Assist with the development, implementation and evaluation of the WSP in the absence of SAO: HRD. Assist with the drafting of the Annual Training Report (ATR) against the approved WSP.
<u>ENQUIRIES</u>	: Mr DM Rensburg Tel No: (021) 370 1414
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 18 July 2025
<u>POST 23/181</u>	: <u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES (ENGINEERING)</u>
<u>SALARY</u>	: R325 101 per annum
<u>CENTRE</u>	: Groote Schuur Hospital, Observatory

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate hospital administrative experience. Competencies (knowledge/skills): Extensive knowledge of policies, procedures, practices relevant to Hospital Engineering Administration. Ability to work in a team. Computer skills.
<u>DUTIES</u>	:	Perform office support functions to the Engineering managers. Render administrative support in terms of all HR related documentation. Supervision of staff. Compile and manage engineering databases, as well engineering stats wrt Utility and 3rd Party accounts. Carry out departmental audits as required (i.e. Ideal Hospital, Office of Health Standards Compliance, Inventory Control).
<u>ENQUIRIES</u>	:	Ms D Kombol Tel No: (021) 404-3261
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a competency test.
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/182</u>	:	<u>ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT</u> Cape Winelands Health District
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Cape Winelands TB Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Administration, Information Management and Hospital Information Systems. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): In depth Knowledge of Data and Information Management linked to the various Hospital Information Systems used. Computer literacy in MS Package. Practical workable knowledge of Clinicom, HealthBI, Sinjani, PHCIS, National and Provincial Indicators and related Hospital Information Systems. The ability to interpret and analyse management reports as well as excellent report writing skills.
<u>DUTIES</u>	:	Ensure timely, accurate collection, validation, and reporting of all facility health data to support effective decision-making. Manage patient registration, records filing, and data capture to maintain accurate, confidential, and accessible medical information. Identify, organize, and conduct training programs to enhance staff competence in health information systems and protocols Providing technical support in terms of hardware and related systems to end-users, including training of users on Clinicom and various related Health Information Systems. Ensuring the Hospital Operational needs are met in terms of IT related Systems, Hardware and Network Infrastructure. Oversee administrative functions and supervise staff to ensure efficient and compliant health information office operations. Assist supervisors with administrative tasks and act as relief to maintain uninterrupted management and operational continuity.
<u>ENQUIRIES</u>	:	Ms A Saayman Tel No: (023) 348-1391
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within Cape Winelands TB Centre for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/183</u>	:	<u>PERSONNEL PRACTITIONER (HUMAN RESOURCE MANAGEMENT)</u> Cape Winelands Health District
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Cape Winelands District Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of PERSAL, Salary Administration, Personnel Administration. Appropriate experience in all aspects of personnel and salary Administration (Incl HR Audits). Inherent requirements of the job: A valid driver's licence and willingness to travel within the district. Competencies (knowledge/skills): Computer skills in MS Office (Word, Excel, PowerPoint). Working knowledge of PERSAL. Knowledge of applicable HR legislation, prescribes, regulations, policies and procedures.

<u>DUTIES</u>	:	Manage all Human Resource related functions within the Human Resources component within the district office and throughout the district. Supervise Administration Clerks to ensure effective functioning of the Personnel Salary Administration Section. Conduct HR audits and ensure effective and efficient implementation of Human Resource Management policies and prescripts. Approve PERSAL transactions. Capacity building of HR staff, supervisors and other personnel. Administration of PILIR. Provide support to all Sub District HR offices.
<u>ENQUIRIES</u>	:	Mr DW September Tel No: (023) 348-8100
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test as part of the interview process. The pool of applicants will be considered for similar vacant posts within Cape Winelands District Office for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/184</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Central Karoo District Chronic Medicine (Stationed at Murraysburg Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, including weekends, public holidays, night shifts and to work at other clinics in the Sub-district when needed. Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Basic skills in MS Word. The ability to function independently under pressure. Knowledge of Nursing Practice, Infection Prevention Control, control measures and practices. Excellent communication skills (both written and verbal).
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice) Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationships with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Mr F Fass Tel No: (049) 844-0142
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Central Karoo District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
<u>CLOSING DATE</u>	:	18 July 2025

<u>POST 23/185</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X14 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Greenpoint CDC (X1 Post) Du Noon CHC (X1 Post) District Six CDC (X3 Posts) Hout Bay CDC (X2 Posts) Lotus River CDC (X3 Posts) Southern Western Sub-structure (X4 Posts)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife/Accoucheur. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: A Valid (Code B/EB) Driver's License. Must be willing to travel and assist at other clinics within the Substructure. Willingness to work shifts, night shift and overtime when required. Competencies (knowledge/ skills): Knowledge of Nursing Care processes and procedures Nursing Act. Problem-solving and decision-making. Report writing skills. Health promotion and team building. Good communication and interpersonal skills.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practices within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.
<u>ENQUIRIES</u>	:	Ms G Jones Tel No: (021)703-3131 (Lotus River CDC) Ms N Beukes Tel No: (021) 833-5400 (District Six CDC) Mr R Hall Tel No: (021) 200 4500 (Du Noon CHC) Ms T Ahjam Tel No: (021) 790-1050 (Hout Bay CDC) Ms D Poole Tel No: (021) 202 0944 (Southern Western Sub-structure)
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for other vacant Professional Nurse General posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/186</u>	:	<u>PHARMACIST'S ASSISTANT (POST BASIC) (INSTITUTIONAL): GRADE 1 TO 3</u> Chief Directorate: Cape Winelands District
<u>SALARY</u>	:	Grade 1: R264 750 per annum Grade 2: R306 411 per annum Grade 3: R330 540 per annum
<u>CENTRE</u>	:	Worcester CDC and PHC clinics
<u>REQUIREMENTS</u>	:	Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus a Post-Basic Pharmacist

	Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Registration with a Professional Council: Current registration with the SAPC as a Pharmacist Assistant (Post Basic) (Institutional). Experience: Grade 1: None after registration as Pharmacist's Assistant (Post Basic) with the SAPC. Grade 2: A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) (Institutional). with the SAPC Grade 3: A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) (Institutional). with the SAPC. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to perform regular after-hours duties. Willingness to travel between PHC facilities in the BVSD and provide relief as Pharmacist's Assistant (Post Basic). Competencies (knowledge/ skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team with excellent interpersonal and communication skills. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101 of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Appropriate clinical and pharmaceutical knowledge. Innovative analytical thinking and the ability to initiate, co-ordinate, manage and sustain programs.
<u>DUTIES</u>	: Pharmaceutical service delivery according to legislation and scope of practice. Effective medicine supply management (Receiving, storage, control and distribution of pharmaceuticals) including cold chain management in all areas where medications are kept. Provision of health information, adherence counselling and advice on correct usage and storage of medication. Assistance with waste management and rational usage of resources. Compliance with policy and legislative requirements and Good Pharmacy Practice Guidelines. Assistance with the Chronic Dispensing Unit (CDU) processes.
<u>ENQUIRIES</u>	: Ms N Mbila Tel No: (023) 814-0290
<u>APPLICATIONS</u>	: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Pharmacist Assistants who do not comply with registration in the advertised category may apply on condition that registration in the required category is obtained within 12 months. The appointment will be subject to a 12-month probationary period. -Should the employee not meet the conditions of their appointment within the agreed timeframes, the probationary period may be extended, or the employee may be dismissed. The pool of applicants will be considered for similar vacant posts within Breede Valley Sub-district for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	: 18 July 2025
<u>POST 23/187</u>	: <u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R228 321 per annum
<u>CENTRE</u>	: Mowbray Maternity Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Asset Management in a health care environment. Inherent requirement of the job: Ability to work in a physically demanding environment. Competencies (knowledge/skills): Knowledge of LOGIS, EPS system and Asset Management functions. Knowledge of the PFMA, Treasury Directives and Legislation pertaining to Asset Management work environment. Good interpersonal and communication skills. Computer literacy (MS Word, Excel, PowerPoint).

<u>DUTIES</u>	:	Conduct asset count, verification and ad-hoc inspections. Ensure the disposal of redundant obsolete and unserviceable items in accordance to the existing prescripts. Ensure the barcoding and tracking of assets. Maintain the master asset register. Perform tasks related to procurement administration such as inviting of quotes and supply of equipment (Assets). Provide administrative support to supervisor.
<u>ENQUIRIES</u>	:	Ms N Mzukwa Tel No: (021) 659-5559
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/188</u>	:	<u>ADMINISTRATION CLERK: WARDS</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Mowbray Maternity Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior (or equivalent) Certificate. Experience: Appropriate experience in a hospital and/or Community Health Centre environment that focuses on the Key Performance Areas (duties) of the post. Inherent requirements of the job: Willingness to work overtime, work shifts which include night duty, weekends and public holidays. Willingness to rotate between departments as needed. Competencies (knowledge/skills): Computer literacy.
<u>DUTIES</u>	:	Accurate patient assessments and patient admissions on Clinicom system. Complete patient discharge documentation and system discharges. Ensure timeous and accurate collection and submission of statistics. Accurate collection and safekeeping of state money and patient valuables. File patient clinical notes and laboratory results in folders. Monitoring and ordering of inventory. Attend to patient queries (verbal and written).
<u>ENQUIRIES</u>	:	Ms Z Dalwai Tel No: (021) 659 5570
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/189</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (MEDICAL AND ANCILIARY) (MEDICO-LEGAL/QUALITY ASSURANCE)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Inherent requirement of the job: Work overtime on short notice. Willingness to assist in case of emergencies / mass incidents if needed. Experience: Appropriate experience in a medical administration environment. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Power Point). Knowledge of POPI, POPIA and PAIA Acts and procedures, excellent interpersonal skills, excellent communication skills as well as good telephone etiquette, problem solving skills and conflict management. Trustworthiness, ability to handle all information with confidentiality, be able to do innovative thinking, work independently and under pressure.
<u>DUTIES</u>	:	Handling of all enquiries from internal and external stakeholders, answering of telephones, typing of letters and referral of enquiries. Administrative duties, filing and drawing of folders, accurate recordkeeping, electronic filing systems, patient records management and data capturing, reporting and report writing. Assisting with insurance verification and billing processes. Organizing and managing case files, including documents, evidence and handling of Forensic and SAPS matters. Identification and reporting of risks to supervisor. Human resources duties.
<u>ENQUIRIES</u>	:	Ms S Nieuwoudt Tel No: (023) 348-6455

<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from the date of advert.
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/190</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCES MANAGEMENT (PEOPLE MANAGEMENT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Mitchell's Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience regarding the Personnel administration. Competencies (knowledge/ skills): Good computer (MS Word and Excel), numeracy and mathematical skills. Good interpersonal skills and the ability to work in a team context. Knowledge of the Human Resource prescripts in the Public Service. Previous personnel administration experience will be advantageous. Ability to function under pressure and meet deadlines.
<u>DUTIES</u>	:	Effectively handle all personnel matters, such as salaries, pension, appointments, resignations, transfers, leave and other allowances on PERSAL. Assist staff, colleagues, supervisors, management and members of the public with regards to all Human Resources and Personnel matters. Assist with all other administrative functions in the personnel component. Handle a variety of personnel, written and telephonic enquiries. Audit personnel, pension and leave files. Variety of clerical duties including filing. Responsible for capturing transaction on PERSAL.
<u>ENQUIRIES</u>	:	Ms CC Johnson Tel No: (021) 377-4499
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Candidates may be subjected to a competency test. No payments of any kind is required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification, verification, criminal records and previous employment.
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/191</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (MEDICO LEGAL SERVICES)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate computer and typing experience. Appropriate office administration experience. Appropriate experience in client care. Competencies (knowledge/skills): Good written and verbal communication skills. Proven ability to produce and organize formal documents, spreadsheets as well as manage emails, email responses and electronic calendars. Excellent interpersonal, time management and filing skills. Ability to plan, organize and execute office responsibilities. Ability to meet deadlines. Ability to take minutes and write reports. Minute taking skills. Strong sense of initiative, prioritization and precision and ability to work independently. Good Computer literacy in (MS Word, Excel and Outlook).
<u>DUTIES</u>	:	Deliver high quality effective and efficient administrative support, reception and medico legal service. Effectively provide typing and computer service. Office management and professionally liaise with external and internal clients. Create and maintain register, database management and electronic management of records. Request patient folders. Process client/patient requests and prepare documents for completion by clinical staff. Follow up on the progress of client requests. Ensure timeous submission of statistical data, as well as collate and compile monthly report and statistical data. Provide assistance to Medical Managers and Chief Executive Officer.
<u>ENQUIRIES</u>	:	Dr M Salie Tel No: (021) 658-5383
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

<u>NOTE</u>	:	Shortlisted candidates will be subjected to a practical test. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/192</u>	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u> Central Karoo District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Beaufort West Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management in a health environment. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/ skills): Appropriate knowledge of information management systems (/Ideal Clinic/CLINICOM/Sinjani/ HECTIS). Computer literacy (Ms Office: Word, Excel, and PowerPoint). Good communication and interpersonal skills. Ability to function independently and within a team environment.
<u>DUTIES</u>	:	Responsible for data management, i.e. collection, collation, capturing and reporting. Perform an administrative role as a member of the information management team. Office administration with regards to filing processes, telephonic enquiries and drafting of letters. Assist with data management quality monitoring. Participate in health information coordinating activities and maintain data retrieval efficiency.
<u>ENQUIRIES</u>	:	Mr O Sceffers Tel No: (023) 414 - 8200
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a computer literacy test. The pool of applicants will be considered for similar vacant posts within the Central Karoo District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/193</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (X2 POSTS)</u> Cape Winelands Health District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Robertson Hospital (X1 Post) Montagu Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject. Experience: Appropriate experience of Asset Management and Warehousing within the public or private environment. Working experience in Procurement (Electronic Procurement System). Inherent requirement of the job: Willingness to rotate within Supply Chain environment. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, Outlook (e-mail). Knowledge of the AOS, PFMA, Finance Instructions, Provincial Treasury Instructions and National Treasury Regulations. Knowledge and experience of LOGIS (Logistical Information System).
<u>DUTIES</u>	:	Responsible for demand and acquisition management functions. Perform duties related to Electronic Procurement System processes and compliance. Prepare bidding templates and relevant documentation to present at Quotation Evaluation Committee. Perform various tasks related to procurement processes and compliance. Effective maintenance of assets and systems of the asset register. Regular follow-up on outstanding orders. Perform and assist with Interim and Annual Financial statement reporting and financial year end tasks. Ensure compliance to all relevant laws and prescripts related to the Supply Chain Asset and Warehouse Management duties.
<u>ENQUIRIES</u>	:	Mr H Wiese Tel No: (023) 626-8562
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within the Langeberg Sub District area for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	18 July 2025

<u>POST 23/194</u>	:	<u>ECM SCANNER OPERATOR</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Mitchell's Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the scan centre environment/ medical records. Appropriate scanner operator experience. Inherent requirement of the job: Willing to work at the Emergency Centre at Heideveld Ability to work under pressure and in a multi - disciplinary team context. Competencies (knowledge/skills): Knowledge of data capturing, preparation, scanning, and quality assurance of files. Knowledge of the Western Cape Archive Act Computer literacy (MS Windows, Word, Excel). Knowledge of Enterprise Content Management (ECM).
<u>DUTIES</u>	:	Collect patient folders in the wards and other service areas/ Follow-up on outstanding folders in wards. Ensure that folders returned are processed into batches and tracked on ECM tracking tool. Prepare episode folders for scanning; Scanning of folders; Deal with emergency requests for finalising of QA Process Ensure that electronic folder is created on ECM for each patient Ensure that content is electronically available under the correct folder adhering to the defined file plan on ECM. Perform quality checks of the scanned documentation to ensure that the standards are adhered to. Inter filing of scanned documents into patient folders. Ensure the workspace is tidy and organised.
<u>ENQUIRIES</u>	:	Mr A Moses Tel No: (021) 377- 4497
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification, verification, criminal records and previous employment.
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/195</u>	:	<u>HOUSEKEEPING SUPERVISOR</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Stikland Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate housekeeping experience in a hospital environment. Inherent requirement of the job: Willingness to work shifts, including weekends and public holidays when required. Competencies (knowledge/ skills): Ability to adhere to safety and hygienic standards. Ability to effectively communicate. Knowledge of linen and stock control. Knowledge of infection control.
<u>DUTIES</u>	:	Responsible for overall control, performing and co-ordinating of tasks related to hygiene, cleaning, and linen services within the ward. Ensure the effective use, maintenance and safe keeping of supplies and equipment. Supervision of household aid /cleaners in the ward. Responsible for all administrative duties associated with supervision. Attend in-service training appropriate to service delivery.
<u>ENQUIRIES</u>	:	Mr M Gayiya Tel No: (021) 940 4424
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/196</u>	:	<u>TELECOM OPERATOR</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Victoria Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: General education and training certificate (GETC)/Grade 9 (Std7). Experience: Appropriate switchboard experience. CCTV experience. Knowledge of Linc Messenger Service (SMS). Inherent requirements of the job: Shift work including weekends and public holidays. Ability to work effectively in a team. Ability to work under pressure. Ability to work independently. Competencies (knowledge/ skills): Computer literacy. Sound knowledge of a switchboard in a hospital environment. The ability to maintain sound interpersonal relations. Sound communication skills. Knowledge and experience of a VIOP consisting of at least 280 extensions in a hospital environment.
<u>DUTIES</u>	:	Operate VOIP Telephone System. Report telephone faults. Maintain internal telephone directory. Operate Public Address System. Monitor CCTV System and report incidents to security. Send SMS messages to medical staff.
<u>ENQUIRIES</u>	:	Ms Y Nelukalo Tel No: (021) 799-1123
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/197</u>	:	<u>FOOD SERVICE SUPERVISOR</u> Cape Winelands Health District
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Stellenbosch Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and training Certificate (GETC)- Grade 9. Experience: Appropriate experience in a large scale, Food Service Unit. Inherent requirement of the job: Willingness to work shifts, which include weekends/public holidays and overtime as needed. Competencies (knowledge/skills): Knowledge of production and cooking methods for normal and therapeutic diets in an Industrial Foodservice Unit on a large scale. Knowledge of hygiene, occupational health, HACCP and safety principles. Sound organising skills. Inter-personal skills in relations with all categories of staff in the execution of his/her supervisory functions. Computer literacy, writing skills and the ability to work under pressure.
<u>DUTIES</u>	:	Order, receipt, storage and issue all food provisions and stock in the foodservice unit. Supervise food pre-preparation and production of all full and therapeutic diets. Supervise the weighing, dishing and distribution of food to various wards. Supervise hygiene, use and maintenance of equipment and occupational health and safety. Supervise adherence to prescripts, elementary control measures and standard operational procedures. Supervise human resources, financial resources and do stock control. Process food statistics and keep records.
<u>ENQUIRIES</u>	:	Mr B Phinalippe Tel No: (021) 808-6151
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within Stellenbosch Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/198</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (X5 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the

		operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills and interpersonal skills. Knowledge of nursing processes & procedures as outlined in Nursing, Health related & Public service legislation, regulations & policies. Function within the team and facilitate on the level of the post.
<u>DUTIES</u>	:	Assist patients with activities of daily living which includes patient hygiene, provide nutrition, assist with mobility, and elimination processes. Provide elementary clinical nursing care. Maintain documentation and communication. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.
<u>ENQUIRIES</u>	:	Sr J King Tel No: (021) 370-1144
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/199</u>	:	<u>FOOD SERVICES AID</u> Cape Winelands District
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Montagu Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a large scale, Food Service Unit. Inherent requirements of the job: Ability to work shifts which include weekends and public holidays. Incumbent must be physically fit to lift heavy objects and be on their feet the entire day. Competencies (knowledge/ skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, Occupational Health, HACCP and safety principles.
<u>DUTIES</u>	:	Assist in the receipt and storage of all provisions and stock in the Food Service Unit. Pre-preparation and production of all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Clean all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures. Financial management and human resource support to supervisor.
<u>ENQUIRIES</u>	:	Ms EM Volschenk Tel No: (023) 626-8565
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Montagu Hospital for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	:	18 July 2025
<u>POST 23/200</u>	:	<u>GENERAL WORKER (STORES ASSISTANT) (SUPPLY CHAIN MANAGEMENT)</u> Garden Route District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Oudtshoorn Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a warehouse environment. Appropriate experience in receiving and distribution of stock. Inherent requirement of the job: Willing to work overtime after hours, including weekends and holidays. Valid Code B license. Competencies (knowledge/skills): Good written and verbal

	communication skills. Must be physically able to lift heavy objects and stay for long hours on your feet.
<u>DUTIES</u>	: Delivery of goods to various end users and sections within the hospital and clinics. Load and offload stock on the vans. Safe keeping of stock and effective stock control and issue documents Ensuring tidiness and cleanliness of Warehouse. Assistance with transit area and Asset Management. Assist transit clerk in transit area.
<u>ENQUIRIES</u>	: Mr C Michaels Tel No: (044) 203 - 7200
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within Garden Route District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 18 July 2025
<u>POST 23/201</u>	: <u>DRIVER (LIGHT DUTY VEHICLE)</u> Cape Winelands Health Sub-district
<u>SALARY</u>	: R138 486 per annum
<u>CENTRE</u>	: Drakenstein Sub- district
<u>REQUIREMENTS</u>	: Minimum requirement: Basic and numeracy and literacy skills. Experience: Appropriate experience in transportation of personnel and goods. Inherent requirement of the job: Valid code (B/EB) driver's license. Valid Public Driving Permit (PDP). Willingness to work overtime and to perform standby duties when needed. Physically fit to lift and load heavy items. Competencies (knowledge/skills): Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills. Ability to accept accountability and responsibility and to work independently. Knowledge of Transport Circular 4 of 2000 and good knowledge of road.
<u>DUTIES</u>	: Daily transporting of official passengers, post, packages, medication, goods, and equipment. Ensure accurate completion of logbooks. Deliver and collect products and equipment within the Western Cape. Conduct routine maintenance, 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. Relief staff within the component when required and render support to supervisor.
<u>ENQUIRIES</u>	: Mr. S. Adams Tel No: (021) 877-6440
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within Drakenstein Sub District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 18 July 2025